

## **NGO-IDEAs Participation Guidelines**

These Participation Guidelines for the NGO-IDEAs project were suggested by the first regional workshop in the Philippines, May 2009, discussed by other NGO-IDEAs partners and adopted by the participants of the international NGO-IDEAs workshop in September 2009 in Coimbatore. The intention is to set some standards for the participation of communities in the application and development of the NGO-IDEAs tools .

While working together on NGO-IDEAs to involve communities in assessing outcome and impact of their, and our, efforts, we want to follow a couple of principles how we work in communities and how we ask communities to participate.

1. We want to use tools only in communities we work in. We will not go into communities just to test tools or gather data without an intention to work there. Exceptions can be made in the health and disability sectors.
2. We will use tools upon mutual agreement between the NGO (or federation), CBO, and the community, members and families (the primary stakeholders). We will not push tools on people and we will inform them about the purpose of the tools. We will explain our intentions and methods in an appropriate way which allows them to have an influence on what we are doing, and to safeguard their own interests. Updates will also be provided to the community partners during the whole course of their participation.
3. Tools we use need to be intended for the benefit of the people/communities involved.
4. Tools should serve to share experience between NGO/federation and community, to learn from each other. Whenever the tools are applied, they should be used for a joint reflection with the community.
5. Communities need to be involved in developing their indicators which they want to use with the tools with facilitation from NGOs. Communities need to be involved to enhance/improve the tools.
6. Whenever we use the tools, we want to include a reflection on the tool and on the process at the end.
7. We aim for an approach in which communities become able to use the tools on their own, without NGO help, at least in the long run.
8. Whenever two NGOs work in the same area/community and one NGO wants to share information about the community with anybody external, we ask the community for permission to use these data.
9. We will ensure the privacy of data. This means that we will encode data once these leave the NGO. They need to be encoded when they leave the NGO and are made public. When we aggregate data or publish results, it should not be possible to identify individuals. It is acceptable to use information about individuals for fund-raising, awareness raising and research purposes, with the consent of the persons concerned.
10. NGOs will ensure that community partners are able to define their own objectives for their participation, how they would like to participate (levels of participation) and the support they need from the NGOs to ensure their meaningful participation in the project.