

# Template for Writing the Early Party Development Assessment Report

## COUNTRY NAME

**Dates of Research:**

**Researcher Name:**

**Participating Political Parties:**

## I. EXECUTIVE SUMMARY

This section summarizes the entire report. This summary should include:

- Goals of the assessment
- Key findings
- Top recommendations

Limit this section to a maximum of ½ page long.

## II. BACKGROUND AND ASSESSMENT OBJECTIVES

In no more than a page, describe the relevant political environment as it affects women's full and equal political participation in parties in the country where this assessment was conducted. This section should give the context and rationale for why the assessment was conducted.

Following this description, write out the full objectives for the assessment.

## III. ASSESSMENT METHODOLOGY

Please describe in detail the steps and methods undertaken for the assessment. Information under this section may include, but is not limited to:

- The party participating
- The order in which the assessment was carried out
- The specific tools used and explanations of their implementation, including:
  - Explanation of procedures used
  - How participants were selected
  - Details on preparations or challenges
  - The steps and process of analysis undertaken

Be sure to include discussion of how data was collected in a gender-aware way, for example:

- How the approach recognized and accounted for different experiences of women and men in political parties
- Considerations taken for ensuring a balance between men and women participants

## IV. ASSESSMENT FINDINGS

Summarize the results of the assessment and analysis conducted using the provided framework; feel free to include tables, graphs, or other visuals to convey the findings clearly. Do not include recommendations in this section.

The assessment and analysis should be presented and organized based on the research questions and main assessment themes described in the Analysis Framework. To present these results in a way that is clear and easy to follow, you may divide this section with sub-headings.

Present findings based on the main assessment themes and research questions. A good structure for doing this is:

- Institutional roots of barriers and opportunities for women
- Institutional mechanisms restricting women's participation
- Socio-cultural roots of party attitudes about women in the party
- Women's individual confidence, capacity, and connections
- Causes and impact of any violence against women party members

## V. RECOMMENDATIONS

Provide specific recommendations based on the results and analysis of the assessment. These recommendations should reflect the background and the findings of the assessment. They should be specifically directed at particular stakeholders and linked explicitly to the findings of the assessment.

Recommendations should not be presented as a list of past or ongoing misdeeds and omissions; they should be focused on the potential for positive change in order to encourage action.

Present recommendations based on assessment findings:

- Recommendations to address women's free and equal political participation
- Recommendations to support the ability of women to participate at all levels in political parties
- Recommendations for party leadership
- Recommendations for party members
- Recommendations for addressing party norms or culture

To broaden the party-level report and account for other interventions that may be necessary for practitioners to consider, researchers should also include any findings that indicate the status of women and the challenges they face in politics more broadly, and any relevant recommendations to address these barriers on a country level.

## VI. APPENDICES

If there is other relevant information you wish to include, please do so in numbered appendices. Remember that any information attached to this report must protect the anonymity of all participants.

Additional Notes:

- All report material should respect and protect the confidentiality and anonymity of participants. No participants should be named.
- Organize the report in a way that flows logically, using sub-headings as necessary for a clear structure.
- External sources of information should be acknowledged when referenced.