

THINKING AND WORKING POLITICALLY THROUGH APPLIED POLITICAL ECONOMY ANALYSIS (PEA)

Pre-PEA Checklist for Missions

- ✓ What is the **purpose of the specific PEA to be conducted**, and what are the questions that need to be asked?
- ✓ Is the **timing** right to feed into design, strategy, planning, reviews or other decisions?
- ✓ Who is the primary **audience**? Are there tensions between different audiences, and how can these be managed?
- ✓ Is there sufficient **budget and other resources**, as well as **internal buy-in and senior staff support**, to get traction on the findings that will emerge from the applied PEA process and how those findings will be used to act on implications and recommendations?
- ✓ Do those designing the program agree on the **value of PEA** and how it will inform the **theory of change**?
- ✓ Have sufficient **well-qualified staff/contractors** been identified to do the PEA study.
- ✓ Have you planned for how to ensure **mission ownership** of the findings? This includes building the support of key mission leadership, support teams (program and OAA), and the key staff of the implicated teams?
- ✓ Has a plan been developed to conduct a **literature review** or an inception report internally or externally? Will the literature review's author participate in the field research?
- ✓ How will the analysis will be **shared** and **disseminated**, and with whom?
- ✓ Is there an agreed process for **continued learning** after the baseline PEA?
- ✓ Have **indicators** been developed to assess the impact of the PEA on programs and processes (i.e., uptake)?
- ✓ What **results** are expected from reflecting PEA implications in programs and operations?

PARTICIPATION AND TEAM COMPOSITION

- ✓ What mix of **skills and expertise** are required to undertake the work?
- ✓ **Who** from the Mission will participate in the research? Have they carved out sufficient time? Have they been trained in applied PEA research?
- ✓ (If applicable) Are team members' **expectations for the process and the range of likely outputs aligned**, including members the Mission, Washington-based team members, and any external support?
- ✓ Who will take the **lead on scheduling** initial interviews?
- ✓ Are the **right partners** (e.g., from USAID, donors and country partners) involved in the PEA to ensure it is robust and rigorous?
- ✓ What approaches and tools are necessary to broaden **participation** in the process?
- ✓ Is there a clear **owner/champion** with responsibility for taking forward the implications (e.g., Activity Manager, Strategy team, Project Design Team, etc.)?