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| Template 4: Assessment plan timeline Version of 10 march 2023*Please refer to section 3.6 of the MOWIP methodology for details on how to use and complete this template. Please feel free to add additional rows and columns as needed* |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Months | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Notes and specific dates |

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| Preparation |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ensure in-depth understanding of the MOWIP methodology, its data collection tools, templates and explainers | X | X |  |  |  |  |  |  |  |  |  |  | In addition to the planned training (see below), the TPCC, and more specifically the assessment team, needs to familiarize themselves with the methodology and develop an in-depth understanding of its process by reading several times the methodology, its data collection tools, templates and explainers. |
| Write letters requesting permission to do the project\* | X |  |  |  |  |  |  |  |  |  |  |  | Consider 1-2 months; to allow for any additional access to the overall formal access to conduct the research required to collect data by the assessment team that was not foreseen on commencement of the MOWIP – i.e. specific access to a particular base. |
| Secure access at all levels (Follow up to letter of request, etc)\* |  | X |  |  |  |  |  |  |  |  |  |  |  |
| Ethical review (as required) | X |  |  |  |  |  |  |  |  |  |  |  | If this takes longer than a month, would need to factor this into the planning of the other steps. |
| Check relevant legal frameworks on data protection, etc. | X |  |  |  |  |  |  |  |  |  |  |  |  |
| Set up a working group in the security institution to lead the process and support the assessment team | X |  |  |  |  |  |  |  |  |  |  |  | It should include people from different departments and levels of decision-making to effectively support the assessment process at the strategic, operational and tactical levels. This means that it should include people in a position of authority (to grant access to sensitive information or commit the time of personnel to take part in the assessment, etc.), and people with direct knowledge of the subject at hand (women’s participation in peace operations), and/or direct access to the information that will be needed (research department or human resources department, etc.). |
| Develop plan with security forces for research | X | X |  |  |  |  |  |  |  |  |  |  |  |
| MOWIP training for the assessment team | X |  |  |  |  |  |  |  |  |  |  |  | The MOWIP training can be provided by the GSS Lab under partnership models A and B. Under partnership model C, DCAF Helpdesk can provide support for the co-facilitation of the training. |
| MOWIP information session for the security institution working group |  | X |  |  |  |  |  |  |  |  |  |  | The MOWIP information session can be provided by the GSS Lab under partnership models A and B. Under partnership model C, DCAF Helpdesk can provide support for the co-facilitation of the training. |
| Fact-finding form (FFF) |
| General comments / guidance: - FFF is the first data collection the assessment team starts with and the last the team will finish with – start work on the data collection tools once all necessary permissions and access are secured including ethical review. - Implementation of data collection tools can be to a certain extent simultaneous as they inform each other (see p.93 Box 3.20 Implementation of the three data collection tools - MOWIP methodology):- FFF desk review will help identify Interviewees for key decision maker Interviews;- Filling in numerical data in the FFF will help for the sample frame for the survey and vice versa; and- When the team travels across the country to conduct the survey, they can also Interview key decision makers based outside the capital city. |
| Localize FFF | X | X |  |  |  |  |  |  |  |  |  |  |  |
| Collect material for desk review |  | X | X |  |  |  |  |  |  |  |  |  | This activity can take longer and last the full duration of the easy, medium and difficult questions of the desk review. |
| ‘Easy’ questions desk review |  | X |  |  |  |  |  |  |  |  |  |  |  |
| ‘Medium’ questions desk review |  | X | X | X |  |  |  |  |  |  |  |  | Note: - Medium & difficult questions often require additional time. - There may be a requirement to conduct informal interviews, and to gather data for the FFF during the key decision maker interview. Additional time may be required to access certain types of info from the Security Institution. - Medium and more difficult questions may not be completed before the other data collection tools are completed.  |
| ‘Difficult’ questions desk review |  |  | X | X | X |  |  |  |  |  |  |  |  |
| Remaining questions for informal interviews |  |  | X | X | X |  |  |  |  |  |  |  | The assessment plan could show that work on these questions would run for the duration of the overall data collection phase.Some of the questions may also be included in the key decision-maker interviews if the key decision-maker (s) are the ones who have the information. However, they should not replace questions from the key decision maker interviews guide (see data collection tools in the MOWIP Toolbox). |
| Key decision-maker interviews (preparation and data collection) |
| Identify interviewees |  | X | X |  |  |  |  |  |  |  |  |  | You may want to consider extending this for two months – it would normally occur at the same time as strategizing for the FFF. |
| Translate/localize questions (if needed) |  | X | X |  |  |  |  |  |  |  |  |  |  |
| Finalize strategy; plan interviews; seek permissions |  |  |  | X |  |  |  |  |  |  |  |  | This fits into ‘Secure Access at all levels’ in the preparation phase above. You may want to consider aligning the timing. |
| Interviews (institution) |  |  |  | X | X | X |  |  |  |  |  |  |  |
| Interviews (government) |  |  |  | X | X | X |  |  |  |  |  |  |  |
| Interviews (other) |  |  |  |  | X | X |  |  |  |  |  |  | Where these are outside the capital, consider aligning timing with the Survey Team where they are in that location. |
| Transcribe interviews |  |  |  | X | X | X | X |  |  |  |  |  |  |
| Survey  |
| Note: This Is the data collection tool where the assessment team receives support from Cornell GSS Lab. Therefore, planning must consider back and forth communication with Cornell / time-zones. The time period to implement the survey should as much as possible be discussed and agreed as early as possible with Cornell to ensure the Lab has the capacity at that time to provide the support needed. |
| Translate survey (if needed) | X | X |  |  |  |  |  |  |  |  |  |  |  |
| Identify qualified enumerators | X | X |  |  |  |  |  |  |  |  |  |  |  |
| Train enumerators  |  | X | X |  |  |  |  |  |  |  |  |  | Under model B - likely to be facilitated by Cornell GSS LabTraining of enumerators, localization and piloting of the survey can take place back to back. |
| Localize and pilot survey |  |  | X | X | X |  |  |  |  |  |  |  | Localisation and pilot of the survey Includes:- localization workshop, and highly recommended to include enumerators and representatives from the security Institution (usually the security institution working group) in addition to the assessment team- pilot of the survey- 2nd localization/final adaptations on the survey, based on how the pilot wentShorten the time between enumerator training, the pilot of the survey and survey implementation. |
| Program survey software |  | X | X | X |  |  |  |  |  |  |  |  | Confirm if Cornell GSS Lab support is be required for this - which is part of the support provided under model A and B (not C)  |
| Obtain the information needed to generate a sample |  | X | X |  |  |  |  |  |  |  |  |  | Likely to inform the FFF’s numerical data sheet.The security institution working group plays a key role in obtaining the necessary information. |
| Develop sampling strategy |  |  | X | X |  |  |  |  |  |  |  |  |  |
| Draw names of personnel to be surveyed and identify key locations to visit |  |  |  | X | X |  |  |  |  |  |  |  |  |
| Schedule visits of enumerators in the different survey locations |  |  |  |  | X |  |  |  |  |  |  |  |  |
| Develop a monitoring plan |  |  |  |  | X |  |  |  |  |  |  |  |  |
| Conduct survey  |  |  |  |  | X | X | X |  |  |  |  |  | Note: The survey needs to be finished for the data to be cleaned and then analysed (these 2 steps – conduct survey and clean data should not overlap).  |
| Data Analysis Process |
| Pull out quotes from key-decision maker interviews and analyze data |  |  |  |  |  | X | X | X |  |  |  |  | Recommend align the data analysis with the analysis of the other tools.  |
| Clean survey data |  |  |  |  |  |  | X | X |  |  |  |  | Note: Cornell GSS Lab will need at least one month (from the moment all minimum 380 surveys have been conducted) to clean and analyze the data and be able to send back to the assessment team to input in the report. |
| Fill out the indicator form using the FFF data and survey data, rank the barriers  |  |  |  |  |  |  | X | X | X |  |  |  | This would normally happen before the report is drafted. Analysis of data (Including filling out the Indicator form) and writing of the report are Identified as one and same phase of Implementing the MOWIP methodology.  |
| Insert data into report/write report |  |  |  |  |  |  |  | X | X |  |  |  | It is recommended to finalize (or be closer to finalization) data collection before moving forward with analysis and report writing.Note that the assessment plan should reflect the different phases of Implementation of the MOWIP methodology:1. Prep phase2. Data collection phase3. Analysis & writing phase4. Validation phase5. Publication phase |
| Validation Process  |
| Develop draft recommendations |  |  |  |  |  |  |  |  | X | X |  |  | Recommendations can take 2-3 months to develop. Very important to have security Institution ownership of recommendations.  It is recommended that either the assessment team provides ideas of recommendations to the Security Institution, or that the assessment team provides a canvas for the security Institution to develop the recommendations. In both cases, the recommendations are ultimately developed by the security Institution with the assessment team input. In some countries, this has been done by the security Institution working group prior to the validation workshop.  |
| Assessment Team input into analysis and draft report  |  |  |  |  |  |  |  | X | X | X |  |  | In cases where the TPCC is collaborating with the Cornell GSS Lab under partnership model A, and in some cases partnership model B. Otherwise, the assessment team drives the analysis and report writing processes. |
| Prepare and conduct the oral report |  |  |  |  |  |  |  |  | X | X |  |  | The oral report is normally a one-time event – consider one month for preparation and delivery |
| Finalize draft report  |  |  |  |  |  |  |  |  |  | X |  |  |  |
| Finalize recommendations  |  |  |  |  |  |  |  |  |  | X |  |  | Note: recommendations can also be finalized during the validation workshop. |
| Prepare for and conduct the validation workshop |  |  |  |  |  |  |  |  |  | X | X |  | The validation workshop is normally a one-time event – consider one month for preparation and delivery |
| Conduct a focus group with female personnel |  |  |  |  |  |  |  |  |  | X | X |  | A focus group with female personnel is included within the validation process as a best practice. It may occur after or before the validation workshop, depending on timing, logistics, and the needs and concerns of the TPCC research institution, security institution working group, and other involved parties. |
| Finalize internal & public reports  |  |  |  |  |  |  |  |  |  | X | X |  | It's good to plan one month after the validation report to finalize the back and forth between the assessment team and the security Institution to Identify which parts of the report are too sensitive to be shared publicly and should be removed from the public facing report. |
| Report layout and translation |  |  |  |  |  |  |  |  |  |  | X | X |  |
| Launch event |  |  |  |  |  |  |  |  |  |  |  | X |  |

\* Please refer to template 5: Communication Strategy for more details on how to request and secure permission and access and for suggested steps to organise these steps.