

Your role is:

Coordination & Logistics



Help coordinate everything needed for a smooth DSB process! This includes sending invites, working with stakeholders, booking the venue, arranging food and drinks, and gathering all materials and supplies for workshops.

1. Get to know all steps of the DSB, including materials, and templates.
2. Start planning the workshop and field moments—what venue, catering, transport, supplies are needed.
3. Find local stationery and print shops—you will need to print different posters and worksheets for the workshops.
4. Keep participant needs in mind—think about accessibility, dietary preferences, and parenting needs when choosing dates and venues.
5. Keep track of budget and timelines with proper planning processes.

Your role is:

Engagement of Decision-Makers & Interested Groups



Support with advocacy and engagement of key decision-makers from the start of the DSB process to the very end. You will need to ensure the key decision-makers are participating at different stages and ready to make strategy decisions.

1. Get to know all steps of the DSB, especially Initial Insights and Workshop 2, Module D: Implement.
2. Ensure you have identified key decision-makers and stakeholders, and keep building rapport with them throughout the DSB process.
3. Make sure stakeholders are brought in at key decision-making moments, and are informed about how the strategy is built out.

Your role is:

Facilitation



During workshops, lead participants through the modules and activities. You will be at the front of the room explaining steps, encouraging open discussion, clarifying instructions, and linking decisions back to the final DSB strategy. Your role is to help participants know what to do, how to do it, and help them.

1. Read the Facilitator's guide in advance and make notes so you remember what you need to do and when.
2. Make sure everyone feels comfortable to share their thoughts, no matter their role or status.
3. Stay calm and open—avoid showing stress or adding tension.
4. Plan well, keep time, and respect everyone's schedules and priorities.
5. Listen closely, give space for others to speak, and encourage open conversation.
6. Stay flexible, adjusting content and schedules smoothly as needed.
7. Facilitation can be tiring—have different facilitators take the lead during different modules so it's not always one voice.

Your role is:

Co-facilitation



You will:

Support your lead facilitator by setting up the room, guiding group discussions, clarifying instructions, encouraging deeper insights, and making sure every group feels included.

1. Get to know all steps of the DSB, especially activities.
2. Encourage active participation, especially from women and those from marginalised backgrounds.
3. Help document the group's ideas, discussions, and decisions for each activity.
4. Clarify instructions as needed to keep things on track.

Your role is:

Notetaking



You will:

Gather feedback and insights during group discussions and document plenary discussions. Help fill in the strategy template, ensuring it's complete by the end of the DSB process.

1. Familiarise yourself with all steps of the DSB, especially activities.
2. Help document larger group discussions and decisions for each activity.
3. Collect completed worksheets at the end of each session.
4. Make sure the strategy template is filled out by the end of each module.