

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 equal numbers of women and men with disabilities as participants in the project planning and consultation process.</p> <p>Consider how to include women and men 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 what:</p> <ul style="list-style-type: none"> ▶ has worked well in the area/issue before and why ▶ resources are available and who is doing what already ▶ vision for the future do the stakeholders have (these visions can become the objectives) ▶ steps are needed to achieve the objectives ▶ cultural factors influence the existing situation and any prospect for change <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>

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<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 impairment as well as gender.</p> <p>Ensure inclusion of disabled people in any objective follows through into relevant indicators, outcomes, outputs, activities, budgets and evaluation. Insert additional columns in tables for disability checklists</p>