

Stakeholder engagement and evidence uptake plan (SEEP)

STUDY TITLE	Uganda Hot Spot HIV Self-Testing (HSPOT) Study
AUTHOR(S) OF SEEP	[Names removed]
PRIMARY CONTACT FOR SEEP	[Name removed]
PRIMARY CONTACT'S EMAIL AND SKYPE	[Name removed]
TOTAL BUDGET FOR SEEP ACTIVITIES	\$5000 USD

What is a stakeholder engagement and evidence uptake plan (SEEP)?

This plan will help you think through strategies to encourage study ownership by key stakeholders from the very beginning, strengthen the demand for information about study progress and results and help increase the likelihood that findings will be known, understood and used to improve policy and programming.

DETAILED SEEP BUDGET

Stakeholder Engagement and Evidence uptake Plan (SEEP) budget			
No.	Activity	Stakeholder (s)	Amount \$
1	Community entry meetings to raise awareness and secure buy in to the proposed activities and also seek their participation in community mobilization	Female sex worker organizations (HEDSI and WONETHA), KCCA, Hotspots and Good Life Clinics.	600.00
2	MoH Introductory meeting	MOH and collaborating partners	400.00
3	Submission of protocols to Institutional Review Boards	Mildmay Uganda Research Ethics Committee (MUREC)	400.00
		Uganda National Council of Science and Technology (UNCST)	400.00
		Harvard Institutional Review Board (HIRB)	0
4	MoH progress review meetings soon after IRB approval and after completion of last round of data collection	MoH and collaborating partners	600.00
5	Data review workshop to review key study findings and obtain input from MoH and partners	MoH and collaborating partners	650.00
6	Dissemination meetings	MoH and collaborating partners	650.00
		Female sex worker community	1,300.00
7	Conferences		-
	Total		5,000.00

EVIDENCE UPTAKE AND USE OBJECTIVES

We recognise that your primary objective is to implement a high-quality study that produces sound findings. As noted earlier, We believe that the team's role includes working throughout the study to ensure that key actors understand and support the study and subsequently understand the findings and how and why they are useful.

We would like you to summarise your main objectives for evidence uptake and use, in the light of the type of evidence that you expect to produce and the context in which it will be communicated. We encourage you to try and limit objectives to not more than three.

GUIDANCE

Your uptake objectives should be **SMART**:

Specific – do the evidence uptake and use objectives specify what is to be achieved clearly enough to be monitored?

Measurable – can you monitor your progress on the objectives that you have set out for yourself? (see section on Evaluation and Learning)

Achievable – are the objectives realistic given the resources available to you? This could include resources in addition to 3ie funding.

Relevant – is the study design likely to produce findings that will be useful, even if null or negative?

Time-bound – have you identified objectives that can be achieved within the timeframe of this study?

Longer term: Some objectives may not be achievable during the study, but setting goals is important to ensure work is done to promote the conditions needed to achieve them later on.

Examples of possible uptake objectives: informing strategy and resource allocation within the implementing agency; contributing to new national or local laws or regulations; changes in attitudes, norms, behaviours or practices at given levels; contributing evidence to a public debate; informing a programmatic approach, locally, nationally or globally; or building or providing evidence to an alliance or network

HSPOT objectives for evidence uptake and use:

1. Implement a high-quality study that produces sound findings to inform HIV self-testing policies in Uganda, specifically the inclusion of HIV self-testing in the National HIV Counselling and Testing Policy which is currently under revision.
2. To actively engage 80% of all key stakeholders to provide input in to the project design and implementation so that evidence generated from the study can be used to inform programing.
3. To actively engage 80% of the Civil Society Organizations (CSO) and service providers who target sex workers for HIV prevention, care, and treatment services; encourage the roll out HIVST among these providers.

STAKEHOLDER ANALYSIS

Your engagement and evidence uptake and use objectives will help define your key stakeholders for the study and its findings.

A thorough mapping and analysis of stakeholders who are likely to be key in study implementation and the uptake of research findings is an important precursor to successful engagement and communication and reaching your objectives.

Stakeholders are actors that have the power to affect (positively or negatively) what you are doing or want to do or are actors that are affected (positively or negatively) by what you are doing or want to do. Stakeholders can be people, formal or informal organisations or institutions.

It is important to disaggregate entities as far as possible. For example, a community is not one homogenous entity; it needs to be disaggregated. Mothers, fathers, relatives in households, formal and informal community leaders and religious leaders are important to map and analyse.

Attention to who holds formal or informal power and how power relations are constructed will be central to your analysis at all levels.

For this exercise, the focus is on actors that will be central to your engagement objectives, as well as detractors that may hinder your engagement and evidence uptake efforts.

Provide analysis of how and why these actors will be beneficial and how you plan on engaging with them.

Stakeholder analysis:

Before we began our stakeholder analysis, we first listed the main objectives for our study around evidence uptake and use:

- a) To Implement a high-quality study that will produces sound findings to which will inform HIV self-testing policies in Uganda, specifically and influences the inclusion of HIV self-testing in the National HIV Counselling and Testing Policy which is currently under revision
- b) To actively engage 80% of all key stakeholders to provide input in to the project design and implementation so that evidence generated from the study can be used to inform programing. and also use evidence to inform their programming
- c) To actively engage 80% of the Civil Society Organizations (CSO) and service providers who target sex workers with for HIV prevention, care, and treatment services; encourage the to roll out HIVST among these providers.

We then listed the stakeholders for each objective, discussed their importance, and developed strategies for working with each stakeholder. This exercise is summarized in Box 1: Stakeholder analysis below.

Box 1: Stakeholder analysis		
Stakeholder name (person/organisation)	Why is this stakeholder important?	Explain your reasons for stakeholder's high interest in research question and why are they highly aligned to the research
<i>Interested in issue AND highly aligned to research</i>		
[Government entity]	Can directly influence the HCT technical working group to include HIVST in to national policy once useful evidence is generated.	Has strategic interests in scaling up evidence based and highly impactful HIV prevention technologies. In addition, the MoH is exploring for best opportunities for identifying HIV positive individuals and enrolling them on treatment
[Government entity]	Provides strategic direction and scientific oversight during the design and implementation of the evaluation	Has strategic interests in producing quality evidence that will inform the necessary revisions of the HCT policy and subsequent implementation of HIVST
[Government entity]	Coordinates HIV/AIDS activities and actors in the country. The Director General and Chairman can directly influence inclusion of HIVST in to the national HIV strategic framework once appropriate evidence is generated	

[City government entity]	Being an authority, can facilitate rapid uptake of new technologies such as HIVST.	Interested in increased identification and enrolment of HIV positive indication in care	
[Government entity]	Reviews and updates the HCT policy depending on evidence available	Has strategic interests in producing quality evidence that will inform the necessary revisions of the HCT policy and subsequent implementation of HIVST	
Stakeholder name (person/organisation)	Why is this stakeholder important?	Will you be working to get them aligned to your research agenda?	If yes, how? If no, why not?
<i>Interested in issue BUT not aligned to the research</i>			
[Government entity]	Will provide security clearance to conduct the study in Uganda	Yes	Will review the protocol and exclude any security threats that might arise from conducting the study.
[NGO]	These organizations will help with community participation and acceptability of the intervention. They will also help with development of survey tools to ensure the questions we are asking are appropriate and sensitive. In the future they could help with the roll out of HIVST among Kampala FSWs.	Yes	They will help in mobilizing the sex work to ensure that all the required eligible female sex workers are enrolled in the study and properly followed up.
[NGO]		Yes	They will help in mobilizing the sex work to ensure that all the required eligible female sex workers are enrolled in the study and properly followed up.
Stakeholder name (person/organisation)	Why is this stakeholder important?	Will you work to increase their interest in the research?	If yes, how? If no, why not?
<i>Highly aligned to the research BUT low interest in issue</i>			

[Research ethics organization]	Interested in promoting research involving human subjects to be done according to the most acceptable professional and ethical standards.	Yes	Submit protocol for review and also provide periodic updates of research implementation
[Research organization]		Yes	
[Government entity]		Will provide security clearance to conduct the study in Uganda	Yes
Stakeholder name (person/organisation) <i>Not interested in issue AND not aligned to research</i>	Why is this stakeholder important?	Please suggest strategies to engage with this type of stakeholder if they can seriously undermine the research study and uptake of findings if they become interested. We understand that strategies to engage with this group might evolve overtime (during the course of the study) when you have a better understanding of the context and relationships between stakeholders.	

STAKEHOLDER ENGAGEMENT AND COMMUNICATION PLAN

Please provide a detailed plan for engaging relevant stakeholders throughout the study duration that you identified in your stakeholder analysis. You will report progress on those activities and provide supporting documents including list of participants, key takeaways or follow-up plans from meetings, presentations, blogs, articles, policy briefs, memos and other related knowledge products including publications.

Key milestones	Why- objectives of the engagement	Who- stakeholders	How- channels	By whom
<p><i>*Specify approximate timelines within each evaluation stages.</i></p> <p><i>These should be aligned to your deliverables and disbursements (D&D) schedule. Tranche numbers are only indicative. Your project may have less or more than 5 tranches depending upon the study duration</i></p>	<p><i>Please summarise here why you are engaging with the identified stakeholders? e.g. raising awareness, updating on study progress, securing buy-in from sceptics and ownership by the communities, sharing preliminary results for community and other actors' feedback or disseminating final results.</i></p>	<p><i>Of the stakeholders identified above, please specify which ones you would engage with at what stage of the project</i></p>	<p><i>Specify the channels to be used for each stakeholder or group of stakeholders (an indicative list is provided below):</i></p> <ul style="list-style-type: none"> • <i>Meetings(formal and informal at any level: community, national, regional or global)</i> • <i>Design, training or dissemination workshop</i> • <i>Participation in online forums or working groups</i> • <i>Media interviews, briefings, opinion pieces, social media or blogging</i> • <i>Presentation at conferences</i> • <i>Study outputs such as briefing notes and videos</i> • <i>Informal direct interactions</i> 	<p><i>Team members who will lead on engagement</i></p>
<p>Tranche 2</p>	<p><i>Community entry meetings to raise awareness and secure buy in to the proposed activities and also seek their participation in community mobilization</i></p>	<p><i>Female sex worker organizations (HEDSI and WONETHA), KCCA, Hotspots and Good Life Clinics.</i></p>	<p><i>Engagement meetings to introduce the project and also ascertain resources available to support implementation</i></p>	<p><i>Thomson, Daniel, Katrina and Catie</i></p>

Tranche 3	<i>MoH Introductory meeting</i>	<i>MOH and collaborating partners</i>	<i>Initial engagement meeting to present the study protocol and obtain feedback.</i>	<i>Thomson, Daniel, Katrina and Catie</i>
Tranche 4	<i>Submission of protocols to Institutional Review Boards</i>	<ul style="list-style-type: none"> • <i>Mildmay Uganda Research Ethics Committee (MUREC)</i> • <i>Uganda National Council of Science and Technology (UNCST)</i> • <i>Harvard Institutional Review Board (HIRB)</i> 	<ul style="list-style-type: none"> • <i>Submission of complete protocol</i> • <i>Submission of written responses to any question or issues raised including the revised protocol</i> 	<i>Thomson, Daniel, Katrina and Catie</i>
Final tranche	<i>MoH progress review meetings soon after IRB approval and after completion of last round of data collection</i>	<i>MoH and collaborating partners</i>	<i>Progress review meetings</i>	<i>Thomson, Daniel, Katrina and Catie</i>
	<i>Data review workshop to review key study findings and obtain input from MoH and partners</i>	<i>MoH and collaborating partners</i>	<i>Data review workshop</i>	<i>Thomson, Daniel, Katrina and Catie</i>
	<i>Dissemination meetings</i>	<ul style="list-style-type: none"> • <i>MoH and collaborating partners</i> • <i>Female sex worker community</i> 	<i>Dissemination meetings</i>	<i>Thomson, Daniel, Katrina and Catie</i>

Note: The plan needs to align with your deliverables and disbursements (D&D) schedule. You will hence be asked to revisit the engagement plan once your D&D has been agreed to.