

# **EID ToolBox Quick User Guide**

Baseline Analysis Toolkit

## Brief description of the tool

The Baseline Analysis Toolkit provides guidelines for obtaining basic information on an industrial park and for identifying hot-spots for action, with a view to developing a strategy for the implementation of Eco-Industrial Development measures. The baseline analysis focuses on the industrial park as a core area and is targeted at industrial park and individual company management, as well as environmental staff, public authorities, and neighbouring communities.

The available forms were tailor made for the Philippines. In other countries these forms could be used as an templates for the development of more generic or localised forms.

## Aim of tool

Through 6 main steps, the Baseline Analysis Toolkit aims to facilitate the development of:

- Industrial Area Profile (General information on the industrial area, local administrative structure, characterization of key actors, EID-specific profile of the industrial area, EID-specific profile of the companies – template available (to be adapted to specific context)
- Outline of an EID-strategy (priority fields for action, gap assessment) – template available
- Tentative work plan and project team – templates are available

## Content of tool

The scope of the Baseline Analysis Toolkit is an individual industrial park, but can be extended to the surrounding area, where appropriate. The tool provides a series of steps that enable an industrial park management team to work from whatever data is available and to use techniques such as a SWOT analysis and stakeholder analysis to establish a strategy for an EID initiative.

The tool examines local information, identifies key actors, analyses technical infrastructure and consolidates it into a strategy matrix. This information is then disseminated to stakeholders and an implementation plan is proposed.

## Most important steps

For each of the steps listed below a short presentation for an introductory training is available.

## Description of steps

- **Definition of the scope of the baseline analysis.** To create adequate working and communication structures. The results of this step should be a Team and a Tentative Work plan.
- **Information of stakeholders.** Get the stakeholders (in particular companies, local association, environmental or pollution control

staff from the companies, communities (if relevant)) on board. Provide them with basic information on the options and potentials of an EID-Project. There are several deliverables from this step:

- Information event / Kick-off
- Information material adapted to local features, Handouts
- Documentation of the kick-off event
- Stakeholder analysis
- SWOT Analysis
- **Data Collection.** Definition of data requirements, Data acquisition, identification of data / information gaps. The achievements of this step is that all available data has been collected and pre-processed and data gaps have been identified and filled.
- **Assessment and Consolidation of Data.** Interpretation of data, decide on additional activities to fill gaps; assessment and development of a preliminary strategy. The output from this step is Comprehensive EID-Profile of the industrial area and a Draft EID-strategy
- **Consultation of Stakeholders.** The objective of this process is to strengthen the commitment of the stakeholders to the EID-initiative, to disseminate and discuss the findings and discuss and finalise the EID Strategy
- **First Work Plan.** The objective of this step is to create a structure and work plan for implementation of the EID-project

## Sequence of application to achieve tool's goal

In order for the Baseline Analysis Toolkit to be most effective, the steps described above should follow the sequence as described, that is:

1. Definition of the scope of the baseline analysis
2. Information of stakeholders
3. Data collection
4. Assessment and consolidation
5. Consultation of stakeholders
6. First Work Plan

## Estimation of required resources

### Time

Depending on data availability and existing structures the full of implementation of the Baseline Analysis Toolkit lasts approximately 6 months, although conceivably it could be kept within a timeframe of 4 months.

## **Funds**

No information is currently available regarding the financial aspects of the Baseline Analysis Toolkit.

## **Expertise**

Currently the main consultant experienced in delivering the BAT is Mr Peter Bank from Ifanos concept & planung ([p.bank@ifanos-concept.eu](mailto:p.bank@ifanos-concept.eu)), who also developed the tool. Other consultant resources may be found within the firm INTEGRATION ([www.integration.org](http://www.integration.org)). Internally within GTZ Bernhard Siegele, Remedios Garvida and Esther

Tariman have some knowledge of the tool. Key resources on site are the senior management of the industrial park. Other resources, such as environmental staff in local authorities, will be identified within the scope of the tool implementation.

## **Documentation**

All documentation resources can be found in the EID ToolBox from the grid page for the Baseline Analysis Toolkit <http://www2.gtz.de/network/eid-toolbox/tools/baseline-analysis-toolkit.asp>.

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