

LMA Scope and Methodology Template

Project Scope

The 5 main elements of an LMA Scope describe the overall range of the project considering:

- *What* are we trying to learn from our assessment?
- *Why* are we doing an LMA?
- *Where* will we execute this work?

Program Needs

Document how the LMA will support the strategic goals of the program? These might include employment, self-employment, capacity building, education, community engagement, participation, etc.

Key Principles

What are the 3-6 key principles that will guide our assessment? Describe why they have been selected? These will help us focus our assessment and direct the subsequent livelihoods work?

Objectives

What will the key programmatic outcomes will the assessment lead to? These will not necessarily be formally measured, but will minimally be used as guidance when analyzing assessment results and planning programing activities.

Geography and other Key Selection Criteria

Where do we need/want to assess and what other important relevant criteria should be considered?

Constraints and Limitations

What possible obstacles or challenges might hinder the execution of the assessment including but not limited to funding, time, capacity, community support?

Methodology

Methodology helps us understand the how and who of the assessment.

1. Tools

Describe what tools will you use and briefly explain the purpose of each.

- Business Surveys: _____

- Key Informant Interviews: _____

- FGDs: _____

- Value Chain Mapping: _____

- PS Mapping: _____

- Other: _____

2. Team

Who will participate on your assessment team? Discuss where they will be recruited from and their connection to the targeted communities. Explore the participatory elements of the assessment, if any.

3. Stakeholders

Who are the key stakeholders (government actors, private sector, etc.) and how will their perspectives be incorporated into the assessment?

4. Research

Describe what research has been done in advance of the methodology development and what will be completed prior to the field work and analysis. Outline sources (known and potential) from which that research will be drawn.

5. Data Handling and Analysis

Describe how data will be collected and managed from the field work, and the analysis and report writing process that will follow. This should include identifying key roles and responsibilities and a description of the methodology for data collection (paper surveys, tablets, etc.).

6. Timeline

Summarize a timeline and workplan for the project including preparation, field work, analysis, and reporting. If possible, identify key personnel and the role they will fulfill in the project.

7. Deliverable

Summarize the format and anticipated content of the final report. Include a draft table of contents or an outline of proposed key sections.

8. Dissemination Plan

Outline, in summary, how you expect the final output to be distributed and utilized. Who will be recipients of the report and what actionable activities do we anticipate to flow from the assessment?

CONTACT

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