



**Options for Supporting  
On-farm Conservation in  
Eastern & Southern Africa**  
Funded by the UK Darwin Initiative and BMZ/GTZ



## CASE STUDY DEBRIEFING DOCUMENT

Print as many copies as you need and expand the size of the boxes and matrices to ensure that you get enough space to summarise your research activities

Project name: .....

Country: .....

For individual contact:

Project name: Contact name: Contact details (position, address, tel, e-mail, fax): Date:
---

For group contacts:

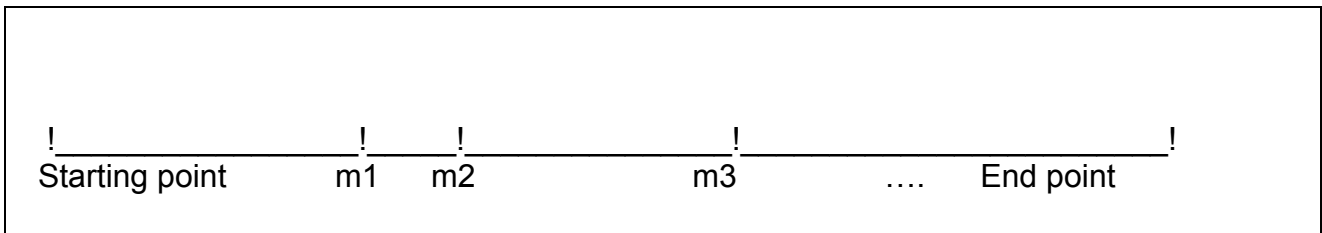
General information about participants (how many, age, gender, how many years school) <b>FROM KEY INFORMANTS</b>
---

No.	Name	Gender	Age	Schoolin g	Wealth

Age = child, young adult, adult, elderly Literacy = years of schooling Kenya, Ethiopia: wealthy, non-wealthy; Zimbabwe, Zambia: wealthy, non-wealthy (intermediate, poor)
--

**TIME LINE** (4-5 pages)

## The Timeline



(m1, m2, m3 refer to the milestones in the project life).

## List of milestones (including benefits)

- 
- 
- 
- 

## List of enabling factors

- 
- 
- 
- 

## Verbal description of why these were enabling factors

## List of obstacles faced

- 
- 
- 
- 

## How obstacles were overcome (verbal description)

List of key players

- 
- 
- 
- 

Future plans

Narrative history

---

---

---

**CONTACT SUMMARY** (for Chapters 5, 7 and 8)

**KEY SUCCESSES**

Influential variables

**KEY CHALLENGES**

Influential variables

**LESSONS DERIVED**

## STAKEHOLDER ANALYSIS

(Useful to compare with ex-ante project stakeholder analysis if available)

### List of stakeholders:

1. Name of stakeholder (eg Agritex), contribution to abc, assessment of impact of abc, importance/relevance<sup>1</sup> (their views, our assessment) \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

	Informed	Consulted	Partnership	Control
Project identification				
Planning				
Implementation				
M&E				

### CONTACT SUMMARY (for Chapters 5, 7 and 8)

#### KEY SUCCESSES

Influential variables

#### KEY CHALLENGES

Influential variables

#### LESSONS DERIVED

<sup>1</sup> If we were to remove it, would it make a difference?

## INSTITUTIONAL MAPPING

The map: (from documents, adapted from further info as iterative process<sup>2</sup>)

(size of circles, location and thickness of lines here represents importance not accessibility)

List of institutions:

Name	Role & Responsibilities	Reliability	Relevance (for abc)	Accessibility
1.	Text	Text	Score 1 (low) to 5 (high) + text	Text
2.				
3. etc				

One stand alone page at end of all stakeholder analyses:

Relationships	Stakeholder 1	Stakeholder 2	Stakeholder 3, etc
Stakeholder 1	X		
Stakeholder 2	e.g. "1 provides transport for 2"	X	
Stakeholder 3, etc			X

(from map and stakeholder analysis)

### CONTACT SUMMARY (for Chapters 5, 7 and 8)

#### KEY SUCCESSES

Influential variables

#### KEY CHALLENGES

Influential variables

#### LESSONS DERIVED

<sup>2</sup> If the map changes due to changes over time in project, then refer to this in analysis. If map changes due to your own understanding becoming clearer, no need to refer in analysis.

## SCORING

Score sheet:

Farmer number:

Criteria	1	2	3	4	Total
1					
2					
3					

**NB match participant no. with general data sheet**

Explanation per criterion (both our's and those identified by farmers):

Criterion name, why (in relation to abc), importance for abc), comments on diveristy of scores

### **CONTACT SUMMARY** (for Chapters 5, 7 and 8)

#### KEY SUCCESSES

Influential variables

#### KEY CHALLENGES

Influential variables

#### LESSONS DERIVED

## SEMI-STRUCTURED INTERVIEWS

Justification for interview: **To be filled in BEFORE the interview**

Reasons

(e.g. this person has been involved in the project since the planning stage, and is also a leading farmer)

Write down your checklist for this semi-structured interview:

Summary of responses for each item in above checklist:

Summary of new issues that emerged:

**CONTACT SUMMARY** (for Chapters 5, 7 and 8)**KEY SUCCESSES**

Influential variables

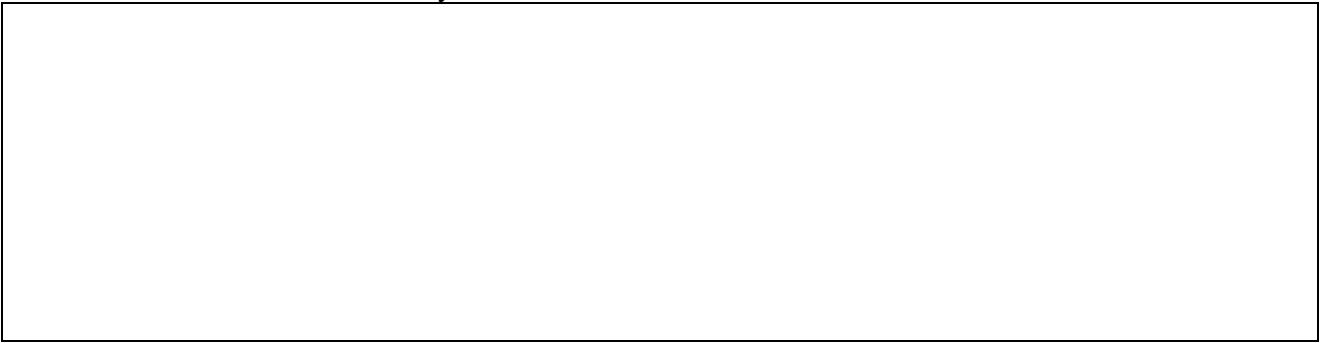
**KEY CHALLENGES**

Influential variables

**LESSONS DERIVED**

## TREND ANALYSIS

Pictures of the trends for every indicator:



Explanation for the patterns seen, including the future:

---

---

### **CONTACT SUMMARY** (for Chapters 5, 7 and 8)

#### KEY SUCCESSES

Influential variables

#### KEY CHALLENGES

Influential variables

#### LESSONS DERIVED