ADVOCACY TOOL KIT







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Preface BY NDWA

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PART I: INTRODUCTION

ABOUT THE TOOLKIT

This toolkit is about how women and girls with disabilities advocate strategically for mainstreaming women and girls with disabilities issues in all sphere of development.

This toolkits provides the necessary information, guidance and tools that anyone can use to advocate in their very own realities.

WHY IS THIS TOOLKIT IMPORTANT?

Women and girls with disabilities faces many challenges and important challenges affecting women with disabilities include mobility, lack of education, unemployment, stigma, discrimination, hygiene and lack of proper care. Despite the high potentialities and capacity WWDs possess, they face difficulty to best accepted that they can also contribute to the building of family and society

Despite the different national and international policy frameworks to promote the equal rights of women and girls with disabilities, they are still left furthest behind from the development mainstream and their voice is not heard appropriately by the concerned government bodies and stakeholders.

There are different ways to influence the decision makers and and it's important to understand and enhance knowledge and skills for the powerful advocacy.

How to use this toolkit

This toolkit is designed as a self-guided manual. Women and Girls with disabilities who wanted to use the various means in advocacy may find it useful. This toolkit focuses on how we can take the lead to advocate for gender equality

CHAPTER 1: NDWA AND ADVOCACY

BACKGROUND OF NDWA

VISION: "NDWA envisages a society where all women/girls with disabilities are living a dignified and independent life with non-discrimination, full inclusion, and equality; and contributing to society."

Advocacy is one of the powerful tools that brings the issues and can influence the decision makers to be accountable towards the issues.

With the vision of "inclusive and equitable, just, society where women with disabilities of Nepal are enjoying their dignified life" Nepal Disabled Women Association (NDWA) was established in 2054 (1998). We are women with Disabilities led organization promoting the rights of persons with disabilities particular women and girls with disabilities. These women faced different kind of discrimination not only in the society but from family too. To fight against such discrimination and to promote and protect the rights of women with disabilities seven energetic and likeminded women with disabilities gave birth to this organization.

Since its inception, we have been providing various service regarding health, education, economic empowerment, capacity building, campaign against Violence against women with disabilities etc. along with this we are also been providing rehabilitation services 2005 from where more than 1000 WWDs have been already benefited. More than 112 women with disabilities are engage in gainful employment after received skills training. Apart from this more than 178 women with disabilities are involving in income generation activities like beauty parlour, livestock and sewing and cutting.

Along with several initiatives for betterment of the women with disabilities in Nepal, we have achieved several remarkable results such as extended and strengthened networks (2 regional offices, 17 District Chapters, and 67 Self-help groups. We also covered different dimensions of advocacy initiatives to benefit women with disabilities. We are the right-based Movement leading organization of women with disabilities in Nepal having its working areas in 30 districts in different development regions.

WHY ADVOCACY IS IMPORTANT FOR NDWA

Advocacy is one of the major strategy that we have adopted for the right of women and girls with disabilities. Thus, we promote the program to build the capacity of the women with disabilities living in both urban and remote areas of the country in order to make them capable and empowered so that they will be able to take initiative to exercise their rights. In this context,

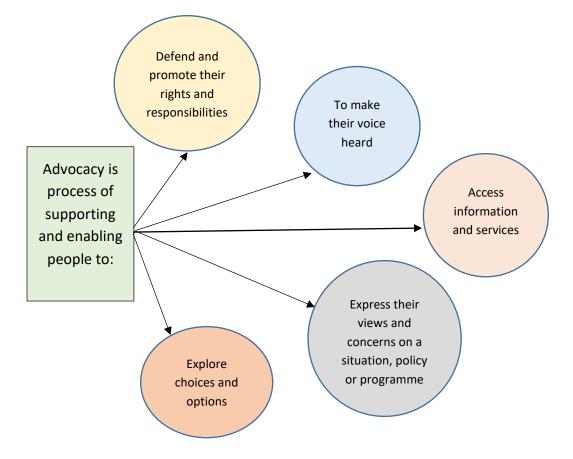
we have an important role to advocate on the issues of women with disabilities such as rights to education, health, employment, rehabilitation and social security not only within the country but also international level

The Constitution of Nepal, promulgated through historical Constitution Assembly in 2015, declared Nepal as a 'federal democratic republic' state with three tires of governments having 753 local governments, 7 provincial governments, and one federal/central government. Local and provincial governments hold a variety of political, fiscal, as well as administrative powers, while there are also concurrent powers with the federal government. Through the new governance structure, local governments, for the first time in Nepal's political history, have received quite a high number of independent and concurrent powers, which can help foster a holistic development at the local level.

NDWA has vital role to play for right of women and girls with disabilities at all level of government. In this changing context and identified gaps, NDWA has come up with a new strategic plan to implement systematic, and organized advocacy interventions in new federal structure of Nepal. The advocacy strategy is designed for next strategic period of five years i.e. 2022-2026 and reflects the federal context, mainstreams gender equality and social inclusion, and social justice based approaches in programming, identifies priority areas issues for advocacy. There is scope of working with local governance in inclusion of women with disabilities responsive policies and plans. The availability of the local resources enables district level NDWA branches to work in local resources.

CHAPTER 2: WHAT IS ADVOCACY

Advocacy is a strategy that is used to influence policies and mainly about *influencing* those who make policy decisions.



CHAPTER 3: ADVOCACY FOR WHAT



- To address discrimination, inequity, and injustice.
- To change and challenge attitudes, power and social relations
- Influence decision makers on an issue.
- To sensitize the public to be more responsive to the needs of a constituency, group, or community.
- To ensure that people, particularly those who are most vulnerable in society, are able to have their voice heard and defend and safeguard their rights.

CHAPTER 4: APPROACH TO ADVOCACY

We can use different approach for the advocacy e.g. a public vs. a private approach, engagement vs. confrontation, and working alone or in coalition with others. But before implementation of advocacy strategies we should be clear whom we are trying to influence and what policy we wish to change. Policy makers does not mean only who work for the government. There are policy makers who work for the private sector also.

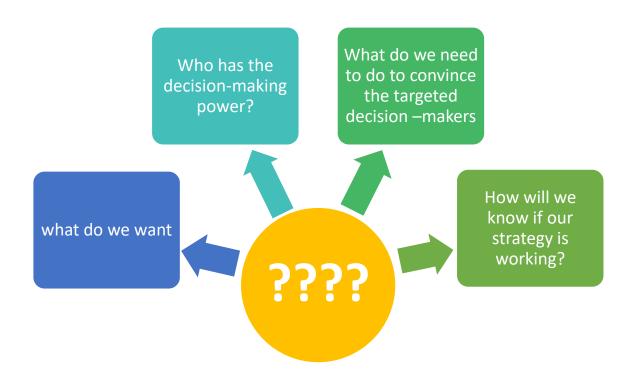
Advocacy is to influence the choices and actions of those who make laws and regulations, and those who distribute resources and make other decisions that affect the well-being of many people.

PART II PLANNING AN ADVOCACY INITIATIVE:

CHAPTER 5: GETTING STARTED ON ADVOCACY WORK

When we think about addressing the problem, we should have in-depth knowledge about underlying causes of that problem. Good solutions can only be found when problems are well understood. So we have to do in-depth analysis of the problem. Sometime the information we are looking are already available so formal analysis is not needed. But in many cases we need to do some research to get the information.

5.1 To make advocacy successful we should responds to four "logical questions"



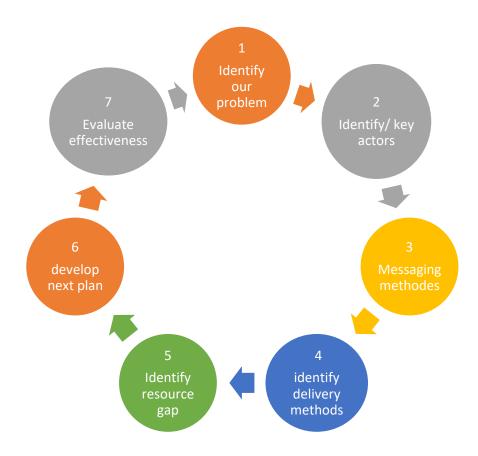
5.2 For Successful Advocacy......

		AA N	ifyou can dream it you can do it	
Communications are key!	Build a coalition of voices	Planning is crucial	Positive messaging is important	Advocacy is about relationship building

CHAPTER 6: STEPS OF THE PARTICIPATORY PLANNING METHODOLOGY FOR ADVOCACY

There are seven steps that we have to follow when we do the advocacy planning

Fig: The Advocacy Process



1.1 Identify Problem we want to advocate

First thing we need to decide what problem we wishes to solve. Take only one problem at a time, as each problem might need different analysis and need different strategy for influence. Problem that we have selected should be solvable through changes in public policy. It should be felt by a society and motivating for the group.

- What is /are the problems
- What are the cause
- Why Advocacy

a. TOOL: But Why

b. Tool: Problem Tree; Root Cause Analysis

c. Tool: Research

1.2 Identify key actors and institutions

Once we have identified a problem/ issue, it is important to identify the actors who can make a change. Actors can be either individuals or groups. It is important to determine whether actors support or oppose specific issues that we are going to influence.

d. TOOL: Stakeholder analysis:

1.3 Messaging Methods

Then we need to develop the advocacy messages. While developing the messages we need to be clear – "what we are going to ask". Messages should be simple and focused. Use positive language and use evidence- facts while developing the messages. Look at the problem, the solution(s) and the benefit(s).

e. TOOL: Key messages

1.4 Identify Delivery Methods

After we finalize the messages we have to come with the different means and tactics to reach our messages to our key actor/target actor. For the effective communication have to choose right tools.

Some tools:

f. TOOL: lobby

g. TOOL: Negotiation

h. TOOL: Using Media

1.5 Identify Resources and Gaps

For the identification of our resources one of the easy way is through SWOT (strengths, weaknesses, opportunities and threats) analysis of the organization. Based on the findings from SWOT we have to build on existing resources and opportunities and capacity development which are lacking.

g. TOOL: SWOT Analysis

1.6 Plan Next Steps

Next steps is to identify achievable goals that set stage for larger work and have to set out clear steps – including timelines

- Timetable
- Specify Responsibility
- Explore opportunity
- Be realistic and flexible
- Identify and mobilize resources

1.7 Monitoring and Evaluate Effectiveness

Advocacy is not a single event it is continuous process so we need to regularly revisit each of the steps to make sure the strategy is effective. Discard any tactics which are not working and build on those that do. Re-evaluate as new opportunities and challenges emerge.

- Progress and Process monitoring
- Impact Evaluation

PART III IMPLEMENTING AN ADVOCACY INITIATIVE: TOOLS AND TEMPLATES

CHAPTER 7: BUT WHY

The first step in designing any advocacy campaign is identification of core issue and analyzing its root cause. This is called problem and issues analysis.

Root cause are basic reasons behind the problem or issues that we are dealing. "But why" technique is one method used to identify underlying reasons or root cause that affect an issue.

For example, if we say children with disability does not have access to education ...need to ask our self "but why"?

Example:

The immediate problem Children are not going to arts school.

Ask why?

There are no accessible classes in the neighbourhood.

Possible response: There are no teachers and no space.

Ask why?

The local school has no capacity or funds. Possible response: Bring in teachers and provide funds.

Ask why?

The local government said it would provide funds and open arts teacher positions but it hasn't. Possible response: Attract sponsors or lobby the local government to provide the funds.

Ask why?

The central government has not released the funds they promised.

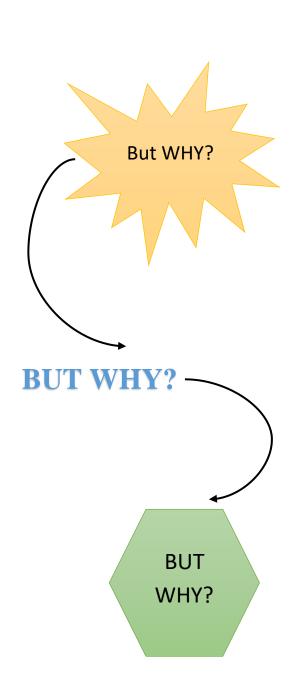
Possible response: Attract sponsors or lobby the central government to release the funds.

Ask why?

The central government hasn't put the arts education funding in the budget.

(source:

https://www.culturepartnership.eu/en/publishing/advo



PROBLEM TREE: ROOT CAUSE ANALYSIS

PROBLEM TREE

The **root** of the tree are the **cause**. It is very important to know what the **root cause** is.

Identification of the root cause will be make easy for the problem solving process because it helps us to understand why the problem has developed in the first place and then come up with the right ways to tackle it!

The **leaves of the tree** represent what happens as a result of the problem. We need to think about multi-layered effects, or 'the effects of effects' – so when we come up with a result, ask ourself 'then what happens'?

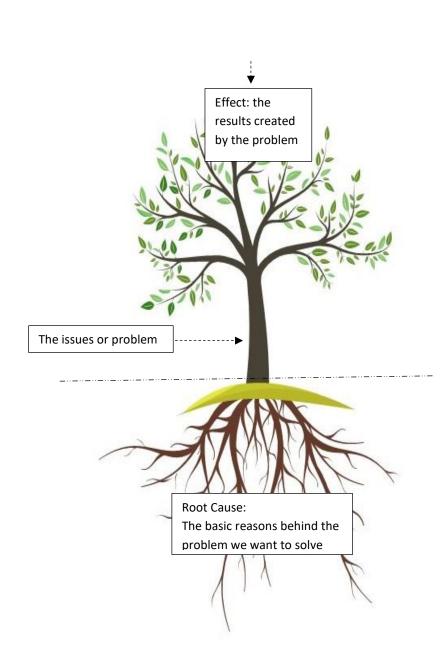
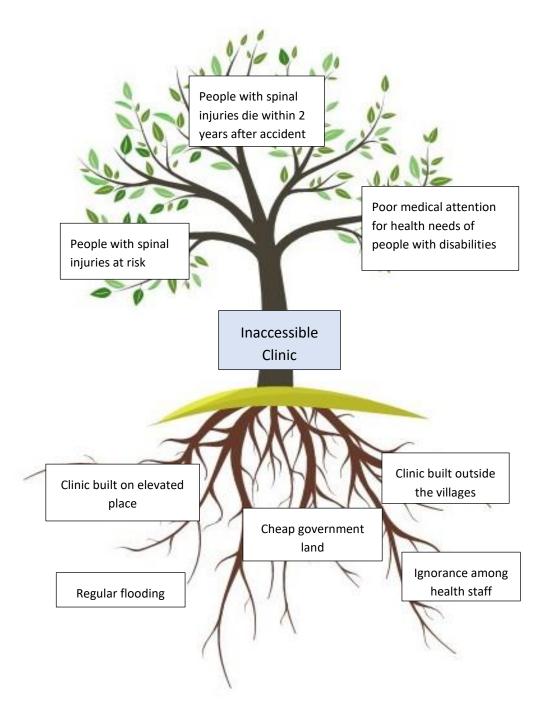


Fig: Example of Problem tree



(Source: Advocacy for Disability Rights: A manual for community based organization; Enablement , Liliane Fonds)

CHAPTER 8: RESEARCH





Research is very important to know the facts which will make our cases strong to advocate. So before we say anything we need to understand the various causes of the problem/issues and how it affects people. We need to collect relevant information and then have to analysis it. Research can help an organization to bring disability issues into mainstream policy and programme discussions by showing how persons with disabilities are affected by important development initiatives. We can collect the information from two ways: Primary research and secondary research.





Secondary Research/ Desk research.

This is an easy way to find out and gather what information from credible sources is already available.

Secondary research includes research material published in research reports and similar documents.

These documents can be made available by public libraries, websites, data obtained from already filled in surveys etc.

Primary research

It is defined as a methodology used by researchers to collect data directly, rather than depending on data collected from previously done research.

Technically, they "own" the data.

Primary research is solely carried out to address a certain problem, which requires in-depth analysis.

- Interviews
- Focus Group discussions
- Survey
- Observations

Conducting Research and collecting information

- Purpose of the research
- Decide on Methodology
- What information is needed
 - Laws relating to the issues
 - Policy of the issues
 - The person concerned with implementing issues
 - Sympathisers with our issues an opponents to our cause
 - Stakeholder analysis primary as well as secondary (directly supporting or opposing
- Analysis of the decision making process that needs to be influence

Knowing who to contact about a certain issue is important. If our message doesn't reach the right people, it will not be effective and we will not get the change that we want. Our key actor are the decision makers so we need to write or talk to them about our issue. Some issues might have only one key actor, but others might have more than one. Sometimes key actors are a single person, and sometimes key actors are made of a mix of people.

Its essential to understand how decision and policy making process take place and who has the power to influence or make the changes that we want to see. To move our advocacy forward, we need to identify these key people who have the power to help with our issues—"the decision makers". These are the targets whose mind we need to change or influence to bring our vision into reality. Visualising policy-making processes may help us to identify who the main actors involved. That will be our entry points for advocacy.

We can do the stakeholder analysis to understand how different stakeholders are relate to our issue. There are different approach we can do the stakeholder analysis and one of the simple tool is Power and Will matrix.

The Power and Will Matrix

1	Potentia	l Targets	2	
High Power-Low will		High Power-Strong Will		
Potential Opponents		Potential allies and influential		
3			4	
Low Power-Low Will		Low Power-Strong will		
Potential Opponents		Potential allies and influential		

ower

Will

Stakeholder Analysis Steps:



step one:

•Brainstorm all the stakeholders who can affect or who will be affected by the change we are seeking. Identify the individual as much as possible rather than the organization or institution.



Step Two

- Write the name of each individual stakeholder on the matrix based (fig...) on:
- •(a) how much power we perceive them to have on achieving change on our issue; and
- (b) how willing they are to bring about the change that we want to see. We have to have a evidence that those are our stakeholders: "DO RESEARCH"



Step three

- •The matrix will allow us to start identifying potential actors, allies, influential and possible opponents depending upon which quadrant the actors are located.
- •In the upper two quadrants of the matrix (1&2) they are the most powerful actors with the most power and they will be our main actors and should be prioritised.
- •We may be able to identify actors (influential) that are on side (4) and, despite having little power may be able to help us to influence key targets (e.g. opinion formers, celebrities, .
- •Potential opponents (3), on the left hand side of the matrix should be identified and action taken to prevent them being risk to our advocacy.



Step four:

•Now we need to prioritized key actors that we are going to focus and make efforts on. After that we need to discuss what changes in the behaviour of the main actors we would like to see in relation to our issue and what action we would like them to take.

As part of our stakeholder analysis, it's good to gather other information of our target key actor. This will help us to devise messages and influencing strategies as who they are, their political affiliation, what they know and think about our issue, their interests and personal beliefs and also what they really care about. We can use the different sources to get the information, like websites, interviews, colleague's experiences etc.

We should focus on the following:

- What they know about our issue: Assessing our targets' baseline knowledge is crucial to any awareness raising activities we wish to carry out.
- ♣ Are they aware of the issue? How much do they know about it? Have we shared any such information with them?

CHAPTER 10: KEY MESSAGES

Advocacy communication should seek to inform, persuade and move people in to action. When we develop the messages for advocacy it is important to develop different messages for different key actor.

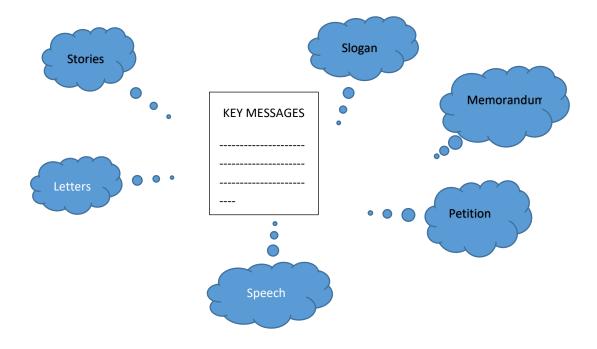
Firstly we need to develop one "KEY MESSAGES" which clearly summarises our positing and the changes we want to bring about. This is the most argument, idea or fact that we need to get across to different target key actors to win support for our advocacy objectives.

Message must be: CLEAR, COMPELLING, ACCURATE AND SHORT

Example of a Primary Message:

- Every year, thousands of people die or suffer from an advanced cancer that we know could be prevented, cured or cared for. Now is the time to act and stop this needless suffering!
- Your policy decision has an impact on people's lives. 1 in 3 policies fail because they don't look at evidence. 3 The immediate priority is to use evidence from evaluation when making policies. (Adapted from Gosling L., Cohen D. (2007). Participant's Manual: Advocacy Matters Helping children change their world, International Save the Children Alliance).

Core messages is basis for :....



While developing effective messages we have to keep in mind that

Messages	Need to	Using precise,	Using	Allowing the	Encourage	Need to
should be	use real life	powerful	facts and	key actor to	the key	present a
simple	stories and	language and	numbers	reach their	actor to	possible
and brief	quotes	active verbs	accurately	own	take	solution
				understanding	action	

CHAPTER 11: CONVEYING OUR MESSAGES

We can convey our messages through different ways. We have to judge our self what can be the best methods we can use; depending on our context and key actors.

It may be useful to consider the following when thinking about delivering our messages:

Source:

We can use different tactic to influence our audience; like if there is any celebrities who have touched by our issues or any renowned expert can work for us to influence the target actor. For example, local celebrities, renown people who have been personally touched by our issue from civil society or a foreign internationally renowned expert.

Format:

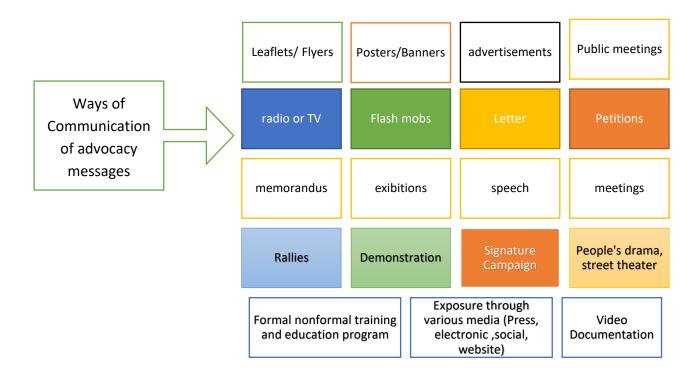
There are various way to deliver our message, but we have to understand how it will give the maximum impact. Like; letter, face-to face meeting /one to one meeting, a policy paper, a report, a flyer, an advert, a high level conference or a documentary, flash mob or combination of these formats.

Timing:

Need to assess which is the best time to deliver our message. We can deliver our messages with a particular moment, like we can coincide with a relevant anniversary or a national day to mark a relevant issue. We can take advantage of several appropriate opportunities so that it can have greater impact.

Place

Assess, is there a location or venue to deliver our message that will enhance our credibility and political impact. For example, a side event at an international conference or a presentation in parliament or at a well-reputed institute associated with civil society issues.



CHAPTER 12: ONE TO ONE COMMUNICATION (LOBBYING)

The term "lobbying" describes direct efforts to influence policy makers, public officials or other decision makers through personal interviews and persuasion. Lobby meeting can be done through different ways like informal conversations in social settings (like over lunch or coffee) or formal meetings in official settings.

It is very important to engage directly with decision-makers for successful advocacy, but it may not be possible in all contexts and needs to assure impact. So we need to judge whether and when lobbying is an appropriate method for conveying our messages in our context.

How we can carry out the Lobby....:

Media/Public events/press conferences where political leaders and policy officials are invited to attend

Awareness raising seminars and issue based meetings. This is a softer form of lobbying but helps get our message across in a positive way. For example, a meeting on the CRPD.

Campaigns such as letter writing. This can be a campaign directly targeted at political leaders. For example, a letter writing campaign to change the law on legal capacity

Direct face to face meetings with political leaders and policy officials. These can take the form of proactive meetings and reactive meetings. A proactive meeting is something that has been scheduled e.g. a briefing session. A reactive meeting is where advocates call for urgent meetings due to a new change in policy that has negative implications.

(source: Advocacy Toolkit 2016; CBM)

Conducting effective meeting with political/policy officials

One of the most effective ways of lobbying is the face-to-face meeting.

1. Get an appointment

First thing whoever we are trying to meet, we need to get an appointment and when we request a meeting we also have to explain the purpose and the topic for discussion and why we want to meet them and why it would be valuable for them to meet us. If possible we need to have a list of people who are going to attend the meeting.

2. Preparing for the meeting

The key to successful lobbying is preparation, so we have to know:

Knowing who we are meeting	Be clear why we want to influence this person	Deciding what we want from this meeting	Preparation and rehearse of arguments	Supporting these arguments	Agree our roles and who will say what
 ♣ Do they know about the issue and us? ♣ What are their priorities? ♣ What type of personality do they have? 	What could they do, and what do we want them to do?	 ♣ Assuming that we won't achieve all our goals in one meeting, so we need to establish some form of process and ongoing dialogue. ♣ This might involve, for example, a second meeting, an agreement to visit project, or a commitment to take some intermediate action. ♣ Be clear about our position and our bottom line. 	 ↓ Identify our sources of power. ↓ What are the arguments most likely to succeed with the targets? ↓ What evidence do we have 	What counter- arguments are they likely to put forward and how will we respond to them?	 We need to decide among ourselves who will take lead and other to respond specific questions or issues. Lead Member should be the person that has the most individual power and influence over the target and will do most of the talking ◆ Other members could be primed to respond to questions about the research evidence or specialist aspects of the issue. ◆ Agree what we will wear so that our dressed appropriately.

3. Establishing rapport

We must arrive on time for the meeting and greet them warmly and politely, ensuring that everyone is properly introduced (exchanging business cards is helpful). The purpose of this rapport-building process is to ensure that everyone is relaxed and comfortable and thus more likely to listen openly and engage in genuine dialogue.

4. Dialogue

The meeting should all be about dialogue, so we need to listen, as we speak to them. The main thing to remember is that we are not trying to win an argument; we are trying to influence the target and reach an agreement. Targets will only change their viewpoints if they know that they are being heard and their motives are respected. Lobbyists need to be assertive to ensure that their arguments are put forward, but not aggressive.

We need to listen to their response and answer their objections, but we should not lose our focused priorities. We have to explore different options.

5. Reaching agreement

It is important that before we leave the meeting; something is agreed that will enable the lobbying process to continue. If nothing is agreed, then the process is over and we are back to square one (or even worse, as it will now be harder to get another meeting). So, there should be some compromising before we leave the meeting.

6. Reflection and review

After we come back from lobby meeting first thing we need to do is de-brief among ourselves and review what was said and gauge potential for further movement and plan for next steps. Do not forget to give feedback to each other and write the notes of the meeting and circulate. Plan for next steps

7. Follow up

We should also write straight away to the people we met, thanking them for the meeting and confirming in a letter what was agreed at the meeting. In this way, we are putting the agreements on the record and making it harder for the targets to change their minds. If we agreed at the meeting to do something, make sure we do it promptly and well. We can then plan our next meeting or activity.

(Adopted from: "Advocacy Toolkit; CBM 2016)

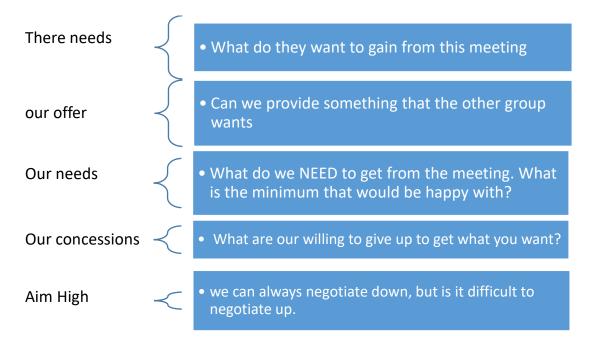
CHAPTER 13: NEGOTIATION

Negotiation takes place when two or more people, with differing views, come together to attempt to reach agreement. It is persuasive communication or bargaining".

We use negotiation all the time, with all kinds of people in all kinds of ways; for example, dealing with competing priorities from two bosses at work, or the breakdown of chores in a shared house.

Some advocacy meetings with decision-makers will involve negotiation. This is where we want to gain something specific from the meeting. As part of the bargain we may also need to offer something in return.

NEED TO CONSIDER WHEN WE NEGOTIATE



Possible outcomes of the negotiation:

Win/Win – where both parties feel as if they have achieved something.

Win/lose – where one party comes out as a 'winner', and the other feels like they've lost.

Lose/lose – where both parties feel like they have lost out. It's surprising how many times this happens!

Most often you will be seeking a win/win outcome. Although not always.

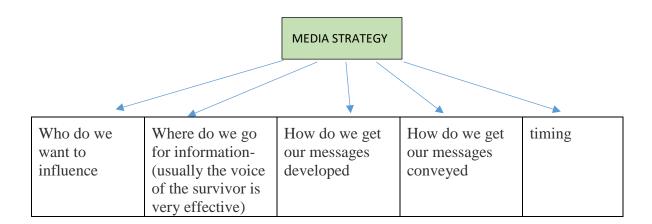
(Adopted from National Union of Students Negotiation Training)

CHAPTER 14: ENGAGING WITH THE MEDIA

Using media is very effective tool to get public support and put additional pressure on key Decision-makers. We can use different kind of media for example newspaper, community radio, TV including social media (Facebook, Twitter and blogs) to disseminate our messages. Media coverage is one of the best ways to gain the attention of our advocacy target, decision-makers and general publics.

Key steps for engaging with the media.

- 1. **Know our media:** explore more about the media what types of stories that they like to cover, and who the journalists and editors are. Identify all relevant media outlets (newspapers, radio stations, TV), particularly those that may influence our advocacy targets, and need to find out who should we talk to about our issues and ideally who has covered these issues in the past.
- 2. **Build relationships** with editors/producers and with journalists these are the people who decide whether our issue is covered and what slant they put on the story
- 3. Contacting the media: at least one week before the event, or at key moments in our advocacy, send press release to all contacts on our media list.
- 4. **Follow up** with each contact by phone to confirm receipt, and ask them if they think our story will be of interest to them, or if they have other suggestions. Most reporters are happy to talk to us if we are professional and respect their deadlines. If they are on deadline, ask them if we can call them back at a more convenient time.



Guidance for preparing a press release:



CHAPTER 15: SWOT ANALYSIS

SWOT analysis is one of the most widely used analytical tools and a can be used at a variety of levels. It is 2×2 matrix, SWOT stands for Strengths, Weaknesses (improvement), Opportunities and Threats.

Strengths and Weaknesses are internal to the organisation, while Opportunities and Threats are external.

Strengths: Key strengths, core competencies/capabilities

Weaknesses: Weaknesses in the organization – things it does less well and/or cannot cope with include aspects of skills and resources (see above).

Opportunities: Opportunities that may arise for the organization

Threats: Potential threats to the organization and its work (FROM CLIENTS, FROM PARTNERS/COMPETITORS, FROM EXTERNAL ENVIRONMENT)

We need to identify major opportunities and threats that we believe the campaign will face and then select options for action. In identifying strengths and weaknesses we need to be reflect ourselves honestly. The more truthful an organization is, the more it stands to benefit from the assessment process.

Strengths

What do we do well?
What unique resources can we draw on?
What other positive aspects?

Opportunities

What opportunities are open to us?
What trends could we take advantage of?
How can we turn our strengths into
opportunities?

SWOT ANALYSIS

Weaknesses

What could we improve?
Where do we have fewer resources than others?
What are others likely to see as weaknesses?

Threats

What threats could harm us?
What is our competition doing?
What threats do our weaknesses expose to us?

BEEM

Strengths	How to Build on them
Weakness	How to Eliminate them
Opportunities	How to Exploit them
Threat	How to Minimize them

Reference:

A Guide to Online Campaign" A Companion to the toolkit for youth on Advocating and Achieving Gender Equality by 2030"; UN Women

Advocacy Toolkit 2017; African Platform for Social Protection

Advocacy Toolkit, Peace Child International; 2009

Advocacy Toolkit: CBM, 2016

Advocacy Tools and Guideline; Promoting Policy change; Care 2001

Manual for Facilitators of Advocacy Training Sessions, WOLA, CEDPA; 2003

Youth Advocacy Toolkit; for Every child in Danger; UNICEF

https://www.culturepartnership.eu/en/publishing/advocacy-course/issue-analysis-and-identification

Advocacy for Disability Rights: A manual for community based organization; Enablement, Liliane Funds