**UN-DTP Capacity Strengthening for Inclusive Policy and Governance in Sub-Saharan Africa (CIPOG-SSA)** project.

**Stakeholder Analysis & Engagement Matrix**

**1. Purpose of the Matrix**

To systematically identify key stakeholders, understand their interests and influence, assess potential risks or contributions, and define engagement strategies to ensure project alignment, ownership, and sustainability.

**2. Stakeholder Categories**

| **Stakeholder** | **Category** | **Role/Interest** | **Influence** | **Impact** | **Priority** |
| --- | --- | --- | --- | --- | --- |
| UN-DTP HQ (Geneva) | Donor/Lead Agency | Strategic oversight, funding, reporting, global alignment | High | High | Critical |
| National Governments (10 countries) | Partner | Policy endorsement, selection of participants, enabling environment | High | High | Critical |
| Ministry of Public Service/Training | Implementer | Execution of training, ToT, localization of content | High | High | Critical |
| UNDP Country Offices | Development Partner | Technical input, logistics, results tracking | Medium | High | High |
| Regional Training Institutes | Implementing Partner | Host and deliver training, adapt materials | Medium | Medium | High |
| Civil Society Organizations (CSOs) | Beneficiary | Training recipient, policy implementation partner | Low | High | Medium |
| Local NGOs | Beneficiary | Knowledge dissemination and community outreach | Low | Medium | Medium |
| Participants (Govt & CSO staff) | Beneficiary | Skills enhancement, knowledge application | Low | High | High |
| Media & Communication Outlets | External | Visibility, advocacy, public accountability | Medium | Medium | Low |
| Donor Agencies (e.g., SIDA, DFID) | Strategic Partner | Funding, M&E interest, alignment with their development goals | High | High | High |
| ICT Providers | Technical Partner | LMS platform support, data security | Medium | Medium | Medium |
| Monitoring & Evaluation Experts | Consultant | Evidence generation, learning capture, adaptive feedback | Medium | High | High |

**3. Stakeholder Engagement Matrix**

| **Stakeholder** | **Engagement Objective** | **Engagement Strategy** | **Engagement Frequency** | **Mode of Engagement** |
| --- | --- | --- | --- | --- |
| UN-DTP HQ | Ensure alignment and compliance with UN-DTP strategy | Regular updates, formal reporting | Monthly / Quarterly | Video calls, reports, email |
| National Governments | Secure support, endorse participation, provide facilities | MOUs, formal agreements, briefings | Quarterly | Ministerial letters, roundtables |
| Ministries (Public Service etc.) | Enable participant nomination and logistics | Joint work plans, co-implementation agreements | Monthly | Workshops, coordination meetings |
| UNDP Offices | Support logistics, align with UN reform processes | Integrated planning, joint field missions | Bi-monthly | Shared planning sessions |
| Training Institutes | Localize and deliver quality training | ToT programs, quality assurance visits | Monthly | Site visits, LMS dashboard |
| CSOs and NGOs | Build awareness, promote accountability | Participatory curriculum design, post-training surveys | Before/After each training | Online surveys, FGD sessions |
| Participants | Maximize learning and ownership | Clear communication, feedback integration | Per training cohort | Email, LMS forum, WhatsApp groups |
| Media | Promote visibility and public awareness | Press releases, success stories, interviews | As needed | Print, online news, social media |
| Donors (DFID, SIDA) | Report on results and justify continued support | Quarterly donor reports, field visit invitations | Quarterly | Reports, briefings, donor dashboards |
| ICT Providers | Ensure system reliability and learner access | Technical SLAs, ongoing support ticket tracking | Ongoing | Email, support portal |
| M&E Experts | Enable adaptive learning and accountability | Shared indicators, baseline, and endline studies | At baseline/mid/final stages | Reports, presentations, data dashboards |

**4. Risk Assessment & Mitigation per Stakeholder**

| **Stakeholder** | **Potential Risk** | **Mitigation Strategy** |
| --- | --- | --- |
| National Governments | Political shifts may affect participation | Target multiple ministries, have contingency list |
| CSOs | Capacity gaps in applying new knowledge | Post-training mentorship and communities of practice |
| Donors | Changes in funding cycles | Diversify funding sources, demonstrate early wins |
| ICT Providers | System downtime or LMS access issues | SLAs with redundancy and offline backups |