

12 *wok mak* you need to put into practice if you want to assist a group to *sekim wok* in a way that meets the Standard

# MONITOR COMMUNITY ACTIVITY (*sekim wok*)

**in a way that meets the Standard**  
(*The PNG National Standard for Community Development Workers*)

To learn more about how meet the Standard (much more) go to [pngcdwstandard.com](http://pngcdwstandard.com) and download CDW Coursebook 5 Monitoring and Evaluation



# 1. Support and encourage effective participation and inclusion during the activities

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No matter what the job is you have come to do, it is very important that as many people as possible are involved in community activities (not just the leaders and key people). This is the principle of participation. Participation by everyone in the group (1) makes the work more successful, (2) supports inclusive development (equality), and (3) grows goodwill and trust *namel long ol*.

Inclusive development means that people from groups that are normally left behind or excluded also participate and benefit from community activities – especially women, youth, and people living with a disability. This is the principle of inclusion.

**The kumul needs two wings to fly**  
**People with disabilities need the chance to fly**  
**The next generation needs to learn how to fly**

But participation (and inclusion) only helps to *strongim sindaun* if everyone who comes to the activities is encouraged to participate **effectively**. *Nogut ol ikam kona kona tasol. Nogut ol ikam sindaun nating*. During the activities, everyone needs to be supported and encouraged to get involved and share their ideas.

- ✓ Make sure everyone understands how they will benefit from the activities
- ✓ Help everyone to feel comfortable and supported
- ✓ Think about how to get everyone involved when you prepare your work plan.
- ✓ Have rules to encourage women, youth, and people living with a disability to participate
- ✓ Select the least powerful and least confident to take on responsibility
- ✓ Get the most powerful and confident to step back
- ✓ Use inclusive language. *Noken tok "man" - tok "manmeri"*.
- ✓ Consider having a translator
- ✓ Have a woman or youth or person living with a disability as co-facilitators
- ✓ Make sure the timing suits everyone
- ✓ Use small group activities and role plays to help people feel comfortable
- ✓ Have good clean toilets and water (and food)
- ✓ Get key people to help everyone get involved and share their ideas
- ✓ Make it clear that it is okay to make mistakes
- ✓ Use local materials that are familiar to the participants
- ✓ Acknowledge the contribution of everyone at the end of the activities
- ✓ Welcome babies and children
- ✓ Select an appropriate venue
- ✓ Move around the venue



## 2. Encourage key people to take the lead during the activities

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PNG needs people *long ples* who know how to be Community Development Workers. We need people *long ples* who know how to help a group through the steps of a project cycle. *Yumi nidim stret.*

- 1 Before you do something**, sit down with key people and explain what will happen and why it is necessary. Adults learn best when they know what is going to happen.
- 2 When you do something**, encourage key people to observe you, and tell them what they need to learn. Adults learn best when they know what they are supposed to be learning.
- 3 When you do something**, encourage key people to take the lead. Adults learn best when they have a chance to learn by doing. See if you can encourage them to take the lead and do it.
- 4 After you have finished**, sit down with key people and go back over what you did together. Adults learn best when they have a chance to go back over what they learned. Revision.

When you assist a group to monitor their project (step 5 of the project cycle), there are many ways you can encourage key people to take the lead during the activities. For example:

- ✓ Ask key people to explain to everyone the steps of a project cycle and why it is needed (at the beginning).
- ✓ Ask key people to explain why it is important to support and encourage everyone to participate (especially people from groups that are normally left behind or excluded).
- ✓ Ask key people to *go pas* to explain the project plan so everyone is clear why and how the project should *strongim sindaun* (if completed successfully).
- ✓ Ask key people to take the lead to check progress against the activity schedule
- ✓ Ask key people to *go pas* to develop rules for everyone during the *kibung*.
- ✓ Ask key people to move around everyone during the *kibung* to find out if anyone is unsure or unclear about something or has concerns.
- ✓ Ask key people to do smaller jobs, like leading the prayer or keeping track of time or leading small group activities or acting as a translator.
- ✓ Ask key people to be your assistant – this doesn't mean they take the lead, but they are up in front of everyone gaining confidence and experience. You may find that as they get confidence and experience, they will want to lead.



### 3. Communicate effectively and respectfully during the activities

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For a Community Development Worker to do their job in a way that meets the Standard they need to be able to communicate effectively and respectfully during the activities.

You are communicating **EFFECTIVELY** when everyone understands you and you understand them.  
You are communicating **RESPECTFULLY** if everyone feels like they are being treated as an adult.

Some of the key things you need to try and do to communicate effectively and respectfully are:

- ✓ Speak clearly and loudly enough to be heard
- ✓ Use *tok piksa* and *tok bokis* to help people understand
- ✓ Use a language that everyone understands (use a translator if necessary)
- ✓ Be careful to not talk down to adults – talk to adults as equals
- ✓ Look confident and encouraging (body language and facial expressions)
- ✓ Use butcher paper and other materials if you think they will help you communicate
- ✓ Use two-way communication - take turns to talk and give people time to respond
- ✓ Don't use big words that are too complicated. Don't use expensive English. Make an effort to use words that everyone will understand. This might mean you have to find out what the jargon and expensive words mean yourself. If people have to use their *kru pumkin* to understand your words then they are not using their *kru pumkin* to understand what you are talking about. In PNG there is a big gap opening up between formally educated elites who know the jargon and expensive English (and like to show it) and the majority of people who don't. You can help to close this gap by not using jargon and expensive words. If you do this then you will win the respect of everyone you work with. Be humble.



#### 4. Work in a way that is appropriate to local culture during the activities

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When you go ahead and help a group through the steps of a project cycle (or when you do any work in a community), you need to try and fit in with local *kastom*. The *kastom* that you need to fit in with might be different depending on who you are. Put yourself in their shoes, and think about how they will see you. *Yu husat?* Male or female? Younger or older? Married or single? Dressed-up or casual? *Nambis o hailans?*

PNG has more different cultures than any other country in the world. We are the best people in the world at showing respect for *kastom*. The people you are working with will respect you no matter who you are – as long as you show respect for them.



## 5. Explain the purpose of the visit and why it is important that everyone in the group participates to monitor their project

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Development means change. A change that helps. A good change. *Strongim sindaun.*

There are six key steps you need to take to make a change. These six steps are called a 'cycle'. A 'cycle' means that when you get to the end, you then go back and start again at the beginning. After step 6 you go back to step 1 and start again to make a new change. The lessons you learn in step 6 will help you when you go back to step 1 and start again. This is how change happens. This is how development happens. Development never stops.

**Step 1 *Glasim na skelim sindaun.*** Decide what change to make.  
**Step 2 *Kamapim plen.*** Plan how to make the change.  
**Step 3 *Kamapim wanbel.*** Make agreements with anyone who you need to help you.  
**Step 4 *Set gut na statim wok.*** Begin to implement the plan.  
**Step 5 *Sekim wok.*** During implementation, monitor how things are going.  
**Step 6 *Lukluk bek na skelim.*** After you finish, evaluate how it went. Learn lessons.

In *tok developmin* anything you do to make a change is called a "project" (and the change cycle is called a "project cycle"). *Wankain samting.* The change might be an activity at a church, or a community water supply, or expanding your business, or sending mum to university. *Kain kain.*

When you help a group to monitor their project (step 5 of the project cycle), you normally start in a *kibung*. To *inapim* this *wok mak* you need to explain to everyone the purpose of step 5 of the project cycle (*sekim wok*). The best way to do this is by explaining all the steps of a project cycle together.

And to *inapim* this *wok mak* you also need to explain why it is important that everyone in the group participates, not just the leaders and key people. The principle of participation. *Pasin bilong wokim disisen wantaim na wokbung wantaim.*

- 1 Participation makes the work more successful
- 2 Participation supports inclusive development (equality)
- 3 Participation grows goodwill and trust *namel long ol*



**6. Work with the group to review the project plan including the project objective, activities, and expected project outcomes**

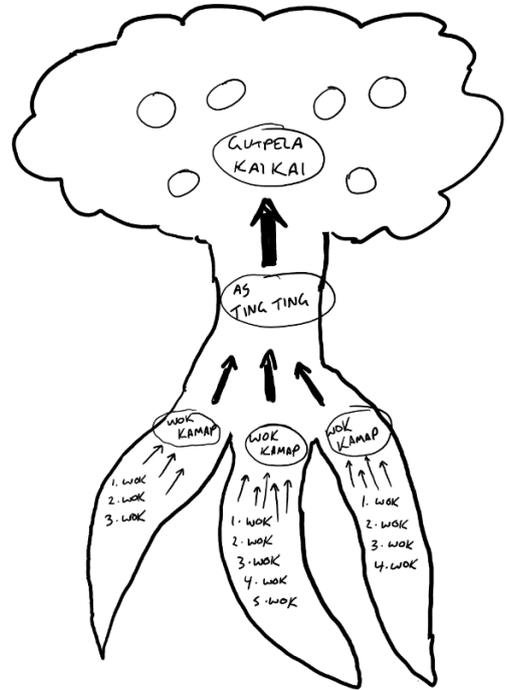
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Monitoring is *sekim wok*. *Tasol sekim wanem samting?* You can't *sekim wok* unless everyone remembers *why* the project is being done and how the project should *strongim sindaun*. And there might be new people from the group or community that haven't been involved yet in the project.

This means you need to help everyone go back over the project plan and review it first. *Kirapim bek tingting*.

*Kliarim ol gut tru long as tingting bilong projek, wanem wok long mekim, na wanem ol gutpela kaikai long en.*

Don't forget, another *wok mak* you need to *inapim* is **encourage key people to take the lead during the activities**. If you can help key people to *go pas* to **review the project plan including the project objective, activities, and expected project outcomes** then *yu wok long inapim tupela wok mak long sem taim*.



## 7. Work with the group to check progress against the activity schedule

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By now, everyone should remember why and how the project should *strongim sindaun* (if completed successfully). Now everyone is ready to check if things are on track. Work with the group to check progress against the activity schedule.

An activity schedule shows **WHO** will be responsible for each activity, **WHEN** each activity will need to be done (timing), and **WHAT** resources will be needed to complete each activity.

To help everyone check progress against the activity schedule, start from the beginning (or start from where you left off after the last monitoring visit). For each activity ask everyone what progress has been made.

 **If the activity has been successfully completed, then tick it**

 **If the activity has been partly completed or if something has gone wrong or if something needs follow-up, then put a question mark**

Sometimes there will be disagreement about whether an activity has been completed. If there is no consensus (*wanbel*) that the activity is completed, then put a question mark.



## 8. Assist the group to investigate any problems or issues

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You have now worked with everyone to check progress of the project against the plan. You will already have an idea if there are any problems or issues. Nice. But you can't investigate any problems or issues by sitting inside drinking tea. *Nogat*. You (and the key people) have to go outside and have a look at what progress has been made and talk with people. This is the next part of the monitoring visit. The monitoring investigation.

Before you end the *kibung*, explain what will happen next. Explain that the next part of monitoring a project involves working with the key people to investigate. *Wok painimaut*. And explain to everyone that at the end of the investigation there will be another *kibung* where everyone will be invited back to look at what you and the key people found out - and to solve any problems or issues together. *Ples klia*.

### DURING THE MONITORING INVESTIGATION YOU WILL NEED TO:



Follow-up on activities that have ticks to check the evidence, and to collect any more information



Follow-up on activities that have question marks so you can go deep to find out what the problem or issue is – and come up with solutions

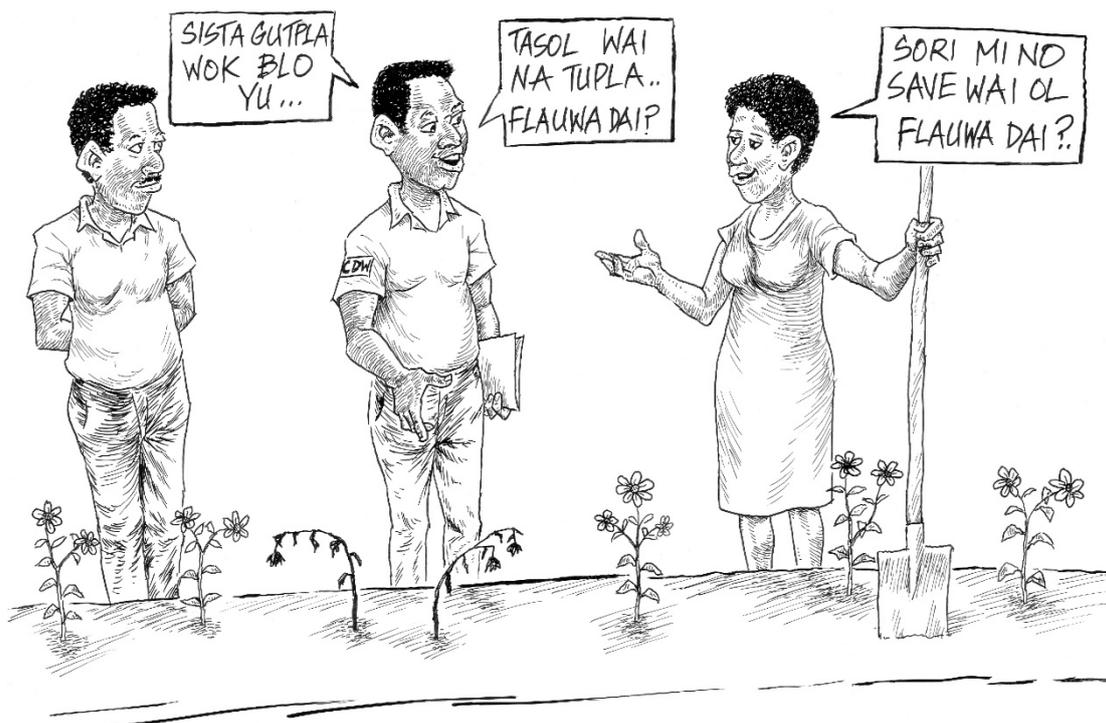


Check to see if there are any new problems or issues that no one thought about (or admitted) at the start – and come up with solutions



Check to see if there are any opportunities or ideas for how to improve the project or how to better achieve the project objective

Three tools that most Community Development Workers use to help key people to investigate any problems or issues (and come up with solutions and actions to take) are (1) Interviews (2) Focus groups (small group discussions) and (3) Village walks. But how you investigate is up to you (and the key people).



## 9. Assist the group to decide on solutions and actions to improve implementation and how to put them into practice

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The monitoring investigation is finished. *Luk olsem* you (and the key people) have found out lots of information about any problems or issues, and you have a fair idea about solutions and actions to take to improve implementation. But it is not your project. The project belongs to everyone in the group. For everyone to continue to own the project, they need to be involved with making decisions about what solutions and actions to take to improve implementation (and keep things on track).

Most Community Development Workers get everyone back together for another *kibung*. The first thing you need to do during the final *kibung* is present the progress of activities against the plan and what was found out during the monitoring investigation. Put any problems or issues *long ples klia*. Do the following:

✓	For each activity you investigated explain what the monitoring investigation found out about how successful implementation has been
?	For each activity you investigated explain what the monitoring investigation found out about any problems or issues – and possible solutions
!	For each activity you investigated explain any new problems or issues that no one thought about (or admitted) at the start – and possible solutions
😊	For each activity you investigated explain any opportunities or ideas for how to improve the project or how to better achieve the project objective

Next, everyone at the *kibung* needs to decide what solution or action to take. The best way to do this is by consensus. *Toktok gut tru na kamapim wanbel*.

And when everyone agrees on a solution or action to take, help everyone decide on how to put it into practice. *Toktok gut tru na kamapim wanbel*. Who will do what and when. Point fingers. *Ples klia*.



## 10. Confirm what the next steps following the visit will be and who will be responsible for making them happen

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Before you finish the monitoring visit you need to discuss with the group what happens next. Next steps and who will be responsible for making them happen.

*Luk olsem* the next step following a monitoring visit will be to continue with implementation of the project (including any solutions and actions everyone made to improve implementation).

1. Get everyone to look at the activity schedule and identify which activities need to be done next.
2. For the activities that need to be done first look at **WHO**, **WHEN** and **WHAT**.
3. Make sure everyone is clear what the next steps will be and who will be responsible for making them happen. Confirm. When you identify **WHO** make sure *yu makim stret husat bai go pas*. Point fingers.

And when you discuss what the next steps following the visit will be, confirm if and when to get everyone back together again to monitor the project (and see if they need your help to do it).



## 11. Discuss how or if the visit has been useful, and ways it could be improved

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The *wok mak* from the National Standard says you need to discuss how or if the visit has been useful, and ways it could be improved.

It is always important to find out if the work you did to help the group was useful. Learning from experience is the best teacher, but only if you make the effort to learn lessons.

Before you finish helping a group through step 5 of a project cycle (*sekim wok*), always discuss how or if the visit has been useful. You can ask everyone in the *kibung*. Nice. However, most Community Development Workers like to sit down just with the key people and ask them for feedback. *Em tu orait*.



## 12. Thank the group, without rushing, and explain again the purpose of the visit

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The final *wok mak* you need to *inapim* when you assist a group to monitor their project (step 5 of the project cycle) is easy, but very important!

- ✓ **Thank the group, without rushing.** *Lusim ol wantaim gutpela pasin.*
- ✓ **And explain again what the purpose of the visit was.** *Lusim ol wantaim klia tingting.*



# The kumul needs two wings to fly

1

A husband is blind to some things. A wife is blind to some things. If you have a husband and wife together *ai op i stap* then you have the full story. *Tingim gaden. Sapos mama tasol wok long glasim gaden em bai lus tingting long ol wok gaden bilong man. Sapos papa tasol glasim gaden em bai lus tinging long pat bilong meri. Long glasim gut gaden tupela marit mas sanap ai op i stap.*

2

To *stretim sindaun bilong femili* both husband and wife need to support each other. *Sapot Sapot. Yu wan yu laik kirapim senis em save hat. Holim han na wokabout wantaim marit bilong yu long mekim senis i kirap.*

3

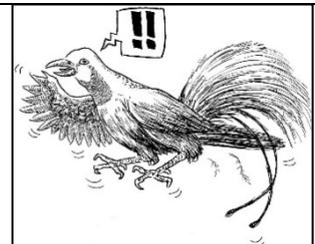
To *stretim sindaun bilong femili* you have to *stretim sindaun bilong mama*. *Yu stretim sindaun bilong mama, bai yu stretim sindaun bilong femili tupela wantaim.* In PNG, many families and groups and communities are flying with one wing. *Papa em flai pinis. Planti mama painim hat. Pikanini gel tu bai panim hat luk olsem.* Women do not have the same choices and opportunities to fly. They get held back. We need to help women fly. And to help women fly they need to be involved whenever decisions are made because only women know best what will help women and girls to fly.

1

Look at the two married couples below. *Tingim nau PNG.* Which married couple will be more successful? Why? *Skelim gut*

2

Look at the two married couples below. Which married couple will have sons and daughters that grow up to be more successful in future PNG? Why? *Skelim gut.*



***Luk olsem a successful married couple is a 'team'. Igat tripela mak bilong soim klia tupela marit stap olsem 'tim'. Wan they both have their eyes open. Tu they are holding hands sapot sapot. Na tri they are both flying.***