Appendix 10 – Useful Tools

Slide 1

Some Specific Tools
- Political context
  - (Engaging Policymakers)
  - A political context assessment tool.
  - Mapping the policy process.
  - Episode Studies
  - Policy process analysis workshops.
  - Evidence
    - (Rigorous research)
    - (Participatory approaches / engagement)
    - Writing effective policy papers / narratives
- LPC
  - Meetings
  - Stories
  - Networking
- Communication strategies / media

Slide 2

Political Context Assessment Tool
A simple tool to assess:
- The macro political context.
- The sector / issue process.
- Policy implementation and practice.
- Decision points in the policy process.
- How policymakers think.

<table>
<thead>
<tr>
<th>Extent of Influence</th>
<th>Interests</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
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<tbody>
<tr>
<td>Public Interests</td>
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<td>4</td>
<td>6</td>
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<tr>
<td>Personal Interests</td>
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<td></td>
</tr>
<tr>
<td>Special Interests</td>
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<td>1</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Slide 3

Context Assessment – Policy Process
- 1. Problem definition / Agenda setting.
- 3. Policy implementation and monitoring.
- 4. Policy Options.
- 5. Evaluation.

Slide 4

Mapping the Policy Process
- General Context issues – domestic and international.
- Specific Policy issues (i.e. the policy cycle).
- Who are the Stakeholders? (Stakeholder analysis)
- Arena: government, parliament, civil society, judiciary, private sector.
- Level: local, national, international.
- Process matrix + political influence ratings.
- What is their interest and influence?

[Source: M. Grindle / J. Card]

Slide 5

Mapping Policy Processes

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Options</th>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Government</td>
<td>Parliament</td>
<td>Implementation</td>
</tr>
<tr>
<td>Civil Society</td>
<td>State</td>
<td>Government</td>
</tr>
<tr>
<td>Implementation</td>
<td>Civil Society</td>
<td></td>
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</tbody>
</table>

Slide 6

Episode Studies
Look at a clear episode of policy change, assess the issues that influenced it and the relative role of research. Examples include:
- The Adoption of PRSPs
- Community-based Animal Health in Kenya
- Sustainable Livelihoods in DFID
- Principles in Humanitarian Response

More at: www.id.org/ARAPZ

Slide 7

Policy process workshops (eg DFID)
- Looking at internal policy processes – what works in DFID.
- Small, informal workshop with 7 staff.
- Participatory pair-wise ranking of factors influencing the success of 8 policy processes.
- Worked quite well.
- In DFID - agendas and processes rather than documents are key.

Slide 8

Writing Effective Policy Papers I
Providing a solution to a policy problem

The policy community
- The policy process
- Structural elements of a paper
  - Problem description
  - Policy options
  - Conclusion
- Key issues: Problem oriented, targeted, multidisciplinary, applied, clear, jargon-free.

[Source: Young and Green, 2002]
Slide 9

Writing Effective Policy Papers II
Criteria for Assessing Policy Options

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
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<tbody>
<tr>
<td>Effectiveness</td>
<td>Very Positive</td>
<td>Positive</td>
</tr>
<tr>
<td>Flexibility</td>
<td>Very Positive</td>
<td>Positive</td>
</tr>
<tr>
<td>Sustainability</td>
<td>Positive</td>
<td>Positive</td>
</tr>
<tr>
<td>Practical Feasibility</td>
<td>High</td>
<td>Medium</td>
</tr>
<tr>
<td>Administrative Feasibility</td>
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<td>Medium</td>
</tr>
<tr>
<td>Time</td>
<td>Short</td>
<td>Medium</td>
</tr>
<tr>
<td>Cost</td>
<td>High</td>
<td>Medium</td>
</tr>
</tbody>
</table>

Slide 10

Meetings
- Does evidence matter – Helpman, Milsome
- The political context – Cahye, Coed
- The role of research – Spray, Yang
- NGO campaigns – Forsyth, Simms
- Think-tanks – Stanley, Maxwell, Barnett
- Using knowledge effectively – Cheek, Boston
- Policy entrepreneurship – Maxwell, Pettifer
- International policies – Desai, Wiles

More at: www.cdi.org.uk/RAI/OMeetings

Slide 11

Stories
These can be very effective. Examples from CDI/CDG work include:
- Joint Forestry Management
- Participatory Ecosystems - HADIS
- RELIVRI – Indonesia
- Water Management in India

More at: www.cdi.org.uk/RAI

Slide 12

Communications strategy
- Identify the message(s)
- Identify the audience(s)
- Assess specific information needs, likes and channels
  - Official / unofficial
  - Personal / impersonal
- Develop and test material and media
  - Printed, AV, web, CD
  - Multi-use, multimedia, multichannel
- Evaluate impact and change as necessary