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The entire toolkit is available on: www.saferspaces.org.za

TOOLFOUR

DETAILED ANALYSIS OF THE DUTY BEARERS⁴



Objective:

To identify duty bearers⁵ in the community, assessing these actors and describing them in greater detail.

To identify where support for duty bearers is needed so that they can accomplish tasks and fulfil their responsibilities, and better fulfil the rights of children and youth.

To identify potentially useful resources.

To identify potential allies and partners for a possible later project..



Aspects of Data Collection:

Role and responsibilities, as well as aspects of the capacity of the duty bearers to fulfil their responsibilities, with specific focus on services benefiting children and youth.



Material needed:

Big brown paper or several sheets of flipchart paper, which can be connected so that the table below can draw and written on it; markers.



Preparation:

Transfer the table below to three or four big sheets of paper. Then you can divide duty bearers to be analysed, so that each group works on only some of the duty bearers. You transfer the table as shown below.



Procedure:

This is a tool which requires very good facilitation skills, since it is important from the beginning to avoid duty bearers being blamed for not fulfilling responsibilities. The exercise focuses on assessing the need for support, so that duty bearers can better perform their required role. It is important to clarify this at the outset. As usual, allow extra time if participants need it.

In a first step, you take stock of all important duty bearers in the community with regard to children and youth. The next table gives some broader categories.

3. Adapted from: Save the Children, Sweden, 2008

4. In the so called "rights-based approach", an approach which takes the validation of human rights for all people everywhere as reference frame, duty bearers are institutions with responsibilities to ensure the fulfillment of human rights of people (the rights holders). Often we have a relationship of service providers (duty bearers) and those who shall have access to services (rights holders). In the case of children and adolescents as rights holders, the parents or caretakers are duty bearers.

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In the plenary you will first identify which groups of people, organisations and institutions you find in your community or outside, with responsibilities towards children and youth of your community. Depending on the scope of your work, you might skip the provincial, national and international level.

For each category of duty bearers you write the names of the organisations, institutions or individual people on a page of flipchart. One flipchart should show duty bearers of local civil society: the members of the ward committee, representatives of the mosque, the protestant church, heads of the Hindu community, representatives of the sports club and of a women's organisation, are just a few examples.

In a next step, you form working groups with the participants. It is important to have at least one or two members in each group who have good knowledge of the responsibilities of the relevant duty bearers. One option is to let members of the respective institutions or sectors work on their own roles and responsibilities.

Duty bearers (especially with decision – making competence)	Role analysis – responsibilities and roles of each actor	Analysis of capacities		
		Motivation/ openness: Does the duty bearer accept his/her responsibility or role?	Authority: Does the duty bearer possess the authority to take on the role and the responsibility? If not, why not?	Resources: Does the duty bearer have the necessary knowledge and skills, as well as the organisational, HR and material resources? If not, what is missing?
Those with immediate custodial care, e.g., parents				
Local civil society, e.g., village elder, head of neighbourhood committee				
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Local civil society, e.g., village elder, head of neighbourhood committee				
Local government and administration: e.g., health officer				
Local education sector: e.g., teacher, school director				
Private sector: e.g., director/manager of larger companies				
Broader civil society: e.g., director/manager of an NGO				

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Provincial governmental organisations: e.g., Department of Education, Dept of Public Safety				
National government: e.g., Ministry of Basic Education, Ministry of Women, Youth, Children and People with Disabilities				
International community: e.g., donors, development co-operation organisations				

**Task for the group work:**

The groups are asked to first enter the identified duty bearers in the left-hand column. In a collective discussion, the group examines the roles and responsibilities of the respective duty bearers, and assesses their capacities for fulfilling those roles and responsibilities. If enough young people participate, it is a good idea to let them work together in their own working group, even though they might not be well informed about the areas in question. They may select for further analysis those duty bearers whom they consider most important in their lives. When the results are presented and discussed in plenary, other participants may make additions. When there is agreement, further duty bearers may be added.

**Observations:** (Additional notes for the facilitator)

Remember, the aim of this activity is not to make any stakeholder look bad. This might happen where people are forced to admit that they broadly lack the skills and knowledge they are supposed to have. If such a situation can be foreseen, then avoid it completely. Omit the respective duty bearers from the list and work on others.

**End Product:**

By the end of the exercise, the objectives would have been achieved, including the following:

- A detailed analysis of relevant duty bearers in the community, their roles and responsibilities and capacities has been captured in a table.
- The support needs of duty bearers have been identified.
- Potentially useful resources have been identified, while pointing out potential allies and/or partners for a later project.

