TOOLS FOR PARTICIPATORY APPROACHES

Conservation, Livelihoods and Governance Programme

May 2013

This document lists the participatory tools that FFI's Conservation, Livelihoods and Governance team has drawn from a variety of sources and adapted for use by FFI and partner organisations. The tools provide guidance on exercises that are intended to facilitate discussion and analysis, by and with local participants, on a variety of issues.

Each tool is one of four types - relational, spatial (mapping), temporal, and using matrices (or other diagrams) for ranking, rating and sorting. Some collect the same or similar information, but in a different way. There is no single best way to use these tools. The same tools will not work in every context but should be adapted to the situation. Before using the tools it is recommended that you read the accompanying document - *A guide to using tools for participatory approaches* - which contains a number of references for further information.

The tools will be adapted and added to, based on need and experience, so check that you have the latest or most appropriate version or tool.

Tool	Brief description
Relational	
Stakeholder analysis	A process of identifying stakeholders and categorising them according to their relationship with the issue or activity and determining what this means in terms of how / whether to work with them.
The Four Rs	A process to help in clarifying the roles played by different stakeholders through identifying their rights, responsibilities, and returns (revenues or benefits), the balance between each of these, and the relationships between stakeholders.
Group Governance Assessment	A tool to analyse the quality of decision making and management practices within community (or other) groups and organisations by assessing them against good governance principles.
Positions, Interests and Needs	A tool to identify and analyse the positions, interests and needs of different stakeholders in order to seek common ground as a basis for negotiation and collaboration.
Spatial	
Social mapping	A visual method of showing the relative location of households and the distribution of different people (such as male, female, adult, child, landed, landless, literate, and illiterate) together with the social structure and institutions of an area.
Stakeholder mapping	A visual method of identifying and representing perceptions of key organisations (both formal and informal) and individuals inside and outside a community, their importance, relationships, and decision

	making roles.
Community resource mapping	A method of showing information regarding the occurrence, distribution, access to and use of resources; topography; human settlements; and activities.
Transect walk	A tool for describing and showing the location and distribution of resources, features, landscape, and main land uses along a given transect.
Hazard mapping	A visual method of showing local perceptions of areas or people in a community (such as settlements, infrastructure, and resources) that face different levels and types of hazard or risk.
Temporal	
Twenty-four hour calendar	A visual method of showing how people allocate their time between different activities over a 24 hour period.
Seasonal calendar	A visual method of showing the distribution of seasonally varying phenomena (for example, economic activities, production activities, problems such as debt, illness/disease, migration, and natural events/ phenomena etc) over time.
Timeline	A graphic method used to show perceived changes or events taking place over time.
Ranking, rating and sorting	
Wealth ranking	A method for exploring local perceptions of wealth differences and inequalities in a community and for identifying and understanding local indicators and criteria of wealth, well-being, and poverty.
Asset wheel	A visual method of showing the different assets (resources) that people have access to and control over and the linkages among assets.
Resource access and control	A Resource Access and Control matrix and Resource Picture Cards are both methods of understanding access to and control of natural resources (or other resources) by different groups within a community.
Resource preference ranking	A method of identifying and ranking natural resources according to local people's preferences.
Livelihoods scoring / ranking	Methods of investigating preferred livelihood options of local people against specified criteria.
Livelihoods vulnerability analysis	A method of assessing the impact of hazards on livelihood resources.