

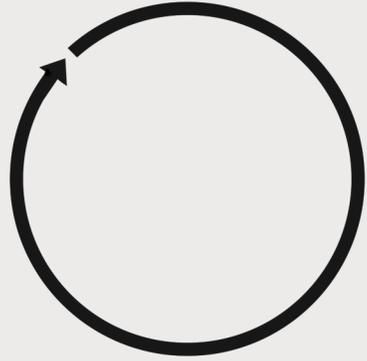
PROCESS DOCUMENTATION



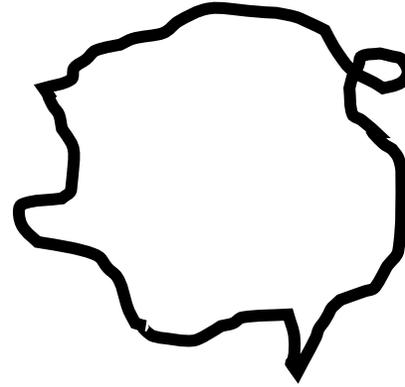
R4R Research Forum

26 January 2023

HERD International

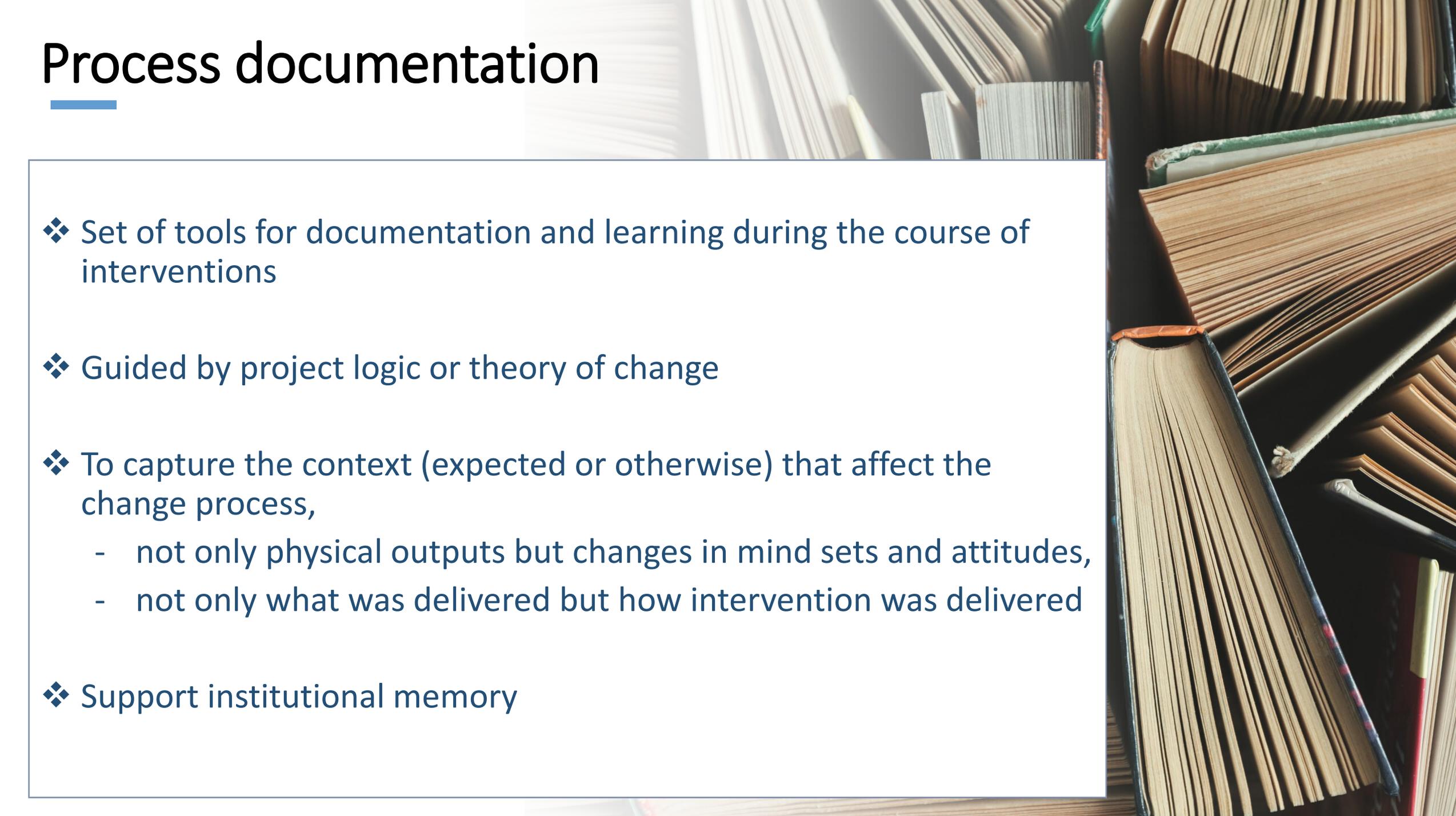


PLANNED



REAL LIFE

Process documentation

The background of the slide is a close-up, slightly blurred photograph of a stack of books. The pages are a warm, yellowish-brown color, and the spines of the books are visible, creating a sense of depth and texture. The lighting is soft, highlighting the edges of the pages.

- ❖ Set of tools for documentation and learning during the course of interventions
- ❖ Guided by project logic or theory of change
- ❖ To capture the context (expected or otherwise) that affect the change process,
 - not only physical outputs but changes in mind sets and attitudes,
 - not only what was delivered but how intervention was delivered
- ❖ Support institutional memory

A stack of several books with varying thicknesses and colors, including a prominent red bookmark. The books are arranged in a slightly overlapping manner, creating a sense of depth and texture. The lighting is soft, highlighting the edges of the pages.

Process documentation

- ❖ Useful for learning, revealing hidden agendas, encouraging open debate, as input to communication materials, as a monitoring method and for adaptive management – can be effective in project mgmt.
- ❖ Understanding of the feasibility of the intervention at an early stage
- ❖ Also help to assess if interventions reached intended audiences

Methods

- Minutes
- Meeting/workshop reports
- Interviews
- Observation notes
- Photos and drawings
- Audio visuals
- Documents review
- Quantitative and qualitative data

Outputs

- Blogs
- Synthesis reports
- Change stories
- Peer-reviewed publications
- Videos and other RU products
- PD plan and training materials

Steps in PD



Identifying the theory of change and causal assumptions



Capturing context, factors, etc aligning to ToC and assumptions



Periodically organizing and analyzing information according to common themes, trends and patterns



Using the findings to inform and improve implementation



Disseminating information

Impact

To improve access and utilisation by the poor, vulnerable and marginalised individuals living in FASP settings to effective and equitable health care, leading to greater financial protection and better health (and ultimately greater social welfare and poverty reduction)

Assumptions: context provides sufficient stability for HSS to be sustained; risks from new shocks are managed

Higher Level Outcomes

Changed policy and practice, leading to more responsive, effective, inclusive, gender-equitable, resilient and sustainable health systems in FASP settings

Assumptions: stakeholders can access resources to enable action and have decision space and incentives for performance. Windows for reform are opened.

Intermediate Outcomes

Growing awareness, willingness and capacity to use evidence by local, national and international policy stakeholders to improve policy and practice

Assumptions: trusting relationships are built; turnover in key stakeholder posts is limited

Outputs

Coherent and timely body of high-quality, policy-relevant, gender-transformative, equity-oriented research & evidence synthesis on local FASP systems for health

New methods and models for applications in FASP settings

Targeted audience-specific research uptake materials and processes, alongside strategic alliances for engagement

Institutional, organisational and individual capacity built in FASP settings to produce, adapt and use evidence

Assumptions: secure access to research sites, timely approval of research ethics

Process

Further developing trusting and embedded partnerships with researchers and stakeholders in FASP settings; continuous engagement and responsiveness to stakeholders; maximising use of strategic partnerships; horizon scanning for challenges and solutions; building and influencing research prioritisation; operating a well-functioning research consortium; RPC strategies well developed and implemented; cost effective and efficient use of RPC resources

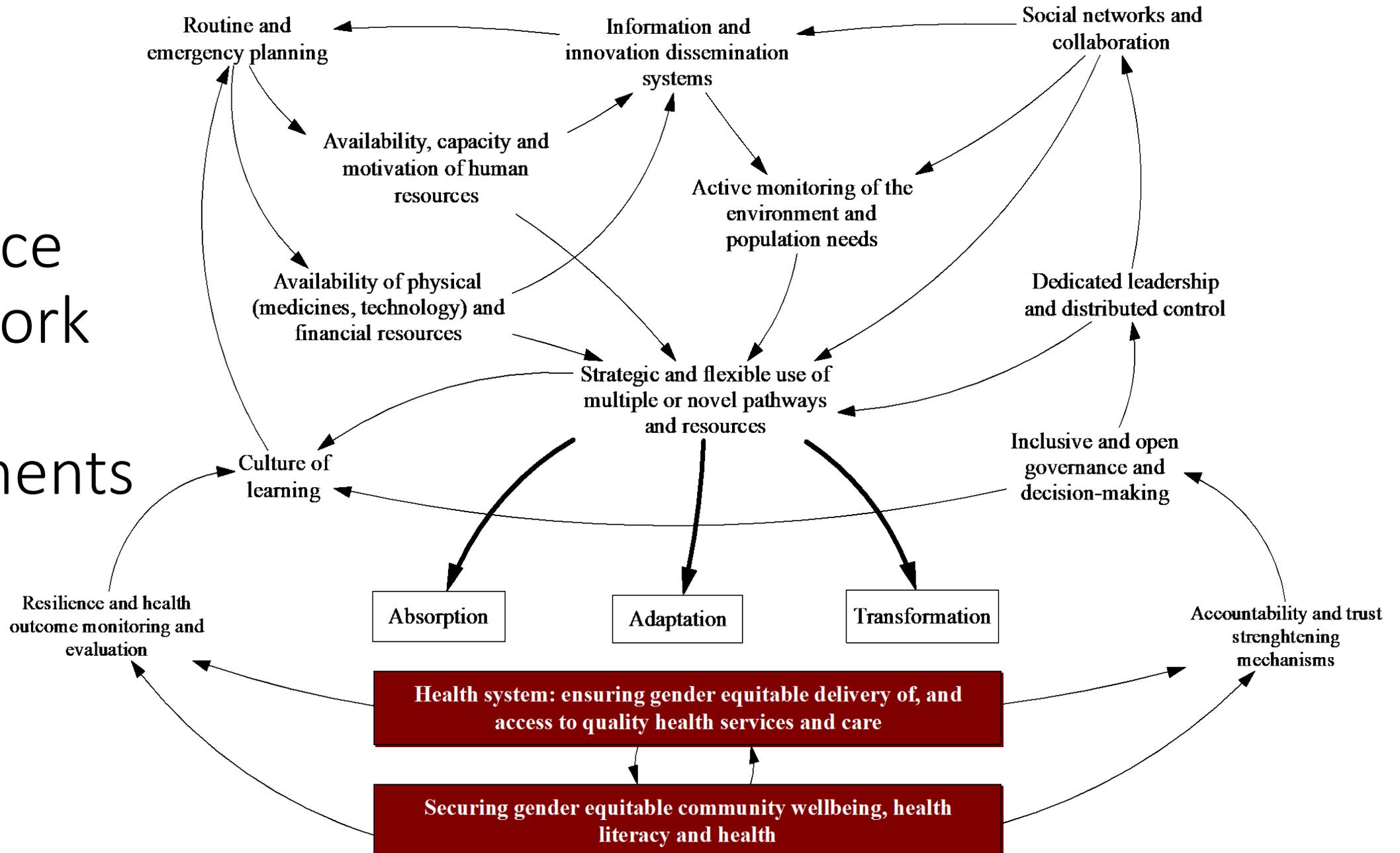
Assumptions: collaborative relationship with funder; partner commitment and continuity

Inputs

Financing; skilled and committed research team, leveraging existing personal and institutional networks and capital

Theory of Change

Resilience framework and its components



Qualities of a process documentation specialist



Challenges

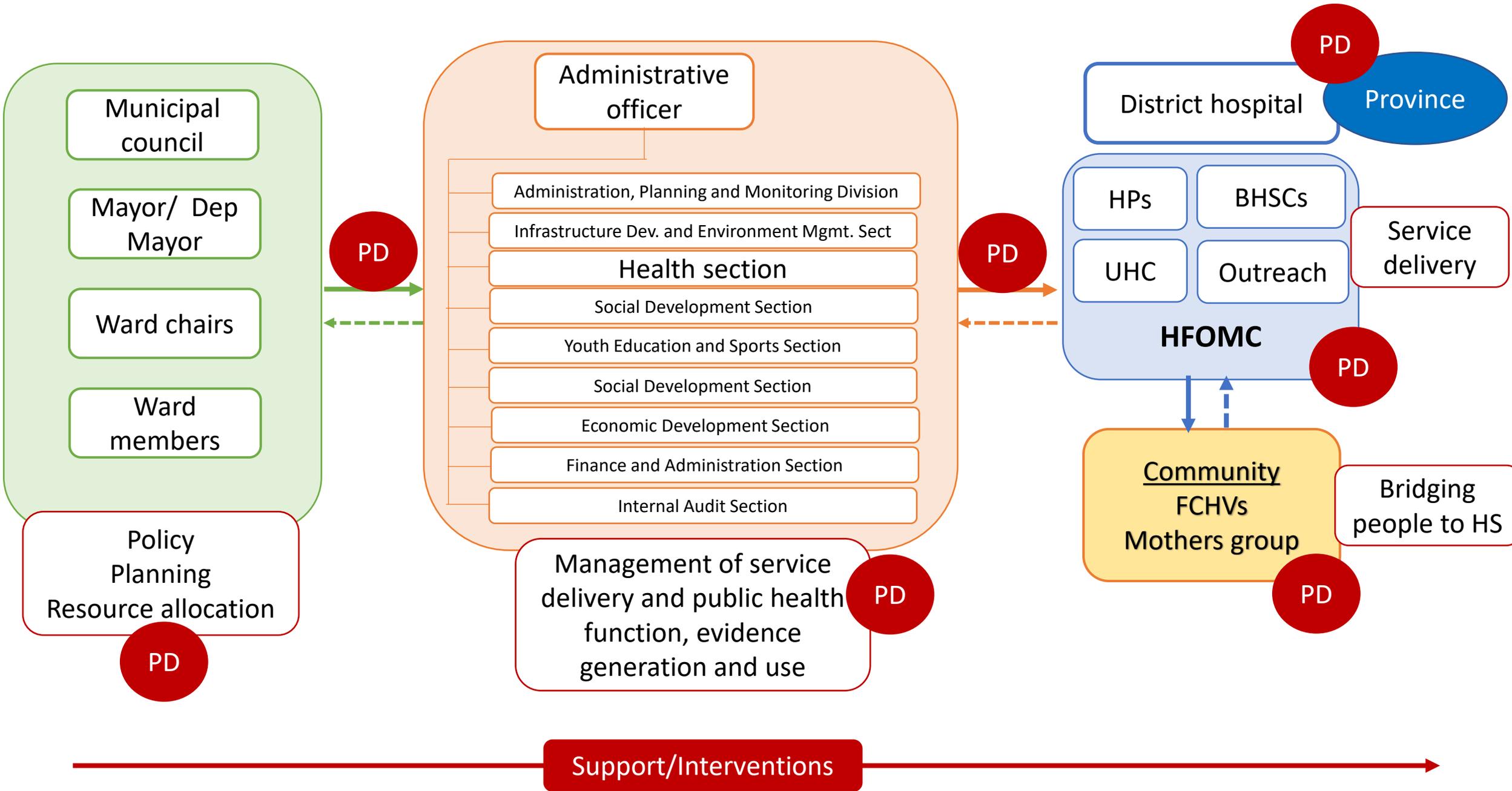
- Can take considerable amount of time - for capturing the process, for organizing the information
- Not always easy to write openly about observations
- Relies on researchers' observation and documentation - some info may be missed, or over-emphasized
- Analyzing the findings and synthesizing into story/ies
- Prioritizing PD among other work





PD in learning site

Local health system, interventions and documentation



Basic info in PD form

Information Record Template	
Your name and Position	
Name of the event/activity	
Participants diversity (Example) Gender Disability Ethnicity Education	
Stakeholders present in the event (name of the organizations)	
Date of event	
Place of event	
Name of facilitator/Trainer/Coordinator	
Objective/purpose of the event	
Content discussed/presented in the meeting (Brief Summary)	
Any decision made	
Key remarks/testimony of key individuals	
Your personal reflections on the discussions/decision made - Context - Who is dominating the conversation etc	
Please also attach photos of the activity	

GMB workshops or focused reporting of a particular process

Routine implementation of interventions – notes from observations

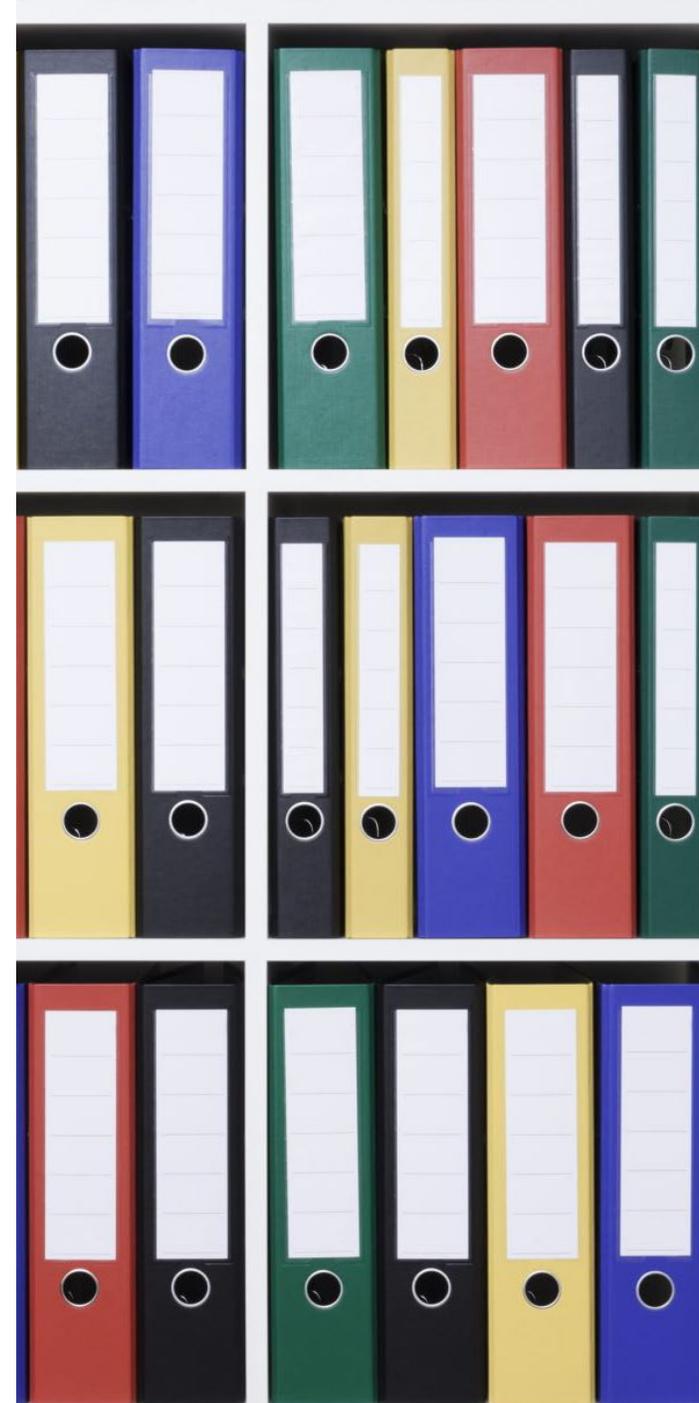
Meetings/workshops notes

Notes from interactions, interviews

Monthly reports

Analyzing the information – documenting the change stories

- Weekly or biweekly discuss and reflect – add, edit and revise the documents from different sources
- Quarterly compile and organize the data/information
 - Look for emerging themes and organize info routinely
- Analyze the data under different emerging themes, guided by ToC and assumptions
- Data from different time frame helps to observe the changes – acts as baseline and act as early notification on the feasibility of interventions
- Develop different forms of products and disseminate





Thank you !

REFERENCES

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