

# User-Centred Community Engagement

## Project Manager Guide: Co-Creation Sessions

This guide is for the Project Manager who is responsible for organising Co-Creation Sessions with members of the target community.




 2hr 15 min (135 minutes) per session

 Number of participants: 10 per session

### In this guide you will find:

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# What is a Co-Creation Session?

Co-Creation Sessions are an important part of the User-Centred Community Engagement methodology. In Co-Creation Sessions, field staff and crisis-affected people will explore problems with the **POWER4AY** programme and their causes to understand how these problems can be best resolved.

## What do we want to achieve in Co-Creation Sessions?

In Co-Creation Sessions with children, we want to better understand - from the perspective of children aged 6 to 16 years old - their experience with the **POWER4AY** programme, what problems they face and why, and how we can solve these problems.

In Co-Creation Sessions with adult caregivers, we want to better understand - from the perspective of the caregivers - their children's experience with the **POWER4AY** programme, what problems they face and why, and how we can solve these problems.


### Key questions we want to answer:

- *What problems do children experience with the **POWER4AY** programme?*
- *What are the causes of these problems?*
- *How can these problems be addressed with the resources and skills available in the project context?*
- *Which solutions are a priority for children and their caregivers in this context?*




# Who takes part in Co-Creation Sessions?

Children aged between 13 and 169 years old.

 **Tip:** Consider organising separate Co-Creation Sessions with younger and older children, and with boys and girls. Holding separate sessions for children of different age and sex can help ensure that diverse experience and perspectives are discussed during the session.


Adult caregivers of children aged between 6 and 16 years old.

 **Tip:** Consider organising separate Co-Creation Sessions for male and female caregivers. Women and men may have unique views and opinions about the **POWER4AY** programme that they may not want to talk about if caregivers of the opposite sex are present.



# Where can we hold Co-Creation Sessions?

Select a location that is familiar, comfortable and safe for children and for caregivers who will be participating. Appropriate locations include school classrooms, child-friendly or women-only spaces and community centres.

 **Tip:** If some caregivers have small children and can't come to the Co-Creation Session without them, you can provide a space for the children to play in and an additional staff member to look after them while the caregivers are participating in the session.

## Good location tips:

- Look for a location that is inside and is protected from the sun, sand and other weather elements.
- Locations with doors and windows that can be closed during the session work best because you can minimise disturbance from the outside.
- Your location should have enough tables and seats for all participants and facilitators.
- It's best to find a location with access to toilets.
- The location should be in a place where it is easy and safe to get to for your participants.



# Who facilitates Co-Creation Sessions?

Make sure each session you run is adequately staffed. Below is the list of minimum staff requirements for the Co-Creation Sessions held as part of the UCCE pilot in Bolivia.



## 1 x Lead Facilitator

- Responsible for the overall implementation of the Co-Creation Session.
- Leads on each session activity and is responsible for collecting and recording session outputs.



## 1 x Co-Facilitator

- Responsible for supporting the Lead Facilitator in running the Co-Creation Session
- Leads one of the breakout groups during the Problem Tree activity.



## 1x Technical staff member

- Responsible for expectation management during the Co-Creation Sessions.



# What materials do we need to prepare?

The list below includes the main things you may need during a single Co-Creation Session. You can change this list or use alternative items depending on the resources and materials available in your project context.

## Required:

- 2 prepared Problem Tree posters, one for each of the top 2 problem areas identified in the Interactive Digital Surveys (see *Report Outputs Session Guidance* for examples)
- Colored markers, pencils or crayons
- Sticky notes
- Tape or push pins
- Snacks and water
- Consent forms for photographs as required by your organisational policy
- For children sessions only: 3 bean bags, soft balls or similar items that are easy and safe to throw around
- Blank Ideas List forms

## Optional:

- Blank name tags
- Extra flip chart or similar style light-coloured paper
- A separate piece of paper for collecting out-of-scope ideas
- Craft materials, stickers, glue, other stationary as needed



# What needs to happen at the end of each session?

At the end of each session, the Lead Facilitator will collect and record session outputs in one or several Ideas Lists. The Lead Facilitator will also photograph the Problem Tree posters for archiving. It is your responsibility as the Project Manager to make sure that you collect all Ideas Lists and Problem Tree posters after each Co-Creation Session.

**Here's the checklist of what you should receive from the Lead Facilitator at the end of each Co-Creation Session:**

- ❑ Digital photographs of all Problem Tree posters filled out during the session for your record;
- ❑ Physical copies of all Problem Tree posters filled out during the session for your record;
- ❑ Ideas Lists (one list per Problem Tree) with all ideas suggested by participants ordered by the number of votes they received during the session. You will use the Ideas Lists during the Decision-Making Session.



# Co-Creation Sessions Preparation Checklist

Here are all the steps you need to take in order to prepare for the Co-Creation Sessions:

- ❑ Decide how many sessions you will run
- ❑ Decide how you will group the participants for each session (e.g., by age, gender, other characteristic)
- ❑ Secure a venue where you will run the sessions
- ❑ Invite relevant people to participate in your Co-Creation Sessions
  - ⚠ **Remember that people are busy, so it's important to invite them in advance to make sure you have enough participants join on the day of the sessions.**
- ❑ Confirm your facilitation staff
  - ⚠ **Remember that you will need at least one of these people for each session: Lead Facilitator, Co-Facilitator and Technical Staff.**
- ❑ Prepare materials for each session
  - 💡 **It can be a good idea to create 'session packs' that hold all the materials for each session and hand these out to your Lead Facilitators at the start of the day.**
- ❑ Hand out copies of Facilitation Guides for relevant sessions to your facilitation team
- ❑ Hold the Co-Creation Sessions training

