

EMPOWERING KWT GIRI ASRI THROUGH THE JIGSAW APPROACH FOR EFFECTIVE ADMINISTRATIVE GOVERNANCE

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Abstract.

KWT Giri Asri Cengkehan, located in the Wukirsari Tourism Village, faces several challenges in managing its group administration, including the absence of cash flow records, inventory logs, harvest reports, and product sales documentation. The lack of structured and digital documentation has hindered data-based decision-making and reduced the group's institutional credibility. This community service program aims to identify administrative challenges and offer solutions by strengthening administrative governance through participatory training. The jigsaw method was employed as a collaborative learning approach, where each group member mastered a specific training topic and then shared their knowledge with others. The training covered basic financial management, inventory documentation, harvest reporting, and product sales recording. The results show a significant improvement in members' ability to independently prepare and utilize reporting formats on a regular basis. Additionally, the development of an administrative workflow (SOP) and increased active participation indicate that this method is effective in fostering collective and sustainable administrative capacity within the group.

Keywords: *Administrative governance; Jigsaw method; Women's farming group*

I. INTRODUCTION

The Women Farmers Group (Kelompok Wanita Tani or KWT) plays a strategic role in promoting food security, empowering household economies, and developing agriculture-based local potential. Through activities such as cultivation, post-harvest processing, and strengthening the value-added aspects of products, KWT makes a tangible contribution to improving the welfare of rural communities, particularly for women (Jalil et al., 2021). However, despite these contributions, significant challenges remain—especially in administrative governance. Many KWTs lack organized and transparent record-keeping systems, from expenditures related to planting and maintenance to the distribution and sale of harvests. Additionally, post-harvest processing activities aimed at increasing economic value are often carried out without proper cost planning, profit evaluation, or adequate

business documentation. This lack of sound administrative management not only hinders the group's operational effectiveness but also complicates access to financing, government program support, and broader partnership opportunities (Rustandi *et al.*, 2023).

One of the active women farmer groups in the Wukirsari Tourism Village, located in the Imogiri District of Bantul Regency, Special Region of Yogyakarta, is KWT Giri Asri Cengkehan. This group was formed through the initiative of local women who are highly motivated to utilize their home gardens and engage in small-scale household farming. As part of the tourism village area, KWT Giri Asri focuses not only on food production but also supports educational tourism activities through hands-on agricultural practices and the processing of local farm products. Their activities include cultivating horticultural crops, producing processed foods from their harvests, and participating in various women's empowerment programs in the village. This group plays a vital role as a driver of the local economy and a preserver of agricultural family-based local wisdom (Harsono *et al.*, 2025; Jalil *et al.*, 2021; Nugroho *et al.*, 2023).

However, KWT Giri Asri still faces major challenges in administrative governance, particularly in the area of digital record management. All group activities—such as the purchase of seeds, fertilizers, and equipment, as well as documentation of production processes and distribution of harvests—are not yet properly recorded. The absence of a digital system results in weak information tracking, limited expense transparency, and difficulty in evaluating the effectiveness of the group's activities over time. Reliance on inconsistent manual record-keeping has also led to the loss of important data that should serve as the foundation for decision-making and the development of the group's business.

Observations conducted at KWT Giri Asri indicate that the group lacks proper administrative management. There is no documentation of cash inflows and outflows, equipment inventory reports, harvest reports, or sales reports for agricultural and processed products. This situation makes it difficult for the group to comprehensively measure its financial performance and productivity. Furthermore, without structured data, the group struggles to apply for assistance or participate in empowerment programs offered by the government or private sector, as it cannot present a systematic track record of its activities. Yet, if managed properly through a digital documentation and reporting system, the group has the potential to become a model for adaptive, transparent, and sustainable KWT management in the era of digital transformation in rural communities.

Given the challenges faced, KWT Giri Asri Cengkehan requires a strategic solution in the form of strengthened administrative management capacity through the implementation of a simple, accessible digital record-keeping system tailored to the group's operational needs. This includes training in basic financial management, assistance in creating cash flow reports, inventory tracking of tools and materials, harvest reporting, and periodic sales recaps (Dorkas Rambu Atahau *et al.*, 2023). Additionally, the development of a digital archiving system is needed to ensure that all KWT activity data and documents are neatly documented and integrated. With this solution in place, the group can not only improve internal efficiency but also enhance accountability, expand collaboration opportunities, and build trust with external stakeholders such as the village government, support organizations, and potential business partners (Gabriel & Gandorfer, 2023; Nugrahani *et al.*, 2025; Rosada & Kusmantini, 2025).

The goal of this community service initiative is to identify the key challenges faced by KWT Giri Asri Cengkehan in developing effective and sustainable administrative governance. This identification process includes mapping obstacles in recording operational activities, managing financial data, and archiving information digitally. By understanding the root causes of these issues, the initiative aims to produce strategic recommendations that can support data-driven decision-making in the planning, management, and development of the group's business activities. Strengthening the administrative aspect is expected to provide a more solid foundation for KWT Giri

Asri to improve operational efficiency, expand collaborative networks, and reinforce its role as a women-led economic actor at the local level (Dorkas Rambu Atahau *et al.*, 2023; Stringer *et al.*, 2020).

The implementation of this community service program uses the jigsaw method as a participatory approach to encourage the active involvement of KWT Giri Asri Cengkehan members. The jigsaw method is a form of collaborative learning that emphasizes teamwork among participants in small groups, where each member is responsible for learning and teaching a specific portion of the material to others. Through this method, each group member is assigned one section of the material, which they must study and then explain to the rest of the group. This approach not only promotes active participation but also fosters equal interaction and strengthens collective responsibility in the learning process (Chang & Benson, 2020; Matowo *et al.*, 2022). In the context of the community engagement activities with KWT Giri Asri Cengkehan, the jigsaw method is used to promote participation and interaction among members during the administrative management mentoring program. Participants are divided into small groups and take turns delving into topics such as basic financial management, inventory tracking of tools and materials, harvest reporting, and regular product sales recaps. After mastering their assigned topics, they share their knowledge with others, creating an active, dialogic, and mutually reinforcing learning environment. This approach ensures that the program goes beyond mere knowledge transfer, focusing instead on building the group's internal capacity collectively and sustainably (Nalls & Wickerd, 2023).

This community service initiative is original in its approach, integrating the participatory jigsaw learning method within the context of empowering women farmer groups—specifically in the area of administrative management based on real grassroots needs. The main contribution of this program lies in strengthening the capacity of KWT Giri Asri Cengkehan to manage their administration independently, systematically, and sustainably through practical and collaborative training. By focusing on basic financial record-keeping, inventory of tools and materials, harvest reporting, and regular product sales documentation, the program not only addresses the operational challenges faced by the group but also fosters self-reliance in data-driven decision-making. Moreover, the use of an approach that adapts to the group's internal dynamics adds value to the community service model by emphasizing sustainability and the empowerment of rural women (Ayu Sasmita *et al.*, 2022; Matowo *et al.*, 2022; Siahaan *et al.*, 2025).

II. METHODS

This community service activity employs a participatory approach through the jigsaw method as the main strategy to address weak administrative governance at KWT Giri Asri Cengkehan while also achieving the program's goals. The jigsaw method was chosen because it encourages active member participation in the learning process, strengthens group interaction, and fosters collective responsibility for the material being studied. The program is implemented through a series of step-by-step training sessions covering four key topics: basic financial management, inventory tracking of tools and materials, harvest reporting, and product sales recapitulation. Each participant focuses on mastering one specific topic and then shares their knowledge with other group members, resulting in a collaborative learning process that reinforces mutual understanding and skill-building within the group (Matowo *et al.*, 2022; Nalls & Wickerd, 2023).

This approach is expected to facilitate knowledge transfer while also enhancing the group's administrative capabilities in an independent and sustainable manner. Describe the methods employed to address the problems, challenges, or issues, and to achieve the research objectives. Explain the data collection techniques, including how samples were selected and the validity and reliability of the data collection instruments. Describe the techniques used for data analysis. Specify

the location, time, and duration of the activities. Authors must also justify the initial conditions or situations prior to the implementation of the programs/activities, as well as the anticipated outcomes. The data collection techniques used in this program include direct observation of KWT activities, semi-structured interviews with leaders and members, and document analysis of existing administrative records prior to the program's implementation (Chang & Benson, 2020; Rustandi et al., 2023).

Observations were conducted to identify initial conditions, such as the absence of financial reports, inventory records, and harvest documentation, as well as the minimal use of digital record-keeping practices. Interviews were used to explore members' perceptions of the importance of administrative management and the challenges they face. This preliminary data served to justify the need for intervention through administrative training and mentoring, and also provided a baseline for evaluating the changes that occur after the program. The expected outcomes include increased member capacity to independently prepare administrative documents, the development of simple reporting formats for sustainable use, and a growing awareness of the importance of documentation in supporting group decision-making.

This community service activity was carried out at the KWT Giri Asri Cengkehan Secretariat, located in Cengkehan, Wukirsari Village, Imogiri District, Bantul Regency, Special Region of Yogyakarta. The area is part of a tourism village that actively promotes local potential rooted in culture and agriculture. The training and mentoring program was conducted over the course of one week, from May 19 to May 24, 2025, with each daily session lasting approximately 3 to 4 hours. The schedule was adjusted to accommodate the daily routines of KWT members, ensuring optimal participation without disrupting their regular activities.



Figure 1. Implementation Stages (Jigsaw Method)

III. RESULT AND DISCUSSION

Observations were conducted on the daily activities and administrative processes within KWT to obtain a concrete understanding of the current practices in record-keeping and management. Interviews with KWT leaders and members were carried out to explore their perceptions, understanding, and the obstacles they face in managing group data and reports. Document analysis was also conducted to review existing records, although most were found to be incomplete or not systematically documented. These three techniques were used complementarily to ensure that the need for intervention in strengthening administrative governance was genuinely based on real, on-the-ground challenges.

Findings from the data collection revealed that prior to the program's implementation, KWT Giri Asri lacked an adequate record-keeping system—this included financial reporting, inventory of tools and materials, and documentation of harvests and sales. The absence of standardized formats and limited skills in archiving were key factors hindering the group's operational effectiveness. In response to these conditions, the program was designed to address the group's actual needs through practical and targeted training. The expected outcomes of this initiative include improved member capability in independently preparing administrative reports, the availability of sustainable reporting formats, and the growth of collective awareness about the importance of documentation as a foundation for decision-making and future program planning within the group.

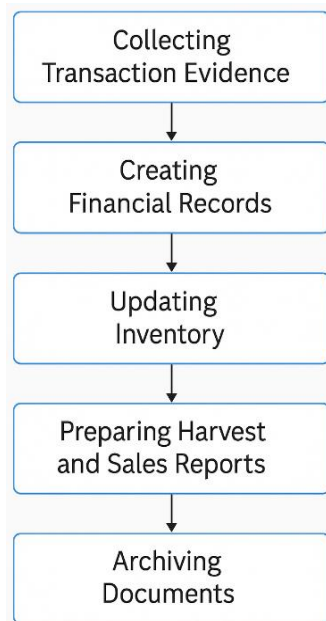


Figure 2. SOP For Administrative Management of KWT Giri Asri Cengkehan

All stages of the community service program, which were designed through a participatory approach, successfully encouraged the active involvement of KWT Giri Asri Cengkehan members in understanding and implementing improved administrative governance practices. The process began with identifying the group's needs and challenges, followed by training sessions using the jigsaw method. This method divided participants into small groups to study and share material on basic financial management, inventory recording, harvest reporting, and product sales documentation. Through discussions, simulations, and hands-on practice, participants demonstrated improved understanding and the ability to independently prepare administrative documents. The program concluded with an evaluation session and the handover of standardized reporting formats that can be used sustainably as a foundation for decision-making and the future development of the group's enterprise.

Table 1. Basic Financial Report Format (Cash In & Out)

Date	Description	Category	Cash In (Rp)	Cash Out (Rp)	Balance (Rp)
01-06-2025	Received funds from sales	Income	500,000		500,000
03-06-2025	Bought seeds and compost	Expense		150,000	350,000

Table 2. Inventory Record Format

Item Name	Date Added	Quantity	Unit	Condition	Remarks
Watering can	01-06-2025	3	pcs	Good	From donation
Organic fertilizer	02-06-2025	10	kg	New	Purchased

Table 3. Harvest Report Format

Date	Crop Type	Quantity	Unit	Plot Area	Condition
05-06-2025	Kangkung	15	bunch	Block A	Fresh
06-06-2025	Bayam Merah	8	kg	Block B	Medium

Table 4. Sales Report Format

Date	Product Sold	Quantity	Unit	Price/Unit (Rp)	Total (Rp)
06-06-2025	Bayam Merah	8	kg	7,000	56,000
07-06-2025	Kangkung	10	bunch	3,000	30,000

IV. CONCLUSION

The community empowerment program implemented at KWT Giri Asih through cash flow recording training has had a significant positive impact on the group's financial administrative capacity. Prior to the program, several weaknesses were identified, including non-standardized record-keeping, discrepancies between recorded and actual cash amounts, and low member participation in financial administration. Following the participatory-educational training approach, there was notable improvement in understanding basic accounting, using cash books and digital applications, and in member participation through a rotating cash recording system. The benefits experienced include increased accuracy in financial reports, enhanced transparency among members, and a growing sense of collective responsibility for the sustainability of the group's business (Irfani *et al.*, 2019; Matowo *et al.*, 2022; Sumarmi, 2025).

As a recommendation for future empowerment programs, it is essential to gradually integrate financial digitalization through the use of community-based cash recording applications tailored to the members' level of digital literacy. Additionally, a simple internal audit team should be formed to regularly review financial reports, helping to maintain trust and accountability within the group. Going forward, a participatory-modular approach can be developed as a new training model. In this model, content is delivered in stages based on the evolving needs of the group and aligned with their economic activity cycles. A key finding from this initiative is a model that combines three essential components for community-based rural financial management:

1. Role Collaboration – implementing a rotating record-keeping system where all members participate;
2. System Standardization – using standardized cash book formats and introducing digital tools;
3. Open Evaluation – holding monthly data-driven evaluation meetings to assess financial performance transparently.

This model can serve as a reference for developing similar programs targeting women's groups in other rural areas, based on the assumption that the success of strengthening community financial capacity relies heavily on a combination of practical understanding, appropriate technology, and active member participation. The findings demonstrate that a participatory approach, when combined with basic accounting education, can be an effective strategy for enhancing the economic self-reliance of community-based groups. This integrated model provides a scalable and adaptable framework for rural women's empowerment through financial governance, laying the groundwork for more sustainable and accountable community enterprises (Bachev, 2021; Polyakov, 2020).

Strengthening administrative capacity within community groups—particularly Women Farmers Groups—has proven to be a crucial foundation for fostering institutional self-reliance and professionalism at the grassroots level. When group members possess the knowledge and skills to systematically record and report their activities, they become better equipped to manage resources and more confident in establishing collaborations with external stakeholders such as village governments, support organizations, and business partners. Participatory approaches, such as the jigsaw method, foster a shared sense of ownership in the learning process, thereby promoting the sustainability of independent administrative practices in the future. This success highlights the potential for replicating similar programs in other community groups facing comparable administrative challenges, creating broader impact in empowering rural organizations through capacity building.

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