



Toolkits

CONCEPTUAL FRAMEWORK FOR PRODUCING K4HEALTH TOOLKITS

K4Health Toolkits are strategic collections of curated information resources for health policy makers, program managers, and service providers. K4Health Toolkits span a wide range of global health topics, including family planning/reproductive health, HIV/AIDS, maternal and child health, population and environment, and cross-cutting issues such as mHealth, gender, youth, M&E, and leadership and management.

Partners with expertise in global health topics can use a unique web-based collaborative tool developed by K4Health—the **Toolkit Application**—to facilitate the online development, review, and publication of Toolkits. This easy-to-use tool requires no specialized IT skills to develop the online interface of K4Health Toolkits. The Toolkit Application functions as a private workspace in which organizations can contribute resources to the Toolkit and make changes in a password-protected environment. Once the Toolkit is ready for public viewing, password protection can generally be removed within one to two business days.

The **Framework for Producing K4Health Toolkits** illustrates the relationship between the inputs and processes for developing Toolkits and what Toolkits set out to accomplish (see figure on page 2). The framework centers around five main activities in the Toolkit-building process:

- 1. Establishing a technical working group.** The Toolkit development process ranges from a highly collaborative effort involving many organizations to an independent endeavor by a single organization, often supplemented with review and feedback by other organizations. Experience has shown that involving a range of collaborating organizations in the development of a Toolkit leads to greater success in terms of scope, ownership, promotion, and utilization of the Toolkit.
- 2. Developing a user-friendly Toolkit.** The Toolkit should be developed with the target audience(s) in mind. A Toolkit is user-friendly when its scope reflects the needs of the audience; it contains a meaningful selection of high-quality resources that are organized into logical categories; and each landing page contains clear, informative text and illustrative images introducing the topic.
- 3. Promoting and disseminating the Toolkit.** To ensure the Toolkit reaches a wide audience, Toolkit developers should form a strategic dissemination plan to raise awareness of the Toolkit, provide information about how to access the Toolkit, and promote use of it.
- 4. Updating the Toolkit.** K4Health Toolkits are continually updated to capture the most current quality resources on a particular global health topic and identify and fill remaining information gaps. Technical working groups or organizations that manage the Toolkits are encouraged to use a range of methods to ensure the toolkits are up-to-date.
- 5. Monitoring and evaluating the Toolkit's use and usefulness.** K4Health uses various M&E data collection methods, such as web use statistics and user surveys, to assess the Toolkits' use and usefulness. M&E efforts focus on both process and outcomes, and K4Health will share results with Toolkit managers periodically or upon request. Google Analytics are integrated into K4Health Toolkits so that Toolkit managers have constant access to web statistics for their Toolkit.



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