

## Handout 4

# STAGE TWO: PRACTICAL WAYS OF BUILDING INCLUSIVE PROJECT CYCLE MANAGEMENT

### Project Planning and Design

Design step	Inclusion approaches to consider
Plan how you will undertake the design process	<p>Include people with disabilities as participants in the project planning and consultation process.</p> <p>Consider how to include people with disabilities in the decision-making process, as project staff, or as contracted advisers to share expertise on inclusion.</p>
Set goals and objectives	<p>Undertake a strengths-based consultation to find out:</p> <ul style="list-style-type: none"> <li>▶ what has worked well in the area/issue before and why</li> <li>▶ what resources are available and who is doing what already</li> <li>▶ what vision for the future do the stakeholders have (these visions can become the objectives)</li> <li>▶ what steps are needed to achieve the objectives</li> <li>▶ what cultural factors influence the existing situation and any prospect for change</li> </ul> <p>Ensure the objectives relate to and specifically identify issues associated with inclusion or targeted activities to improve the opportunities for people with disabilities.</p>
Identify what the project will actually include	<p>Are vulnerable women, men, girls and boys specifically included in this program/strategy/activity?</p> <p>How are they included?</p>
Check feasibility of the project and clarify risk management process	<p>Is inclusion adequately resourced?</p> <p>Are there any barriers to their participation and if so, how can these be overcome?</p>

Design step	Inclusion approaches to consider
<p>Document proposal for action, including purpose, scope, justification for initiating it and solution to be implemented</p>	<p>Inclusion can be either mentioned in every aspect of the proposal or it can be the central objective and therefore the central focus of the project.</p> <p>Stakeholder groups can give feedback on the proposal.</p>
<p>Identify what finances and resources will be needed, liaise with potential funders and develop funding proposal</p>	<p>Ensure a standard line for costs of disability access/ inclusion within all budgets as a fixed percentage (2-5%) of overall costs to cover interpreters, guides, transport, material production in alternative formats, adaptations to premises.</p>
<p>Negotiate who will have responsibility for the project (decision-making, implementation, collaboration, risk taking)?</p>	<p>Are there any ‘vulnerable’ people represented on the governing body and if so, how can their participation be supported?</p> <p>Does the body responsible for the proposed project have a philosophy of inclusion? If not, how can they be supported to learn and be inclusive?</p>
<p>How will the project be monitored and assessed – e.g. how will we learn what is going well and what needs to be improved? Who will decide what success looks like?</p>	<p>Do the indicators integrate a disability perspective?</p> <p>Is the participation of people with disabilities included in this program/strategy/activity measured on a regular basis and in periodic evaluations?</p> <p>Separate data on participants with disabilities by type of disability as well as gender.</p> <p>Ensure inclusion of people with disabilities in any objective follows through into relevant indicators, outcomes, outputs, activities, budgets and evaluation. Insert additional columns in tables for disability checklists.</p>

Design step	Inclusion approaches to consider
<p>Develop plans for:</p> <ol style="list-style-type: none"> <li>1) implementation (activity plan with time line and responsibilities);</li> <li>2) monitoring/reflection (including time line and responsibilities) and</li> <li>3) review/evaluation (including time line and responsibilities)</li> </ol>	<p>Who is responsible and who is conducting the activities? Who is responsible for gathering information (monitoring)? Who is responsible for collating information, and ensures a timely delivery of gathered data?</p> <p>Ensure responsibilities and duties are part of the job descriptions and work duties, ensuring impairment needs are met.</p>