



## **STATISTICS FOR POLICY ANALYSIS (SEPA 1)**

Policy analysis is a rational, systematic approach to making policy choices in the public sector. To do so, it uses a variety of tools to develop relevant information for consideration of the parties involved in the policymaking process. An indicator, for instance, is used in policy analysis since it is derived data or statistics to describe, report the status of, or keep track of the progress of certain activities or events that a policymaker is interested in. With the help of such indicators, policymakers will have a better basis for the exercise of judgment by helping to clarify the problem, presenting the alternatives, and comparing their consequences in terms of related costs and benefits. All things considered, the job of a policy analyst is to persuade decision-makers to trust his/her professional authority, through the use of simple statistics and data that will validate points for consideration in making the policy.

### **Purpose**

To develop analytical skills in dissecting policies and use of statistics for improving the policy making process and decision-making. With the various policies being formulated by the government, there is a need to learn how to approach policy problems and choose appropriate methods for analysis.

### **Benefits to the Participants**

Gain an understanding of various concepts in policy analysis, identifying and formulating indicators required for policy analysis, and analyzing data using measures of relationships. Participants will be equipped with the necessary statistical tools to construct evidence-based policy briefs and policy papers.

### **Target Participants**

Personnel involved in the preparation, analysis, monitoring and improvement of government policies. Knowledge of basic statistical concepts up to inferential techniques in estimation and hypothesis testing, and background on survey operations is required. Recommended prerequisites include Microsoft Excel® for Data Management (SW 1), Basic Statistics 1: Descriptive Statistics (BS 1), Basic Statistics 2: Estimation and Hypothesis Testing (BS 2), and Survey Operations and Questionnaire Design (SS 2).

### **Course Coverage**

- I. Definitions and Key Public Policy Concepts
  1. Definition of Policy
  2. Characteristics of Public Policies
  3. Key Elements of a Public Policy
  4. Policy Problems
  5. Hierarchy and Types of Policy Problems/Issues
  6. Policy Goals
  7. Policy Instruments
  8. Categories of Public Policy
  9. Policy Cycle/Process Model
- II. Introduction to Policy Analysis
  1. Definition of Policy Analysis
  2. Traditional Research vs. Policy Analysis
  3. Characteristics of Public Policy Analysis
  4. Scope of Public Policy Analysis
  5. Stages in Policy Making

- 6. Forms of Policy Analysis
- 7. Models of Policy Analysis
- III. Tools for Improving Problem Definition
  - 1. Problem, Objectives Tree and Alternatives Analysis
  - 2. Root Cause Analysis
  - 3. Mind Mapping
  - 4. Theory of Change
  - 5. Stakeholder Analysis
  - 6. Force Field Analysis
- IV. Set Goals and Objectives
  - 1. Difference between goal and objective
- V. Establishing Evaluation Criteria
  - 1. Common Evaluation Criteria
  - 2. Characteristics of a good criterion
- VI. Identifying and Gathering Data
  - 1. Definition of an Indicator
  - 2. Some characteristics / Uses of Indicators
  - 3. Criteria in the Selection of Indicators
  - 4. Types of indicators
- VII. Review on Descriptive Statistics and Estimation and Hypothesis Testing
  - 1. Descriptive Statistics
  - 2. Sampling Design
  - 3. Estimation and Hypothesis Testing
- VIII. An Introduction to Regression Analysis
  - 1. Scatterplot
  - 2. Simple Regression
  - 3. Multiple Regression Analysis
- IX. Identifying Alternative Policies
  - 1. How to Develop Policy Options
  - 2. Characteristics of a good policy alternative
  - 3. Evaluating Policy Alternatives
  - 4. Display and distinguish among alternative policies
- X. Preparing Policy Briefs
  - 1. Definition of Policy Briefs
  - 2. Purpose of Policy Briefs
  - 3. Key to Success of the Policy Brief
  - 4. Criteria of a Policy Brief
  - 5. Common Structural Elements of a Policy Brief
  - 6. Criteria for Assessing Policy Memos and Other Documents
  - 7. Steps in Writing a Policy Memo
  - 8. Elements of Policy Briefing
  - 9. Criteria for Evaluating Policy Briefings and Presentations
- XI. Job of Policy Analysts and Practical Tips for Policy Analysts
  - 1. Job of Policy Analysts
  - 2. Rules to Help Select Methods of Analysis
  - 3. Practical Principles for Policy Analysts

**Duration:** 5 Days – 8:30am to 4:00pm