

# A Checklist for Creating Impact

- 1. Pre-project**
  - a. Identify target region in response to local demand or perceived opportunity
  - b. Evaluate potential for impact (agricultural, institutional and/or political)
  - c. Identify partners and a likely local project driver. Develop trust and a strong relationship
  - d. Discuss and plan: from needs assessment through to scaling up and M&E
  - e. Establish benchmarks for collaboration partners
- 2. Needs assessment**
  - a. Select and characterize target region for survey
  - b. Review existing information and heavily consult local contacts
  - c. Perform a stakeholder analysis (including a communication network and market analysis)
  - d. Visit fields and talk with farmers to identify problems, true causes and possible options
  - e. Conduct a baseline survey (identify impact indicators)
  - f. Select options for validation and/or identify needs requiring research
- 3. Research (where knowledge or technology gaps identified)**
  - a. Ensure technology matches farmers' circumstances
- 4. Validation**
  - a. Build Capacity – with local project driver and collaborators: Train partners and collaborators in technology and participatory delivery
  - b. Define recommendation domains – areas where potential technology fits
  - c. Identify target communities
  - d. Identify and contact potential partners and collaborators
  - e. Visit and meet with farmers to jointly plan demonstrations and to select participants
  - f. Choose options and sites with farmers
  - g. Train farmers

- 4. Validation (continued)**
  - a. Establish sites
  - b. Visit and evaluate fields
  - c. Conduct field days and farm walks – encourage farmer-farmer awareness rising and sharing
  - d. Collect farmer feedback, record adaptations, identify further opportunities or needed changes
  - e. Adapt technologies IF needed.
  - f. Evaluate partnerships.
- 5. Scaling up – led by local project driver and collaborators**
  - a. Ensure required inputs and market for additional produce are available
  - b. Identify target zones for scaling up
  - c. Re-assess partnership and identify other key stakeholders
  - d. Distill and package farmer-preferred technologies
  - e. Revisit farmer communication networks and work with these for effective dissemination
  - f. Establish a communication/Extension campaign committee
  - g. Design and plan the communication/Extension campaign (include a message design workshop)
  - h. Design, test, adapt and produce multi-media communication materials
  - i. Initiate and build communication program around field demonstration sites (preferably farmer-led)
  - j. Monitor and evaluate technology adoption and impact.
  - k. Collect feedback to modify technology and program as needed
- 6. Monitoring and evaluation**
  - a. Post-intervention surveys
  - b. Field day evaluations
  - c. Document lessons learned
  - d. Assess impact against benchmark and project goals

Based on the IRRI fact sheet "Checklist for creating impact" 2004. V Balasubramanian, M Bell, et al.

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