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This tool is published by INTRAC in conjunction with the [Monitoring, Evaluation and Learning toolkit for small charities](http://www.intrac.org/ba-mel-toolkit)authored by Anne Garbutt – part of a collection of [five toolkits](http://www.intrac.org/ba-toolkits) produced as part of the [*Strengthening Small Organisations with Big Ambitions*](https://www.intrac.org/projects/strengthening-small-organisations-with-big-ambitions/)programme (2021-2022). This programme was funded by the UK Foreign, Commonwealth & Development Office (FCDO) through a Small Charities Challenge Fund (SCCF) Capacity Development Grant

# **MEL tool – stakeholder analysis**

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| Please refer to section 3.2 of the [MEL toolkit](http://www.intrac.org/ba-mel-toolkit) for guidance on how and when to use this tool. You can add more rows if needed. NB We strongly recommend you read the whole toolkit at least once before starting to use any of the tools.  |

|  |  |
| --- | --- |
| **Planned** | **Actual** |
| **Hierarchy of stakeholders** | **Why are they involved?** | **How are they involved?** | **How are they monitored?** |
| Primary stakeholders | 1 |  |  |  |
| 2 |  |  |  |
| Secondary stakeholders | 1 |  |  |  |
| 2 |  |  |  |
| Tertiary stakeholders | 1 |  |  |  |
| 2 |  |  |  |