

Tool 8

Youth Accountability Scorecard and Community Feedback

Too often, young people leave consultations not knowing whether anything they said was heard and included. This tool closes that gap. It provides a simple four-step system to collect youth input before an engagement, assess how the process felt for participants immediately after, track which recommendations were incorporated into OGP commitments, and report back transparently to the young people who participated.

Use it for any co-creation session, public consultation, or policy dialogue where young people are involved. The surveys and templates can be adapted to your context. Add, remove, or modify based on your goals, the stage of the OGP process, and the communities you are trying to reach.

STEP 1: PRE-ENGAGEMENT SURVEY

Send this survey to participants at least 5–7 days before the engagement activity by email, WhatsApp, or whatever channel your group uses regularly.

Before the session, compile the answers and use them to shape your session design. The goal is for participants to walk into a session that already reflects their input.

- Prioritize the governance issues participants flagged (Section B, Q6) and make sure they are on the agenda.
- Build in the participation methods people prefer (Section C) into your session format.
- Address any accessibility or language needs ahead of time.

A: ABOUT YOU

Q1 How old are you?

- ☐ Under 18
- ☐ 18–24
- ☐ 25–29
- ☐ 30–35
- ☐ Above 35
- ☐ Prefer not to say

Facilitator Note

Adapt the upper age limit to your country's official youth definition (UN = 24, African Union = 35). Note which definition you are using in the survey introduction.

Q2 What is your gender identity?

- ☐ Woman
- ☐ Man
- ☐ Non-binary/gender non-conforming
- ☐ Self-describe: _____
- ☐ Prefer not to say

Q3 Do you identify with any of the following groups? (Select all that apply)

- ☐ Young woman/girl
- ☐ Person with a disability
- ☐ Indigenous or ethnic minority
- ☐ Migrant or displaced person
- ☐ LGBTQIA+
- ☐ Youth in the informal economy
- ☐ None of the above
- ☐ Prefer not to say

Facilitator Note

Intersectionality data helps identify whether the process is reaching marginalized youth or only the "usual suspects." This question is optional—never require it.

Q4 Which city/town/province/region do you come from?

Q5 Do you know what the Open Government Partnership (OGP) is?

- ☐ Yes, I know it well
- ☐ I have heard of it but don't know much
- ☐ No, this is the first time I have heard of it

B: YOUTH PRIORITIES

Q6 Which **THREE** governance issues are most important to you?

- ☐ Youth unemployment
- ☐ Corruption and transparency
- ☐ Access to education
- ☐ Access to healthcare
- ☐ Climate change and environment
- ☐ Digital inclusion and internet access
- ☐ Public participation in decision-making
- ☐ Gender equality
- ☐ Community safety and security
- ☐ Access to government services
- ☐ Mental health support
- ☐ Entrepreneurship and business opportunities
- ☐ Other: _____

Q7 Is there an issue important to you that is **NOT** listed above?
If yes, please describe it.

Q8 On a scale of 1–5, how much do you feel young people’s voices are currently heard in government decision-making?

Q9 In your view, what would an honest, open, and accountable government look like for young people? What would change in your life? Or one change you wish to see?

C: HOW YOU WANT TO BE ENGAGED

These questions help us design the co-creation process around your real availability and preferences—not the other way around.

**Q10 How would you prefer to participate in the co-creation process?
(Select all that apply)**

- ☐ In-person community workshop
- ☐ Online meeting or webinar
- ☐ Online survey or digital form
- ☐ WhatsApp or social media poll
- ☐ Phone or radio call-in
- ☐ Written submission (email or letter)
- ☐ Through my youth organization or CSO
- ☐ I would prefer not to participate personally but can share with others

Q11 Do you have any accessibility needs we should consider when designing the engagement?

Facilitator Note

Keep this open-ended. Do not list disability categories—it can feel stigmatizing. Simply invite people to share what they need.

Q12 Would you be willing to help spread the word about this co-creation process in your community or network?

- ☐ Yes
- ☐ Maybe
- ☐ No

Facilitator Note

Peer mobilization is more effective than top-down outreach. Follow up directly with "yes" respondents and brief them as community ambassadors.

STEP 2: POST-ENGAGEMENT SURVEY

Assess participants' experience and whether youth voices were genuinely considered. Where possible, set aside time at the end of the session for participants to complete this survey on the spot —response rates drop significantly once people leave.

A: PARTICIPANT'S EXPERIENCE

Q1 Do you think your opinions were taken into account during the engagement?

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree

Q2 Was there adequate communication of objectives and process in this engagement?

- ☐ Strongly Agree
- ☐ Agree
- ☐ Neutral
- ☐ Disagree
- ☐ Strongly Disagree

Q3 Did you feel comfortable contributing to the discussion?

- ☐ Very Comfortable
- ☐ Comfortable
- ☐ Neutral
- ☐ Uncomfortable
- ☐ Very Uncomfortable

Q4 Did you feel your suggestions were incorporated in the draft proposal or commitment?

- ☐ Yes
- ☐ Partially
- ☐ No
- ☐ Not Sure

Q5 How satisfied do you feel with the engagement?

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied
- ☐ Very Unsatisfied

B: FEEDBACK

Q6 What was good about the engagement? (Select all that apply)

- ☐ Clear communication before the event
- ☐ Accesible venue
- ☐ Time allocated for discussions
- ☐ Facilitation methods
- ☐ Representation of diverse youth groups
- ☐ Opportunity to ask questions
- ☐ Transparency in decision-making
- ☐ Follow-up communication
- ☐ Other: _____

Q7 What could have been better? (Select all that apply)

- ☐ Clear communication before the event
- ☐ Accesible venue
- ☐ Time allocated for discussions
- ☐ Facilitation methods
- ☐ Representation of diverse youth groups
- ☐ Opportunity to ask questions
- ☐ Transparency in decision-making
- ☐ Follow-up communication
- ☐ Other: _____

Q8 Additional comments or recommendations

STEP 3: YOUTH ACCOUNTABILITY SCORECARD

Once the engagement concludes, compile the survey results and complete this scorecard. It gives you a clear, evidence-based picture of whether youth proposals made it into commitments, and why or why not. Share it with participants as a basic act of transparency.

Results Indicators

Indicator	Results
Number of youth consulted	
Number of youth proposals submitted	
Number of youth proposals adopted	
Percentage of participants who felt heard	
Percentage who felt they understood the process	
Percentage who felt comfortable sharing their ideas	
Percentage whose priorities were represented	
Percentage who felt satisfied with the engagement	

Recommendation Tracking Matrix

Youth Recommendation	Adopted?	Status	Reason Not Adopted
	☐ Yes ☐ No ☐ Partial		☐ Outside project scope ☐ Budget limitations ☐ Legal or policy constraints ☐ Technical feasibility concerns ☐ Duplicate recommendation ☐ Requires further consultation ☐ Other (please specify)
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STEP 4: REPORT BACK TO PARTICIPANTS

Closing the feedback loop is not optional, it is what separates a genuine consultation from a box-ticking exercise.

Use the checklist below to ensure participants receive a full account of what happened to their input:

- ☐ Share a summary of pre- and post-engagement survey results with all participants.
- ☐ Distribute the full consultation report, including a synthesis of youth recommendations.
- ☐ Clearly indicate which recommendations were included in the commitments and/or action plan, and which were not.
- ☐ Provide a written justification for any recommendations that were not incorporated.
- ☐ Share the next steps and timeline so participants know what happens after the consultation.
- ☐ Provide a contact for follow-up questions or ongoing feedback.