

# Checklist

For the Identification, Formulation, Implementation and Evaluation of Risk Reduction Projects in Urban Areas



## What do you have in your hands?

This document is a collection of the ideas, efforts and experiences of people from different organisations - from Mexico to Colombia - that have invested time and resources to build guidelines to address risk in urban areas.

This document can be applied to urban zones, peri-urban zones, neighbourhoods, settlements, cities, metropolises and megacities. You are able to choose the study's territorial unit, contextualising the analysis with each of these environment's particularities.

It is also important to mention that it does not matter in which stage of a project you are: Whether you are in the idea, execution or closing stage, this document will provide you with practical, useful and valid considerations to check where you are, how you are doing and what your next steps should be.

## What can it be used for and what can it not be used for?

While this list is not exhaustive, as well as being subject to modification, it was created to provide essential considerations on the implementation of disaster risk reduction projects in urban settings.

During a project's distinct phases, the references being taken into consideration should be reviewed so that they are properly integrated into your analysis and/or operation. Project execution is improved by integrating as many key elements as possible, without passing over relevant institutions, people, processes, leaders, organisations, objections or attention.

Do not expect this document to provide you with tools to perform an interview or diagnosis, nor with a study format or a list of materials to equip a population. You probably already have enough on these topics, though this document does suggest whom you should interview, what process you should estimate and with which methodology you could attain it.

## How is it structured?

It is separated in five large sections and each one of these sections corresponds to a phase that you will undergo while executing a project.

Strategic  
Analysis

Diagnosis and  
Formulation

Execution

Evaluation and  
Learning

Exit Strategy or  
Sustainability



## Checklist for the identification and implementation of risk reduction projects in urban areas

In turn, these sections are broken into three units of reference, which guide your analysis during each of the aforementioned sections and provide you with a list of parts that facilitate the document's application.

Activity

Aspects for  
verification

Methodology

## Now we go by part and get into the subject matter...

### I. Strategic Analysis:

The strategic analysis is useful for defining the territorial unit where you can work, as well as for suggesting what to consider in order to understand and to learn from that area's social dynamics and legalities.

Four **Activities** are proposed to gather information on the potential unit of interest:

- Define the type and characteristics.
- Analyse the economic and cultural situation.
- Study the legal aspects and political dimension.
- Analyse the (potential) area to intervene.

You will find **Aspects for Verification**, for each of these four activities, which list the guidelines to consider in order to integrate all relevant elements of analysis. Also, they are accompanied by a proposed **Methodology** for the survey.

### II. Diagnosis and Formulation

Once you have chosen the area of analysis, are familiar with it, understand it and have learned from its dynamics, you are ready to prepare the project proposal.



## Checklist for the identification and implementation of risk reduction projects in urban areas

This section provides eight activities: To help you

- Analyse the determining factors for intervention.
- Establish the project's relevance.
- Revise some complementary elements for the formulation of the proposal.
- Elements for first approach to the area.
- Definition of the territorial sectors: neighbourhood, district, etc.
- Establishment of partnerships and coordination.
- Preparation of project document.

Furthermore, the Aspects for Verification are prepared for these eight activities so that you can check them while the activity develops, following its respective methodological approach.

### III. Execution

For the implementation, the document will allow you to continue with your work, slightly expanding your “field of vision” for an execution with some additional elements and methodology, which make allow you to be more effective in the urban environment while carrying out your operation.

For this case, this section provides you with three specific activities for execution:

- Information, Education, Communication and Visibility Processes.
- Tracking and monitoring the implementation.
- Safety and security for the personnel working on the project.

### IV. Evaluation and Learning

As part of accountability, which is part of the whole process, this section suggests documenting what you did, how you did it and with whom, as well as with whom you will share the valuable lessons learned that you undoubtedly obtained.



## Checklist for the identification and implementation of risk reduction projects in urban areas

This section invites you to verify various aspects of four specific activities:

- Internal evaluation of the process and execution.
- External evaluation.
- Systematisation of lessons learned and best practices.
- Disclosure and socialisation of the processes performed and products obtained

## V. Exit Strategy or Sustainability

Like all processes, the question of “What happens next?” is a proposal that involves planners, executors, authorities, beneficiaries, parts and counterparts. This section suggests that you reflect on what you are doing, what you have done and what you could consider with the process’ key players.

More specifically, it provides you with an activity, which its respective aspects for verification, to address the issue of sustainability and an exit strategy before the end of the intervention. Also, it mentions some proven methodologies in different contexts.

- Monitoring of actions in the field during execution.

With this, we invite you to look at the checklist for identification, formulation, execution and evaluation of risk reduction projects in urban environments.



**Checklist for the identification and implementation of risk reduction projects in urban areas**

CHECKLIST FOR THE IDENTIFICATION, DESIGN, IMPLEMENTATION AND EVALUATION OF RISK REDUCTION  
PROJECT IN URBAN AREAS  
(does not include analysis for post-disaster interventions)

EVALUATION AND DESIGN		
Activity	Elements to verify	Methodologies
<p>Define typology and the characteristics of the potential target city</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Population size:</b> Small city (2,500 – 25,000), Intermediate (25,000 – 100,000), Large (100,000 – 800,000), Metropolis (&gt; 800,000), Megacity (&gt; 5,000,000)</li> <li><input type="checkbox"/> <b>Importance:</b> Capital, industrial, tourist, colonial, commercial, port city.</li> <li><input type="checkbox"/> <b>Location:</b> Coastal/port, cross-border, riverside, island, intra-mountainous, valley, highlands, watershed or micro watersheds, areas neighbouring the capital city, periphery of a metropolis, micro regions.</li> <li><input type="checkbox"/> <b>Density:</b> Population concentration and dispersion</li> <li><input type="checkbox"/> <b>Urban–urban and urban–rural dynamics:</b> Dormitory cities, settlement cities, food provision, local migrations, touristic areas, commerce, production systems, legal status of the property, land tenure.</li> </ul>	<p>Check national census, population and economic reports, Human Development Report at national and local levels, urban poverty maps.</p> <p>Review historical background, as well as geographic, hydrological, hydraulic and seismic assessments.</p>
<p>Analyze the socio-economic situation and culture of the area</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Local social dynamics:</b> Degree of organisation, beliefs and customs, literacy level, social cohesion, formal and non-formal leadership, population origin, local languages, informal settlements (squatters), relevant dates (such as religious festivities, year-end), migratory variations and violence.</li> </ul>	<p>Document review, interviews with institutions, elderly inhabitants, universities.</p>



### Checklist for the identification and implementation of risk reduction projects in urban areas

EVALUATION AND DESIGN		
Activity	Elements to verify	Methodologies
Study and assess the judicial framework and political dimension in the territory of interest	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Existence of territorial</b> zoning plans in place and enforced, construction codes, commonwealth territories, and discussion groups or metropolitan work.</li> <li><input type="checkbox"/> <b>Development</b> plans with comprehensive management approach to risk reduction</li> <li><input type="checkbox"/> <b>Municipal ordinances</b> in place and/ or enforced, environmental policies, legislation established for emergencies and disasters</li> <li><input type="checkbox"/> <b>Land tenure</b>, legality, informal settlements, squatters</li> </ul>	<p>Review of documentation, legal advice, interviews or contacts with government officials at national, metropolitan, congress, and province/departmental levels.</p> <p>Ministries/Departments of Health, Education, Property; Chambers of Commerce and Industry.</p>
Analysis of the potential territory for intervention	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Project scope:</b> Entire city, neighbourhoods experiencing the same threat, multi-threat neighbourhoods, poorest neighbourhoods/zones, outskirts of the city, slums, organizational capacity, member capacity.</li> <li><input type="checkbox"/> <b>Community focus:</b> Population density, magnitude of threat, response capability, history of disasters, population's interest in subject matter, dynamics with neighbourhood authorities, security and insecurity levels, most vulnerable groups.</li> </ul>	<p>Discussions with municipal authorities.</p> <p>Interviews with the community and key stakeholders/informants.</p> <p>Visits to the area with enough time.</p>





**Checklist for the identification and implementation of risk reduction projects in urban areas**

<b>EVALUATION AND DESIGN</b>		
<b>Activity</b>	<b>Elements to verify</b>	<b>Methodologies</b>
Analysis of determining factors for the intervention	<p><input type="checkbox"/> <b>Violence and Crime:</b> Potential access to target areas, presence of gangs, retail drug trafficking, extortion, rights of way or rent, alcoholism, prostitution, dynamics between neighbourhood leaders/organisations and criminal persons/groups, presence of law enforcement, most dangerous hours, gang-related marks/graffiti/logos, group conflicts, geographic area of violence and crime. Groups respected by gangs (churches, community leader, family ties or friendship), the project can potentially generate conflicts with their activities.</p> <p><input type="checkbox"/> <b>Territory risk level:</b> Municipality's interest in participating, non-manageable risks, likelihood of alternative risks, i.e. sewage collapse, large ditches, sinking, landslides, etc., condition of access road and evacuation routes.</p>	<p>Review of documentation, national security reports, crime/red zones</p> <p>Risk assessments by national institution in charge, interview with municipal mayor and neighbourhood leaders, historical/journalistic reports</p> <p>Involve the community in the assessment</p> <p>Plan designed by the authorities to deal with violence and crime</p> <p>Value the local perception about citizen insecurity</p> <p>Get to know the regular security measures adopted by people in the neighbourhood</p> <p>Get to know the regular security measures adopted by fire-fighters, Red Cross, etc</p> <p>Interviews with neighbourhood inhabitants and key stakeholders</p>
Analysis of project relevance by the implementing institution/organisation	<p><input type="checkbox"/> <b>Previous experiences:</b> Previous projects in the area, counterparts or potential partners in the area. Administrative issues: Terms of reference, strategic documents of the organisation, institutional limitations, presence of network/branches/delegations in areas neighbouring the potential area of intervention.</p>	<p>Revision of internal and external bibliographic material</p> <p>Context analysis</p> <p>SWOT</p> <p>Interviews with other organisations</p> <p>Vulnerability and Capacity Assessment (VCA)</p>





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Activity	Elements to verify	Methodologies
Analysis of determining factors for the intervention	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>SWOT:</b> Weaknesses and strengths of the institution in the target area, such as its volunteer network and volunteer recruitment and retention policy.</li> <li><input type="checkbox"/> <b>Project responds</b> to strategies that are in the interest of authorities.</li> </ul>	
Analysis of complementary factors for the development of the intervention	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Local formal and non-formal organisations:</b> Political leaders, neighbourhood committees, municipal coordinators, community leaders; existence of community organisations, religious groups.</li> <li><input type="checkbox"/> <b>Governance levels:</b> Community participation in decision-making, social inclusion.</li> <li><input type="checkbox"/> <b>Urban communities:</b> Social dynamics and cohesion, intra-and intercommunity social relations, external social groups (clubs, sports, work, religious, children and adolescents, etc.)</li> <li><input type="checkbox"/> <b>Local livelihoods:</b> Neighbourhood micro-economies (stores, tortilla shops, produce stores, markets, family remittances, labour force that commutes to other areas during the day, informal sector providing services, public employees, operators, rents, transportation services, access (to livelihood).</li> <li><input type="checkbox"/> <b>Basic services:</b> Urgent needs for drinking water and running water, drainage, electricity (non-negotiable priorities over other projects), health, education, public lighting.</li> </ul>	<p>Census and databases, preliminary contacts, direct interviews</p> <p>Preliminary diagnostic, general baseline, reports from other development projects</p> <p>Interviews with officials from municipal works division</p> <p>Investigation of documents in property records and other institutions dealing with land issues</p> <p>Bilateral interviews with the elderly and those who have lived for the longest periods of time in the neighbourhood</p> <p>Visit neighbouring libraries</p> <p>Civil protection system archive</p>



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Activity	Elements to verify	Methodologies
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Land tenure:</b> Squatting, usufruct, owners with titles, formal rights, availability of land in the neighbourhood.</li> <li><input type="checkbox"/> <b>Cross-cutting components:</b> Status and statistics of especially vulnerable groups.</li> <li><input type="checkbox"/> <b>Educational characteristics:</b> Literacy level in the area, access to different academic levels.</li> <li><input type="checkbox"/> <b>Key elements upon response:</b> Supportive families, availability of grocery stores and small markets, neighbourhood labour in neighbourhoods, supplies, materials for response.</li> <li><input type="checkbox"/> <b>Other projects that are planned or underway:</b> Value other interventions that may be complementary or competitive, for the time of the beneficiaries: Construction projects, lighting, food security, paving stones, sewer system, etc.</li> <li><input type="checkbox"/> <b>Security plan/policy:</b> Appropriateness of police presence during the intervention or at specific moments, support from community leaders during the intervention.</li> </ul>	
Preliminary identification of area for intervention (first approach)	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>General collection of information:</b> Census and demographic characterisation, socio-economic profile, identification of priority communities (services, health, education, citizen security, risk reduction).</li> <li><input type="checkbox"/> <b>Context analysis:</b> Local, political, social, economic, cultural, religious, organisational and educational dynamics.</li> </ul>	<p>Information is collected and preliminary analysis is made with community leaders, participating NGOs, local government and other key stakeholders.</p> <p>Baseline, problem and objective tree, participatory methodologies.</p>



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EVALUATION AND DESIGN		
Activity	Elements to verify	Methodologies
	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Risk characterization:</b> Identification of local and regional threats and vulnerabilities, community risks, access routes, perception of risk, local capacities.</li> <li><input type="checkbox"/> <b>Preliminary identification of beneficiaries:</b> Groups, institutions, communities, municipalities, etc.</li> <li><input type="checkbox"/> <b>Cross-cutting components:</b> Gender, climate change, food security and safe access; violence prevention, sexual diversity.</li> </ul>	<p>Community assemblies, work meetings with authorities and institutions, analysis focus groups</p> <p>Secondary sources: National statistic institutes, government ministries/departments, infrastructure.</p>
Selection of area or territorial sectors for intervention (neighbourhoods, settlements, districts)	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Homologous units:</b> Territorial sectors (neighbourhoods) with similar manageable risks, social and organisational similarities, and political and social jurisdiction acknowledged by the community and authorities.</li> <li><input type="checkbox"/> <b>Social fabric:</b> Stakeholder mapping: Youth groups, men, women, promoters of health, religious groups, local youth gangs, specific groups (sexual diversity, disabled, retirees, vulnerable groups, employees of specific sectors), presence of government institutions or NGOs, charity institutions, etc.</li> <li><input type="checkbox"/> <b>Risk units:</b> Landfills that go beyond neighbourhood borders or territorial areas, elongated ravines, hidden and illegal garbage dumps, micro watershed, landslide areas with direct impact, rivers or ravines, and quineles, drains, irrigation..</li> </ul>	<p>Detailed assessments and community studies.</p> <p>Complete VCA.</p> <p>KAP (Knowledge, Attitude and Practices) Studies.</p> <p>Participatory methodologies.</p> <p>Consultancies and local technical risk studies.</p> <p>Socio- demographic diagnosis performed by others.</p> <p>Inventory of institutional presence and work topics</p>



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EVALUATION AND DESIGN		
Activity	Elements to verify	Methodologies
Creation of partnerships and coordination	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Agreements</b>, protocols and conventions, roles and responsibilities of different stakeholders and project partners.</li> <li><input type="checkbox"/> <b>Letters of understanding</b> and agreements on the implementation framework with institutional stakeholders and local governments (ministries, municipalities, etc.)</li> </ul>	<p>Bilateral and multilateral negotiations.</p> <p>Legal documents.</p> <p>Legal and technical advice.</p> <p>Foster interagency partnerships.</p>
Prepare and design project documents	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Components and results:</b> Defined according to the results of the participatory VCA assessments, assessments of risk, KAP studies, interviews and community assemblies.</li> <li><input type="checkbox"/> <b>Beneficiary Groups:</b> Organised youth, women and promoters of health, school-aged children, and other groups: sexual diversity, vulnerable groups, religious groups, etc., institutions present in the area, health clinics, and community leaders.</li> <li><input type="checkbox"/> <b>Key elements for emergency response:</b> General capabilities, i.e. local organisation status, potential shelters, infrastructure of water and sanitation, health in emergencies, infrastructure, local equipment for response, presence and capabilities of response institutions, i.e. fire fighters, Red Cross, civil defence.</li> <li><input type="checkbox"/> <b>Security plan:</b> Protection of project equipment and assets (technicians, promoters, vehicles, etc.), work hours, exit hours from neighbourhoods, work in pairs, organisation IDs (for example, Red Cross), personal security gear, previous coordination with neighbourhood leaders and local authorities.</li> <li><input type="checkbox"/> <b>Visibility plan:</b> Select beneficiary areas and sectors, uniforms and name tags for project personnel (vest, cap, logos)</li> <li><input type="checkbox"/> <b>Cross-cutting topics:</b> Gender, sexual diversity, vulnerable groups, climate change, food security and livelihoods.</li> <li><input type="checkbox"/> <b>Project documents and sections:</b> Logical framework, budgets, indicators, monitoring mechanisms, etc.</li> </ul>	<p>Legal framework for disaster risk reduction (national and municipal).</p> <p>Internal Red Cross formats and guidelines.</p> <p>Diverse reference methodologies to implement project activities: Educational series “It’s better to prevent,” guide to prepare response plans, simulations and drills, etc.</p> <p>Security standards and policies of the organisation to be applied for the safety of personnel, assets, and equipment.</p> <p>Permanent coordination with neighbourhood leaders.</p>



## Checklist for the identification and implementation of risk reduction projects in urban areas

IMPLEMENTATION		
Activity	Elements to verify	Methodologies
Project presentation	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Implementing organisation</b> and its partners, national governing institutions, counterparts and institutional partners know the project and have participated in the diagnostic.</li> <li><input type="checkbox"/> <b>Population</b> has access to project information.</li> <li><input type="checkbox"/> <b>Key stakeholders</b>, community, religious leaders and local beneficiaries participate in general presentation.</li> </ul>	<p>Bilateral meetings, formal events, community meetings, pamphlets, flyers, brochures, posters and visibility materials</p> <p>Distribution of awareness materials to begin process from this point.</p>
Coordination with stakeholders, institutions and partners	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Coordination with</b> recognized institutions to visit the intervention areas (relief agencies, churches, teachers, artist groups)</li> <li><input type="checkbox"/> <b>Materials and input:</b> The project team identifies and compiles resources, materials, input and information that it will need for project planning and activities (methodologies, formats, publications, previous reports, educational reference documents, visibility materials, etc.)</li> <li><input type="checkbox"/> <b>Meetings and coordination:</b> Establish alliances with complementary associations complementary for the project with local stakeholders and partners, review roles and responsibilities, budgets, agreements for weekly or monthly follow-up meetings and activity planning.</li> <li><input type="checkbox"/> <b>Planning with beneficiaries and other stakeholders:</b> Schedule visit times and dates for project activities.</li> </ul>	<p>Monthly activity planning.</p> <p>Work meetings.</p> <p>Review security plans from other organisations that are present in potential target area.</p> <p>Draft common commitments between partners.</p> <p>Assess the initial inclusion of neighbourhood leaders in all project phases.</p> <p>Baselines must include neighbourhood leaders.</p> <p>Baselines must be prepared by a multidisciplinary team knowledgeable of the topic.</p> <p>Meetings with neighbourhood leaders.</p>



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IMPLEMENTATION		
Activity	Elements to verify	Methodologies
		<p>Include exchange of experiences in schedule.</p> <p>Work with focus groups to define and prepare activities.</p> <p>Training and awareness activities for the media.</p>
Information, education and communication of project actions and visibility	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Awareness campaigns;</b> local, institutional, municipal and political education and information.</li> <li><input type="checkbox"/> <b>Publish testimony</b> from beneficiaries.</li> <li><input type="checkbox"/> <b>Visual awareness</b> using urban public transportation or billboards.</li> <li><input type="checkbox"/> <b>Auditory awareness</b> using speakers.</li> <li><input type="checkbox"/> <b>Urban</b> mobile movies.</li> <li><input type="checkbox"/> <b>Constant activities</b> to make the project visible.</li> <li><input type="checkbox"/> <b>News reports</b> and publications in local and national massive media.</li> <li><input type="checkbox"/> <b>Impact on local</b> and government authorities, municipal authorities and institutional officials to change attitudes and practices on risk reduction.</li> <li><input type="checkbox"/> <b>Massive activities:</b> Maximise large gatherings, such as camps, mobile movies, knowledge league, as massive methods of information and communication.</li> </ul>	<p>Traditional communication networks: TV, press, radio and informational material, brochures and flyers.</p> <p>Virtual platforms: DesAprender, CRID, institutional web pages.</p> <p>Social networks: Facebook and Twitter and internet publications.</p> <p>Forum with key stakeholders, fairs, walks, and recreational and sports activities.</p> <p>Information stands, banners.</p> <p>Knowledge fairs, knowledge league, puppets, storytellers.</p> <p>Agreements with public transportation companies, visual and auditory awareness.</p>





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IMPLEMENTATION		
Activity	Elements to verify	Methodologies
Follow-up and monitoring	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Review and follow-up</b> on project indicators, objectives and activities (despite the constantly changing conditions, these can be modified).</li> <li><input type="checkbox"/> <b>Constant assessment</b> of lessons learned and best practices (as well as not-so-best practices).</li> <li><input type="checkbox"/> <b>Experience sharing</b> between areas and sectors of work, or with other projects in areas similar to the Red Cross or other organisations.</li> <li><input type="checkbox"/> <b>Weekly meetings with project team</b> and monthly meetings with key stakeholders and partners to assess results and plan activities.</li> <li><input type="checkbox"/> <b>Analysis of contingencies that</b> may arise during the development of the project.</li> <li><input type="checkbox"/> <b>Leaders and social promoters</b> take part in project activities.</li> </ul>	<p>Field assessments.</p> <p>Review of the logical framework, indicators and timelines, including financial implementation.</p> <p>Project team meetings.</p> <p>Participation of authorities, partners and other local counterparts.</p> <p>Case studies.</p> <p>Constant monitoring of overall project status, particularly, security.</p>
Staff safety and protection	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Security regulations:</b> Review and permanent adoption of security measures for personnel and project assets, evacuation route mapping.</li> <li><input type="checkbox"/> <b>Provide the greatest</b> level of security to the staff, assets and buildings of the implementing organisation and its counterparts.</li> <li><input type="checkbox"/> <b>Community work strategies:</b> Group work or work in pairs, safe work hours for field activities, security during night meetings. Leaders accompany technicians, permanent coordination with leaders.</li> <li><input type="checkbox"/> <b>Institutional coordination:</b> During massive activities, such as fairs, camps and walks, and during night activities, such as theatre, urban mobile movies, board meetings and drills.</li> </ul>	<p>Project safety regulation (formal document that is binding).</p> <p>Periodic meetings with national police or civil intelligence.</p> <p>Include a security officer as part of project staff.</p> <p>Personnel, supplies and vehicles properly identified.</p>





**Checklist for the identification and implementation of risk reduction projects in urban areas**

<b>ASSESSMENT AND LEARNING</b>		
<b>Activity</b>	<b>Elements to verify</b>	<b>Methodologies</b>
Internal assessment	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Implementation structure:</b> Technical operational staff, administrative, financial, logistics team, ways of working, organisational schemes, alliances and partnerships, work and results with counterparts and local partners, applied methodologies, etc</li> <li><input type="checkbox"/> <b>Institutional leadership:</b> Role of the organisation in project implementation, use of resources, organisation's work methods, relationship with other organisations, partners and counterparts, links with key stakeholders, local and municipal governments and with governing institutions.</li> </ul>	<p>Institution's assessment tools.</p> <p>Facilitation and evaluation by assessment officials of the Red Cross.</p> <p>Review logical framework and budgets.</p>
Internal assessment	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Results, efficiency, effectiveness and cost/benefit of the intervention:</b> Review activity outcomes and results, impact and process indicators, tangible and intangible results, added values, complementary results, budget implementation.</li> <li><input type="checkbox"/> <b>Review results with other projects:</b> What have they obtained and under what conditions are the achievements/ tools from other donors.</li> </ul>	<p>Review previous reports from other projects and other organisations.</p> <p>Systematisation of experiences, individual and group assessments.</p>
External assessment (consultants or assessment directors from the regional office)	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Evaluation of the same aspects</b> but from an external perspective, be it from consultants or through the offices of organization assessment.</li> </ul>	<p>External consultancy.</p> <p>Red Cross assessment procedures and guidelines.</p> <p>Donor reports.</p>



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ASSESSMENT AND LEARNING		
Activity	Elements to verify	Methodologies
Project systematisation, lessons learned and best practices (and not-so-best practices)	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Project:</b> Schedule and systematise activities and outcomes from different project components, review and socialize tangible products (documents, guides, educational and informational materials, etc.).</li> <li><input type="checkbox"/> <b>Processes:</b> Constant recording and systematisation (ideally, throughout the project and not during closing stage) of processes, obstacles, challenges, difficult situations, stakeholders, relations with beneficiaries and other aspects affecting project outcomes; persons responsible for assets and team, user guide design, asset and team management and safekeeping.</li> <li><input type="checkbox"/> <b>Lessons learned and best practices:</b> Those that have significantly impacted the project, errors and successes, implementation and process best practices, detailed systematisation of tools developed.</li> <li><input type="checkbox"/> <b>Needs and new challenges:</b> Identify new priorities for future projects, relevant stakeholders and new areas for intervention.</li> </ul>	<p>Review activity logs, monthly reports from technicians and developers, coordinating team quarterly reports.</p> <p>Interviews and work groups with beneficiaries at community, institutional and all levels.</p> <p>Interview with tangible and tool product users.</p> <p>Analyse results on tool implementation, lessons learned and best practices.</p>
Disclosure and socialization	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Results, materials, tools and systematisation documents.</b></li> <li><input type="checkbox"/> <b>The organisation or the project team</b> has a social communicator to assess disclosure and socialization processes.</li> </ul>	<p>Publications, digital files, web pages, CDs.</p> <p>Encourage media coverage of project activities.</p> <p>Communicator, part of project staff, has all internal and external reference documents for disclosure, communication and visibility purposes.</p>



### Checklist for the identification and implementation of risk reduction projects in urban areas

EXIT OR SUSTAINABILITY STRATEGY		
Activity	Elements to verify	Methodologies
Follow-up actions in the field during implementation	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Organisational structures:</b> Women's groups, emergency committees, health volunteers, etc.</li> <li><input type="checkbox"/> <b>Promotion of volunteering:</b> Establish mechanisms for the recruitment and retention of volunteers, which could continue even after the project is completed.</li> <li><input type="checkbox"/> <b>Strengthening</b> the existing volunteer frameworks.</li> <li><input type="checkbox"/> <b>Empowered</b> and trained committees, community structures that are being updated.</li> <li><input type="checkbox"/> <b>Annual planning:</b> Strengthen the communication and link between neighbourhoods and local authorities (municipality, national response systems).</li> <li><input type="checkbox"/> <b>Motivation:</b> Establish mechanisms to encourage community volunteerism, associated with more permanent development processes.</li> <li><input type="checkbox"/> <b>Events:</b> Facilitate fundraising activities, to stimulate future processes in the community.</li> <li><input type="checkbox"/> <b>Preparation and training:</b> Trained community personnel, working under the "peer" methodology, strengthening technical skills related to permanent relief agencies (fire fighters, Red Cross), directed towards local volunteer groups.</li> <li><input type="checkbox"/> <b>Local creativity:</b> Promote actions and activities that arise from the community itself, work tools/ strategies, share them and improve them.</li> <li><input type="checkbox"/> <b>Promote activities with the most stable structures:</b> Faculty, students, health volunteers, etc., enrich or update the information: Studies, plans, methodologies, etc.</li> </ul>	<p>"Pair" methodology.</p> <p>Utilise more creativity and popular wisdom.</p> <p>Build from what the people know, are used to and practice.</p> <p>Lectures and training sessions.</p> <p>Workshops on outreach, communication and personal development.</p> <p>Experience exchange between local authorities and the community, as well as with other projects.</p> <p>Put on forums, fairs, promote more outreach</p> <p>Schedule of periodic activities, created with beneficiaries.</p> <p>Definition of the budgets of the authorities.</p> <p>Train instructors/facilitators in the neighbourhoods.</p> <p>Create a library/point of access to reference materials in the neighbourhoods.</p> <p>Develop agreements with relief agencies to train volunteers in the neighbourhoods, and perhaps to make them volunteers of that organisation.</p> <p>Assemblies, councils with the people and authorities.</p>



## Checklist for the identification and implementation of risk reduction projects in urban areas

EXIT OR SUSTAINABILITY STRATEGY		
Actividad	Elements to verify	Methodologies
Other sources for resources, partnerships and commitments from key representatives: National emergency, private companies, universities, other organisations, local authorities.	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Private companies:</b> Relationships with other possible sources of resources, through company responsibility.</li> <li><input type="checkbox"/> <b>Partnerships with universities:</b> Some professional disciplines can be a strategic part of these processes.</li> <li><input type="checkbox"/> <b>Partnerships with relief agencies:</b> Some specialised organisations can participate in education and training processes: Fire fighters, Red Cross, civil defence, which strengthens the neighbourhood's first response committees.</li> </ul>	<p>Create work strategies with the population.</p> <p>Incorporate best practices established in other processes, to achieve sustainability.</p> <p>Internal coordination with leaders.</p> <p>Develop agreements and periodically document support and work.</p>
Gradual exit	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Establish</b> a schedule for work sessions, to address the process' sustainability. (3-4 sessions per year), with the participation of authorities and organisations that possess the most permanent processes.</li> <li><input type="checkbox"/> <b>Mapping</b> key stakeholders that can implement continuity activities.</li> <li><input type="checkbox"/> <b>Networks:</b> Creation of community networks, to straighten the ties between the neighbourhoods and to encourage cooperation and solidarity in neutral areas.</li> <li><input type="checkbox"/> <b>Socialisation</b> of results achieved during the intervention, to show the population's distinct contribution.</li> <li><input type="checkbox"/> <b>Transfer of copies of:</b> Final project report, final evaluation, lessons learned, certificate of delivery, certificate of incorporation, project release documents, etc. to the authorities, relief agencies, population, media, involved stakeholders.</li> </ul>	<p>Monthly, bimonthly and weekly schedules, with detailed and specific support activities to build sustainability.</p> <p>Sending remission notes.</p> <p>Ensure that authorities from the national system of civil protection and involved relief organisations remain in contact.</p> <p>Once the link is strengthened with private companies, it is possible to continue to seek financial support.</p>





**Cruz Roja Finlandesa** 

 **Norwegian Red Cross**




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*The International Federation of the Red Cross and Red Crescent Societies (IFRC) promotes the humanitarian activities of the National Societies in the favor of vulnerable persons.*

*By coordinating international disaster relief and promoting development assistance, it seeks to prevent and alleviate human suffering.*

*The IFRC, National Societies and the International Committee of the Red Cross together constitute the International Red Cross and Red Crescent Movement.*



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