T 2.A5 | Stakeholder analysis

Summary: Stakeholder analysis is the process of identifying who has an interest in, is important to, or is influencing a specific process or project (CLUES, 2011). The present tool suggests a procedure for analysing stakeholders and helps determining appropriate stakeholder involvement.

Description

Identifying all the stakeholders and understand their needs and position towards changes in the SWM system will help the planning process. For this, it is important to consider the following elements:

— Role in SWM: In which step of the SWM do they play a role?

— Impact: How would a Zero-Waste Action Plan affect them? (from low to high)

— Influence: How much influence they have on the implementation success? (from low to high)

— Priority: What is important to this stakeholder?

— Contribution: How can they contribute to the Zero-Waste implementation success?

— Opposition: How could they block the implementation success?

— Engaging: How will they be engaged in the Action Plan development and implementation?

In a school setting, typical stakeholders groups are: students, teachers, school officials, non-teaching staff, parents of students, SWM company (if any), formal/informal waste recyclers (if any).

The stakeholders impact, influence, priority, contribution, opposition and engagement options can be mapped in a so-called stakeholder matrix (see Tool 2.A5).

Key steps are described in the table below.

Steps
Step 1. Make a list of all the stakeholders you should consider
Step 2. Build a stakeholder matrix by listing them and identifying the different attributes
Step 3. Think about when, how and for what purpose you could involve them in the planning process (last column of the stakeholder matrix)

Resources

Tool 2.A5 Stakeholder matrix

Additional resources:

📖 *Lüthi et al., 2011. Community-Led Urban Environmental Sanitation Planning: CLUES, Tool T5*

📖 *Wilson et al., 2001. Strategic Planning Guide for Municipal Solid Waste Management, Annex 1.1*

📖 *JICA, 2019. Guidebook for Environmental Education on Solid Waste Management in Africa, Chapter 2.2, (2)*

▶ *Online course – From Data to Tangible Impact: Achieving Waste SDGs by 2030 , Module 1.3 (UN-Habitat)*