Tool 9: Urban context analysis validation workshop

##### Guidance

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| **Guidance for urban context analysis validation workshop** | |
| Purpose of the tool | The tool contains a one-day validation workshop agenda and template list of participants. The facilitators’ agenda contains proposed sessions and facilitation guidance. |
| When to use the tool | * Phase 3: Step 8 Validation Workshop |
| Objective of workshop | * Validate the analysis tools (**Tool 3**, **Tool 7**, and **Tool 8**) with a wider group of stakeholders * Opportunity to share preliminary findings in a participatory manner with other stakeholders * Opportunity to build buy-in around the findings amongst other key stakeholders for potential joint programming or coordination |
| Participants | Suggested at least two facilitators and total of 15-20 participants. Participants may be other internal senior/mid-level staff, peer organisations, government officials or donor agencies. |
| Time required for implementation | * Preparation: 6-8 hours, assuming draft analysis tools are already ready * Conduct workshop: 4-8 hours. * Documentation (review and clean notes): 4 hours. |
| Output(s) | The workshop is intended to refine and validate the following tools:   * Stakeholder analysis (**Tool 3**) * Key findings (**Tool 7**) * Programme implications (**Tool 8**) |

##### Preparing the context analysis validation workshop

The workshop will be used to finalise the data analysis, confirm findings and expected next steps with key stakeholders who have specific local knowledge of the local context.

It involves the following tasks:

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| **Task** | **Relevant Tools** |
| Invite participants |  |
| Prepare the agenda:   * Tailor the agenda to the specific themes selected for the data collection. * Be careful to arrange for adequate facilitation to ensure that minority viewpoints or less prevalent, but important, perspectives are voiced. | * Urban analysis workshop draft agenda |
| Prepare materials, print-outs, and ensuring other logistics are covered |  |
| Prepare group work exercises. This will include reviewing the analysis tools drafted by the context analysis team. | * **Tool 3: Stakeholder analysis** * **Tool 7: Key findings** * **Tool 8: Programme implications** |
| Review group exercise notes (powerpoints or flip charts). Revise **Tool 3: Stakeholder analysis**; **Tool 7: Key findings** and **Tool 8: Programme implications** based on feedback provided by participants. | Refine content in:   * **Tool 3: Stakeholder analysis** * **Tool 7: Key findings** * **Tool 8: Programme implications** |

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| **FACILITATORS’ AGENDA** | | |
| **Time** | **Topics** | **Responsible** |
| 9:00-9:30 | **Arrival** |  |
| 9:30-10:00 | **Plenary: Opening, introductions and overview of agenda**   1. *Welcome participants to the workshop.* 2. *Introduce yourself and your role.* 3. *Outline expectations of participants for the days* 4. *(i.e., contribution to reviewing and validating/correcting of preliminary analysis findings and programming opportunities and risks)* 5. *Ask participants to introduce themselves*    1. *Name*    2. *Position*    3. *Organisation*    4. *Location*    5. *Expectations for the day* | Lead |
| 10:00-10:45 | **Plenary: Overview Context analysis methodology**   1. *Rationale for analysis* 2. *Framing of analysis (including key themes/sub-themes/questions framework)* 3. *Data collection completed (secondary and primary)* 4. *Questions and answers* | Lead |
| 10:45-11:00 | **Coffee break** | |
| 11:00-12:30 | **Group work: Groups analyse key findings by theme**   1. *Divide participants into five groups (one for each key theme: political, social, economic, service delivery and spatial) according to their area of expertise [or alternately, designate the groups to work on specific sub-areas/wards of the city that were covered]* 2. *Give each group a flip-chart/PowerPoint template (depending on available resources) and ensure that a note-taker is designated within each group as well as a print-out of the key findings;* 3. *Ask them to consider whether the findings for their given theme are*     1. *Reasonable*    2. *Inaccurate*    3. *Need further exploration/clarification* 4. *Ask them to be ready to present back in 10 min or less.*   *Prepare* ***Tools 3 and 7 Key findings*** *beforehand* | Working groups |
| 11:45-12:45 | Plenary: Groups present back in 10 min. summarising where findings were confirmed, questioned or require clarifications. | Lead |
| 12:45-13:45 | Lunch | |
| 13.45-14.45 | **Group work: Groups analyse programme implications by sector**   1. *Divide participants into three groups (one for opportunities for programming, one for mitigating strategies to be developed to address risks and one for ideas to harness common interests /connectors identified during context analysis)* 2. *Give each group a flip-chart/PowerPoint template (depending on available resources) and ensure that a note-taker is designated within each group;* 3. *Ask them to consider whether the proposed opportunity/mitigation strategy/approach to harness connectors are:*    1. *Reasonable*    2. *Insufficient*    3. *And how they might be strengthened.* 4. *Ask them to consider implications for sector needs assessments and programming* strategy and to *suggest at least two ideas that should be pursued by the implementing organisation* 5. *Ask them to be ready to present back in 10 min. or less.*   *Prepare* ***Tool 8: Key findings*** *beforehand* | Working groups |
| 14.45-15.45 | **Plenary: Groups present back** in 10 min. summarising where opportunities or risks were validated and recommended focus for sector needs assessment | Lead |
| 15.45-16.30 | **Plenary: Next steps**   1. *Outline the next steps planned by the analysis team including:* 2. *Calendar for finalising analysis report and sharing with internal/external stakeholders* 3. *Timing of final session with internal stakeholders to debrief the final findings and answer their questions/confirm any remaining gaps in understanding before pursuing sector needs assessments, etc.* | Lead |
| 16:30-16:45 | **Plenary: Closing remarks** | Lead |

**Urban context analysis workshop participant list:** [Location]

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