# Tool 2: Desk review summary

The table on the following pages is a tool to help guide reading and research for the context analysis and to help document findings. This can be modified for the given context. A similar version of this table will appear in other tools throughout the process, such as data collection planning and analysis. It is important to conduct at least a brief desk review of existing reports and assessments, as well as government policies and documents, to enable the user to fully leverage key informant interviews and focus groups at the community level.

This table can be used on its own for internal purposes, or serve as the basis of a more formal memo if the organisation intends to share the findings externally or with a broad internal audience. The summary table can easily be integrated into a memo with the following potential outline, but a formal memo is not necessary.

**Optional desk review memo outline**

* Introduction and background (1-2 pages):
  + Purpose, scope, and scale of context analysis.
  + Overview of priority geographic areas for data collection (if known) and reasons for selection.
* Key findings from desk review by theme and sub-themes (2-3 pages):
  + For each relevant sub-theme, provide a summary narrative description of the findings from the desk review, incorporating data in tables, charts, or other forms as appropriate. It is understood that not all information will be available.
* Conclusion (1 page):
  + Summary of key findings and gaps.
  + Recommendations for data collection.

Themes and sub-themes to frame desk review findings

| **Theme** | **Sub-theme** | **Information type(s)** | **Suggested sources for information** | **Notes**  ***Findings*** | **Notes**  ***Outstanding gaps*** |
| --- | --- | --- | --- | --- | --- |
| Politics and governance | Stakeholder analysis | Stakeholder mapping. | National ministry responsible for service delivery. There may be sector policy documents for specific regions or urban areas.  In some cases, these will be available online, but more commonly will need to be requested directly from the proper authority, eg regional or local office of the relevant ministry or department. |  |  |
| Assessments of rights and duty bearers. | Potential sources are primarily other development actors, including donors, international development organisations, non-profits, and local partners. UN-Habitat urban profiles may be a key source of information.  These assessments are likely to be more sensitive than poverty assessments and may require meeting directly with development partners, international donors, or other stakeholders who regularly review the capacity of local duty bearers. |  |  |
| Partnership, coordination and consortia arrangements. | Government or UN agencies, international inter-agency humanitarian coordination system at country level. |  |  |
| Data from other actors on challenges and opportunities. | International and local stakeholders (UNICEF, USAID, local NGOs, etc.), field surveys of specific neighbourhoods, focus group discussions with children and families.  These should be available online. Use any contacts to ask for published or unpublished reports or data. |  |  |
| Budget documents and expenditure reports. | National budgets: ministry of finance or the parliamentary budget office (or equivalent).  For service sectors: national ministry offices of finance.  Budget and expenditure data at subnational level: urban local gov. finance officers or local legislative.  In some cases, these may be available online via public notice boards (at local level). Users may need to visit local or national officials to request data directly. In these instances, bring a flash drive and try to leave with the data directly, rather than receiving a promise to have the data emailed. Users may find it helpful to partner with other donors (World Bank, USAID, etc.) to retrieve budget data if it is difficult to obtain directly. |  |  |
| Governance structure | Policy on service delivery and urban actor mapping. | National ministry responsible for service delivery. There may be sector policy documents for specific regions or urban areas.  In some cases, available online, but more commonly will need to be accessed via a request directly to the proper authority, eg regional or local office of the relevant ministry. |  |  |
| Policy on decentralisation. | National ministry responsible for decentralisation if one exists, otherwise potentially national ministries for planning, development, finance, or urban affairs.  In some cases, available online, but more commonly will need to be accessed via a request directly to the proper authority, eg regional or local office of the relevant ministry. |  |  |
| Policy and legal frameworks | Law on decentralisation and/or urban governance. | Secondary sources on legal analysis, especially legal status and rights of displaced populations (eg. refugees’ right to work) and NGOs donor disclosure requirements etc.  National legal code, national legal gazette, parliament information office, other public entity responsible for distributing national legal documents. |  |  |
| Policy on service delivery and service access rights (cost and eligibility). | National ministry responsible for service delivery. There may be sector policy documents for specific regions or urban areas. |  |  |
| Social and cultural | Social relationships and cohesion | Data from other actors on challenges and opportunities.  Assessments of urban poverty.  Data from other actors on challenges and opportunities | International and local stakeholders (UNICEF, USAID, local-NGOs, etc.), published findings of field surveys of specific neighbourhoods, focus group discussions with children and families. Development stakeholder reports should be available online. Use any contacts to ask for published or unpublished reports or data. Scholarly literature may also be of use, though potentially more difficult to access.  Secondary sources of information from human rights organizations e.g. Amnesty International. Other potential sources are UNHCR, INGOs and/or local NGO reports and assessments. |  |  |
| Protection risks |  |  |
| Economic | Jobs and characteristics of labour market | Data from other actors on challenges and opportunities.  Assessments of private sector actors. | Sources include international development stakeholders, local/national gov. economic development officials and local and national chambers of commerce.  Some general assessments of the private sector environment may be available online (such as the World Bank’s `Doing Business’ indicator set). Most narrative reports and quantitative assessments of the strength of the private sector are likely to require direct requests to development partners or government officials. Major donor programmes focusing on economic development may have useful assessments available from pre-implementation baseline studies. |  |  |
| Service delivery and infrastructure | Demand and supply of services | Budget documents and expenditure reports.  Investment plans.  International reports. | National budgets: ministry of finance or the parliamentary budget office (or equivalent).  For service sectors: national ministry offices of finance.  Budget and expenditure data at subnational level: urban local gov. finance officers.  In some cases, available online via public notice boards (at local level). In many cases, users may need to visit local or national officials to request data directly. In these instances, bring a flash drive and try to leave with the data directly, rather than receiving a promise to have the data emailed. Users may find it helpful to partner with other donors (UN-Habitat, World Bank, USAID, etc.) to retrieve budget data if it is difficult to obtain directly. |  |  |
| Coordination of services | Service provision/ services providers. | Government or UN agencies (eg municipal or city planning authorities; OCHA), NGOs, [OpenStreetMap](https://www.openstreetmap.org), [Humanitarian Data Exchange (HDX)](https://data.humdata.org/), National Bureaus of Statistics, national mapping agencies. |  |  |
| Policy on decentralisation. | National ministry responsible for decentralisation if one exists, otherwise potentially national ministries for planning, development, finance, or urban affairs. |  |  |
| Space and settlements | Urban plans | Planning policies and plans. | National ministry or municipal authorities responsible for planning There may be policy documents for specific regions or urban areas. Should be requested from the regional or local office of the relevant ministry. |  |  |
| Environmental risks | Environment polices and plans.  Risk and environmental assessments / plans.  Maps. | National ministry/agency responsible for environment (if existing). There may be policy documents for specific regions or urban areas. Should be requested from the regional or local office of the relevant ministry. International development stakeholders (particularly environmental NGOs and the World Bank) may have produced general or specific risk or post-disaster assessments. |  |  |
| Access to housing and land | Housing and land data.  Maps. | Government or UN agencies (eg municipal or city planning authorities; OCHA), NGOs, [OpenStreetMap](https://www.openstreetmap.org), [Humanitarian Data Exchange (HDX)](https://data.humdata.org/), National Bureaus of Statistics, national mapping agencies. Be sure to include research on the existence and prevalence of discriminatory renting processes. |  |  |
| Access to public spaces | Planning policies and plans.  Needs assessments or advocacy papers. | National ministry or municipal authorities responsible for planning There may be policy documents for specific regions or urban areas. Should be requested from the regional or local office of the relevant ministry. International development stakeholders (UN-Habitat, UN Women) may have produced guidelines/action plans, needs assessments, or advocacy papers etc. of relevance. |  |  |
| Cross-cutting | Gender equality | Planning policies and plans.  Needs assessments or advocacy papers for protection, women and girls). | National ministry or municipal authorities responsible for planning. There may be policy documents for specific regions or urban areas. Should be requested from the regional or local office of the relevant Ministry. International development stakeholders (UN-Habitat, UN Women) may have produced guidelines/action plans, needs assessments, or advocacy papers etc. of relevance. |  |  |
| Data from other actors on challenges and opportunities. | International and local stakeholders (UNICEF, USAID, local NGOs, etc.), field surveys of specific neighbourhoods, focus group discussions with children and families.  These should be available online. Use any contacts to ask for published or unpublished reports or data. |  |  |
| Do No Harm | As above. | As above. |  |  |