Coherence checklist

For assessing the coherence of an implementation plan

WHAT IS NEEDED?

Time: 2 hours

Participants: group of 6-8 people

Material support: blank version of the coherence checklist (*see overleaf)* & an Implementation Plan.

> This tool is well adapted to be used in a workshop format, as a peer review exercise or as a simple tool to be filled in by participants.

An Implementation Plan aims at translating urban strategies into concrete operations. It provides a detailed description of individual actions.

Going through the coherence check of an implementation plan by carrying out a critical self-assessment of its consistency and robustness can be necessary to identify room for potential improvements.

WHAT FOR?

> To ensure that the implementation plan follows a logical line from the definition of the problem and its objectives and intended results, through to the actions and outputs it plans to deliver (the '**intervention logic**').

> To critically reflect on the robustness of the practical arrangements for implementation of actions.

HOW TO USE IT?

The check has two sets of questions, focusing on the **intervention logic** and on the **implementation arrangements**.
Participants are asked to answer each question by scoring it on a 5-point scale and giving a short explanation.

Step 1   Individually: Read the implementation plan (±10 minutes)

Step 2   In pairs: Discuss the coherence check questions (±30 minutes)

Step 3   In group (±45 minutes):

> Share and discuss the findings.

> Complete the coherence check table for the implementation plan – score each question and give the motivation for this score. Add up all scores in the end.

> *Optional*: Design a scheme or diagram to visualise the intervention logic of the implementation plan.

> Discuss what is taken away from this exercise.

> You can combine this exercise with the **4Cs's Review Sheet** in order to check a plan in regard to its Coherence, Completeness, Concerns and Continuation.

COHERENCE CHECKLIST	Not at all!	Not really	Only partly	Mostly	Yes!	Score	MOTIVATION, COMMENTS, REMARKS
A. Intervention Logic of the Implementation Plan	1	2	3	4	5	*from left*	
1. Does the plan clearly and concretely define the problem / issue it addresses?							
2. Does the plan present specific objective(s) that clearly specify what changes the implementation plan seeks to achieve in the initial situation (the result)?							
3. Do all the proposed actions contribute to the specific objective and result that the implementation plan seeks to achieve?							
4. Do the result indicator(s) and their targets present relevant, realistic and measurable aspect(s) of the desired change in the original situation?							
5. Do the output indicator(s) and their targets capture relevant types of 'products' that the proposed actions can realistically deliver in contribution to the specific objective/result?							
6. Are arrangements in place to effectively monitor and review the progress of the implementation towards in the targets for the result and output indicators?							
B. Robustness of implementation arrangements	1	2	3	4	5	*from left*	
1. Does the implementation plan present an integrated approach ensuring all relevant social, economic and environmental dimensions of the issue addressed are tackled by the proposed actions?							
2. Are all relevant local stakeholders identified and involved in the decision making and implementation of the proposed actions?							
3. Is the sequencing and timing of the actions in the implementation plan logical and realistic? (e.g. nursery staff recruited to start work when nursery building completed)							
4. Are the planned outputs of each action clearly defined and relevant in view of the intervention logic (specific objectives, result and output indicators)?							
5. Is an adequately detailed work plan included for each separate proposed action (concrete, complete and realistic)?							
6. Has an adequate budget been secured for the implementation of each proposed action?							
7. Have other necessary non-financial resources (staff, knowledge, land) been identified and secured for each action?							
8. Has the need for public procurement procedures been identified and included in work planning for all proposed actions?							
Coherence score							