

RAPID CARE ANALYSIS REPORTING TEMPLATE

This template is designed to assist you in compiling the Rapid Care Analysis (RCA) report. It presents a generic structure for presenting both the findings and learning from the RCA. Whilst this is the proposed structure, it can be adapted to suit your needs. However, you are encouraged to adopt the main headings and tables as much as possible to enable comparisons across different sites and countries.

Notes on how to compile this report are found in the [RCA Toolbox of Exercises](#).

A. REPORT OUTLINE

1. Introduction

- 1.1 Background
- 1.2 Study context and host programme (if applicable)
- 1.3 Objectives of the RCA (for organisation, in project/programme)

2. RCA methodology

- 2.1 RCA tools and exercises completed (outline general session plan)
- 2.2 Selection, number and profile of participants (disaggregated by gender, age and social status)
- 2.3 Limitations

3. Findings

- 3.1 Introduction: What is care work?
- 3.2 Exercise 1: Exploring relationships of care
- 3.3 Exercise 2: Time use for women's and men's work
- 3.4 Exercise 3: Distribution of care roles by gender and age
- 3.5 Exercise 4: Social norms relating to care work
- 3.6 Exercise 5: Changes in care work patterns
- 3.7 Exercise 6: Problematic care activities
- 3.8 Exercise 7: Mapping infrastructure and services that support care
- 3.9 Exercise 8: Developing solutions to reduce and redistribute care

4. Learning

- 4.1 On the training, mobilisation and preparation for the RCA
- 4.2 On the methodology (different exercises with communities)
- 4.3 On the process of planning, organising and logistics
- 4.4 What worked well (in discussions, in facilitation, with partners/country team/colleagues)?
- 4.5 What did not work well? What were the challenges (e.g. illiteracy, venue, facilitation, men's participation, etc.)?
- 4.6 What would you do differently next time?
- 4.7 What discussions/questions would you add or encourage?

5. Conclusions and recommendations

- 5.1 Main conclusions from RCA
- 5.2 Recommendations for project/organisation
- 5.3 Next steps (interventions, action plan for influencing)

6. Annexes

- 6.1 Photos
- 6.2 List of tables

B. LIST OF TABLES (Annex 6.2)

1. Composition of participants (age, gender, occupation, civil status)
2. Definition of different categories of work (as per the categories in the RCA Toolbox of Exercises – include specific icons used in the sessions)
3. Types of work and symbols representing different kinds of work
4. Summary of responses on whom participants care for
5. Women's group summing table of hours (per week)
6. Men's group summing table of hours (per week)
7. Consolidated summing table of hours (per week)
8. Distribution of care roles by gender and age
9. Tasks that women and men do
10. Impact of social norms
11. Exceptions – women not fulfilling expected roles
12. Exceptions – men not fulfilling expected roles
13. Sayings about 'good' and 'bad' women/men
14. Seasonal changes in care work patterns – particularly capturing shifts in heaviness and inequality of specific care tasks
15. Differences in care work before and after major events in community/region (e.g. policy change, drought, natural disaster, displacement, war, new mining factory, etc. as appropriate to the context)
16. Most problematic care tasks identified by women
17. Most problematic care tasks identified by men
18. Consolidated list of most problematic care tasks for the community (including final list agreed between women and men – if this exercise was done in plenary, please include which activities were brought up by women and which by men)
19. Rating of most problematic care tasks by women and men
20. Summary of solutions proposed by women and men (highlighting which were prioritised most by women and which by men)
21. Ranking of solutions for most problematic care activities
22. Action plan for influencing or advocacy