Format
template, team workshop

Group size
small

Time
few days

Facilitation experience
high

Survey guide

What is it? This template can be used to organise and conduct surveys with previously identified stakeholders (see tools *Stakeholder database*, *Stakeholder prioritisation*, *Networks and gaps*). It is designed to help you incorporate all factors of the Proximity of Care Framework into a comprehensive understanding of your focus location or community.

How to use it? First, decide **who** is the target group for your survey, and develop a **strategy for identiying** the right group of representative participants (use template on the right).
Then, select the **the factors** you would like to **understand more**, according to the context in which you are working, and the stakeholders you are engaging with. It is suggested to consider 15-25 factors per survey, including at least one for each of the goals within the four dimensions of Proximity of Care Framework (use templates on the following pages).

Keep in mind: Defining the right questions is only one part of conducting a successful survey. To ensure that your participants are comfortable, and that your data collection successful, make sure to incorporate **ethical considerations** in everything you do, along with any relevant regulations or standards of practice in your location, such as data protection. Secure participant's consent, be flexible when using questions and change them if they make your participants uncomfortable. Be conscious of sensitivites regarding gender/ethnicity/religion, respect local regulations, customs and tradition. Remeber to reiterate what the survey data will be used for, whether it is anonymous, and set up a clear channel for feedback and updates, so that participants know where and who they should go to for further information.

PREPARATION

Who are you **talking with**?

• Caregivers
• Community members
• Educational staff
• Healthcare staff
• NGO staff
• City government officials
…

Who are the stakeholders you want to engage and why?

• How can the knolwedge and information provided by this group contribute to your project's aims?
• How is this group of participants related to stakeholder groups that your project is targeting?
• Did you consult with community leaders, chiefs or elders who are most familiar with the community or neighbourhood?
• Did you reach out to local NGOs and community-based organisations operating in your area of focus?
…

How many surveys will you conduct and why?

• How can you collect data taking into account different ages and gender?
• How long will it take to fill out each survey?
• What will be the most convenient way for a respondent to answer your questions?
…

How will you **analyse and use** the information that you gather?

• Will you use a digital survey tool, such as Google Forms?
• Will you survey participants in public space? How will you record their answers?
• How will you anonymise data that you gather? How will you keep the data?
• How will you analyse the responses? How will you validate your understanding of results?
…

Introduction and respondent's profile

Name: ....

Age: ....

Profession: ....

Gender: ....
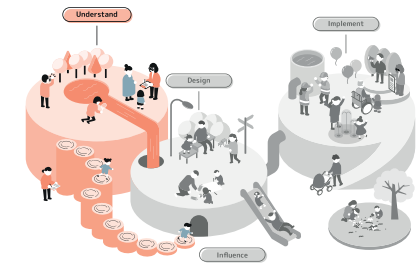
1. How long have you lived in this area?
2. How many family members do you live with?
3. Do you have any roles within the community?
4. Can you estimate how many caring activities you usually carry out in a day, week, month, year? Which ones?

Proximity of Care
DESIGN GUIDE

LET'S CREATE SPACES
FOR CHILDREN AND FAMILIES
TO THRIVE
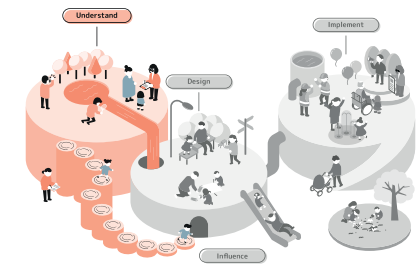
Format
template, team workshop

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few days

Facilitation experience
high

Survey guide — Health dimension

HEALTH

GOAL 1

Adequate **WASH** (water, sanitation and hygiene), **waste facilities and services**, considering different needs, ages and gender, as well as economic and socio-cultural conditions and behaviours

Objective: This goal helps you understand the different ways in which different participants experience your focus site. It helps you move from objective and 'static' understanding of facilities and services to a more descriptive and nuanced understanding of how these affect participants and their households.

Factors to address in the discussion:

• Provision of reliable, safe, child-sensitive, accessible and affordable water and sanitation facilities

• Presence of reliable drainage and sewerage system

• Reliable, accessible and affordable solid waste disposal and management services

Formulate your questions here:

HEALTH

GOAL 2

Adequate **healthcare facilities, services and practices**, considering different needs, ages and gender, as well as economic and socio-cultural conditions and behaviours

Objective: This goal helps you understand habits inside the household, and whether good health practices are mainstreamed at home and in the community. Measures of performance in this goal include the affordability and frequency of healthcare visits, the quality of services and how participants of different age, gender and ethnicity experience them.

Factors to address in the discussion:

• Availability of reliable, accessible and affordable pre-natal healthcare facilities & services

• Availability of reliable, accessible and affordable paediatric healthcare facilities & services

• Measures and services to promote child-and caregiver-focused healthy habits and support programmes in the community

Formulate your questions here:

HEALTH

GOAL 3

Adequate and healthy **nutrition**, considering different needs, ages and gender, as well as economic and socio-cultural conditions and behaviours

Objective: This goal helps you identify organisations that support health outcomes in the focus site; examples may include school feeding programmes or local NGOs who raise awareness of optional nutrition in the early years. Furthermore, the questions generate an idea of which commercial facilities are available to households, the barriers to reaching these, and any opportunities for enhancing them.

Factors to address in the discussion:

• Access to secure, affordable and appropriate nutrition for children, pregnant women, and caregivers

• Availability of education resources for and practice of optimal nutrition for pregnant women and children, including for breastfeeding habits

• Policy and mechanisms to ensure availability and distribution of nutritious and diverse food

Formulate your questions here:

HEALTH

GOAL 4

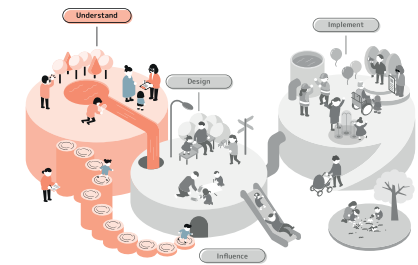An environment that is **green** and **healthy**

Objective: This goal helps you develop a multi-layered understanding of environmental factors affecting the focus site, particularly at household and neighbourhood level. Questions focusing on air and noise pollution offer insight into how the focus site's geographic location –i.e. next to a busy freeway or an airport –influence health outcomes for participants. These questions also build an understanding of which actors and organisations, if any, in the focus site are supporting health outcomes.

Factors to address in the discussion:

• Sufficient coverage of well-maintained trees and green spaces

• Policy measures and community mechanisms to ensure healthy air quality

• Policy measures and community mechanisms to ensure healthy noise standards

Formulate your questions here:

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Proximity of Care
DESIGN GUIDE

LET'S CREATE SPACES
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Understand
Implement
Design
Influence

Survey guide Protection dimension

PROTECTION

GOAL 1

Safe and protective **home, public buildings and spaces**

Objective: This goal helps you understand a caregiver and child's exposure to safety threats and the available mechanisms for addressing them. Furthermore, you can begin understanding 'exposure' to challenges and hazards in the focus site in different ways, for instance owing to material vulnerabilities like poor housing structures or owing to attitudinal problems like perceptions of violence against women. With this understanding, you can start identifying entry points to mitigate safety threats.

Factors to address in the discussion:

• Safe home environment, resilient to natural and man-made hazards

• Presence of protective and reliable network of support for caregivers

• Mechanisms for enhanced protection from violence and abuse against children

• Perception of safety and security that caregivers experience and behaviours that influence their caregiving practices

Formulate your questions here:

PROTECTION

GOAL 2

A secure and inclusive **network** of child-friendly spaces and infrastructure

Objective: This goal helps you understand the challenges and opportunities for caregivers and children mobility through the focus site. The questions help identify whether child-friendly aspects and principles are embedded in the design of the neighbourhood, as well as the implications of this for children's access to enjoyable, recreational space.

Factors to address in the discussion:

• Provision of safe public and green spaces connected through safe routes

• Provision of safe and child-sensitive infrastructure and facilities

• Presence of inclusive amenities and activities for pregnant women and caregivers

Formulate your questions here:

PROTECTION

GOAL 3

Improved resilience to **climate-related risk** factors

Objective: This goal helps you understand the physical hazards facing the focus site. In turn, it can inform your design process to include adaptive materials depending upon the severity of shocks and stresses. Data collected for this goal also complements that collected for Goal 1 in Stimulation, appropriate to the severity of potential shocks and stresses relating to housing materials and the relative safety they provide caregivers and children.

Factors to address in the discussion:

• Presence of hazards and climate risks in the area

• Child-focused risk assessment and post-disaster management plans

• Mechanisms and clear communication to ensure effective accident prevention and emergency response

Formulate your questions here:

PROTECTION

GOAL 4

Improved safety and security **mechanisms** and policy **measures**

Objective: This goal helps you identify entry points and opportunities for enhancing the safety and security of participants, particularly at household and neighbourhood level. Data collected for this goal also complements that collected for Goal 2 by adding more specific information about the safety of public space and transit through the focus site. Lastly, this goal is another opportunity to identify individual stakeholders or organisations that support protection outcomes in the focus site.

Factors to address in the discussion:

• Effective justice and safeguarding systems to protect from crime and violence

• Mechanisms for enhanced security in public spaces

• Mechanisms for enhanced security in roads and public transportation

Formulate your questions here:

Proximity of Care
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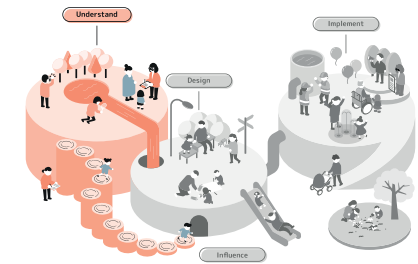
Survey guide Stimulation dimension

STIMULATION

GOAL 1

Nurturing and playful **home** environment

Objective: This goal helps you understand the frequency and quality of interactions that caregiver and child share on a day-to-day basis. The questions also reveal how play space and toys shape these interactions, and, in turn, they offer insight into how caregivers and children enjoy playing together most in the focus site. This sets a useful basis for designing playful interventions. Crucially, the questions add an employment lens to your assessment, showing how the conditions and status of a caregiver's employment impacts their ability to share stimulating time with their children.

Factors to address in the discussion:

• Availability of trustworthy, reliable and nurturing caregivers at all times

• Presence in the house of adequate indoor and outdoor spaces for safe, unstructured play and exploration

• Presence of adequate equipment and toys to encourage diverse play modes

Formulate your questions here:

STIMULATION

GOAL 2

Age inclusive, playful and accessible **network of diverse play spaces** and equipment

Objective: This goal helps provide a holistic understanding of the focus site's connectivity and its contribution to children's stimulation. The questions move beyond the accessibility of parks and public spaces to explore the activities that take place in those spaces. In turn, the answers will offer an insight into the behavioural patterns of caregivers and children and how these are enhanced or undermined by the physical design and value of the space around them. This is also an opportunity to identify individual stakeholders or organisations that support stimulating outcomes in the project site.

Factors to address in the discussion:

• Presence of accessible and stimulating public spaces, green areas, and play spaces (indoor and outdoor)

• Public spaces, green areas, and play spaces have a high play value with age-appropriate equipment and space for caregivers and children's interaction

• Provision of quality events and activities in public space for spontaneity and interaction

Formulate your questions here:

STIMULATION

GOAL 3

Accessible, playful and responsive **childcare environment**

Objective: This goal helps you understand which facilities and services are available to support caregivers in the focus site. In doing so, it bridges together elements of the Stimulation and Support dimensions. This goal generates a range of data about access to and availability of childcare facilities beyond the household. This supplements earlier goals that examine the nature and quality of childcare inside the household.

Factors to address in the discussion:

• Presence of affordable, playful and stimulating childcare facilities

• Pre-schools provide safe spaces, both indoor and outdoor, and adequate equipment to encourage diverse play modes, for different age groups and abilities

• Presence of accessible and affordable playful out-of-school facilities and services, for different age groups and abilities

Formulate your questions here:

STIMULATION

GOAL 4

Young child and caregiver-friendly **streets and transport**

Objective: This goal helps you to bring together the data gathered for Protection goals regarding children mobility with more objective measures of distance and time. The questions help layer this information over existing community and policy mechanisms for enhancing active mobility. In turn, this will strenghten your sense of the holistic environment for caregivers and children movement through the project site –from the household to the neighbourhood to the city level. Entry points will emerge for suitable design interventions that can enhance this movement.

Factors to address in the discussion:

• Presence of child-and caregiver-friendly public transportation options and safe roads encouraging active mobility

• Presence of a network of safe and playful streets that cater to a range of active mobility options

• Policy measures and community mechanisms to improve road safety and ensure affordable active mobility options

Formulate your questions here:

Format
template, team workshop

Group size
small

Time
few days

Facilitation experience
high

Survey guide — Support dimension

SUPPORT

GOAL 1
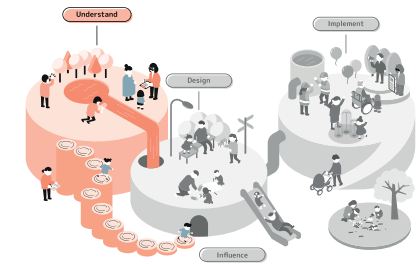
The **economy and community** supporting families

Objective: This goal helps you understand the financial stability of a household, which sets a firm basis for examining the stability of a child's upbringing. It touches on important factors including whether income is sufficient or supplementary, whether secure employment is accessible, and whether financial and training mechanisms are in place. These inevitably shape the ability of a caregiver to provide sustained and nuturing care. Complementary questions on public support systems can help identify how to address barriers faced by caregivers in relation to economic stability.

Factors to address in the discussion:

• Access to steady sources of income for primary caregivers

• Availability of mechanisms for enhanced professional opportunities

• Presence of effective civil society organisations and key stakeholders focusing on early childhood development

Formulate your questions here:

SUPPORT

GOAL 2

City leaders prioritising early childhood development

Objective: This goal helps you understand the city government's commitment to early childhood in the focus site and the wider urban settlement. It offers a critical vantage point into city and community leadership, budgeting for childhood development, the integration of caregivers in decision-making, and more. This adds an informative layer to the predominantly household and neighbourhood-level data you will have collected so far, providing an administrative and institutional background against which to interpret some of the emerging barriers and opportunities from other goals.

Factors to address in the discussion:

• City leaders advocate for early-childhood development and allocate adequate city budget to promote infant care, caregivers and pregnant women

• Participation of caregivers, children and pregnant women in decision-making and planning

• Availability of welfare and social services programmes for early-childhood development, pregnant women and caregivers

Formulate your questions here:

SUPPORT

GOAL 3

Family-friendly **city planning and legislation**

Objective: This goal directly supplements the information you will have gathered under Goal 2. Adding to the commitment of city leadership to early childhood matters, it enables you to explore the plans and strategies that shape this commitment. In turn, it offers insight into the prioritisation process at city level, which can shed light on possible champions and entry points for improving the representation of children in the city, if this is something identified as lacking in your focus city and site. Notably, this goal spreads across a range of policies and practices that shape opportunities for children in the city, from urban design standards to university curricula.

Factors to address in the discussion:

• Effective and coordinated, child-friendly regulatory and legislative frameworks

• Integrated early childhood development principles in urban planning

• Available guidelines that promote child-and family-friendly design in cities

Formulate your questions here:

SUPPORT

GOAL 4

Data management and **communications** that are age and gender sensitive

Objective: This goal helps you understand the modes of communication in your focus city and site. In turn, it helps shape your awareness-raising efforts by identifying entry points and optimal communication channels for influencing decision-makers. Most importantly, this goal can help identify which information materials are missing or required. For example, city planning guidelines that promote child-friendly design at the city level to guarantee a sustained commitment to early childhood in the years to come.

Factors to address in the discussion:

• Promoting appropriate channels for enhancing community knowledge and awareness on early childhood development and infant care

• Early childhood development and caregiver-focused communications and advocacy campaigns

• Child-focused city data management and analysis

Formulate your questions here: