



SD7: SAMPLE OUTLINE OF A COBRA ASSESSMENT LOGISTICS PLAN

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Facilitation Group A: Facilitator 1 [*Name*] and Facilitator 2 [*Name*]
 Facilitation Group B: Facilitator 3 [*Name*] and Facilitator 4 [*Name*]
 Facilitation Group C: Facilitator 5 [*Name*] and Facilitator 6 [*Name*]
 Facilitation Group D: Facilitator 7 [*Name*] and Facilitator 8 [*Name*]
 Facilitation Group E: Facilitator 9 [*Name*] and Facilitator 10 [*Name*]

Location	Sub-location	Main Livelihoods ¹	# FGDs ²	# KIIs ³	FGD grouping ⁴	Team Members ⁵	Supervisor ⁶
[<i>Location name</i>]	Location I, Village a (Trial)	CF, F, P	3	3	M-1, W-1, Y-1	Field Sub-Team (A)	E.g. Supervisor [<i>Name</i>]
	Location II Village b & Village c	CF, CL	6	6	M-2, W-2, Y-2	FG-A: Facilitator 1 FG-A: Facilitator 2	
	Location III Village d & Village e	CF, P	6	6	M-2, W-2, Y-2	FG-B: Facilitator 3 FG-B: Facilitator 4	
	Location IV Village f & Village g	CF	6	6	M-2, W-2, Y-2	FG-C: Facilitator 5 FG-C: Facilitator 6	
	Location V Village h & Village i	CF, F	3	3	M-2, W-2, Y-2		
	Location I, Village a (Trial)	CF, F, P	2	3	M-1, W-1	Field Sub-Team (B)	E.g. Facilitator [<i>Name</i>]
	Location VI Village b & Village c	CF, F	4	6	M-2, W-2	FG-D: Facilitator 7 FG-D: Facilitator 8	
	Location VII Village b & Village c	CF, CL	4	6	M-2, W-2	FG-E: Facilitator 9 FG-E: Facilitator 10	
	Location VIII Village b & Village c	CF, P	4	6	M-2, W-2		
	Location VIII Village b & Village c	CF	2	2	M-1, W-1		
Total			40	48	M-16, W-16, Y-8		

¹ Use the livelihood activity categories agreed in the Field Team Training Session C5. E.g. Crop farming – CF, Fishery – F, Pastoral – P, Casual Labour – CL, etc.

² Insert the number of FGDs as agreed in Field Team Training Session C9 in each community within respective (sub-)locations.

³ At least one KII is conducted with a representative of the “resilient” household nominated by the participations of preceding FGD. Depending on the availability of multiple “resilient” households and capacity of facilitators, two KIIs may be held in parallel with two facilitators interviewing respective representatives separately.

⁴ Number and compositions of FGDs are based on the agreement in the Field Team Training Session C8 and size of field team. It is highly recommended that at least two FGDs are held in each community for men and women since resilience is often perceived and exercised differently between men and women.

⁵ Each field sub-team should be formed with adequate gender balance. Female facilitator is recommended to facilitate women FGDs to create comfortable space.

⁶ Supervisor can be either a full-time role or a part-time role played by one of the facilitators, depending on the capacity of the field team and resource availability.



SAMPLE OUTLINE OF A COBRA ASSESSMENT FIELD SUB-TEAM PROGRAMME SCHEDULE

Sub-term [#]		Supervisor: <i>[Supervisor Name]</i> with Tel contact: <i>[XXXX-YYY-ZZZ]</i>	Driver: <i>[Driver Name]</i> with Tel contact: <i>[XXXX-YYY-ZZZ]</i>	Sub-team Members: <i>[Facilitator Names]</i>
Field Data Collection Itinerary			Assessment Details (FGD/ KII)	Resources Required ⁷
Date	Time	Activity		
<i>DD/MM/YY</i>	8.00am 8.30am 8.45am 11.15pm 12:00pm 12:30pm 13:30pm 15:30pm 16:15pm 17:00pm	Depart <i>[Place of Accommodation]</i> Arrive <i>[community/village name]</i> in <i>[(sub-)location name]</i> Conduct [#] FGDs in parallel Conduct [#] KIIs in parallel Depart <i>[community/village name]</i> Arrive <i>[community/village name]</i> in <i>[(sub-)location name]</i> Conduct [#] FGDs in parallel Conduct [#] KIIs in parallel Depart <i>[community/village name]</i> Overnight: <i>[Place of Accommodation]</i>	<i>[#]</i> FGDs & <i>[#]</i> KIIs in <i>[community/village name]</i> in <i>[(sub-)location name]</i> (Men- <i>[#]</i> ; Women- <i>[#]</i> , Youth- <i>[#]</i>) <i>[#]</i> FGDs & <i>[#]</i> KIIs in <i>[community/village name]</i> in <i>[(sub-)location name]</i> (Men- <i>[#]</i> ; Women- <i>[#]</i> , Youth- <i>[#]</i>)	<i>Refreshments for participants of [#] FGDs (About [###] people)</i> <i>Refreshment for sub-term members</i>
<i>DD/MM/YY</i>	8.00am 8.30am 8.45am 11.15pm 12:00pm 12:30pm 13:30pm 15:30pm 16:15pm 17:00pm	Depart <i>[Place of Accommodation]</i> Arrive <i>[community/village name]</i> in <i>[(sub-)location name]</i> Conduct [#] FGDs in parallel Conduct [#] KIIs in parallel Depart <i>[community/village name]</i> Arrive <i>[community/village name]</i> in <i>[(sub-)location name]</i> Conduct [#] FGDs in parallel Conduct [#] KIIs in parallel Depart <i>[community/village name]</i> Overnight: <i>[Place of Accommodation]</i>	<i>[#]</i> FGDs & <i>[#]</i> KIIs in <i>[community/village name]</i> in <i>[(sub-)location name]</i> (Men- <i>[#]</i> ; Women- <i>[#]</i> , Youth- <i>[#]</i>) <i>[#]</i> FGDs & <i>[#]</i> KIIs in <i>[community/village name]</i> in <i>[(sub-)location name]</i> (Men- <i>[#]</i> ; Women- <i>[#]</i> , Youth- <i>[#]</i>)	<i>Refreshments for participants of [#] FGDs (About [###] people)</i>
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⁷ Each field sub-team shall make necessary/appropriate logistical arrangements (e.g. refreshments and lunch [in case of traveling to remote locations] for the sub-team and FGD participants, etc.) as per the prior identified resource requirements.