STAKEHOLDER AND SITUATIONAL ANALYSIS IN DETAIL

Revisit your notes from earlier in Week 2 – 'Towards a Situation Analysis' where you were asked to reflect upon the following questions.

- PEOPLE who is it you want to engage with?
- NEED what is it they require or are struggling with?
- RESOURCES what resources will be required?
- DIMENSIONS are there any unique dimensions or challenges for this group?
- HAVE YOU SPOKEN TO THEM? have you tested your assumptions?

Now work through the following diagrams which provide further and more detailed information about how to develop your knowledge of the local context and how to conduct a situation analysis.

Firstly, completing a Stakeholder Analysis matrix will help to answer the question: Who do you want to engage with? This step will also support development of an advocacy plan, which will be discussed in week 4.

Following this the Situation Analysis diagram, describes the steps for developing a full Situation Analysis, with questions to guide you at each stage.

Finally, editable tables are supplied at the end to allow you to further develop your ideas around your own project or initiative.

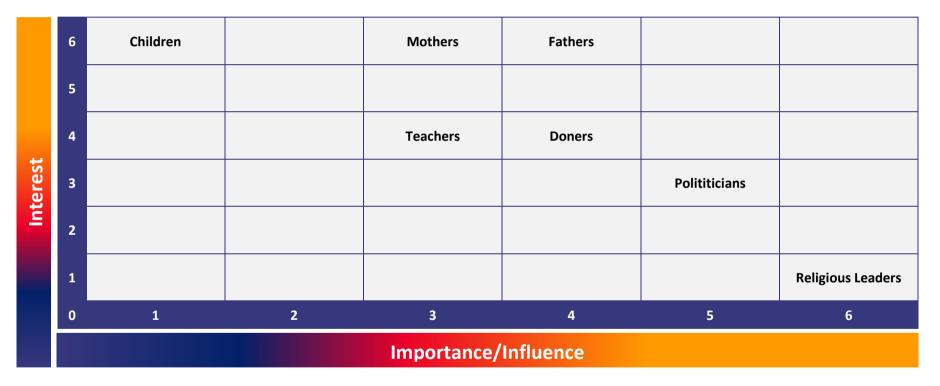






The Stakeholder interest and importance matrix, also known as a power grid is a method for evaluating who needs to be involved with your initiative and which groups will be necessary to drive and support the project.

The stakeholders are ranked on a scale of 1 to 6 according to the importance of the subject for the stakeholder (0 = the stakeholder attaches no importance to the subject; 6 = the stakeholder attaches high importance to the subject) and according to the influence the stakeholder may have on the subject (0 = the stakeholder has no influence; 6 = the stakeholder has high influence on the subject). This allows for the stakeholders to be placed in a matrix as follows:









Stakeholder table

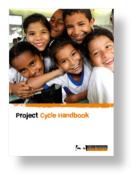
Having completed your matrix, it is then possible to add details about the stakeholders, this will assist with advocacy work later. However at this stage it is important to focus on priorities and alignment and stakeholder's connection to the initiative.

Name / Organisation	Contact information	Stakeholder type eg. School, politician	Roles/ Responsibilities	Priorities/ alignment	Connection to the initiative	Views of the project	Level of influence

References:

This stakeholder interest and importance matrix is taken from the <u>Terre des hommes Project Cycle</u> <u>Handbook</u> the full pdf (pg 19) has further details and tools.

The stakeholder table is adapted from the <u>Sport</u> for <u>Development and Peace Youth Advocacy</u> <u>Toolkit</u> again the full pdf has further details The following Situation Analysis is adapted from <u>Project Cycle Management in Emergencies and</u> <u>Humanitarian Crises Handbook</u>













How to conduct a Situation Analysis

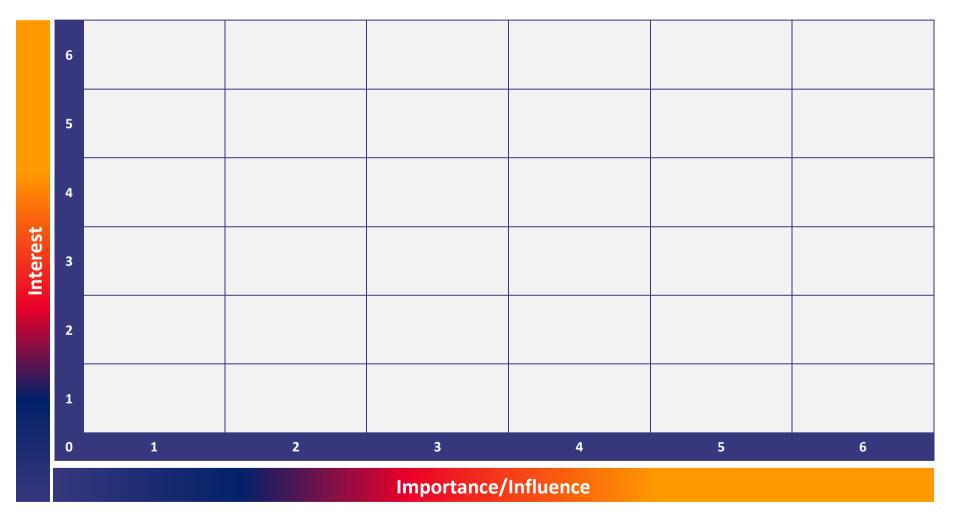
	Process to follow	Questions to consider			
Research	 secondary sources of existing information, such as exisiting reports, by local councils governments and NGOs 	 Have you reviewed Secondary sources and existing documents? Do you have any primary sources or first-hand evidence you spoken to anyone in the community? 	e, have		
Identify	 gaps in the information and key questions, also local stakeholders who can contribute to the study. 	 What does this tell you? What doesn't it tell you? Who are your stakeholders? 			
Define	 who will conduct the situation analysis and then draw up the terms of reference. 	•Who can help you find out the answers? •Which people in the community should you consult? •What are the terms of reference /scope/ purpose? •Who will the researchers need to speak to?			
Plan	 the methods for collecting and analysing new primary data based on local resources and context. This could include: Survey's, interviews, focus groups and analytical processes 	 How will you collect the information? Any ethical difficulties around rights, consent, risks, and privacy How will information be analysed, what models will you 			
Do	 the data collection and analysis. Gather the information needed to answer the questions and fill the gaps. 	•What have you discovered? •Which soures can be used as measurable indicators? •Was there any difficulties gathering the information? •Are there any gaps and questions remaining?			
Report and Iterate	 Write up and share the findings of the situation analysis. Evaluate and test findings with local stakeholders. Review and updated Situation Analysis regularly 	•Who should the information be shared with? •How should it be presented? •When will you review the situation analysis?			







Stakeholder interest/importance Matrix Name of Initiative:









Stakeholder Table Name of Initiative:

Name / Organisation	Contact information	Stakeholder type eg. School, politician	Roles/ Responsibilities	Priorities/ alignment	Connection to the initiative	Views of the project	Level of influence







WEEK 2: CREATING CHANGE: STRATEGY, POLICY & GOVERNANCE

Situation Analysis Name of Initiative:

Research	
Identify	
Define	
Plan	
Do	
Report and Iterate	





