

MODULE 2

HANDOUTS



WHAT IS THE REQUEST?

Choose the scenario that best resembles your job task:

CASE A:

You work in a government institution and have been given a few hours to prepare a brief report about a problem, options to address it and implementation considerations. All that you have been told is that the issue is around road safety.

CASE B:

You have been asked by your head of department to write a short report about public housing in the capital to help him/her prepare for an international conference. You have a couple of days to get the report ready.

Read the scenario and answer the questions.

Questions:

1. What would you do to ensure you have a clear understanding of this request?
2. What type of evidence will you need? Give examples of each type:
 - a. Data:
 - b. Research evidence:
 - c. Citizen evidence:
 - d. Practice-informed evidence:

PUTTING YOUR ISSUE IN CONTEXT

Level	Example: gender equality in Ghana
National overview	Ghana's Fourth Progress Report on the Implementation of the African and Beijing Platform of Action and Review Report for Beijing +20 (Ministry of Gender): www.unwomen.org/~media/headquarters/attachments/sections/csw/59/national_reviews/ghana_review_beijing20.ashx
Data	National sources: Ghana Statistical Services Gender Page: www.statsghana.gov.gh/gender.html International sources: World Bank Ghana Gender Page: http://datatopics.worldbank.org/gender/country/ghana
Regional framework	Media article on progress towards an ECOWAS Gender Policy: http://elombah.com/index.php/reports/29377-ecowas-gender-ministers-adopt-draft-on-gender-equality
Continental framework	African Union Gender Policy: http://wgd.au.int/en/content/african-union-gender-policy
Global frameworks	UN Women: www.unwomen.org
Donors who have funded the issue	Germany is one of the biggest donors on gender. See the GIZ Gender Knowledge Platform: www.gender-in-german-development.net See also the African Development Bank's gender pages: www.afdb.org/en/topics-and-sectors/sectors/gender
NGOs working on the issue	Gender Studies & Human Rights Documentation Centre: www.gendercentreghana.org Forum for African Women Educationalists (FAWE): www.fawe.org
Think tanks researching the issue	African Gender Institute: www.agi.ac.za UN Research Institute for Social Development (UN-RISD) gender research: www.unrisd.org/80256B3C005BB128/(httpThemes)/F440B51FFF83692880257914005D7881?OpenDocument
Media and blogs	Ghanaian Minister for Gender, Children & Social Protection receives award for advocacy in gender equality: www.allafrica.com/stories/201503251840.html 'Everybody Should be a Feminist' by Nana Darkoa Sekyiamah: www.bloggingghana.org/everybody-should-be-a-feminist-by-nana-darkoa-sekyiamah
Conferences and events	The 2nd Ghana Feminist Forum: a Personal Perspective: www.africanfeministforum.com/the-2nd-ghana-feminist-forum-a-personal-perspective Global Commission on the Status of Women: www.unwomen.org/en/csw

PUTTING YOUR ISSUE IN CONTEXT (TABLE)

Level	
National overview	
Regional framework	
Continental framework	
Global frameworks	
Donors who have funded the issue	
NGOs working on the issue	
Research institutes working on the issue	
Media and blogs	
Conferences and events	
Conferences and events	

USING NEW SOURCES OF INFORMATION, TYPES OF EVIDENCE AND CONTACTS IN MY WORK

	1. Sources	2. Types of evidence	3. Network (contacts to talk to)
A. What I consulted (before the workshop)			

	1. Sources	2. Types of evidence	3. Network (contacts to talk to)
B. Others I can consult (with a specific example)			

	1. Sources	2. Types of evidence	3. Network (contacts to talk to)
C. How I will go about searching for those listed in B)			

TERMS AND DEFINITIONS

Systematic review	Uses transparent procedures to find, evaluate and synthesize the results of relevant research. Procedures are explicitly defined in advance, to ensure that the exercise is transparent and can be replicated. This practice is also designed to minimize bias. Studies included are screened for quality, so that the findings of a large number of studies can be combined. Peer review is a key part of the process; qualified independent researchers control the author's methods and results.
Impact evaluation	Assesses changes in the well-being of individuals, households, communities or firms that can be attributed to a particular project, programme or policy. The central question is what would have happened to those receiving the intervention if they had not in fact received the programme.
Policy brief	A short paper (usually three to four pages) that covers a specific issue and is aimed at policymakers. Typically has four main functions: to explain and convey the importance of an issue or outline a problem; to present solutions and policy recommendations; to provide evidence to support the reasoning behind those recommendations; and to point the reader to additional resources on the issue.
Annotated bibliography	A list of citations to books, articles and documents. Each citation is followed by a brief (usually about 150 words) descriptive and evaluative paragraph. The purpose of this is to inform the reader of the relevance, accuracy and quality of the sources cited.
Primary literature	Original documents that contain raw material or first-hand information. This includes evidence products such as results of experiments and statistical data, as well as responses from surveys, feedback forms and interviews.
Secondary literature	Contains information that is written about a primary source, such as interpretations of and discussions about existing primary sources. This includes evidence products such as journal articles that evaluate someone else's research, literature reviews or newspaper articles.
Peer review	A process of reading, checking and authenticating research papers by independent, third-party academics as part of a formal quality assurance procedure.
Grey literature	Documents produced by government, academics, businesses, NGOs and other institutions in formats not controlled by the commercial publishing industry.
Qualitative data	Describes the nature of answers (evidence) in terms of their verbal, written or other descriptive natures. Asks 'who, which, what, when, where and why'. This type of research belongs to a family of approaches concerned with collecting in-depth data about human social experiences and contexts.
Quantitative data	Asks 'how many', 'to what extent' or 'how much', using counting and other computation. This type of research is concerned with the collection of data in the form of various measures and indices, and its description and analysis by means of statistical methods. (Research for Development)

Citizen evidence	Knowledge that is held by citizens, both individually and collectively, drawing on their daily lives. It is knowledge of a place, a culture, people and their challenges, gained through direct experience.
Practice-informed evidence	Knowledge gained from experience of implementing policy and practice. Often highly tacit in nature, it is held by individuals and organizations with long histories of tackling an issue, and has its roots in work experience and an understanding of what works and what does not in specific contexts.
Research evidence	Evidence which is produced through a formal, comprehensive and rigorous process which uses primary and secondary literature and adheres to accepted principles of quality.
Published literature	Literature which is disseminated via the commercial publishing industry. This includes evidence products such as books and journal articles, but would not include documents which are published informally (e.g. a report published by an NGO on its website).
Single study	A type of evidence product that presents scientific results from one piece of research.
Body of evidence	Evidence products that collate and review multiple studies.

WHAT EVIDENCE PRODUCTS DO I USE AT MY WORKPLACE?

Choose two evidence products (one internal and one external) you currently use in your work and fill out the table below.

	Internal	External
What product is it?		
Type of literature		
Who produced it?		
When was it produced?		
Benefits of evidence product		
Downsides of evidence product		

SOURCES OF EVIDENCE

Complete the table below.

Internal information is data existing or generated by public-sector agencies, stored information systems or available in organizational documents.

External information comprises those pieces of information produced by players external to public-sector agencies: universities (public or private), independent researchers, think tanks, civil society organizations and international organizations, among others.

What specific sources of evidence do I go to?	Why do I choose this source of evidence?	How do I approach the source?	What challenges do I expect to meet when addressing the source?
Internal:			
External:			

