

## Preferred Practices Tool

Directions: For each of the following statements, rate how well your project or program meet the criteria listed. You may think of it as a question; “To what extent does your project [meet the criteria]?” Please provide reasons or examples in the third column to support your numerical ratings. Rating system is 1-5 where 1=Not at all and 5=Excellent.

Focus	Rating	Explanation of Rating
<b>VALUES/MONITORING</b>		
Project is in alignment with organization’s values and mission statement		
<b>Equity and accessibility</b>		
Gender issues are considered throughout all phases		
Socioeconomic issues are considered throughout all phases		
Urban/rural issues are considered throughout all phases		
Ethnic and religious issues are considered throughout all phases		
Cultural sensitivity is considered throughout all phases		
Minority issues are considered throughout all phases		
Ensure the project reaches the target population and all relevant stakeholders		
<b>Security</b>		
Psychological security of staff is established or secured		
Physical security of staff is established or secured		
Psychological security of volunteers is established or secured		
Physical security of volunteers is established or secured		

Focus	Rating	Explanation of Rating
Security of site is established or secured		
Psychological security of community is established or secured		
Physical security of community is established or secured		
<b>Result-Driven</b>		
Accountability to organization		
Accountability to constituents		
Planning for the long-term, maintaining a big picture view: this project is coherent		
Planning for the long-term, maintaining a big picture view: this project is consistent		
Planning for the long-term, maintaining a big picture view: this project takes a holistic approach		
Planning for the long-term, maintaining a big picture view: this project is economically sustainable		
Planning for the long-term, maintaining a big picture view: this project is environmentally sustainable		
Planning for the long-term, maintaining a big picture view: this project is educationally sustainable (are you providing training for longevity of project, capacity building)		
Planning for the long-term, maintaining a big picture view: this project is politically sustainable (level of policy support)		
<b>Stakeholder Involvement/ Participation</b>		
Participatory approach: ensure that those who are affected by project have sufficient voice		
Stakeholder buy-in: Mechanisms for transparency		
Stakeholder buy-in: Community driven		

Focus	Rating	Explanation of Rating
Hiring and empowering locals to work on project		
<b>PROCEDURAL/ORGANIZATIONAL</b>		
Monitoring throughout project steps		
<b>Assess, start with the problem, not the solution</b>		
Identify problem: Stakeholder driven, community outreach		
Identify problem: Invite-preferred		
Collect data: use baseline data when available		
Collect data: balance of methods (quantitative, qualitative)		
Collect data: Utilize precautionary approach when scientific data is scarce or unavailable		
Based on reliable information		
<b>Analysis</b>		
Create problem tree		
Be objective in analysis		
<b>Plan/Design (redesign)</b>		
Relevant to mission statement of program		
Measurable interim benchmarks		
SMART design		
Reasonable goals and objectives		
Long-term plan that includes an exit strategy		
Clearly stated and measurable outcomes		
Interim progress monitoring, regular reporting		
Consider environmental impacts		

Focus	Rating	Explanation of Rating
Reasonable timeframe		
Sound economics and cost relative to project		
Efficient usage of resources: Build on strengths		
Efficient usage of resources: Create partnerships where appropriate		
Efficient usage of resources: Share resources between other organizations		
<b>Implementation</b>		
Pilot basis initiative		
Scale up		
<b>Evaluation</b>		
Significant outcome (no pats on the back)		
Process reflectivity		
Flexibility and adaptation according to inputs		
<b>Advocacy</b>		
Communicate results and best practices to relevant organizations and agencies, and the public		
Promote project replication if appropriate		
<b>Exit Plan</b>		
Phase down, phase over, phase out as appropriate		