



Tandem reporting requirements

Goals of Tandem reporting:

1. collect key data (for overall program review and PR/communications)
2. document each Tandem collaboration/project (for website/archive)
3. check of the Tandem program goals and activities
4. wrap-up collaborations and internalise learning through reflection (for participants)

Methods to be used:

- A. 'Dashboard'-report with focus on key descriptions and media through online form ("key data for review, website and archive")
- B. Concluding Tandem interview at final meeting ("learning from experience")
- C. Most-significant-change session with the Tandem group ("Tandem goals check")
- D. Programme review ("Tandem activities check")
- E. Article or blog post from each Tandem participant ("telling the story")
- F. Tandem interview 6 months after program period ("new perspectives")
- G. Local MSC (optional)
- H. Peer review (optional)

BEFORE FINAL MEETING

A. Tandem report

Online form (see separate link). Collect data for monitoring and review to be delivered 4 weeks before the final meeting to serve as a basis for presentations, evaluation/review and deciding on follow-up steps.

DURING FINAL MEETING (no preparation required from participants)

B. Tandem interview at final meeting

Scripted interview mixing appreciative inquiry and fever curve exercise with the Tandem partners to support internalisation of some of the learning. Total exercise time: ca. 75 minutes.

C. Most-significant-change

Sharing mini-stories with the Tandem group, clustering and filtering them until the 'most-significant-change'-stories emerge. Total exercise time: ca. 150 minutes.

D. Programme review

Collecting feedback from participants on Tandem programme elements: what was useful, what should be skipped, what was missing? Total exercise time: ca. 90 minutes (or using flip-charts in the room).

AFTER THE FINAL MEETING

E. Article or blog post (before or latest two weeks after final meeting)

Each Tandem participant writes an article or blogpost that they would submit to local newspaper. It can be in any language and format (video, photo blog, essay, news etc.). These stories will help us tell the Tandem story in an accessible way.

F. Tandem interview (ca. 6 months after final meeting)

All Tandem participants are required to do a (Skype) interview with someone from the Tandem group other than their Tandem partner, 6 months after the final meeting ("take the time to forget it, before coming back to it"). We supply a few standard questions (following individual-organisational-community-international logic) but do not ask for documentation, except if "there is anything important we should share from this conversation?". Interviews take place as domino: A interviews B, B interviews C, etc. until Z interviews A (we can ask participants to take one question out and add one question each time?). This exercise should help internalise learning, give new perspectives, enforce networking and give us insight to the 'real' most-significant-changes.

OPTIONAL

G. Local MSC

Most-significant-change session in the Tandem partner organisation/community, run by the Tandem participant herself (instructions distributed at final meeting)

H. Peer review

Optional: a conversation between Tandem participant and a peer from their own organisation/network. Guidelines available on demand.