

T46 Project prioritization template

Description

This tool provides a rational criterion for prioritizing the Strategic Development Plan projects and identifying the most urgent projects to develop.

Participants

This activity is carried out by the technical team.

Instructions

1. Use the template at the end of this tool to include the projects included in the project list, which resulted from **Block E Strategic Development Plan**.
2. Review the proposed criteria and the numerical scale for each, included below. It is possible that, depending on the context, some may be removed, modified or added. The numerical values assigned are general, so it is recommended that you specify what each one corresponds to. Some examples are included below to illustrate this.
3. For each project in the list, make an evaluation for each criterion, assigning a score in the corresponding column. Use the following guiding questions to guide the discussion and definition of the score.
 - a. How does this project improve the quality of life of the city's inhabitants? What are the benefits that this project could bring to society, the economy, the environment, health?
 - b. What is the environmental footprint of the project, would it reduce carbon emissions, and would it improve the resilience of the city and the region?
 - c. What is the health impact of the intervention? How does the intervention improve citizen's health? How does the intervention relate health to the different sectors? Are these sectors included in the development of the intervention?
 - d. What objectives of the plan are addressed? To what extent could each project meet the objectives? Does the project respond to the most urgent challenges identified in the diagnosis? Does the project respond to an urgent situation that requires quick responses?
 - e. Is the project accepted and required by the community and strategic stakeholders? What level of citizen involvement would the project have?
 - f. What is the cost of implementing the project and does it impact the municipality's existing budget? Are there mechanisms in place for its implementation?
 - g. Does the intervention have the political commitment and stakeholders' support to be developed?
 - h. Are there stakeholders willing to finance this project? Are there regional, national or international funds for this type of project?
 - i. How long would it take to implement the project and could it be completed within the current municipal term? If not, could it be completed by the next government?
 - j. Overall, is this project easy to achieve and with a high positive impact?
 - k. Is this project also considered a national or regional priority?

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Criteria for the evaluation of the project list			
Linked goals	List the objectives to which the project responds.	Strategies / lines of action linked to	List the strategies and/or lines of action that the project addresses.
Economic, social and environmental benefits/impact *Consider the impact of the project in its different dimensions and/or how many benefits it brings. You can also make a matrix with a list of benefits and evaluate the extent to which each project addresses each of them.	Very high (5) High (4) Medium (3) Low (2) Very low (1)	Acceptance by stakeholders / participatory prioritization *Obtained from the Prioritization Workshop	Very high (5) High (4) Average (3) Low (2) Very low (1)
Financial viability *Consider the information and results of project preparation.	Very low (5) Low (4) Medium (3) High (2) Very high (1)	Institutional costs *Consider the need (or not) for administrative/management, legal/regulatory, intergovernmental/inter-agency coordination, etc. changes.	Very low (5) Low (4) Medium (3) High (2) Very high (1)
Implementation times	Short term (5) Medium term (3) Long term (1)	Technical feasibility *Consider the information and results of project preparation.	Very high (5) High (4) Average (3) Low (2) Very low (1)

Some additional criteria that may be considered:

- Priority area
- Urgency (1 = not urgent; 2 = urgent; 3 = very urgent)
- Integration potential (1 = low; 2 = medium; 3 = high)

Tip: If the plan has a focus on urban health, consider adding a specific criteria to evaluate the project on its health benefits and impact: Consider the impact of the project, focusing on the health dimension and/or how many benefits it brings. Take into consideration its interconnectedness to the different sectors. Undertaking a Health Impact Assessment (HIA) can help in measuring the benefits and their impact to the population.

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Examples of numerical scale assigned to prioritization criteria:

San Nicolas de los Garza

In this case, a different methodology was used where costs were subtracted from benefits, so that a high financial and institutional cost had a higher value. Thus, a project with many benefits but high costs is equated with one with few benefits but low costs.

Time, money and institutional costs

Assessment of the constraints of each project in accordance with the above-mentioned ranges.

Execution period:

- short: less than one year (1)
- medium: one to three years (3)
- long: more than three years (5)

Financial cost of realization:

- less than 1 million pesos (1)
- more than 1 million pesos, less than 10 million pesos (2)
- greater than 10 million pesos, less than 50 million pesos (3)
- greater than 50 million pesos, less than 100 million pesos (4)
- exceeding 100 million pesos (5)

Institutional cost:

- No administrative changes required (1)
- Changes to bylaws or municipal regulations are required (2)
- The creation of administrative institutions or bodies is required (3)
- Management by other entities or institutions is required (4)
- Metropolitan coordination is required (5)

Methodological Guide for the Operationalization of Urban Projects, Cuba

Questions	Possible answers	Value
A Where did the idea come from?	• National Government	1
	• Provincial Government	3
	• City/Municipality	4
	• Community	5
B Will municipal leaders support the project?	• Hardly	1
	• Normal	3
	• Easily	4
	• Already approved	5
C Will the project be approved in other countries? governmental bodies?	• Hardly	1
	• Normal	3
	• Easily	4
	• Already approved	5
D Is there support from groups representatives of the citizenry?	• Some scattered	1
	• Minority of support	3
	• Majority of support	4
	• Overwhelming majority of support	5
E Is there support from the residents in the adjacent area?	• Some scattered	1
	• Minority of support	3
	• Majority of support	4
	• Overwhelming majority of support	5
F Has there been any consultation public for this project?	• No. It is still at the conceptual stage	1
	• The public has been informed by means of a outreach campaign	3
	• The project has been submitted to the community representatives for consultation and comments	4
	• Community organisations have been actively involved in the formulation	5
G Does it include or involve the relocation of communities, homes and/or businesses?	• Yes, on a large scale (more than 50 dwellings have to be relocated)	1
	• Yes, on a smaller scale (between 10 and 50 dwellings) to be relocated)	3
	• Relocation affects less than 10 housing	4
	• No relocation	5

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Template for prioritization of the project list

Add rows as necessary according to the project listing and edit the columns accordingly. The benefits/impact column could be separated to evaluate the different types of benefits. Some examples of projects are included below in red color.

Projects		Linked Objectives	Linked strategies / lines of action	Econ omic, social and environ mental benef its/im pact	Acce ptanc e by stake holde rs	Finan cial viabil ity	Instit ution al costs	Imple ment ation times	Tech nical feasi bility	SCO RING	RELA TIVE RAN KING
1	Neighborhood Center (Nichupté Bridge)	Objective 3: Proximity and Connected City Objective 5: Healthy and Friendly City	Take advantage of the available land to create public facilities and public spaces that facilitate the connection of the urban fabric and bring the Nichupté Lagoon and mangrove areas closer, respecting their natural condition and enhancing their value.	4	4	4	4	4	4	24	1
2	Reforestation of urban space	Objective 1: Green and resilient city	Encourage initiatives to mitigate environmental impacts and enhance the ecosystem services of green areas and areas of environmental value	1	2	2	3	2	4	14	2
3	New flood protection infrastructure	Objective 1: Green and resilient city	Strengthen people's resilience, infrastructure and economic activity to disasters caused by climatic phenomena.	2	3	1	2	2	2	12	3

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Urban resilience

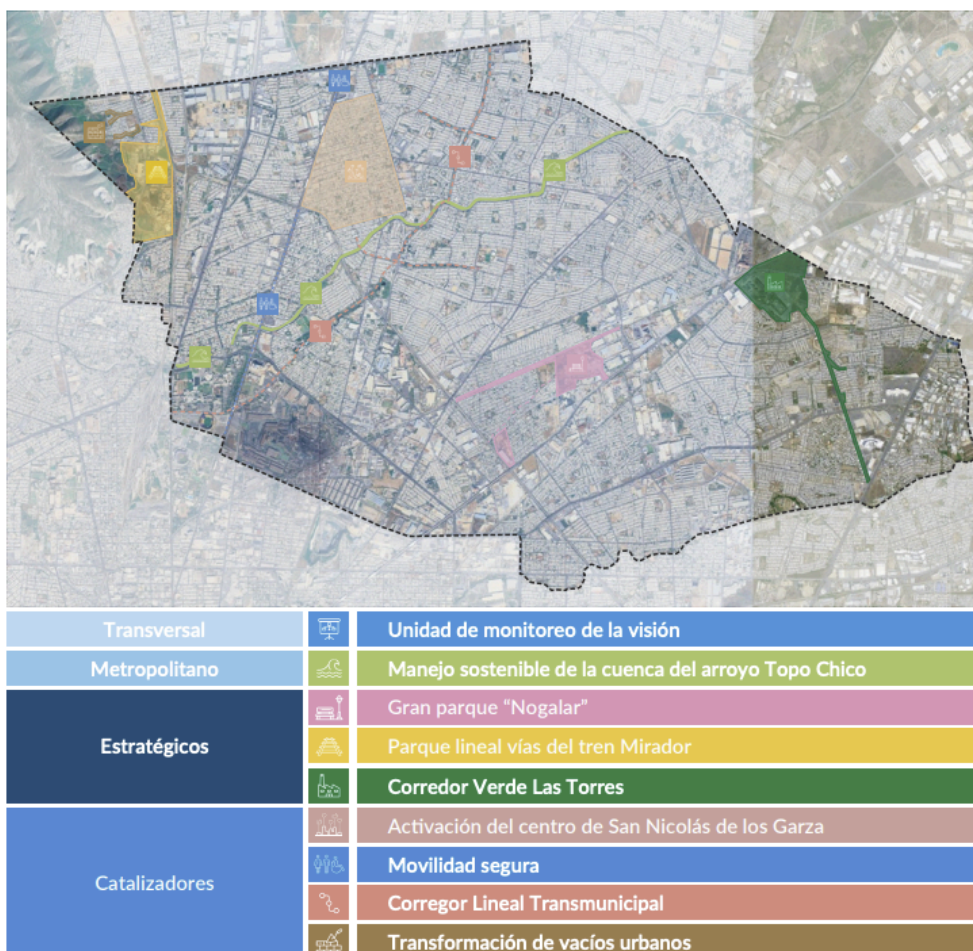
For disaster risk response and climate adaptation issues, the first column of the prioritization template (entitled "Projects") can be modified and used to assess and prioritize the strategic lines of action for city resilience developed in the **Strategy for Disaster Risk Management and Climate Resilience (Activity 21)**. At a later stage, these actions should be reviewed in their entirety to ensure that there are no environmental and social risks, especially those that may affect vulnerable people.

References:

[Vulnerability and risk to climate change](#) (5.3. Prioritization of actions)

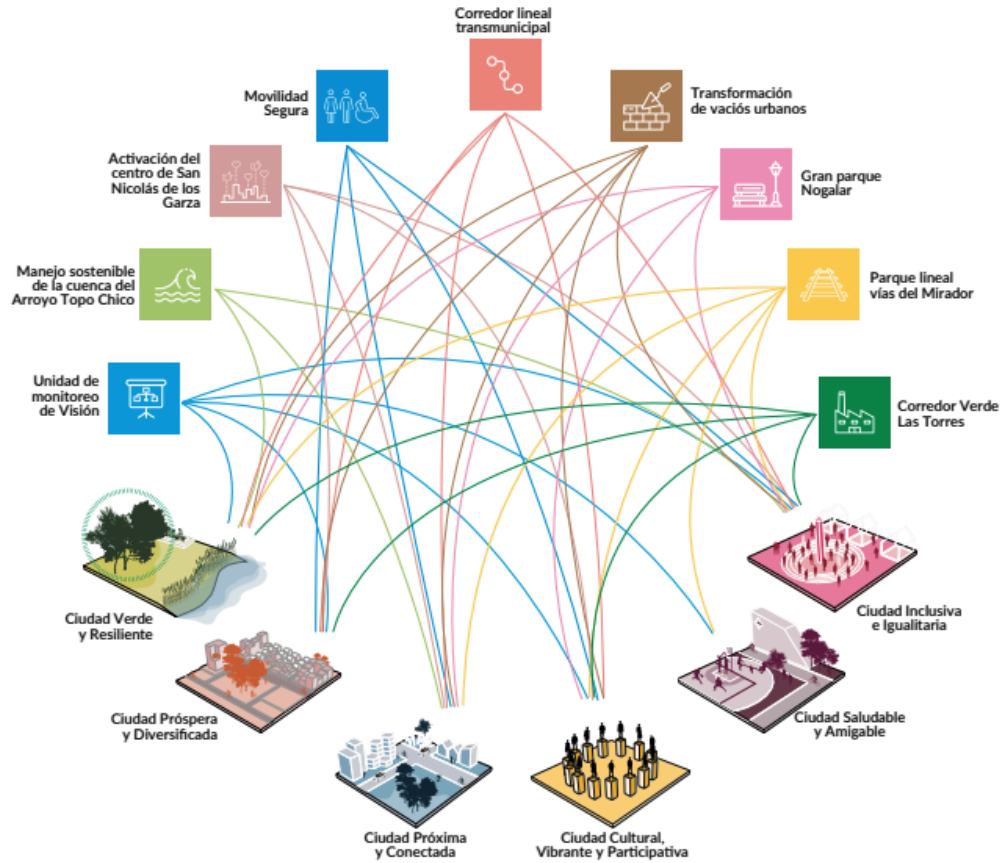
4. Add the total score of each project and assign a relative ranking. Based on this, select and list the priority strategic projects that make up the strategic project portfolio.

Example of project portfolio location map for San Nicolas de los Garza, Mexico, by category:



Portfolio of

T46 Project prioritization template



Fuente: ONU-Habitat, 2021