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.)?