Enumerator A SCRIPT: Project Challenge and Manager Selection

STEP 1: Explain project challenge

READ TO GROUP: The Local Councils in Bombali and Bonthe are running a new exciting project challenge competition in your area. They are asking communities to submit proposals for small scale infrastructure (like construction of a latrine or drying floor, or repairs to a local school building). The Councillors will evaluate the proposals and pick the 20 best proposals as the winners. These 20 winning communities will receive **14 Million Leones** to use for implementing their projects. This is a lot of money! Your community is eligible to participate and I would like to encourage you to apply.

[HOLD UP THE PROPOSAL FORM FOR ALL TO SEE] This is the proposal form you will need to fill out to enter the project competition. I want this community to do well in this competition so will explain the things you need to put into a proposal and ask you to think about people in this community who would be good at putting these things together.

First, a strong project proposal needs a clear **description of the project**. This section tells the Council what the project will be, why the project solves an important problem or addresses an urgent need, and who will benefit from the project. To develop this description, you need a project leader who is good at identifying problems, coming up with solutions, making a persuasive argument ("sabi tok"), and who can read and write well.

Second, a winning project proposal needs to have a clear and reasonable **budget**. The budget lists all the items you will need to construct the project, how much they will cost, and where you will get them. It needs to show that your project will deliver value for money. You need a project leader who is familiar with these kinds of construction projects, knows where to get things, and how to get them at a good price, and someone who is good with numbers.

Third, a strong project proposal sets out a clear plan of work and **timeline**. This part of the proposal tells the Council who will do what and when. It should show that you know how to get things done: you can mobilize the workers you need, or know how to find a good contractor to work for you. You need a project leader who can set deadlines for each part of the project and get things done on time.

Before we leave today we will give you this project application form that you can use to submit the proposal. We will also tell you the date before which you need to submit the proposals. The proposals should be submitted in person to the District Council office in Makeni/Mattru Jong.

The winners announcement will be done in January 2017. You will receive an invitation to participate in the awards ceremony. We hope you will apply!

STEP 2: Ask for nominations/volunteers

READ TO GROUP: Now I would like all of you to think about people in this village who are good at doing the things needed to develop a strong project proposal. I will step away from the group and let you think and talk about who would be good for this important job. We all know that the village headman has lots of experience running projects in this community. I would like you to also give me the names of 5 other people (in addition to the headman) that have these skills: they can **read and write**, they can come up with a **persuasive plan**, they know how to put a **budget** together, they are good at setting a **timeline**, **meeting deadlines** and **getting things done**. I will step away now so please call to me to come back when you have come up with the 5 people plus the headman.

STEP 3: Observe the proceedings

Step away outside the circle of the focus group and observe what happens.
Enumerator A: Fill out TALLY SHEET A below.
Enumerator B: Fill out TALLY SHEET B below.

STEP 4: Collect names of nominees / volunteers

Enumerator A: *When the community has finished its deliberation, rejoin the focus group and ask them to give you the names of the people they recommend.*

Name of Headman:_____

Name of 1st nominee:_____

Name of 2nd nominee:_____

Name of 3rd nominee:_____

Name of 4th nominee:_____

Name of 5th nominee:_____

NOTE: *if fewer than 5 nominees (in addition to the headman) were identified, only give the tests to the individual(s) selected by the focus group. If more than 5 nominees (in addition to the headman) were identified, ask the participants to rank the individuals and only work with the top 5 (plus the headman).*

READ TO GROUP: Thank you for these nominations. I would like to now ask each of these 5 nominated people to complete a short survey with me in private. The survey includes a test to measure the skills we talked about that are important for leading the project proposal: writing, making a project plan, doing a budget, working with numbers. The test will be done in private and the results will not be made public. Once all the tests are done, we will come back together as a group and I will unlock the project leader lottery. This lottery will randomly pick who will be the project proposal leader: it will tell us whether the leader for this project challenge competition will be A) the person with the highest score on the management test; or B) the village headman. I myself do not know which person the lottery will pick, and I cannot unlock the lottery until everyone completes the test. So let us please take a break and come back together at [TIME] to unlock the lottery and see who will lead the project challenge competition for this village!

STEP 5: COMPLETE THE MANAGEMENT TESTS

Complete the management tests with all 6 people above. Score the tests on site IN PRIVATE. When finished, see which person of the 5 NON-HEADMAN nominees had the highest score on the test. Make sure you know this person's name so you can announce it to the group if the lottery picks the HIGHEST SCORER to be the project leader. Do NOT share any information on how people scored on the management test.

STEP 6: RECONVENE THE FOCUS GROUP TO UNLOCK THE LOTTERY

READ TO GROUP: Thank you for coming back together. We can now unlock the project leader lottery! Remember, it will randomly pick whether A) the person with the highest score on the management test or B) the village headman will be the leader for the project challenge competition.

[UNLOCK THE LOTTERY: HOLD THE SCREEN UP SO THAT EVERYONE CAN SEE THE LOTTERY RUNNING. ANNOUNCE THE LOTTERY RESULT TO THE GROUP]

STEP 7: NEXT STEPS VARY BY LOTTERY RESULT

➔ **IF THE LOTTERY SAYS "HEADMAN LEADER":**

Explain that the lottery has randomly chosen the HEADMAN to be in charge of the project proposal for the challenge competition. Show the group the project application form and say that you are writing the HEADMAN down as the project proposal leader. Write his name on the application in front of the group. Walk over to the HEADMAN and give him the project application form. Explain that the proposal should be submitted in person by himself. Also give him the transportation voucher and explain that this can be redeemed when the proposal is submitted. Tell him that you hope he will put together a proposal for this village and that he will submit it to the Local Council.

Announce that the proposal needs to be submitted to [LOCAL COUNCIL ADDRESS] before the deadline [DATE]. Encourage them to apply.

Thank everyone for their time and wish them good luck with the project challenge competition!

END MEETING HERE AND GO TO VILLAGE INSPECTION SES SURVEY SECTION N

➔ **IF THE LOTTERY SAYS "HIGHEST SCORER":**

Explain that the lottery has randomly chosen the person with the highest management test score to be in charge of the project proposal for the challenge competition. Remind the group that you have used some tests to measure the skills needed for a strong proposal—reading and writing, budget and costing, previous project experience—and that the tests have identified [NAME OF HIGHEST SCORER] as the person with the strongest skills for this particular opportunity. Show the group the project application form and say that you are writing [NAME OF HIGHEST SCORER] down as the project proposal leader. Write his name on the application in front of the group. Walk over to [NAME OF HIGHEST SCORER] and give him/her the project application form. Explain that the proposal should be submitted in person by the [NAME OF HIGHEST SCORER]. Also give him/her the transportation voucher and explain that this can be redeemed when the proposal is submitted. Tell him/her that you hope he/she will put together a proposal for this village and submit it to the Local Council.

Announce that the proposal needs to be submitted to [LOCAL COUNCIL ADDRESS] before the deadline [DATE]. Encourage them to apply.

Thank everyone for their time and wish them good luck with the project challenge competition!

END MEETING HERE AND GO TO VILLAGE INSPECTION SES SURVEY SECTION N

➔ **IF THE LOTTERY SAYS "HIGHEST SCORER + TRAINING":**

Explain that the lottery has randomly chosen the person with the highest management test score to be in charge of the project proposal for the challenge competition. Remind the group that you have used some tests to measure the skills needed for a strong proposal—reading and writing, budget and costing, previous project experience—and that the tests have identified [NAME OF HIGHEST

SCORER] as the person with the strongest skills for this particular opportunity. Show the group the project application form and say that you are writing [NAME OF HIGHEST SCORER] down as the project proposal leader. Write his name on the application in front of the group. Walk over to [NAME OF HIGHEST SCORER] and give him/her the project application form. Explain that the proposal should be submitted in person by the [NAME OF HIGHEST SCORER]. Also give him/her the transportation voucher and explain that this can be redeemed when the proposal is submitted. Tell him/her that you hope he/she will put together a proposal for this village and submit it to the Local Council.

Announce that the proposal needs to be submitted to [LOCAL COUNCIL ADDRESS] before the deadline [DATE].

READ TO GROUP: And, this village is very fortunate as you have qualified for a special one day training session that the Local Councils are offering in your area to teach you how to develop a successful project proposal. The session will cover the critical steps we discussed earlier: how to write a project description, how to draft a budget and how to set and meet deadlines, plus many other useful skills. I want to be sure that this village benefits from this training so will also cover the transport costs of [NAME OF HIGHEST SCORER] to participate in this important training.

Give [NAME OF HIGHEST SCORER] the TRAINING voucher that can be redeemed for full transport costs plus food and drinks at the training.

Announce that the training session will be held at [LOCATION] on this day [DATE] at this time [TIME]. Encourage them to [NAME OF HIGHEST SCORER] to attend the training!

Thank everyone for their time and wish them good luck with the project challenge competition!

END MEETING HERE AND GO TO VILLAGE INSPECTION SES SURVEY SECTION N