

Stakeholder Analysis Tool

WHO ARE STAKEHOLDERS?

Stakeholders are persons, groups, or institutions with involvement in, interests in, or in-depth knowledge of, the study topic and context. They may include:

- 1) Those who directly influence the success of the project
- 2) Those who are affected, either positively or negatively, by the project

For example, stakeholders may include: international scientific experts; provincial and national Ministry of Health officials; clinic managers; providers (both public and private sector); community health workers; beneficiaries/clients; members of national FP/RH working groups; donor agency staff; bilateral program managers, etc.

OBJECTIVE

Our goal is to identify stakeholders both globally and in-country. The objective is to engage stakeholders as early as concept development and throughout the research process. Early stakeholder involvement can help make studies more relevant to a particular country or region, thereby increasing the likelihood of research utilization or scale up. Also, if the study demonstrates positive results, the stakeholders are better prepared to support utilization of findings and/or scale up of the intervention.

INSTRUCTIONS

Below are several questions to consider while communicating with stakeholders to determine their interest in the project, formulate stakeholder roles, conceptualize strategies for engaging stakeholders and obtaining support, and identify additional stakeholders. These questions are not designed to be asked in an interview format. Rather, these questions can help guide your thinking as you speak to key informants and complete the stakeholder analysis. The columns in the template correspond to the questions below:

- Is the stakeholder well-informed about this research topic or issue? How much influence does the stakeholder have in this area?
- Has the stakeholder actively and/or publicly demonstrated support or opposition to this issue?
- How might the stakeholder(s) benefit from supporting research objectives? Does the issue being investigated or intervention being tested in this study pose any risks for the stakeholder?
- How can we engage the stakeholder? What might the stakeholder potentially do (now or later) to facilitate future utilization of research findings and/or eventual scale up of the intervention? (e.g., help define the research question, review the protocol, be informed of research progress, help interpret and communicate findings, etc.)
- What other persons, organizations, or departments does this stakeholder know who might influence the success of this intervention and/ or should be informed of or involved in our work in this area?

STAKEHOLDER ANALYSIS TOOL TEMPLATE

Name(s) of person(s) reporting: _____

Project: _____ Country: _____

Stakeholder	Level of Knowledge About Issue	Level of Support for Issue	Potential Benefits/Risks to Stakeholder Posed by Project	Possible Strategies for Engaging Stakeholder	Additional Stakeholders Identified by This Source
Name, title, organization Contact information (address, cell/office phone number, fax number and email address).	1=Uninformed 2=Familiar 3=Expert	1=Actively opposed 2=Somewhat opposed 3=Neutral/ undecided 4=Somewhat supportive 5=Actively supportive			