WHAT IS A FIELD VISIT?
Physically going to a location that enables participants to experience project realities directly and meet with implementation teams and beneficiaries.

A FIELD VISIT MAY BE ORGANIZED TO
» last for one or several days.
» include a team consisting of
  › a team lead, who works closely with organizers on the field visit program; is the point of contact during the visit.
  › visitors, who contribute to field visit conversations and report based on their expertise.
  › observers, who participate in field visit but do not have any reporting responsibilities.

USE IT TO
» gain new knowledge and/or learn directly from a project or program.
» establish direct contact with beneficiaries, community members, and/or key stakeholders.
» identify good practices.
» build networks and partnerships.
» support decision-making.

HOW TO USE IT
» Assign a field visit lead from both the receiver and provider side to finalize the logistics for the visit.
» Since many field visits include a team of visitors, it is important to make sure that all team members are prepared. Depending on the purpose and formality of the visit, it may be important to prepare a visitors guide that outlines roles and responsibilities and includes all relevant background information and documentation.
» Schedule a pre-brief for the field visit team to review documents, clarify any questions, and also agree on the desired outcomes from the visit.
» Consider providing a reporting template for participants to record their reflections.
» Consider having a daily debrief for the field visit team to share and capture key takeaways and reflections.
» Ensure that the field visit report (detailing the outcomes and next steps) is prepared and shared with relevant stakeholders in an interactive and engaging format/forum.