

VI. OBSERVATION SHEET PROTOCOL

The observation sheet is an important part of data collection for the group treatments as it allows us to collect qualitative data based on participants' interactions with our materials. You will be expected to observe participants' interactions and behavior during the audio-visual drama presentation, post-drama discussions and the role-play activity.

The respective team leaders will be responsible for:

1. Ensuring that the enumerators take detailed, meticulous notes at regular intervals
2. Translating the observation notes from Nepali to English, and
3. Uploading the document on a daily basis to a shared folder in google drive.
4. In addition to the observation sheet, the audio file recording (with the audio file number mentioned in the recording) should be uploaded. The audio file number will be given by the supervisor, and the enumerators have to document the number on their observation sheet.

Below is a description of our expectations for enumerators while they are observing participants with instructions for filling the 'Observation Sheet'. The enumerators should ensure that notes are made in detail and make note of the time meticulously as well. Please try to make your notes in writing that is legible and understandable. Please look over the observations sheet as you read these instructions.

I. The Header of the Observation Sheet:

The enumerator will have to meticulously fill out all the details in the header portion of the observation sheet on each page. This will ensure that if the observation sheets get separated or torn they can be matched to the rest of the sheets. The enumerators should fill out this section at the start of the AV treatment while the HTV team member is introducing the AV treatment and participants are introducing themselves. It will be chaotic on the day of the event so please be ready with your clipboards and observation sheets so that you can start taking notes as soon as the participants are seated for the AV treatment.

1. **Event location:** Note down District name, VDC name, and Ward number on every page of the observation sheet.
2. **Date:** Note down the day of the event you are observing (dd/mm/yr).
3. **Enumerator ID:** Each enumerator will have a unique identification number, which they should note on every page of the observation sheet.
4. **Group being observed:** Male 13-24 Male 25+ Female 13-24 Female 25+
The enumerator should indicate which group is being observed on every page of the observation sheet.
5. **Time of event:** Morning Afternoon
The enumerator should indicate whether the event is occurring in the morning or afternoon.
6. **Audio file number:** The enumerator should document the audio file number on each page, and this number will be provided by the team leader.

II. General Notes before the A/V treatment

Each enumerator will be responsible for taking notes for up to 14 (*this may change*) participants who have been previously allotted to them according to the color on their ID tag. The participants will be numbered from 1-28. In the general notes section, the enumerator will note any interactions amongst the participants allotted to them and the participants' behavior as they arrive and before the A/V treatment begins.

III. Participant Specifics

The enumerator will fill out the following details for each participant they are observing. The enumerators should get this information, as everyone is coming in and being seated so this is filled out before the event starts. In the participant sheet, the recording number of the discussion (the audio file number) should be noted. The supervisor responsible for the recording will provide this number, and the enumerator should make sure the number is noted.

1. **Participant ID #:** Participant number from 1-28. Refer to the participant list assignment created by your supervisor..
2. **Name:** Name of the participant
3. **What are they wearing:** for identification of the individual. For example: (i) Participant #####03, wearing yellow sari and red tika, (ii) Participant #####07, wearing brown shirt, black pant and dhakatopi i.e. Nepali hat.
4. **Who are they with:** are they accompanied with child/ another adult
 - a. If they are with a child make a note of the child's age & what the child is wearing
 - b. If they are with an adult make note of the gender and relationship of the adult to the participant. Try to request that the adult leave unless it is absolutely necessary.

Whenever you refer to a specific participant in your observation notes please refer to them using their unique ID number. Please use the columns provided in this section to note down the above information and any other additional information about the participant that you deem noteworthy.

Please ensure that you keep time as you take notes. The observer should note down the time AT LEAST every 5 minutes on the left hand side of the page. This ensures that when we analyze your notes we know at what time your observations occurred. All enumerators should have a method for keeping time like a watch or cellphone. Please make sure that your handwriting is eligible and understandable.

IV. Recording Management

1. Check the recorder battery.
2. Record the AV treatment discussion, the group role-play discussion, as well as the role-play presentation. We want to have all discussions recorded.
3. The audio file number should include: 1) District; 2) VDC or Municipality; 3) Ward Number; 4) Date; and 5) Group Information (F 13 (For girls) / F 25 (for adult women) / M 13 (for boys) / M 25 (for adult men)). An example is: Kaski – Pokhara – Ward 11 – 02 June 2014 – F13.
4. Write the audio file number in the participant sheet and the observation sheet.
5. Transfer the audio file into a computer on the same day and upload it and save it

with the audio file number as its name.

6. Make a folder in the google drive and add the audio file, observation sheet, participant sheet and transcribed audio file. Work with the HTV team to do this.

V. General Notes During the AV Treatment and Discussion

The enumerators should take detailed notes on what participants are doing, and saying during the AV treatment and the discussion. Please write down people's statements. Please also note if a certain participant is talking during the presentation or if a participant gets up or leaves. For example, "participant (#ID) left the room for 5 minutes" or "Participant (#ID) covered her eyes at the beginning of the second story" or "Participant (#ID) whispered to Participant (#ID). Please make detailed note of what the Participant (#ID) says and try to capture verbatim when the participant speaks. It is not enough to ONLY note down their behavior, you must include some context and interpretation.

For example:

"ID#8 scratched his head and looked confused during a scene in the Bijay story"

"ID#7 whispered to her neighbor, she seemed to be saying something about the video"

"ID#6 looking out the window often and seems very uninterested in the video."

VI. General Notes During the AV Treatment and Follow-up Discussion

In addition to detailed notes on participants' behaviors as outlined above, enumerators should take detailed notes on what participants say during the follow-up discussion. As much as possible enumerators should note down direct quotes of participant's questions and comments. As noted in the Group Treatment Step 9 section of the manual, there will be a general discussion regarding the AV treatment. At this time, please make note of the following:

- What each participant is saying. It is best to write down word for word what each participant says.
- The time at which the participant spoke
- Any participant who is not participating/ not speaking
- Any participant who maybe talking more than others
- Note down if a participant seems: angry, happy, excited, upset etc.
- Note down if a participant: laughs, yells, interrupts others etc.
- Any participant who maybe bullying the others
- What each participant is doing physically like getting up from the group or moving around

Notes should be written to help someone who is not at the event understand how the participants are responding to the treatment (are they interested, bored, distracted, etc.). Noting down the context and your interpretation of the participants' behavior is important.

VII. General Notes on the Role-Play

The enumerators should take notes on many aspects of participants' behavior during the role-play. This includes: the level of engagement of different participants, when they speak, what they say, if there are certain participants who do or say more than others, participant demeanor during the activity (are they laid back, shy, angry, excited etc.), how participants

interact with each other (do they interrupt, shout, cooperate, laugh etc.). The enumerator should also make detailed notes on how the group chooses to finish the scene. In addition to the other points above, please take note of the following during the role-play:

- How did the participants decide to finish the story
- What are the characters in the story
- Which participant played what character,
- What each participant/ character in the story is saying. It is best to write down word for word what each participant says.
- What did these characters do
- Who takes lead in the role-play
- What actions do the characters take
- The time during which the participants are speaking and
- What happens in the scene they create?

VIII. Group Impression Section (explanation of the questions):

After the role-play, enumerators should answer the following questions based on their observations. To help enumerators understand our intention for each question please read the box below each question. The questions are about group dynamics in general. They are not about any specific participant. All notes about specific individuals should be made in the section above. Please do not forget to fill out the “Group Impression Section” questionnaire, taking care to select one of the options we provided below. If you have additional comments around why you answered the way you did, note that in the comments section below each question.