

## COMMUNITY NEEDS AND ASSETS ASSESSMENT (CNAА)

### Community Needs and Assets Assessment Template

The CNAА Template which follows identifies the information to be collected in the CNAА process for submission to the Oversight Entity (Project Steering Committee) and contains guiding questions.

#### A. IDENTIFICATION

Name of village/district: \_\_\_\_\_

Name of nearby major town/city: \_\_\_\_\_

#### B. HISTORICAL PROFILE *(uses secondary data and primary data sources including transect walks, focus group meetings, semi-structured interviews, historical profiles/trend lines)*

- Brief history of the community; significant events in the community's history (for example, how it got its name), major changes or shocks (natural disasters, closure/opening of factories, collapse/creation of markets)
- Interesting beliefs, customs and traditions
- History of a problem of concern to the community
- Description of how the community solved problems in the past and solves problems in the present.

#### C. PHYSICAL PROFILE *(secondary data from statistical or surveys department and primary data sources including community asset mapping, transect maps)*

- Size, layout and boundary of the community
- Distance from major town/city (km)
- How often do buses travel to the town/city?
- Number of months of the year the community is accessible by road/air/sea/river
- Description of the standard of housing, roads public buildings/spaces, infrastructure etc.
- Natural resources
- Significant environmental issues (riverbed, wetland, forest, coral reefs, etc.)

**D. ECONOMIC PROFILE** (*secondary data from statistical department on poverty and unemployment; primary data including community resource maps, gender resource maps, wealth ranking*)

- Main economic/productive activities in the area (industry, agriculture, tourism, services)
- Is/are the main industry(ies) growing or shrinking?
- How do men earn a living?
- How do women earn a living?
- What skills and or occupations do women have?
- What skills and or occupations do men have?
- What other types of occupation or skill would women be interested in if they had a choice?
- What other types of occupation or skill would men be interested in if they had a choice?
- What is the level of unemployment (for women/men/disabled) in the community?
- How do people (women and men) who are unemployed manage?
- What economic activities are located near to the locality?
- Is there access to markets?
- Do men/women/youth travel significant distances to work?
- Do people (men and women) migrate/go outside the community to work?
- Do migrants maintain connections with the community?

**E. SOCIAL PROFILE** (*secondary data from statistical department on population and social services; and primary data including key informant interviews, transect walk, focus group meetings, semi-structured interviews*)

- Number of residents [men/women/youth/children (under 12 years disaggregated by sex)]
- Number of families/households (by sex of head of household)
- Number of single heads of household (sex/age/disabled) Existing facilities/amenities exist in or near the locality –water, electricity, sanitation etc.
- Does every household has access to piped water (or amount of time to get to water source)
- Who has primary responsibility for collecting water
- Do every household have access to indoor/outdoor toilets
- Racial and ethnic origins and composition of the population of the community (afro Caribbean, Indo Caribbean, indigenous, non-belongers, immigrant, others)
- Increase/decrease in population and reasons

- ▣ Availability of community social services (school, health, security, etc.) in terms of distance from households, and cost of transportation, suitability of opening hours
- ▣ What are the major health issues (related to water quality, garbage disposal, mosquitoes, dust, other)?
- ▣ What are the major social problems facing the community (drugs, alcoholism, gang conflicts, crime, citizen security, domestic/gender based violence, road fatality, religious intolerance)?
- ▣ What relationships/causal connections do community members see among the social issues (for example, unemployment/drug abuse; crime/domestic violence; poverty/community conflict)?
- ▣ Does the community have the following infrastructure/social services
  - Nursing/medical station/clinic
  - Childcare centre
  - Schools (elementary, primary, secondary)
  - Library
  - Police station
  - Women’s shelter
  - Children services
- ▣ Are the services adequately equipped and staffed?
- ▣ Number of community organizations/groups and the services they provide -perceptions on effectiveness and relationships/links established between local and external groups
- ▣ Who are the persons (men and women) regarded as leaders (having influence and authority)?
- ▣ What do persons (women and men) like about their community?
- ▣ What do persons (women and men) dislike about their community?
- ▣ What is the extent of the sense of community and efficacy, that is, ‘we’ feeling or ‘we can do it/make a difference’ attitude?
- ▣ What are the perceptions of community problems (by males/ females, youth, adults, elderly)?
- ▣ Which months of the year are men and women available for community activities?
- ▣ Who (women/men/youth) can provide voluntary contributions for community projects
- ▣ Who (youth/women/men) will benefit most from paid work and skills training?

**F. REPRODUCTIVE PROFILE** (*primary data on unpaid household work from household interviews, activity/daily calendar*)

- ▣ Average number of household members (sex/age/disability)
- ▣ Who (man/women/age) is responsible for reproductive, household tasks (which someone else can be paid to do)?
- ▣ Who (man/women/age) is responsible for caring for the children/elderly/disabled/PLWHA?

- Is the ability of primary caregiver to work outside the home limited by their responsibilities
- How is childcare provided for working caregivers (another family member, neighbours, daycare)?
- What is the cost of daycare?
- Is the quality of childcare a major concern for working parents?
- Who has primary responsibility to water collection?
- Is assistance available to care for the elderly/disabled/PLMHA?
- How do women spend their leisure time?
- How do men spend their leisure time?

**G. DECISION-MAKING & ACCESS/CONTROL** (*primary data on unpaid household work from household interviews, activity/daily calendar*)

- Who makes the major decisions at the level of the household (men/ women/elders/youth/ jointly)?
- Do the men and the women agree about who makes decisions?
- Who has access to and control over the following resources/benefits in the household and community? (men/women/ youth):
  - land
  - equipment
  - hired labour
  - employment
  - education/training
  - money
  - transportation (ownership of car/bicycle/trucks, etc.)
  - time
  - leisure
  - membership in organizations/networks/social contacts
  - access to social services
  - other (specify).

**H. DEVELOPMENT PROFILE**

- What is the community's vision for the future?
- What is the community's awareness of issues, concerns, ideas about the community's development?
- What do women describe as prioritised needs/challenges?
- What do men describe as prioritised needs/challenges?
- What is the impact on challenges for men

- ▣ What is the impact on challenges for women?
- ▣ What needs to be done to solve the problem?
- ▣ What capacity does the community have to solve the problem?
- ▣ What do they need help with to solve the problem?
- ▣ Are persons willing to become involved/ or what would motivate their involvement?
- ▣ Who and what should be involved?
- ▣ Is there an elected council/local government body?
- ▣ What is the representation of men and women on the council
- ▣ Who (men/women) are the key decision-makers/opinion leaders?
- ▣ What is the relationship between the council and the community (harmonious, tense, adversary)

## **I. CLO's REPORT TO THE OVERSIGHT COMMITTEE**

### **Methodology**

Briefly (½ page) outline the approach and methods used in the CNAA process and the compilation of the sub-project proposal/outline. The participation of all segments of the community: men, women, youth, elderly, disabled, people living with HIV/AIDS, (PLWHA) etc., in identifying the sub-project is essential for the long-term success of the sub-project. Specify:

- Sources of secondary data
- Participatory tools used
- Amount of time spent in the community/date(s) of visit(s)
- Dates of community consultations/focus group meetings and number of persons in attendance disaggregated by sex/age
- Name(s) of partner organisation(s) involved.

### **Summary of Assets**

Consider the following:

- groups, associations, institutions, individuals and their relationships within the community and their external linkages (*Venn Diagrams*)
- Sense of co-operation
- Social Capital/Relationships of trust, partnership and collaboration
- Community networks
- Participation by a representative range of community members in community activities
- Motivation and commitment
- Leadership (by men/women/youth)
- ▣ Governance (structures, rules, roles, and procedures to aid democratic decision making (consensus)
- Capacity of community organization(s) to identify and solve problems.

## **Criteria for Selection of Sub-project**

- Why was the sub-project selected as the main priority in the community?
- Name two other top priorities listed by the community and why the sub-project was considered a greater priority?
- What are the key challenges, related issues identified by the community members?
- What are the possible solutions identified by the community members?
- Is there general consensus in the community on these challenges, issues and solutions?
- Do you have a sense that you have heard from a broad cross-section of the community?
- In your opinion, what are the main challenges that may arise in the process of implementing the BNTF sub-project?
- In your view, will the sub-project enhance the community's ability to organize to address the challenges facing them?
- What, if any, additional support could BNTF provide to enhance this process?
- What, if any support could BNTF provide to empower the most vulnerable groups?
- What, if any support could BNTF provide to mainstream gender?

## **Executive Summary**

The Executive Summary (Maximum length 2 pages) will be included in the submission to the Oversight Entity (PSC). The CLO may be requested to provide additional background or supporting evidence.

## **J. OTHER MATTERS**

The CLO should be aware that the community may require multiple interventions to significantly impact poverty, and so should consider the possibility of an integrated community Sub-Project involving a number of interrelated activities, for example the rehabilitation of a road to a market place, combined with renovation of the market place and an associated upgrade of its water supply system.

It is the responsibility of the CLO to ensure that all segments of the community, especially those who have historically been marginalized (women, youth, unemployed, elderly, PLWHA, elderly women and men, ethnic minorities, etc.), are also involved in the subsequent stages including sub-project design, project implementation, decision-making, and skills training. Broad participation will ensure that ownership is widely shared and that the results of the sub-project are more sustainable. Community involvement may take the form of participation on decision-making bodies; contributions of labour (manual labour for construction, cooking food for participants or providing day care services the children of labourers).

Additionally, as part of the participatory community development approach, other requirements should be considered:

- Facilitating the strengthening of community groups thus creating new institutional arrangements at the community level to be able to manage development prospects
- Assisting the community with project design and proposal writing
- Ensuring that the requisite support and resources necessary to aid the community's action plan is available prior to the research and becomes a reality within a short period of time.