Leaders in Sustainable Development Programme 2021-22
Researcher Engagement and Reflection Log

Workshop: Writing for Development – Regional In-Person

Outline

This worksheet is designed for you to reflect on the key learning points from the video and discussion workshop you attended and think about learning outcomes in line with your Development Training Record.

We encourage you to make a note of your responses in a separate document, ensuring your record your reflections and consider what legacy this will have after the training has finished.

Consider the following actions that you might take in relation to this workshop engagement and reflection log:

- ✓ Sharing your reflections with your peers – Commonwealth Scholars and others
- ✓ How can you record your notes in a way that best supports your individual learning?
- ✓ How might you use reflections from this worksheet log in the future to contribute towards learning in other workshops?

A. Self-reflection: Skills development

1. Rate your confidence in the following skills for success in Development, which were covered during the workshop. Rate the skills from 1-5 (1 = least confident, 5 = most confident):

	Understanding of cultural boundaries; perspectives; points of view
	Language skills (if working abroad)
	Functional understanding of the cause you are working towards
	Excellent writing skills
	Evaluation analysis and monitoring skills
	Empathy when dealing with conflict
	Patience: ability to see the bigger picture, long term impact
	Cross-cultural sensitivity
	Managing a large number of stakeholders
	Total (max: 45)

2. Below is a list of typical areas of expertise for working and researching in the field of Development, all of which we touched on during training. These are the expertise areas that you might expect to encounter in your research or if undertaking a role in the Development sector.

   Rate your perceived expertise in the following areas. This is helpful in understanding what further training opportunities you could pursue (1 = no expertise, 5 = high expertise):

	Strategic planning and policy
	Programme design
	Monitoring and Evaluation
	Community participation
	Capacity building
	Financial management
	Fundraising
	Total (max: 35)

3. What was your biggest learning takeaway from the workshop?

4. How will you apply what you have learnt today to your research/studies, and how does it complement your Development Training Record?

5. What is one commitment you will make to building one of the skills introduced as part of the Writing for Development training?

E.g.

Skill: *Managing a large number of stakeholders*

Action: *Finding a way to expose self to dealing with a great number of stakeholders e.g. requesting more responsibility for managing partnerships on a research project; proactive outreach to new stakeholders as part of a project via mutual contacts and LinkedIn*

Skill:

Action:

B. Self-reflection: Learning in relation to International Development

6. Language faux pas: what are other typical language faux pas that you have seen used in your research and field of development?

7. What have you learnt about how the SDGs relate to your own research?

8. Theories in development: from the following theories covered during the workshop, write a short sentence of how each could apply to thinking about your own work and research topic:

Modernisation Theory	
Dependency Theory	
Good Governance Theory	
Post-Development Theory	
Postcolonial theory	

9. During this session we learnt about the different actors in development (public sector; private sector; civil society). Note down an idea of one or more actors that you might approach or have interaction with next as part of your research, or an institution that could be useful to you in your next steps.

10. We discussed what impedes progress in Development research. What are the key factors to consider relating to your own individual research (e.g. lack of feedback/data; lack of project organisation) that you need to be aware of that could impede progress? How might you mitigate against these factors?

C. Tools to takeaway: Commonly used Development frameworks

Below is a list of further tools that can be used for researching and writing for Development.

(i) Stakeholder analysis Matrix

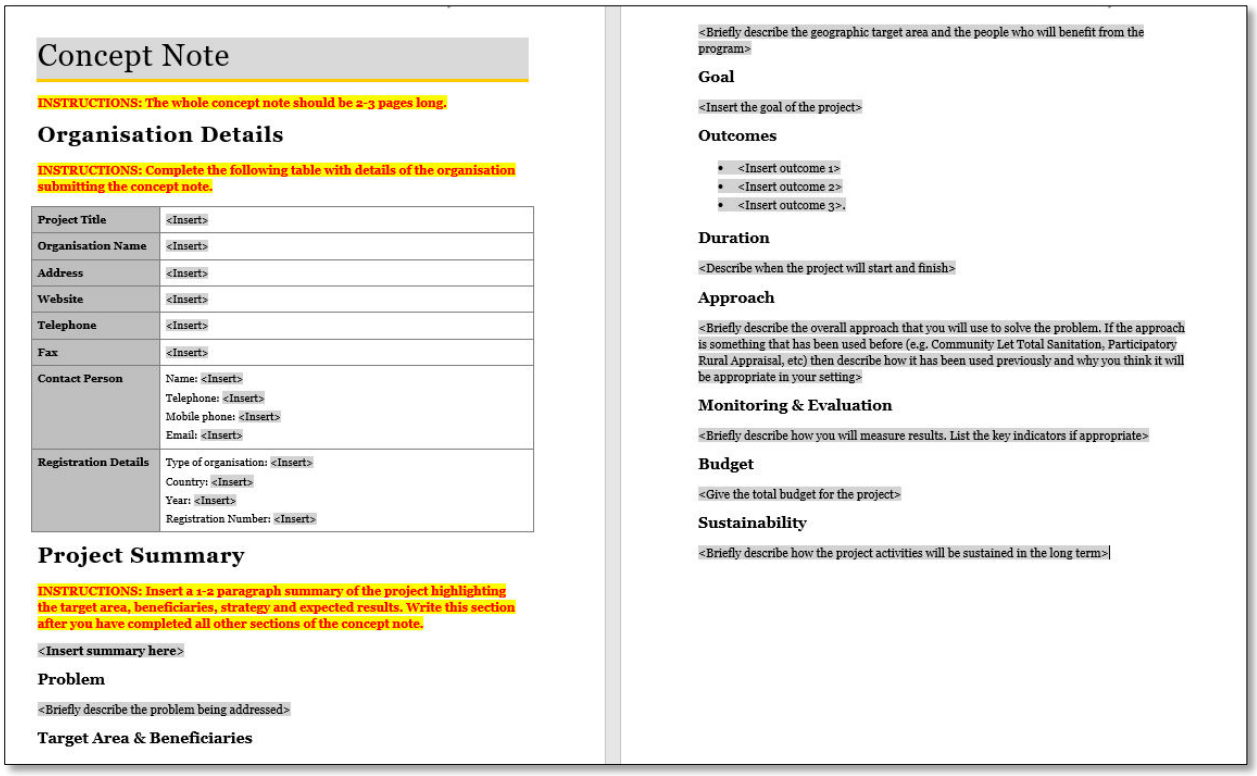
Stakeholder analysis (also called stakeholder mapping) is an important step in managing, designing and working on Development projects. Stakeholders include individuals, community leaders, groups and other organisations who will be impacted by the work, or who could influence the outcome of the work or project. They can be internal or external.

This template can be used to identify the stakeholders for a project, including their level of influence, which issues are important to them and how they will be engaged.

Stakeholder Name	**Contact Person** *Phone, Email, Website, Address*	**Impact** *How much does the project impact them? (Low, Medium, High)*	**Influence** *How much influence do they have over the project? (Low, Medium, High)*	**What is important to the stakeholder?**	**How could the stakeholder contribute to the project?**	**How could the stakeholder block the project?**	**Strategy for engaging the stakeholder**
EXAMPLE ***Nurses & Midwives Union***	*Juliet Chang jchang@nu.org 0998 764 286*	*High*	*High*	*Maintaining working conditions for nurses*	*Agree for union members to implement the new reforms*	*Going on strike*	*Monthly round-table discussions*
Patient Advocacy Group	*Salim Mohmet smohmet@pag.org 878 587 102*	*High*	*Medium*	*Maximising quality of care for patients*	*Communicate with other stakeholders to express their support for reforms*	*Making complaints about quality of service after the reports*	*Information and feedback meetings every 6 months*
Sunday Writers Newspaper	*Monika Gentpa mgentpa@stn.com 0388 587 101*	*Low*	*High*	*Getting a good story*	*Print stories that support the new reforms*	*Printing stories that oppose the new reforms*	*Quarterly press meetings*

(ii) Concept notes template

A concept note is a short version of a proposal. Donors often request concept notes as the first step in funding applications. This allows them to screen applications so that only the best ones are invited to submit a full proposal. Usually the donor has their own concept note template that you can use. If they don't have one then this template is a useful starting point.



Concept Note

INSTRUCTIONS: The whole concept note should be 2-3 pages long.

Organisation Details

INSTRUCTIONS: Complete the following table with details of the organisation submitting the concept note.

Project Title	<Insert>
Organisation Name	<Insert>
Address	<Insert>
Website	<Insert>
Telephone	<Insert>
Fax	<Insert>
Contact Person	Name: <Insert> Telephone: <Insert> Mobile phone: <Insert> Email: <Insert>
Registration Details	Type of organisation: <Insert> Country: <Insert> Year: <Insert> Registration Number: <Insert>

Project Summary

INSTRUCTIONS: Insert a 1-2 paragraph summary of the project highlighting the target area, beneficiaries, strategy and expected results. Write this section after you have completed all other sections of the concept note.

<Insert summary here>

Problem

<Briefly describe the problem being addressed>

Target Area & Beneficiaries

<Briefly describe the geographic target area and the people who will benefit from the program>

Goal

<Insert the goal of the project>

Outcomes

- <Insert outcome 1>
- <Insert outcome 2>
- <Insert outcome 3>.

Duration

<Describe when the project will start and finish>

Approach

<Briefly describe the overall approach that you will use to solve the problem. If the approach is something that has been used before (e.g. Community Let Total Sanitation, Participatory Rural Appraisal, etc) then describe how it has been used previously and why you think it will be appropriate in your setting>

Monitoring & Evaluation

<Briefly describe how you will measure results. List the key indicators if appropriate>

Budget

<Give the total budget for the project>

Sustainability

<Briefly describe how the project activities will be sustained in the long term>

(iii) Workplan templates and examples

Click here to download different templates for day, week, month and quarter workplans, for assisting with work planning for researching and writing for Development.

D. Further reading tip....

In addition to the readings shared during training, see below for a final reading tip:

Opinion piece: "How to approach development work as a non-native speaker"