



## Community Needs Asset Assessment

# Community Needs Assets Assessment (CNAA)

This is a data gathering and planning instrument. It helps to identify the positive capacities and assets in a community or in an area that can be mobilised for collective action.

Furthermore, it helps to analyse the kinds of resources/assets available and needed in the targeted communities/areas. The CNAA ensures that plans consider what is already available in the community and what gaps exist. Additionally, it assists with the prioritisation of needs/issues to be addressed.

Use the CNAA guiding questions and the table below as a guide to preparing the CNAA:

## **BNTF CNAA FORMAT AND KEY QUESTIONS**

### **A. COMMUNITY INFORMATION**

1. Name of village/district/:
2. Town/City:
3. Brief history of the community, including any major changes or shocks (e.g. natural disasters, closure of factories, collapse of markets, etc.)

### **B. LOCATION: PHYSICAL AND ENVIRONMENTAL ISSUES**

1. Distance from major town: \_\_\_\_ (miles)
2. How often do buses travel to the town/city?
3. How many months of the year is the community accessible? By road/air/sea?
4. Significant environmental issues: (significant issues relating to rivers, wetlands, forests, coral reefs, etc.)

### **C. POPULATION**

1. Number of people:
2. Number of families/households:
3. Number of children (under age 12): (male and female)
4. Number of youth: (male and female)
5. Number of households headed by:
  - single women & men
  - widowed men/widowed women
  - elderly men and women living alone (without family support)
  - disabled person (m/f)?
6. Composition by different ethnic groups:

7. How would you characterise relationships among ethnic groups (neutral, harmonious, tense, etc.) Why?
8. Has the population increased or declined? Why?

**D. ECONOMIC BASE, PRODUCTIVE (paid) LABOUR and JOB SKILLS**

1. What is the economic base of the area? (industry/agriculture/tourism/service industry/mixed). Is the economy growing or shrinking? Is employment increasing or declining?
2. How do men earn a living? How do women earn a living? Is there local/nearby employment for young men and women? Is self-employment a viable option?
3. Do men/women/youth travel significant distances to work? Daily or weekly?
4. Do women and men migrate for employment? If so, do they maintain connections with the community?
5. What is the level of unemployment - by gender? If this cannot be determined what are the constraints?
6. What are the skills among women, men, youth (by gender)?
7. Are life skills, employment training and apprentice attachments available for at-risk young men and women?
8. What economic challenges are faced by members of the following groups:
  - women
  - men
  - youth (female and male)
  - older persons
  - disabled
  - persons living with HIV/AIDS (PLWHA)?
9. When considering a particular BNTF sub-project:
  - Which months of the year are men or women available for community activities?
  - Which men and which women can provide unpaid contributions (e.g. volunteer labour or in-kind contributions)?
  - Who in the community most needs or would most benefit from paid work and skills training?

**E. REPRODUCTIVE (unpaid household) LABOUR**

CHILDCARE + Care For Elderly, Disabled, PLWHA

1. Who in the household is responsible for caring for children?
2. Is the ability of women (or men) to work outside the home limited by their responsibilities to care for:

- children
  - older persons
  - the disabled
  - PLWHA?
3. How is childcare provided for working parents (women/men)?
    - family (paid or unpaid)
    - neighbours (paid or unpaid)
    - daycare centre?
  4. What is the cost of childcare?
  5. Is quality childcare a major concern for working parents (women? men?)
  6. Is assistance available to care for the elderly? disabled? PLWHA?

#### TIME

1. How do WOMEN spend their time? (Paid work + Unpaid work (Cooking, cleaning, household work, childcare, etc.) + Community work (volunteering).
2. How do MEN spend their time? Paid work + Unpaid work (Cooking, fetching water, household work, childcare, etc.) + Community work (volunteering).
3. How much time do men and women have to assist with the sub-project (paid or unpaid)? What does their availability depend on (e.g. seasonal work, weather, etc.)

#### **F. DECISION-MAKING & ACCESS /CONTROL**

1. Who is involved in decision-making at the following levels:
  - Household (men/ women/elders/youth/ jointly)
  - Community (through formal and informal mechanisms)
2. Do the men and the women agree about who makes decisions (e.g. about household durables, savings, finances, education, child care)?
3. Are there any major political factions?
4. Who (men/women/ youth) has access to and control over the resources and benefits in the household and community? Consider the following:
  - land/equipment/labour of others
  - employment
  - education/training
  - money
  - transportation (car/bicycle, etc.)
  - time
  - influence
  - membership in organisations/friends/social contacts
  - social services
  - other?

## **G. COMMUNITY INFRASTRUCTURE and FACILITIES**

### **i) Housing:**

1. Describe the types of houses in the community. Are they generally well-maintained?

### **ii) Water:**

1. Does every household in the community have access to piped water?
2. If no, what is the water source? How far from the house is the water source? (minutes walked)
3. Who collects the water? How often? How much time does it take?
4. Is water purchased water? What is the cost?

### **iii) Sanitation and Health issues:**

1. Do all houses have toilets? latrines? other?
2. What is the general condition of toilets in schools? What is the nature of hygiene practices?

### **iv) Community Infrastructure (social, cultural and educational):**

Does the community have the following infrastructure and who mainly has access?

- Nursing or medical station. How well are these staffed?
- Childcare centre
- Elementary and secondary schools. Is there participatory management?
- Library
- Police Station
- Women's shelter
- Children's services.
- Sports and expressive arts for development and peace

## **H. COMMUNITY ORGANIZATIONS**

### **i) Elected Council:**

1. What is the representation of men, women on the elected council?
2. Who are the key decision-makers/opinion-leaders in the community?
3. How can relations among councillors and between councillor and community be characterized? (harmonious? tense?)

### **ii) Other Organizations:**

1. What other organizations are active in the community? (e.g. women's/youth/environmental/church organizations; other)
2. Who is involved in these organizations as active members (men, women, youth)?
4. Who sits on the executive/decision-making body?
5. Do the same people tend to be involved in many organizations?
6. Which individuals or groups appear to be less involved or excluded?

## **I. SOCIAL ISSUES (including citizen security and the environment)**

1. What are the key social issues facing the community?

-unemployment

-drugs and alcoholism

-community conflict

-youth unemployment

-crime and other security concerns

-domestic violence/gender-based violence/ child abuse

Other \_\_\_\_\_(specify).

2. What relationships and causal connections do community members (women and men/ youth/elderly) see among the social issues? (e.g. unemployment leads to drug abuse, crime, domestic violence, community conflict, etc.). Do different groups have different analyses of cause and effect relationships?

3. What social services, resources or expertise is available to individuals (women, men, youth) in the community to address these issues?

4. What services outside the community can be accessed by residents?

5. What is the level of social and political awareness among community members?

6. What is the highest level of education (primary, secondary, tertiary) achieved by community members (disaggregated into youths and others)

## **J. COMMUNITY ASSETS MAPPING**

**COMMUNITY ASSETS MAPPING TEMPLATE** – A visual map elucidating positive capacities and assets in a community/an area which can be mobilised for collective action.

This is a tool to help analyse the kinds of resources/assets available and needed in the targeted communities/areas. It helps to ensure that plans take into consideration what is already available within the community and where gaps exist.

NAME OF COMMUNITY/AREA: \_\_\_\_\_

Sector, Problem, Issue to be addressed by BNTF (and partners) as highlighted in the PRAP	Geographic Area of the Community	Assets/Resources needed	Assets/Resources available (including new policy frameworks which have a direct focus at community level)	Institutions/Associations/Industries in the community (including local businesses, economic linkages, hospitals, specialist groups)
E.g. Citizen Security, Youth crime				
E.g. Micro-enterprise				
E.g. Early Childhood Education				

OUTLINE OF THE APPROACH AND METHODS USED FOR THE CNA (refer to “Methods and Process” above)

**K. CNAA METHODOLOGY**

Briefly (1/2 page) describe how you conducted the CNAA. Include information on:

- methods used (household interviews, transects walk, community mapping, etc.)
- amount of time spent in the community, including dates of visits
- dates of community meetings, number of people attending (men, women, youth, elderly), number of people with whom you spoke, name of partner organisations involved in the CNA.

**J. CLO’S ANALYSIS**

This section contains the CLO’s analysis of the community in terms of the sub-project and a critical assessment of issues facing the community. Consider the following guiding questions.

1. In your view, what are the community’s greatest assets/deficits? Consider the following:

- Sense of co-operation

- Community networks
  - Relationships of trust, partnership and collaboration
  - Participation by a representative range of community members
  - Motivation and commitment
  - Leadership (by men/women/youth)
  - Capacity of organization to identify and solve problems.
2. Why was the sub-project selected as the main priority in the community? Name two other top priorities listed by the community and why the sub-project was considered a greater priority.
  3. What are the key challenges, related factors/issues and possible solutions identified by the community members? Is there general consensus in the community on these challenges, issues and solutions?
  4. Do you have a sense that you have heard from a broad cross-section of the community?
  5. In your opinion, what are the main challenges that may arise in the process of implementing the BNTF sub-project?
  6. In your view, will the sub-project enhance the community's ability to organize to address the challenges they are facing? What, if any, additional support could BNTF provide to enhance this process?

**K. SUMMARY ASSESSMENT (Maximum length 2 pages)**

NOTE: [This summary will be included in the project submission to the Project Steering Committee at the sub-project identification and design stage.]

The CLO may be requested to provide additional background or supporting evidence.

Prepare a **two page summary** of the findings of the CNAA based on the information collected. Include relevant information from the CNAA and the CLO's analysis.



*Table: Guide to Preparing CNAA*

Sector, problem, issue to be addressed by BNTF (and partners) as highlighted in the PRAP	Geographic area of the community	Assets/resources needed	Assets/resources available (including new policy frameworks which have a direct focus at community level)	Institutions/associations/industries in the community (including local businesses, economic linkages, hospitals, specialist groups)
E.g., citizen security, youth crime				
E.g., micro-enterprise				
E.g., early childhood development				

## The CNAA PROCESS

The CNAA is led by the BNTF Community Liaison Officer (CLO) with the involvement of community residents. Consultants can also contribute, if the BNTF Implementing Agency (IA) deems it necessary.

The CNAA report should be presented as follows:

**Section 1:** Briefly (1/2 page) describe how the CNAA was conducted. Include information on:

- Methods used (household interviews, transects walk, community mapping, etc.)
- Amount of time spent in the community, including dates of visits
- Dates of community meetings, number of people who attended (men, women, youth, elderly), number of people spoken with, name of partner organisations involved in the CNAA

**Section 2:** Provide the CLO's analysis of the community in terms of the sub-project and a critical assessment of issues facing the community. Consider the following guiding questions:

1. What are the community's greatest assets/deficits? Consider the following:
  - Sense of co-operation
  - Community networks
  - Relationships of trust, partnership and collaboration
  - Participation by a representative range of community members
  - Motivation and commitment
  - Leadership (by men/women/youth)
  - Capacity to identify and solve problems
2. Why was the sub-project selected as the main priority in the community? Name two other top priorities listed by the community and explain why the sub-project was considered a greater priority.

3. What are the key challenges, related factors/issues and possible solutions identified by community members? Is there general consensus in the community on these challenges, issues and solutions?
4. Is there a sense that a broad cross-section of the community has been heard?
5. What are the main challenges that may arise in the process of implementing the sub-project?
6. Will the sub-project enhance the community's ability to organise to address the challenges they face? What, if any, additional support could BNTF provide to enhance this?

**Section 3:** Provide a summary (maximum of 2 pages) of the CNAA findings, based on the information collected. Include relevant information both from the assessment and the CLO's analysis. Note that at the sub-project identification and design stage this summary is to be included in the project submission to the Oversight Entity (OE). It is also included in the Sector Portfolio. The CLO may be requested to provide additional background or supporting evidence.