



Climate Resilient Planning Kit

A toolkit to improve resilience of
Basic Service Delivery Systems

BOOKLET 3: WORKSHEETS



Climate Resilient Planning Kit: A toolkit to improve resilience of Basic Service Delivery Systems

BOOKLET 3: WORKSHEETS

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This is the third of three booklets introducing a toolkit for strengthening the resilience in basic service delivery systems. Booklet 1 contains the main toolkit and worksheets. Booklet 2 contains worked examples from projects in Nepal and Senegal. Booklet 3 contains the toolkit worksheets only, which may be printed and used separately.

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Table of Contents

Task 1: Assessment	1
<i>Worksheet 1: Assessment</i>	
Task 2: Inventory	3
<i>Worksheet 2: Inventory of Hazards;</i>	
<i>Worksheet 3: Inventory of Service Components;</i>	
<i>Optional Exercise 1: Mapping</i>	
Task 3: Diagnosis	7
<i>Worksheet 4: Impact Pathways;</i>	
<i>Optional Exercise 2: Prioritisation</i>	
Task 4: Planning	10
<i>Worksheet 5: Action Plan</i>	



Assessment

Guidelines for this worksheet are on page 8 of Booklet 1.

TASK 1

Worksheet 1

Step 1: **Think and describe** – what intervention are you designing/implementing/evaluating?

a. What service are you delivering? (e.g. health, education, water, sanitation) _____

b. Where is it located? _____

c. Who benefits? (e.g. women/elderly/youth, social groups, etc.) _____

Step 2: With that information in mind, **Answer Yes ✓, No ✗ or Don't Know ?** to each question below

	✓	✗	?
1 Is the project located in an area prone to natural hazards ? <i>Examples: earthquakes, landslides, tsunamis, volcanic activity, avalanches, floods, extreme temperatures, drought, wildfires, cyclones, storms/wave surges, disease epidemics and pest outbreaks</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Have similar projects in this area experienced impacts as a result of natural hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Is the project located in an area experiencing or susceptible to complex emergencies ? <i>Examples: humanitarian crisis, hindrance or prevention of humanitarian assistance by political and military constraints; tribal conflict, food insecurity, epidemics; conflicts and displaced populations</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Have similar projects in this area experienced impacts as a result of complex emergencies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Is resilience-building or disaster risk reduction a significant focus of the intervention you are designing/developing/implementing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Does the project deliver basic services (e.g. health, education, water, sanitation) that allow community/households/individuals to improve their coping ability when hit by a natural hazard or complex emergency?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Does the project deliver basic services (e.g. health, education, water, sanitation) that allow community/households/individuals to improve their ability to recover quicker when hit by a natural hazard or complex emergency?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total ticks ✓

Total Don't Knows ?

Total score =

Top tip!

If your assessment score has many Don't Knows, seek more information from colleagues, local people, technical experts and other development partners and sources of information. You can carry on with the other Guidance Sheets and exercises for now, but as more information becomes available your assessment and diagnosis can be refined. It is a good idea to do this before significant resources are committed to new activities!

Note: If you answered Yes ✓ to questions 5, 6 or 7 you should treat your project as **high priority**, regardless of the total score.

Now turn the page to calculate the priority for a focus on resilience in your project using your Total score.








Assessment

TASK 1

Worksheet 1

Ranking

Score your ranking using your Total score from page 9

-  **If your score is 4–7**
Resilience should be a high priority for your project. We strongly advise that you continue using this Toolkit and go to Guidance Sheet 2. Wherever possible, projects in this category should ensure that resilience and disasters are treated systematically in project framing and planning, and that sufficient resources and expertise are available to support them. This Toolkit will be just a first step for high priority projects, but it will help you identify areas where support is needed.
-  **If your score is 2–3**
Resilience might be a priority for your project, but more analysis is needed. For now, we advise that you continue to use this Toolkit and progress to Guidance Sheet 2.
-  **If your score is 0–1**
Resilience may not be a priority for your project. However, if you have time completing this Toolkit will be useful to confirm this assessment, and may help identify measures to strengthen service delivery.

A focus on resilience is
(circle as appropriate):



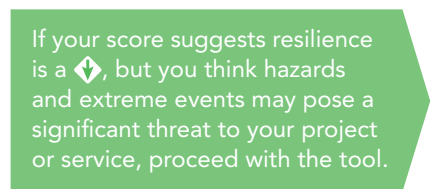
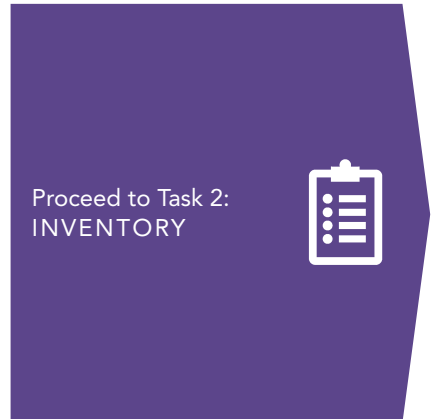
HIGH
PRIORITY



MEDIUM
PRIORITY



LOW
PRIORITY





Inventory of Hazards

Guidelines for this worksheet are on page 13 of Booklet 1.

TASK 2

Worksheet 2

Name of hazard	Frequency	Widespread	Impact			Likelihood of negative impact on your intervention
			Disruption to general life:	People:	Infrastructure:	

👉 Top tip! Finding it hard to think of information to fill in the table?

If you think you will struggle to complete this table, **consider getting additional information from these sources:**

- Studies conducted at local/national level that might provide you with information on climate hazards;
- Colleagues who have been working on these issues before and might know about potential hazards affecting your project's location;
- Governmental organisations dealing with disaster risk management;
- Staff at the local municipality
- Project's community
- Other key stakeholders, etc.

More space on the following page to fill in your answers



Inventory of Hazards

TASK 2

Worksheet 2

Name of hazard	Frequency	Widespread	Impact			Likelihood of negative impact on your intervention
			Disruption to general life:	People:	Infrastructure:	



Inventory of Service Components

TASK 2


Worksheet 3

Type of service component	Priority level	Type of service component	Priority level	Type of service component	Priority level
Hardware		Consumables		People	
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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>


Service components

Guidelines for this worksheet are on pages 16 and 17 of Booklet 1.

Option 1
 proceed to Task 3: **DIAGNOSIS** where we will guide you through a more systematic way of thinking about how the hazards will impact the service components you have identified



Option 2
 Do the **optional participatory exercise**, where we will guide you on how to map your system's configuration and get you to identify potential hotspots of vulnerability





Optional Exercise 1: Mapping system configuration and vulnerability hotspots

TASK 2

Mapping Worksheet

Guidelines for this exercise are on pages 19 and 20 of Booklet 1.

👉 Top tip!

We've provided this worksheet for you, but use the biggest piece of paper you can, especially if working with other people.



Impact Pathways

Guidelines for this worksheet are on pages 23, 24 and 25 of Booklet 1.

TASK 3

Worksheet 4

Level 2 or 3 hazard	High/medium priority service component (hardware, consumable, people)	Impact	Service delivery			Mitigation measure	Priority level
			Availability:	Access:	Safety:		

Top tip!



If you have many high priorities, resources are limited and you're unsure about what to prioritise, Optional Exercise 2: Prioritisation matrix (on pages 29–30 in Booklet 1) will help. Note that it focuses on high and medium priorities, so be sure that low priorities aren't forgotten if they are important.



Impact Pathways

TASK 3

Worksheet 4

Level 2 or 3 hazard	 High/  medium priority service component (hardware, consumable, people)	Impact	Service delivery			Mitigation measure	Priority level
			Availability:	Access:	Safety:		



Action Plan

TASK 4

Worksheet 5

Title: _____

Timeframe: _____

People involved in putting it together: _____

Priority level	List mitigation actions	What needs to be done?	By whom?	By when?

Guidelines for this worksheet are on page 33 of Booklet 1.

👍 Top tip!

Whenever possible consider involving many stakeholders as possible in this exercise. Discussing mitigation actions with communities and grassroots organisations you raise everyone's awareness of what needs to be done, by whom and when, and help create ownership.



The BRACED Knowledge Manager generates evidence and learning on resilience and adaptation in partnership with the BRACED projects and the wider resilience community. It gathers robust evidence of what works to strengthen resilience to climate extremes and disasters, and initiates and supports processes to ensure that evidence is put into use in policy and programmes. The Knowledge Manager also fosters partnerships to amplify the impact of new evidence and learning, in order to significantly improve levels of resilience in poor and vulnerable countries and communities around the world.

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