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Conducting a Daily Debrief

The *Daily Debrief* is an assessor team meeting that takes place at the end of each day in the field.

It is used as an opportunity to gather feedback on the day's work, share observations among the team, identify and address challenges, and build team cohesion. It is also used as an opportunity to ensure the entire team is aligned about the next day's schedule and objectives.

The Daily Debrief is facilitated by the team leader and typically takes 30 minutes. Time for this should be scheduled in the daily workplan. The *Daily Debrief* is a great opportunity to solicit both aggregate and very specific qualitative impressions from the day's work, and therefore should encourage input and sharing from all team members.

There are three primary elements of the *Daily Debrief*:

1. <u>Review the day</u>:
   This element is essentially is a recap of day's activities. Some of the specific agenda items here include:
   - Review the general objectives for the day.
   - Collect the data. This includes surveys and or electronic day and is necessary to insure integrity and security. Electronic data should be backed up daily as well.
   - Share Metrics: Tabulate how many surveys, meeting, interviews, etc., were completed for the day and talk about how that met expectations and goals.
   - Impressions, questions and issues: This is an open forum for team experience sharing; ideally all team members will contribute to the discussion.

2. <u>Private Sector Mapping Report</u>:
   Considering the central role the private sector plays in labor markets, it is vital that the assessment team document their observations and findings regarding the private sector in a community that they have assessed. This information will help form a "map" of the private sector and can help focus private sector outreach and relationship building activities that will follow the assessment.

   The PS Mapping discussion should be documented by the team leader on the *PS Mapping Check-In* template, which if necessary should be customized per the objectives of the assessment and program.

   That template focuses on three key questions:
   1. *What are the most predominant business sectors there (specific sectors, if any)?*
      The goal of the question is to identify any businesses or sectors, that through their dominate position in the community, might be good potential program partners.

   2. *What are the most noteworthy businesses operating there?*

Business are considered noteworthy because they are large, are a lead firm, currently employ lots of our target population or have potential for doing so, or seem to have a dominant position in the town/community

3. *Brief summary capturing any other important observations regarding the private sector town/district*

These are findings (not necessarily widespread) but that might be indicative of a trend or opportunity to consider or explore. For example, in many communities in Liberia, we encountered charcoal production; an industry that is environmentally undesirable while at the same time fulfilling a key economic and livelihoods role. These observations may also include information such as the strong or weak presence of female business owners in a marketplace.

3. Plan for the following day:
The final activity of the *Daily Debrief* is to outline the plan for the following day including, where we will assess, what are our assessment targets (number of surveys completed, FGDs, KIIs etc.) and what are our individual assignments for KIIs, FGD, etc. (if any). Relevant logistical issues should also be addressed at this time.

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