**METHODOLOGY GUIDE**

**Technical Assistance Strategy Table**

**Objective**

This table aims to put together the information analysed in the previous Step of the Protocol in order to summarize the findings and make the definition of the strategy easier. This Analysis should be the skeleton of the Technical Assistance Strategy.

**How to complete the excel table – Technical Assistance Strategy Table**

**Column A: Ranking**

Use Information from Step 2 - Categorizing failure mechanisms. Place the number of prioritization identified in this analysis.

**Column B: Issue to be addressed**

Use Information from Step 2 - Categorizing failure mechanism Write down the failure mechanism corresponding to the ranking number of column A. This will be the main objective that wants to be improved with our project.

**Column C: Sub-messages to face the main issue**

Use Information from Step 2 - Categorizing failure mechanisms. Indicating the messages we need to transmit to the affected population to target the failure mechanism expressed in the previous column. This should be the general solution we have identified to improve the failure mechanism.

**Column D: Potential** (technical) **solutions identified**

Use Information from Step 2 - Categorizing failure mechanisms. Indicate the specific messages we want to advocate for to solve the identified challenge in column C.

**Column E: Target Audience**

Use Information from Step 3 – Stakeholder Analysis. Place the stakeholders which should receive the messages. Try to find the ones that we have identified to be more effective. It might be different stakeholders, so include as many lines as audience groups we want to reach.

**Column F: Partner to engage with audience**

Use Information from Step 3 and 4 –Stakeholder Analysis / Engagement Channel Analysis.

Based on the stakeholder analysis, select potential actors who can support the dissemination of the message or the implementation of a certain activity. Try to find the ones that we have identified to be more effective. It might be different stakeholders, so include as many lines necessary. Compare the results with the information provided in the Engagement Channel Analysis column M “It has been used before by…. (Communicator)” to understand if there could be synergies or potential collaborations.

**Column G: Communication Channel**

Use Information from Step 3 and 4 –Stakeholder Analysis / Engagement Channel Analysis.

For every target audience, look at what is the most common Communication Method used (Stakeholder Analysis – column O “Communication method”) and compare it with the information analysed in Step 4 (Engagement Channel Analysis – column E “potential audience”). Try to find the best combination amongst both tables, looking at what engagement method could be more effective for the specific audience we are analysing.

**Column H: EIC Material available**

Use Information from Step 2 - Categorizing failure mechanism

Define if there are already EIC material and tools available to promote the message to this specific audience through the specific channel. Choose one of the following options:

* ready to be used: EIC material is available and it is adapted already to the context, audience and channel type. It is ready to be used
* needs minor adjustments: EIC material is available, but needs some adjustment to adapt it to the target audience, the context, language or channel type. Some work has to be done prior to its use.
* needs adaptation or transformation: EIC is available, but it has to be transformed to adapt it to the context, to the target audience or to the channel type. EIC material can be used as a basis to create specific adapted material. Resources and time have to be invested.
* not available: No specific EIC material dealing with the messages to be conveyed is known which could be adapted to the context. Resources and tools have to be created from scratch.

The answer can be compared with the information in column M “It has been used before by…. (Communicator)” of the Engagement Channel Analysis (step 4) and see if other actors have used this method in order to request support.

**Column I: best implementation Time**

Use Information from Step 4 – Engagement Channel Analysis

Take the specific Engagement Method and look at the table which might be the best time to implement this activity (column L).

**Column J: Resources foreseen**

Use Information from Step 4 – Engagement Channel Analysis

Take the specific Engagement Method and look at the table which might be the resources needed to implement this activity (column M).

**Column K: Comment / Note**

Include any other comment or explanation related to the specific failure mechanism, stakeholder or channel not mentioned before and that may be important to establish the technical assistance strategy.