

Guiding structure for developing a situational analysis report

The report captures the following items, partly or fully, depending on the topic of investigation:

A. Introduction (Basic data of the city, sections should be supported with maps where available)

- History
- Size of the city (surface area)
- Demographics e.g. population size, population pyramid, gender ratio, etc.
- Function (commercial, administrative, industrial, religious, cultural/heritage)
- Administrative units
- Problem/s facing the city (be specific [our stakeholder fora gave us the locations of problems] and this should be represented on maps)

B. Methodology

- Study design (including the selection of the five (5) major issues affecting cities in Africa)
- Study area
- Sampling
- Data collection
- Analysis

Example

The method used in preparing the report was based on extensive literature reviews of national legislation, national status reports on the implementation of multilateral environmental agreements (MEAs) and environment policy documents. It also involved a review and compilation of data from files and reports on cases of environmental crime. Stakeholders were consulted via face-to-face, email and telephonic interviews. A stakeholder consultation workshop was furthermore held on to validate and add to the findings of the study. (*Methodology for a situational report on environmental crimes by the Institute for Security Studies*)

NB: This data for the 5 major issues was collected during the stakeholder workshops. So, the methodology should reflect how the workshop was conducted and who the participants were. Next aspect that may be needed is the participatory mapping and focus group discussion. (Benjamin & Josephine to prepare a template and share with us).

C. Results

Problems facing the city (in general)

Analysis of five (5) specific problems facing the city in detail (each problem to cover the points (i), (ii) & (iii) below

i) Social problems

Gaps associated with the social problems

ii) *Economic problems*

Gaps associated with the economic problems

iii) *Ecological problems*

Gaps associated with the ecological problems

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Resources/ Assets availability in the city

Mapping distributions of social resources/assets (either in table or spatial map format)

a) Tangible

- Name, size & location of schools, hospitals, playgrounds, social halls, play theatres
- Name, size & location of religious amenities e.g. Shrines, retreat centres, churches, mosques, temples, synagogues
- Name, size & location of socially sensitive/ rare sites (cultural/heritage sites, museums, archives, monuments, etc).

b) Intangible

Social networks (clubs, welfare groups, faith groups, associations, festivals etc)

Governance/policy: the existing social policy

An explanation of how the distribution of social assets links to economic and ecological problem (mitigating or amplifying)

Mapping distributions of economic resources/assets (either in table or spatial map format)

a) Tangible

Banks, microfinances, SACCOs, markets, eateries/restaurants, mechanic shops, urban agriculture and other urban livelihood areas/resources etc

b) Intangible

Governance/policy: Existing financial institutions, laws, regulations (e.g. requirement of starting a small/micro enterprise, ease of accessing loans, taxation regime, online infrastructure, etc)

An explanation of how the distribution of economic assets links to social and ecological problem (mitigating or amplifying)

Mapping distributions of ecological resources/assets (either in table or spatial map format)

a) Tangible

- land cover/land use types for the city (pressures e.g., urban agriculture, encroachments/housing, waste sites etc.)
- Name, size & location of forests, woodlands, arboretums, public parks, botanical gardens, etc
- Name, size & location of environmentally sensitive sites (e.g. wetlands, zoos, protected areas)
- known indigenous land claims (e.g. contentious multiple land claims)
- known natural hazards and sources of potential risk to human health (e.g. flood prone areas, waste dumps).
- location of surface- and groundwater (rivers, ponds, wells, boreholes, water pans, including quality and flow data if possible).

b) Intangible

Governance/policy: Existing institutional and legal framework

An explanation of how the distribution of ecological assets links to social and economic problem (mitigating or amplifying)

D. Discussion

- a) Best practices and opportunities for south-south learning
- b) policy implications

E. Recommendations

- a) Local level
- b) National level
- c) AU level

References

Appendices