



Organizing District Level Stakeholder Consultation

WHY: to organise district level stakeholders’ consultation

As per TCIC vision city has to be on driver seat start from planning till execution. Stakeholder’s consultation will help in bringing all stakeholder’s together for one day to find out gaps in service delivery, overlapping of efforts, do a SWOT analysis, having a buying in of ideas, insitigating volunteerism and having a joint commitment to strengthen marginalized communities by providing them with accessible and affordable family planning and MCH services.

WHO: could be the participants of Stakeholder’s consultation

All the stakeholders mapped in Tool1 (stakeholder’s mapping tool) and validated by authorities are supposed to be part of stakeholder’s consultation. There must be a good mix of primary and secondary stakeholders. The list of stakeholdes will be prepared with the help of Tool 1 and it will be validated Tool 1.1 by CMO or head of the city administration their key officials .

WHICH: should be the preparatory steps to organize stakeholder’s consultation?

Here are few suggestive preparatory steps in organizing district level stakeholder’s consultation. These may be changed based on specific district scenario.

1. A letter from Urban health division of SPMU needs to be sent to CMO/other concerned authorities in the district.
2. Tool1 (Stakeholder Mapping) need to be completed and validated. Validated Tool1 to be used as list of invitees for the stakeholder’s consultation.
3. Completed Tool2-City Profile
4. TCIC team needs to meet key stakeholders prior to consultation to brief them on what is expected from them during consultation.
5. Date and time needs to be fixed in consultation with district authorities and logistic arrangements done as per the need.
6. Consultation Invite to be sent from CMO/DM Office to all stakeholders informing date, time and place.
7. Follow up with stakeholders over phone for participation
8. Pre consultation discussion with CMO and NUHM team in the city on the proposed consultation design and expected outcome.
9. Copies of city Profile (Tool2) to be shared with participants
10. Required presentations to trigger discussions, identified themes for group work
11. Responsibility metrix for the day of consultation
12. Format of attendance sheet

HOW: to conduct consultation?

Consultation workshop is proposed to be entitled as **“KNOW YOUR CITY”**

SN	Ativity	Requirement	Other Comments
1	Inaugral Session	<ul style="list-style-type: none"> • Any formal gesture • Welcome and Introduction 	



		<ul style="list-style-type: none"> • Purpose and Expectation from the consultation 	
2.	Sharing City Profile to trigger the thought process	<ul style="list-style-type: none"> • Sharing data compiled from city and stakeholders' individual discussions on city profile and gaps identified 	
3.	Inviting participants to undertake SWOT Analysis	<ul style="list-style-type: none"> • This will be done through Group Work around following three themes <ul style="list-style-type: none"> ○ System Strengthening- City Coordination and Monitoring Mechanism, Pvt Sector Engagement for FP and MCH- role of FOGSI and IMA, ○ Supply Side Strengthening including strengthening UPHC, UHND and ORC, FP FDS at PHC for long acting reversible methods, FP and MCH Logistics ○ Demand Aggregation including strengthening ASHA, MAS, ULB-Ward Coordination, ICDS interface 	
4.	Suggesting strategies through group work -2	<ul style="list-style-type: none"> • Based on SWOT analysis participants would be requested to formulate a strategy around three thematic areas. 	
5.	Way forward	<ul style="list-style-type: none"> • prepare a matrix of roles and responsibilities for all key stakeholders based on their commitment 	
6.	Key output	<ul style="list-style-type: none"> • Draft Annual city plan 	
7.	Post workshop	<ul style="list-style-type: none"> • Minutes of meeting to be released by CMO office (Tool5) • TCIHC team to facilitate process of finalising City Proposals 	