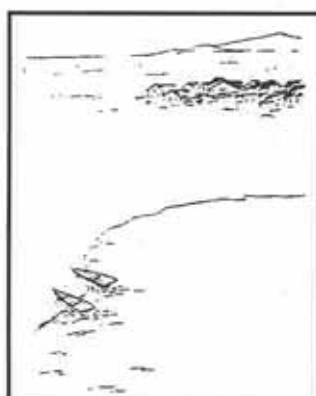


Participatory analysis, monitoring and evaluation for fishing communities

A manual



Food
and
Agriculture
Organization
of
the
United
Nations



Participatory analysis, monitoring and evaluation for fishing communities

A manual

by
R.A. Maine
Fishery Industry Officer
Fishing Technology Service
FAO Fishery Industries Division

B. Cam
Consultant

D. Davis-Case
Consultant

FAO
FISHERIES
TECHNICAL
PAPER

364

Food
and
Agriculture
Organization
of
the
United
Nations



Rome, 1996

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of the Food and Agriculture Organization of the United Nations concerning the legal status of any country, territory, city or area or of its authorities, or concerning the delimitation of its frontiers or boundaries.

M-40
ISBN 92-5-103919-4

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying or otherwise, without the prior permission of the copyright owner. Applications for such permission, with a statement of the purpose and extent of the reproduction, should be addressed to the Director, Information Division, Food and Agriculture Organization of the United Nations, Viale delle Terme di Caracalla, 00100 Rome, Italy.

© FAO 1996

PREPARATION OF THE DOCUMENT

This manual is the result of efforts of the authoring team to take the Participatory analysis, monitoring and evaluation (PAME) set, consisting of a PAME Manual (Community Forestry Note 2 and The Community's ToolBox, both published by the FAO/SIDA Forest, Trees and People Programme, translate the contents into a fisheries setting and then combine the two manuals into one. The original PAME set was prepared by D'Arcy Davis-Case who also assisted in the preparation of the fisheries publication. Barbara Cam consulted on the conversion to the fisheries context. The graphics are adapted from the original illustrations of the Forestry manuals which were created by Tony Grove. These illustrations have been modified to various fisheries settings by M. Carlesi, draftsman of the Fishery Industry Technology Service. The final input, revision and layout was accomplished by R.A. Maine.

Distribution:

FAO Fisheries Department
FAO Regional and Country
Representatives
FAO Regional Fishery Officers
FAO Fisheries Field Projects

Maine, R.A.; Cam, B.; Davis-Case, D.

Participatory analysis, monitoring and evaluation for fishing communities: a manual.
FAO Fisheries Technical Paper. No. 364. Rome, FAO. 1996. 142p.

ABSTRACT

While there are many manuals available on participatory rapid appraisal approaches to monitoring and evaluation, there were none easily used by field officers attempting to aid and encourage fishing community level participation in monitoring and evaluating activities of projects and programmes in rural fishing communities.

This manual is prepared in cook book fashion with easily followed instructions for 26 participatory monitoring tools to allow use by both local field staff acting as facilitators and directly by community members engaged in the evaluation process.

TABLE OF CONTENTS

	Page
Definitions	vii
Introduction	x
Chapter One - Getting the Idea	1
Changes in development thinking	3
New ideas mean change	4
Two-way communication	6
A participatory approach to development	10
The principles of PAME	15
The benefits of PAME	16
Where will PAME work ?	18
Chapter Two - Participatory Assessment	21
What is participatory assessment ?	21
Benefits of participatory assessment	26
Steps to participatory assessment	27
Chapter Three - Participatory Baselines	33
What is a participatory baseline ?	33
The benefits of participatory baselines	34
Steps to participatory baselines	35
Indicators	37
Chapter Four - Participatory Monitoring	41
What is participatory monitoring ?	41
The benefits of participatory monitoring	43
Steps to participatory monitoring	46
Chapter Five - Participatory Evaluation	49
What is participatory evaluation ?	49
The benefits of participatory evaluation	53
Steps to participatory evaluation	56
Chapter Six - Analysis of Information	61
What is analysis ?	61
Steps to analysis of information	62
Chapter Seven - Presentation of Results	67
The importance of presenting results	67
Who will receive the results ?	68
How will results be presented ?	70
Some guidelines for presentation of results	72

Written presentation of results	73
Visual presentation of results	74
Graphs	75
Histograms	76
Bar charts	77
Pie charts	78
Map charts	78
Pictograms	79
Cartoons	79
Photographs	80
Oral presentation of results	81
Chapter Eight - The Tools and How to Use Them	83
Some guidelines for choosing the most appropriate tool for a community	84
An overview of the tools	85
Sampling methods	86
Group meetings	88
Drawing and discussion	91
Murals and posters	93
Flannel boards	95
Open-ended stories	97
Unserialised posters	99
Community case studies	100
Historical mapping	102
Semi-structured interviews	103
Ranking, rating and sorting	105
Community environmental assessment	110
Survival surveys	113
Participatory action research	116
Maps and mapping	118
Fisherfolk's own records	120
Fish landing record book	122
Community financial accounts	124
Strengths, weakness, opportunities and limitations (S.W.O.L.) analysis	125
Popular theatre	128
Puppet theatre	131
Community directed visual images	133
Community directed tape recordings	136
Community directed videos	138
Sources	141

Definitions

Activities:	specific tasks within a project or programme. For example, boat building, hatcheries and fish processing can all be activities.
Assessment:	identification and analysis of the problems and solutions which then form the basis of a project, a programme or an activity.
Baseline:	information collected in the early stage of activities in order to focus the activities and describe the starting point against which future change can be measured.
Clients:	those people who directly benefit the project activities. The term "the community" is used for those who indirectly and directly benefit.
Community:	a group of people who live in the same area, and often share common goals, common social rules and/or family ties. In this manual, community also refers to groups of individuals within the community.
Community Fisheries:	any fishery activities which are carried out by individuals in the community in order to increase benefits they value.
Effects:	the result brought about by a specific activity or set of related activities.
Evaluation:	a measure of progress to determine whether original objectives have been achieved and if they are still relevant.
Extension:	transfer of ideas and technologies; frequently established as a one-way transfer of knowledge from outsider to insider. However, in a participatory approach, extension is defined as a two-way communication of knowledge.
Facilitate:	to guide but not direct.
Impact:	the are actually affected by a project or programme, which may or may not equal the programme objective(s).
Indicators:	pieces of information which directly or indirectly measure a situation or activity. Key indicators are those defined as those indicators most relevant and essential.
Information System:	the organisation, collection, analysis and presentation of information.

Inputs:	the resources such as time, labour and materials that are necessary to carry out activities.
Insiders:	those people who identify with and belong to a community and/or have a dependent relationship with the community.
Method:	a way to go about planning, organising and implementing an activity or group of activities.
Monitoring:	systematic recording and periodic analysis of information.
Objectives (Immediate):	the particular accomplishments that, when achieved, will result in the overall objectives being met. Immediate objectives are often more tangible than overall objectives. For example, "to increase fish production by 25 %".
Objectives (Overall):	what the project or programme hopes to achieve in the long-term. Overall objectives are often very broad, such as to increase the quality of rural life.
Outputs:	the measurable results of activities.
Outsiders:	those people who may be involved in a community for a period of time. They do not identify themselves with and are not identified by the community as belonging to that specific community.
Participation:	the active involvement of partners in all decisions related to objectives and activities, as well as direct involvement in the execution of the activities themselves. The primary purpose of participation is for all partners to programme towards long-term benefit.
Partners:	maintenance of a successful system or activities with joint inputs from outsiders and insiders. The inputs would be in the form of design effort, material resources, management and labour.
Programme/Project:	the organisation of material resources, people and labour for specific and stated purposes. A programme or project can be created and controlled by insiders, or by insiders and outsiders working together.
Qualitative:	information which is descriptive, having to do with quality.
Quantitative:	information which is numerical, having to do with quantity.

- Result:** the broad changes (for example in economic and social terms) brought about by the project or programme.
- Sustainability:** the relationship of insiders and outsiders. Within a participatory approach, this is an equal partnership
- System:** a way of doing things.
- Two-way Communication:** the interaction between partners that allows for both parties to contribute

Introduction

The monitoring of development programme activities and the evaluation of the observations encountered is a fairly standard sub-element of most development programmes. Historically, these activities have been most frequently carried out by individuals other than the intended beneficiaries of the programme, usually by outsiders acting for the agency or government department that is implementing the project.

One of the underlying factors that give rise to the non-inclusion of beneficiaries as monitors and evaluators may be that some programme designers prefer to have the evaluation formats and methods conform to designed parameters which are laid down during the programme design phase. A possible procedure for correcting this situation would be to include the intended beneficiaries as full and equal members of the design team during the period of programme preparation activities. It is realised however that it may be difficult for beneficiaries to start out being programme designers without some sort of training to prepare them for the task. One way to learn about the role of designers is to start by observing and evaluating the programme and activities resulting from the design work of others.

This participatory monitoring and evaluation format for beneficiaries proposes to serve as a training ground for participatory designers by acquainting them with certain participatory skills and methods employed as monitoring and evaluation tools which can also function as design instruments. It is anticipated that providing beneficiaries with the opportunity to serve as monitors and evaluators, will lead these individuals to better understand process as they carry the evaluation element to its conclusion.