

Instructions on How to Execute the Scenario-based Nominal Group Technique

Logistics

Representatives from the organizations identified as stakeholders of the program being developed are invited to participate in the SB-NGT. Stakeholders are selected to include public and private entities that could provide services as part of the program.

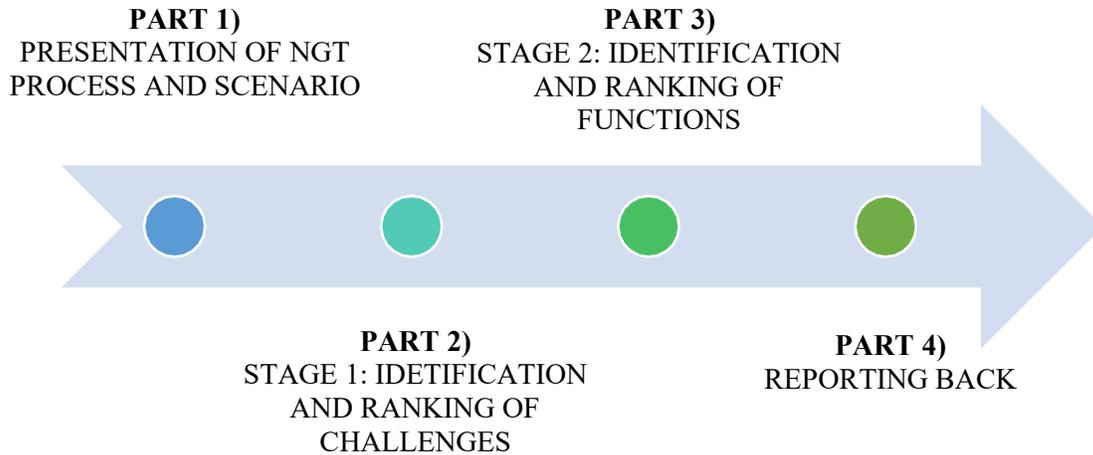
Participants are divided into groups of 7-9 people and seated around a table. We suggest participants be divided at random as much as possible to increase variation in the responses at a given table; however, the best way to divide participants will depend on the specific purpose of the SB-NGT. In addition to the participants, each group will have one facilitator and a note-taker.

Facilitator role: The facilitator is responsible for guiding the group through the NGT process and soliciting participation from all group members. This person should be careful not to dominate the conversation, but to simply facilitate the contributions of the participants. Specifically, this person should not rephrase participant contributions before they are recorded by the notetaker.

Notetaker role: The notetaker is responsible for capturing the ideas expressed by the group members (word for word) and record the rank order when participants are asked to rank the pool of ideas they have generated. The notetaker should capture word for word the contributions of the participants. The diversity in which different ideas are articulated is key to the analysis of SB-NGT data.

Process

The SB-NGT takes approximately 75-90 minutes and occurs in three (optionally four) parts.

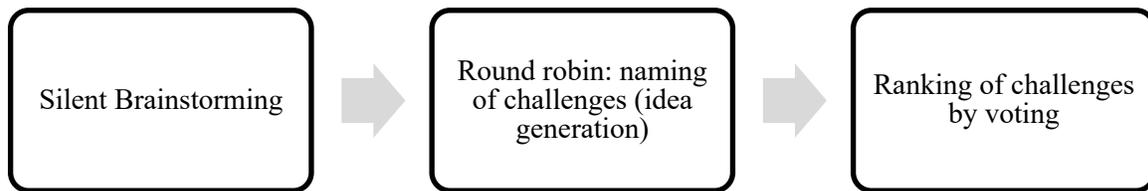


PART 1: INTRODUCTION There is first an approximately ten-minute **introduction** on the SB-NGT. The introduction includes a definition of terms, an introduction to the process (Slides 1-7) and a review of the scenario (Slides 8-13). The SB-NGT session starts and is divided in two stages.

PART 2: STAGE ONE SB-NGT In the **first stage** (Slide 14), participants are asked to identify, in a silent brainstorm (see picture on the right), the challenges posed by the situation described in the given scenario. Following the silent brainstorm, participants: share their thoughts in a round robin format, discuss the issues raised, and rank order the identified challenges.

- It is the job of the **facilitator** to make sure each person shares their identified challenges during the round robin. All participants must share.
- The **notetaker** lists the challenges that are nominated by the participants during the round robin on a board or flipchart (word for word).

After the challenges are listed participants are asked to vote to rank them in order of importance, the note taker records the ranking on the board or flipchart.



PART 3: STAGE TWO SB-NGT In a **second stage** of the technique (Slide 15), participants are asked to identify the functions necessary to meet the top ranked challenges that were identified during the first stage. The process of silent brainstorming, idea sharing, discussing, and rank ordering is repeated by the group.

- It is the job of the **facilitator** to make sure each person shares their identified functions during the round robin. All participants must share.
- The **notetaker** lists the functions that are nominated by the participants during the round robin on a board or flipchart (word for word).

After the functions are listed participants are asked to vote to rank them in order of importance, the note taker records the ranking on the board or flipchart.

NOTE: The silent brainstorming in Stage 1 and Stage 2 is critical. This ensures all participants generate their own ideas and share their thoughts with the group, allowing for less dominant personalities and/or professional roles to have their voices heard.

PART FOUR: REPORTING BACK In an optional **fourth stage** (Slide 16), each group reports to the entire room on the top three challenges and functions that were identified.

CLOSING: DATA COLLECTION AND ANALYSIS: After completing the SB-NGT, facilitators collect both the forms on which participants did individual brainstorming (forms completed in stages 1 and 2), and the flip-chart sized pages on which the notetaker recorded the group's ideas.

Checklist of Materials You Need

- **Markers:** Each notetaker should be provided with a marker.
- **Flip-chart sized paper:** Each group needs ~4 pages of flip-chart sized paper that can be displayed for the entire group to see; options include providing each group with a flip chart, providing each group with flip chart paper and tape, and providing Post- It brand flip chart pages to each group so that tape is not necessary.
- **Participant forms:** Each participant should be provided with two pieces of paper to facilitate individual brain-storming (one each for SB-NGT stages 1 and 2); ideally, these should be printed on different colors of paper (one color for stage 1 and another color for stage 2) so not to confuse them. See the webpage of the toolkit to download a template of each form.
- **Pens:** Each participant will need a pen to record her/his thoughts during the individual silent brainstorming (in SB-NGT stages 1 and 2).

