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| Case Study Template | 1 (5) |
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Suggested Case Study Template

Act Church of Sweden is constantly working to learn and build capacity, both our own internal, and to support our partners to do the same, through supporting meetings and dialogues with Act Church of Sweden and between our partners. This template supports the idea that we can all learn from each other’s experiences. Here you can share a good practice that you have experienced during the last year or the last period, in order to initiate a dialogue and joint learning around it. The case studies also serve to showcase the processes that we are involved in. They may be lifted in meetings or reports that aim to give examples of the work that Act Church of Sweden is involved in.

Act Church of Sweden will not share a case without our partners’ prior consent.

**We welcome case studies of how your organisation is promoting a strengthened capacity towards the aim/responsibilities stated in the agreement between Act Church of Sweden and our partner.**

# Guidance

***What could I write about?***

Many things! We are looking for examples of how your agency strengthens capacity, implements new capacity as part of its programming, or has learned from previous capacity practices. This can encompass a wide range of activities at project, country, or agency-level.

For example you might choose to document:

* A process followed to strengthen capacity over time (e.g. the process of engaging staff, or establishing a humanitarian accountability framework; or designing a tool to improve community participation in project monitoring, capacity to network, thematic capacity or other)
* A specific activity, tool or procedure aimed at ensuring capacity (e.g. how you are currently sharing information; or how your agency ensures staff competencies; or the tool used to capture community input at the project design stage)
* Good practice and tips based on your experience to guide future capacity building practice (for example; the dos and don’ts of sharing information using community meetings, tips for engaging communities in the design of a complaint and response mechanism, or points to consider when introducing accountability to country-offices).
* Any other practice or example you want to share

***Who should the case study be aimed at?***

Case studies are aimed at Act Church of Sweden and its partners, (so we can learn from examples of good practice and reflect how they might apply them in their own programmes). Ideally the case study should be a reflective account of the practice allowing colleagues to understand what you did, how you did it, what worked and what you would do differently next time.

***What makes a useful case study?***

We believe the most useful case studies outline specific examples that could be adapted or used to inform developments in other agencies. Providing relevant details, photos, figures, quotes, numbers, or hyperlinks helps the reader fully understand the practice. Please use the existing collection of case studies for guidance.

#### What information should be included?

Below is a possible outline for a case study to capture and share good practice in humanitarian accountability. The headings are based on information others tend to want to know – the questions we often get asked. They are for guidance only; additional information should be added as needed to bring the case study alive.

* *Background* – general information to set the scene, for example, about the emergency situation, programme, location, organisation’s involvement in country, etc.
* *Rationale* – why did your organisation undertake this activity to strengthen accountability and quality management?
* *Process* – what led to this good practice (related to accountability and quality management)? What steps were followed in order to establish and continue this good practice? What are the key elements of this good practice (include different stages, activities undertaken, etc.)?
* *Resources required* – what human and financial resources were needed, and who was involved (both in order to set up and continue this good practice/activity)?
* *Facilitating factors* – what factors enabled this good practice to happen?
* *Challenges overcome* – what challenges, if any, did you have to overcome?
* *Results observed* – what results were observed? This may be at community level, among staff, for the organisation, etc.
	+ - * *Lessons learned* – what worked particularly well? What would you do differently next time? What advice would you give to staff in other organisations wishing to try this in their own programmes?
			* *Additional information*– where can the reader go for additional information? Only if appropriate should you offer your contact details.

#### Data protection

Please select the relevant data protection statement on the template below to indicate whether:

1. Any individuals or the agency described have given their permission for the example to be made publicly available.
2. The case study is a personal piece and can be attributed to you but does not necessary represent the views of your agency.
3. Alternatively, where the case study must remain anonymous, please indicate that it should not be attributed to you or your agency.

We appreciate that producing case studies can be a time-consuming process, and we are grateful for the time spent detailing examples of good practice from your organisation. We believe this will be of benefit not only to your organisation but to the wider humanitarian sector as a whole.

Please submit your case studies electronically to Act Church of Sweden or to the staff you have been in contact with.

The following template is an example of how you may wish to layout your case study:

Case Study Template

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| **Case Study Title** |  |
| **Agency** | *(Please add agency logo as appropriate)* |
| **Case study** |
| *(Please use as many pages as needed)* |
| **Contact name** |  |
| **Contact job title** |  |
| **Contact email** |  |
| **Please put an X mark on the statement below that applies to you.**  |  |
| a) I confirm that all individuals or agencies named in the case study have given permission for the case study to be made public via the CoS website, publications or press releases. The case study can be attributed to my agency and me. |  |
| b) This case was prepared by me as a personal piece but does not necessarily represent the views of my organisation. The case study can be attributed to me but not my agency. |  |
| c) Please ensure that the case study is not attributed to my agency or me, as I do not have permission to attribute this case study to any individuals or the agency. |  |