## Sample: Concept Note

**Objectives**

1. To understand the process, barriers and facilitators of knowledge exchange
2. To identify existing platforms that are being utilized for knowledge exchange
3. To use assessment findings to inform knowledge management activities to strengthen knowledge exchange

**Background and Rationale**

In order to effectively implement, monitor and evaluate proposed KM activities, additional data collection will be vital to systematically document and compare the progress before and after the project has been implemented.

**Methodology**

We will employ qualitative and quantitative methods to gain a better and more comprehensive understanding of the various domains addressed by the project. The data collection includes quantitative and qualitative components to enhance and validate findings.

|  |  |  |  |
| --- | --- | --- | --- |
| **Instrument** | **Design** | **Participants** | **Domains** |
| Key informant interview guide (KII) | Mixed quantitative and qualitative instrument: mostly open-ended questions but also includes open-ended questions for data validation. | Participants will include:   * Directors * Program Officers   Approximately \_\_\_ participants  Interviews will last approximately 30-45 minutes per person. | Reach  Engagement  Usefulness  Learning  Action  Collaboration |

**Process to Follow**

Prior to assessment

* Identify a focal person.
* The focal person will ensure appointments are fixed with the interviewees
* The focal person and Knowledge SUCCESS will organize a briefing meeting prior to data collection and a debrief meeting directly after data collection with key MOH staff.

During Assessment

* Facilitate a briefing meeting (1 hour) with key staff before proceeding for data collection
* Conduct data collection
* Lead debrief meeting with staff on after data collection

**Recruitment**

Focal person will send an invitation letters.

**Data Analysis**

Data will be analyzed using Atlas.ti and Excel to identify common themes.

**Use of the Results**

The results will be used to inform KM activities to strengthen knowledge exchange.

**Timeline**

Data collection will occur between April and May of 2021. The timeline below is illustrative.

**Data Collection Timelines by Month**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Months** | | | | |
| **March** | **April** | **May** | **June** | **July** |
| Amend IRB | X |  |  |  |  |
| Recruit participants | X | X |  |  |  |
| Conduct data collection |  | X | X |  |  |
| Analyze data |  |  | X | X |  |
| Prepare report(s) |  |  |  | X |  |
| Disseminate findings / recommendations |  |  |  |  | X |

**Ethics Approval**

We have received approval for the baseline and endline assessment from the Institutional Review Board.