# Optional Tool: City overview workshop for Phase 2

##### Guidance

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| **Guidance for city overview workshop** | |
| Purpose of the tool | The tool contains a one-day city overview workshop agenda and template list of participants. The facilitators’ agenda contains proposed sessions and facilitation guidance. This tool is most appropriate when conducting the context analysis in partnership with other organisations. |
| When to use the tool | * Phase 2: Data collection, Steps 5-6. |
| Objective of workshop | * Inform the stakeholder analysis. * Finalise the data collection planning (eg KII planning, area selection). * Opportunity to meet and exchange with key stakeholders with specific local knowledge of the service providers, local government actors, etc. |
| Participants | Suggested at least two facilitators and total of 15-20 participants, who represent a diversity of organisations and perspectives related to the city. |
| Time required for implementation | * Preparation: 6-8 hours, assuming draft inputs are already available (eg desk review, an initial stakeholder analysis, and draft planning for field data collection). * Conduct workshop: 4-6 hours. * Documentation (review and clean notes): 4 hours. |
| Output(s) | * Workshop notes. * Stakeholder analysis (**Tool 3**). * General map of the main city neighbourhoods/districts with a prioritisation of the 1-3 areas chosen for the primary data collection. (see *Prioritise and map sub-areas* sub-section of Step 2 in narrative guide). * Updated data collection plan (**Tool 4**). |

##### Preparing the city overview workshop

As preparation for the workshop, the following tasks should be completed:

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| **Task** | **Relevant tools** |
| Prepare the agenda:   * Tailor the agenda to the specific issues that inspired the analysis. * Be careful to arrange for adequate facilitation to ensure that minority viewpoints or less prevalent, but important, perspectives are voiced. * Focus more on getting the range of potential issues rather than the `prevailing ones’ as in some cases the events or circumstances which inspired the analysis may not be fully understood or recognised by the participants. |  |
| Prepare materials, print-outs, and ensuring other logistics are covered. |  |
| Prepare group work exercises that will be completed during the workshop including the stakeholder analysis (**Tool 3**). | **Tool 3: Stakeholder analysis** |
| Draft the data collection plan (**Tool 4**) – the draft will be generic to all areas and then updated during the workshop based on specific priority geographic areas selected during the workshop. | **Tool 4: Data collection plan** |

##### Workshop participants

It is important to select a diverse set of participants and organisations that will offer the broadest perspective on the city possible. To the extent possible, tap into existing networks (political, academic, religious, etc.) and ensure that the group reflects the following:

* Balanced gender.
* Different geographic areas of the city.
* Different ethnic, religious, cultural and other groups of the population including women’s groups or organisations who work specifically with women and girls on women’s rights and/or women’s protection and other needs.
* Knowledge of the population of immediate concern that may have inspired the analysis.
* Systems, power, and authority of the municipal/city government.

##### After the workshop (outputs)

The outputs of the workshop will be used during the final analysis and report writing; they will also inform final revisions to the tools in preparation for Phase 2.

* Key informants identified (**Tool 4 data collection plan**).
* Stakeholder analysis (**Tool 3**).
* Map of sub-areas for analysis (Step 2, narrative guide).
* Workshop notes.

##### Additional workshop modules (time permitting)

If you are able to get participants to commit to a full day or longer, you are likely to be able to add some very useful workshop-based exercises that begin to inform approaches to data collection (conflict-sensitivity and KII selection) along with informing preliminary analysis. These modules may include:

* Dividers and connectors analysis (**see Tool 7**) to identify sources of tension and commonality in the communities. This will help to inform sensitive issues for data collection and eventual analysis to do no harm.
* Influence matrix[[1]](#footnote-1) to facilitate prioritisation of KIIs to meet with in data collection
* Social network analysis[[2]](#footnote-2) to conduct a participatory stakeholder analysis. This tool particular helps to understand the relations between stakeholders through visual mapping.

[Location]

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| **SAMPLE AGENDA** | | |
| **Time** | **Topics** | **Responsible** |
| 9:00-9:30 | Arrival |  |
| 9:30-10:00 | Opening, introductions and overview of agenda. | Lead |
| 10:00-10:30 | Plenary: Description of the analysis approach, timeline and the initial target areas of the city. | Lead |
| 10:30-11:15 | Group work: Stakeholder analysis: Groups determine the key stakeholder that influence targeted population(s) for the analysis. | Working groups |
| 11:15-11:30 | Coffee break | |
| 11:30-12:15 | Group work: Groups analyse sub-areas pre-selected for the analysis. | Working groups |
| 12:15-13:15 | Plenary: Groups present back in 10 min each the key themes from the stakeholder mapping and sub-area prioritisation activities. | Lead |
| 13:15-14:15 | Lunch | |
| 14:15-14:45 | Working groups: Data collection sampling. | Working groups |
| 14.45-15.15 | Plenary: Groups present back in 5 minutes each their recommendations for the data collection plan. |  |
| 15:15-15:30 | Plenary: Closing remarks. | Lead |

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| **FACILITATORS’ AGENDA** | | |
| **Time** | **Topics** | **Responsible** |
| 9:00-9:30 | Arrival |  |
| 9:30-10:00 | 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 day*   *(ie contribution to identifying sources and priority sub-areas for primary data collection)*   1. *Ask participants to introduce themselves*    * *Name*    * *Position*    * *Organisation*    * *Location*    * *Expectations for the day* | Lead |
| 10:00-10:30 | Plenary: Description of the analysis approach, timeline and the initial target sub-areas of the city   * *Outline the thematic framework which will be used to structure the group work to follow. Outline the intent behind identifying key stakeholders (****see Step 4: Narrative guide****)* | Lead |
| 10:30-11:15 | Group work: Groups determine the key stakeholders that influence [targeted population(s)].   1. *Divide participants into five-six groups (one for each key theme: political, social and cultural; economic; service delivery and infrastructure; and space and settlements; cross-cutting) according to their area of expertise.* 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 identify stakeholders for each theme, categorise them and share some brief information on the stakeholders’ roles.*   *Ask them to be ready to present back in 5 minutes or less.*  ***Tool 3: Stakeholder analysis,*** *Prioritise and map sub-areas* sub-section of Step 2 in narrative guide | Working groups |
| 11:15-11:30 | Coffee break | |

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| 11:30-12:15 | Group work: Groups analyse sub-areas pre-selected for the analysis   1. *Retain the group composition from the earlier session.* 2. *Give each group a flip-chart/PowerPoint template (depending on available resources) and ensure that a notetaker is designated within each group.* 3. *Ask them to review the a list of prioritised sub-areas of the city to conduct primary data collection in drafted by the context analysis team (see Step 2 in narrative guidance) and let them know to be prepared to share feedback in 5 minutes or less in the plenary session to follow.*  |  |  |  | | --- | --- | --- | | **Sub-area** | **Description of area** | **Rational for priority** | | A – Delmar |  |  | | B – Bandal |  |  | | C – Port |  |  | | D – zzz |  |  | | E – zzz |  |  | | F – zzz |  |  | | Working groups |
| 12:15-13:15 | Plenary: Groups present back in 10 minutes each the key themes from the stakeholder mapping and sub-area prioritisation activities. | Lead |
| 13:15-14:15 | Lunch | |
| 14:15-14:45 | Working groups: Data collection sampling   1. *Organise one group per sub-area.* 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. *Review the sampling plan (for KIIs) and suggest modifications or names for specific people.* 4. *Let them know to be prepared to share feedback in 5 minutes or less in the plenary session to follow.*   ***Tool 4:* *Data collection plan*** | Working groups |
| 14.45-15.15 | Plenary: Groups present back in 5 minutes each their thoughts and recommendations following the review of the sampling plan. | Lead |
| 15:15-15:30 | Plenary: Closing remarks | Lead |

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1. Click here for further guidance: <https://rescue.box.com/s/o6qxtejwyo8aalwr7nfsht198id4m56a> [↑](#footnote-ref-1)
2. Click here for further guidance: [www.rescue.org/resource/social-network-analysis-handbook-connecting-dots-humanitarian-programs](http://www.rescue.org/resource/social-network-analysis-handbook-connecting-dots-humanitarian-programs) [↑](#footnote-ref-2)