

Co-Design Toolbox

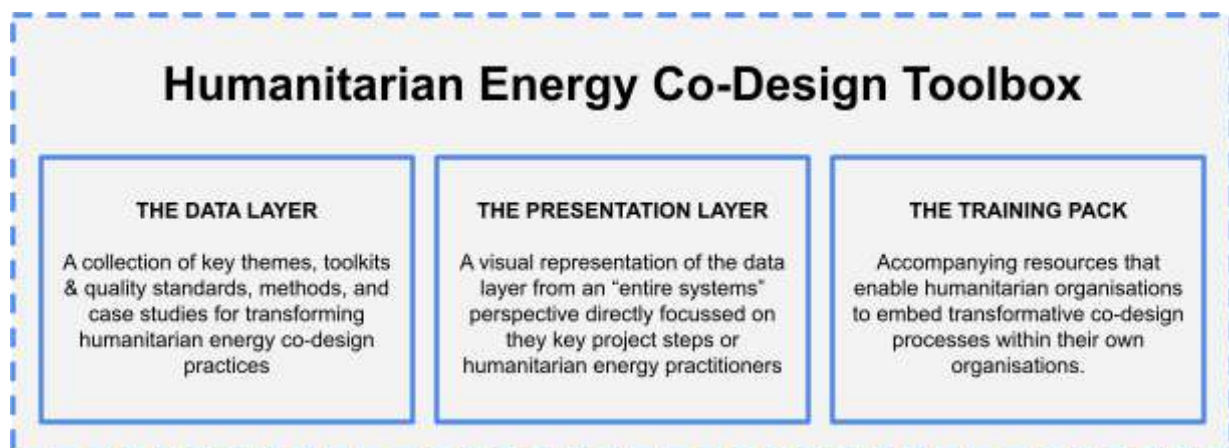
Toolbox & Training Pack How-To Guide

Outsight International Energy Team
EnAccess Foundation

The Co-Design Toolbox

90% of the 110 million forcibly displaced people on our planet do not have access to modern, reliable, and sustainable energy systems and services in their current living environment, often relying on diesel-powered generators for occasional energy access. In addition, forcibly displaced people are left out of key decision-making processes that determine their own energy futures. Outsight International and the EnAccess Foundation recognise this challenge and look to deconstruct the systemic barriers to transformative program design, implementation, and evaluation through their practitioner-facing Open Source Humanitarian Energy Co-Design Toolbox.

This toolbox collects, collates, and categorises co-design theory and practice across the humanitarian project cycle (the Data Layer) - making it accessible to practitioners through a highly curated database with graphic format (the Presentation Layer) including case studies and training materials (the Training Pack). From decolonisation and localisation to data collection and analysis methods to many more, this toolbox represents the state of the art in Transformative Humanitarian Practice.



This document contains all the collated information from the Humanitarian Energy Co-Design Toolbox project which provides the contents for the training pack outlined above. It is directly supported by the [project MIRO board](#) (Password: EnAccess).

The Training Pack

This Training Pack collates all the documents, reports, and outputs of the Humanitarian Energy Co-Design Toolbox Project. This training pack aims to enable humanitarian practitioners (both individuals and organisations) to understand how best to implement co-design practices within their projects and programs - unlocking system change to more needs-led humanitarian energy programming. The training pack contains:

Training Pack Component	Documents/Activities	Comment
Humanitarian Co-Design Toolbox	Background Information	This document briefly introduces humanitarian energy, concepts of co-design, and how these terms relate to each other. We also provide the key definitions that are relevant to the rest of the training module.
	Data Layer How-To Guide	This document contains the “how-to” guide for effectively leveraging the Data Layer. It shows potential users the structure of the data and how to navigate it.
	Presentation Layer (basic user interface) & Presentation Layer How-to-Guide	This leads you directly to the interactive presentation layer & the accompanying “how-to” guide for effectively leveraging the Presentation Layer.
	<i>Training Pack How-To Guide</i> (This Document)	This document collates all the information from the Humanitarian Energy Co-Design Toolbox project and provides tips & trips for effective use. It is directly supported by the project MIRO board (Password: EnAccess).
	¹ Activity 1	What does Co-Design mean to you? Learning from shared experiences.
	¹ Activity 2	How well do you know the HE Co-Design Toolbox? A short exercise to walk toolbox users through how to quickly identify relevant information.
Co-Design Templates	Mercy Corps Inclusive Energy Access Template	Drawing on principles of gender, disability, and inclusion this template takes users through implementing inclusive design processes.
	IOM MSLA Energy Module Questions	Based on structured survey methods, the MSLA Energy Module provides the best practice in current energy access data collection.
	Qualitative Research Templates	This will include an Information Sheet, Consent Form, and semi-structured Interview Guide Templates
	¹ Activity 3	How would you apply these approaches to your project/organisation?
Case Studies	Case Study 1	IOM - Creating a Sustainable Energy Marketplace in Mozambique
	Case Study 2	CARE - Community Cooking in Uganda
	Case Study 3	MERCY CORPS - AMPERE Project in Uganda
	Other Case Studies	A selection of other case study one-pagers.
	¹ Activity 4	What can you learn from these case studies? Can you apply the learnings?
Workshop Guidelines	Workshop Outline	This document contains the basic information needed to conduct a workshop around the Humanitarian Energy Co-design Toolbox (including facilitator notes)
	Miro Board (password: EnAccess) + PDF of Slides	The Miro board is the central resource that presents all the information above (with facilitator notes & key docs embedded).

¹Activities are an A3 one page exercise guiding participants through a number of questions and tasks - these can be found in the folder structure and embedded within the miro board.

How can I best use this Toolbox and Training Pack?

This Toolbox and Training Pack is intended for a) **Humanitarian Practitioners** working in the humanitarian sector as part of an organisation who directly engage forcibly displaced people and communities and are interested in creating more meaningful co-design practices within your energy projects, b) **Energy Access Professionals** working within the wider international development energy sector and are interested in meaningful co-design practices - and ideally looking to engage more effectively with the humanitarian energy sector. We recognise there will be other user groups and encourage all to engage with this resource.

We see these two groups engaging with this resource in two ways, either as a **Self-Guided Module or an Online and in-person Multi-Stakeholder Workshop**. If you are interested in the Self-Guided Module then we recommend directly opening our [MIRO Board](#) (password: EnAccess), starting with the quick introduction to Miro and then working through the individual sections (reading the facilitator guidelines and opening relevant documents when you get to them - start from the left and move your way across. For the Multi-Stakeholder Workshop, first familiarise yourself with all the documents in this toolkit (including the table above) - especially the [Workshop Outline](#) - and start to design your workshop to fit your needs, including selecting which information is relevant to present. The toolbox provides extensive information that may not be relevant to the specific use case, we recommend that this information is removed so as to not confused participants.

Tips & Tricks for Using the Training Pack

Leveraging long-term change is hard. We believe that this training pack can be used for this process by identifying **individual champions**, evolving **organisational processes**, and pressuring the **wider system** with undeniably more effective practices. Currently, co-design practices in the humanitarian energy sector are disjointed and uncoordinated. The purpose of this toolbox is thus to train individual champions who can then change their organisational practices. Many of these individuals create a movement of individuals and organisations who can pull the levers of systemic change. Embedding the voices of the forcibly displaced is critical to the sustainability of energy access, transition, and efficiency projects - the time is now to listen. Additional critical components of utilising this training pack are effective facilitation and ensuring the longevity of the lessons learned, ensuring long-term sustainability throughout every project.

Individual Co-Design Champions



Change often starts with dedicated individuals who have become disillusioned by existing organisational structures and processes - *are you someone who is looking to evolve your own co-design practices?* You can be a Co-Design Champion. Co-Design Champions are individuals who give a consistent and passionate voice to encouraging more meaningful practices, this could be

the better inclusion of forcibly displaced individual and community voices or even evolving stepping past linear problem-solving approach to understand that energy projects exist within a complex ecosystem that requires complex and diverse solutions.

Organization Buy-In

Organisational Buy-In occurs when individual champions demonstrate the benefits to implementing more effective co-design practices. These benefits can be as simple as improving communication between diverse stakeholders or as complex as increasing resistance to environmental, financial, and sociological shocks for FDPs themselves. Organisational Buy-In results in both strategic and programmatic commitments to embedding the voices of forcibly displaced groups within long term organisational planning - resulting in the ultimate aim of transferring decision-making power to the ultimate benefits of the energy system and/or service.

Setting BIG Goals - Creating Systemic Change

The critical mass of adoption is reached when many organisations evolve their strategic and programmatic goals to enable forcibly displaced groups to be the protagonists of their own energy futures - our ultimate aim of transformative co-design practices. These goals must both be ambitious enough to push competing organisations, but realistic enough to be achievable - especially so our co-design champions do not being re-disillusioned by ineffective practices. This process creates a movement of systemic change. This is our ultimate goal.

Facilitation

We believe that the [facilitation guidance contained within Practical Actions Participatory Market Mapping Workshop materials](#) (also included in the data and presentation layers of this toolbox) provides the industry best practice for facilitating multi-stakeholder workshops with participants from a diverse backgrounds. This guidance outlines four key elements to effective facilitation:

Create the space: assemble market actors; interpret positions; democratise the space

Manage the energy: manage expectations; celebrate small achievements; realise potential

Channel the process: monitor progress; plan strategic exercises; respond flexibly

Moderate the conflicts: mediate tempers; uncover interests; encourage constructive dialogue

We would recommend that any potential facilitators read this guidance to better understand how to effectively and efficiently facilitate our co-design workshop.

Continuing the Journey

Whilst this Toolbox and Training Pack provide detailed information on co-design practices that can be delivered as a self-taught module and multi-stakeholder workshop (both as one off processes) it is critical that this is only the first step. Effective practice required iteration across all project stages to ensure sustainability over the life of not just one project, but all projects delivered across the entire organisation. These practices must consistently be reviewed and updated as energy wants, needs, and aspirations change across geography, space, and time. Co-Design is all about iterations - this means you must review practices to continue the journey.

Acknowledgements

Outsight International

This work was delivered by members of the Outsight International Energy Team:



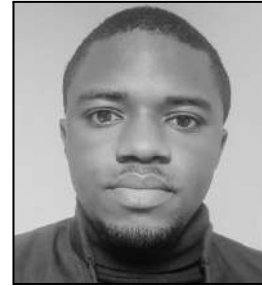
Dr. Benjamin Robinson
Energy Team Lead



Nyayow Deng Chuol
Energy Associate



Dr. Yohannes Aermo Jr.
Energy Associate

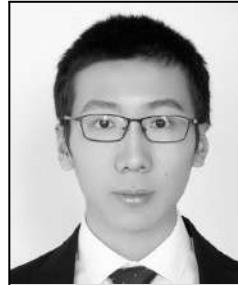


Paddy Bakengana Jr.
Energy Associate

Additionally,
supported by:



Louis Potter
Co-Founder



Bo Jia
Intern

EnAccess Foundation

This work was funded by the [EnAccess Foundation](#) with additional software development support from:



Delyce Twizeyimana Jr.
Software Engineer