How to share knowledge using the 'Solution Tool' of Share4Dev

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This guideline introduces **knowledge capturing and sharing** for networks and organizations using the Share4Dev Knowledge Portal. The 'Solution Tool' of Share4Dev Knowledge Base and partner views (www.share4dev.info/kb) gives registered users an easy-to-use tool to share different knowledge items within their own network and the Global Share4Dev Community.

Four different types of knowledge are used at the Share4Dev Knowledge Portal:

1. **Experience** – Experience, story or case on problem/challenge encountered in your work or project and the solution found for the problem/challenge in a narrative form.

2. **Question and Answer** – Problem-solving Q&A providing an answer on problem, issue, bottleneck, challenge on sustainable development and poverty alleviation in a narrative form. This can also be used to collect problems/challenges from stakeholders

3. **Technology** – *Detailed* description of new, innovative, or improved technologies or tools. A Technology/Tool is an instrument, machine, utility, or housing, clothing, communication or transportation device that will facilitate the sustainable development and use natural resources.

4. **Good Practice** – *Detailed* description of a Good Practice or improved methodology responding to a challenge, a problem or an opportunity identified by an expert, organization or community. Challenges may be collected through needs assessment in specific locations, monitoring evaluation, and Question and Answer Services.

A *Good Practice* **can be described as: 'A socially just, culturally sensitive, economically viable, and environmentally sound, coherent set of actions with a better than average effect toward the goals to be achieved in the framework of Sustainable Development'.**

This definition implies that a *Good Practice*:
- should satisfy several conditions;
- is an improvement of the normal situation;
- has been tested and shown to be relevant in the local situation.

A practice or methodology cannot be considered a *Good Practice* when it e.g. has negative environmental impact or disadvantages any group. Therefore a Good Practice should be at least neutral, and preferably positive, in terms of environmental impact, equity and benefit to women. The economic benefits of a Good Practice should outweigh the costs. The inputs

needed to implement a Good Practice should preferably be easily available and the Good Practice should be affordable and, where appropriate, lead to increased net returns.

A Good Practice or Technology should have been validated in a particular context, which can be clearly described. When describing a Good Practice it should be clearly indicated **how long** it has been used, **under what conditions** and **over what geographical scale**.

A Good Practice/Technology description **should be complete** so that the reader can find:
- sufficient details on the challenge or opportunity in its local context
- a clear description of concrete steps on how to carry out the practice
- positive and negative effects (direct and indirect)
- the principles at work behind the success of this case
- the key factors for trying it out somewhere else or on a larger scale
- contact details of people and organizations involved in the development and implementation of the good practice
- details of publications that provide additional information that can be accessed.

The different types of Solutions are captured with a number of text boxes to describe the 'Solution'.

For the Experience and the Q&A the description can be short and concise. Descriptions for 'Good Practice' and 'Technology' should be detailed and well-elaborated.

Add a solution   ***Required field**

*Type of Solution: Practice

*Title:

Summary:
(Max 1500 characters)

Challenge/Issue:

Method:

Lessons Learned:

Latitude: find
Longitude:

Additional information   URL
- Add source of information   - Add URL, e.g. www.mylink.com -

The following guideline assists in effectively describing a Solution for other stakeholders/ partners/ experts.

Box 1. **Select one Type of Solution** using the dropdown menu

Box 2. All types should have a **Title** describing the Solution. The title should be as short as possible and constructed so that the most important aspect of the Solution is expressed first.

Box 3. **Summary**

The main features of the Solution are summarized in this section. It should include a short outline of the challenge, problem or issue being addressed; the methods used in case of a technology or a practice; the outcomes and the potential for using it in other localities. Ideally, the summary should also indicate what is innovative about the solution or why it is an improvement on other commonly-used practices. It should contain sufficient information to allow the reader to decide whether the Good Practice is likely to be of interest. The summary should be written in a simple and attractive style so that the reader is encouraged to look for further information.

Box 4. **Challenge/Issue**

Here the challenge, problem or constraint will be described that the Practice/ Technology is designed to address. In defining the problem the local context is important and it might be appropriate to include details of factors such as location, main stakeholders, sector etc. In order to adequately characterize the nature of the challenge several (environmental, social and economic) aspects may need to be described.

Box 5. **Method**

This section gives details of how to implement a Practice or technology. The description should include sufficient information to enable interested users to carry out the Practice themselves. Before describing the various stages in implementing the Practice it is helpful to indicate the resources that will be needed. These resources might be materials, in which case sources of supply and information on costs will be needed, or they may relate to human resources such as the availability of certain expertise. In most cases it will be appropriate to describe the Practice in a numbered sequence of logical steps. This makes it clearer for readers to follow the procedure rather than viewing blocks of text. In case there is a relevant supporting publication, such as a leaflet or a video, this should be indicated at the appropriate place in the description.

Other points that might be covered in the description of the method include:
- Problems and obstacles encountered during the implementation and how these were addressed.
- The roles and responsibilities of experts/institutions in carrying out the practice.
- How the participation of all the stakeholders was ensured.
- Steps taken in order to take account of equity or gender issues.

Box 6. **Lessons learned**

Lessons learned relate to the experiences gained in developing and implementing a Practice or technology. These experiences might include, for example, how an approach or technique was adapted during the process. In this section, the strengths and weaknesses of the practice can also be highlighted. A Practice or Technology might have a significant impact in reducing poverty, but it may be neutral in its impact on the environment. Another important consideration is how reliable the Practice or Technology is under different conditions. This will influence the scope for other people to adopt the practice in their own location.

Box 7-8. **Geographical Location** (Longitude/Latitude with Google Map tool)

Box 9-10. Links to additional sources of information on the Internet.

Subsequently the **Solution** can be linked to Experts, Organizations, Activities, Resources and other Solutions. Additional information of the Stage and Location can be given in a separate screen (see Share4Dev Manual - www.share4dev.info/kb/output_view.asp?outputID=1731).

Practice Stage and its location

The Practice Stage (phase) - **Concept, Development, Test or Implementation (Apply) Phase** - can be described, including detailed information on the location where the Practice/Technology was initialized, developed, tested and/or implemented. Not every Practice/Technology may already have gone through all these phases and could be implemented in different locations or all at the same location.

Examples of Practice descriptions:

1. **Cattle feed using Azolla -** http://www.share4dev.info/kb/practice_view.asp?practiceID=76#
2. **Jowar solarization – a way to destroy insect pests in Jowar (sorghum) grain before storage** http://www.share4dev.info/kb/practice_view.asp?practiceID=57