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| Date of receiving the feedback: | Volunteer 1: M / F Volunteer code:  | Volunteer 2: M / FVolunteer code:  | INTRODUCTION1. **Introduce yourself and your organization**
2. **Explain the purpose of your conversation and/or the purpose of recording the feedback, how this feedback is going to be used and who it will be shared with.**
3. **Explain that this information will be treated confidentially.**
4. **Ask for consent to share the feedback, and for this information to be written down. Only write answers if it is clear that the person understands and gives informed consent.**
 |
| District/State/Region/City:  |
| Village/town:   |
| Feedback channel:  |

***Record each feedback comment in the words it was shared, and the language it was shared in. If it is shared during a group conversation, only record it once if the same comment is shared several times.***

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| **Age***1: 0-17 yrs**2: 18-59 yrs old**3:* 6*0 and above**4: preferred not to indicate**5: mixed group**6: unknown* | **Sex***1: Female**2: Male**3: preferred not to indicate**4: mixed group**5: unknown* | **Diversity***1: Disability**2: Ethnic/religious minority**3: Pregnant or lactating woman**4: preferred not to indicate**5: mixed group**6: unknown* | **Language***1: Language 1**2: Language 2**3: Language 3* | **Feedback comment** | **Type of feedback***1: Questions**2: Suggestions or requests**3: Observations, beliefs, perceptions**4: Encouragement and praise**5: Reports of concerns or incidents**6: Incomplete feedback* | **Criticality***1: Urgent action required**2: Action required**3: No immediate action required**4: to be clarified* | **Name and contact details** *(OPTIONAL & only if follow-up needed and consent provided)* | **Action taken** |
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| **Age***1: 0-17 yrs**2: 18-59 yrs old**3: 90 and above**4: preferred not to indicate**5: mixed group**6: unknown* | **Gender***1: Female**2: Male**3: preferred not to indicate**4: mixed group**5: unknown* | **Diversity***1: Disability**2: Ethnic minority**3: Pregnant or lactating woman**4: preferred not to indicate**5: mixed group**6: unknown* | **Language***1: Language 1**2: Language 2**3: Language 3* | **Feedback comment** | **Type of feedback***1: Questions**2: Suggestions or requests**3: Observations, beliefs, perceptions**4: Encouragement and praise**5: Reports of concerns or incidents**6: Incomplete feedback* | **Criticality***1: Urgent action required**2: Action required**3: No immediate action required**4: to be clarified* |  | **Action taken** |
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