# TOOL 11: CEA checklist for plans

#### A simple checklist for programme managers, sectors, department heads, and PMER staff to assess if a programme plan has sufficiently included CEA.

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| **DOES THE PLAN INCLUDE:** | **YES** | **NO** | **IF NO, FOLLOW-UP ACTION**  |
| Evidence of the community being consulted during the assessment about their needs, priorities, and opinions, including preferred ways to receive information, participate and give feedback  |  |  |  |
| Evidence of a context analysis being carried out, including mapping community groups and leaders, power dynamics, gender and diversity roles, cultural and social values, conflict, and existing capacities |  |  |  |
| Evidence the community (including men, women, boys, girls and marginalized or at-risk groups) participated in developing the programme plan e.g., through participatory planning workshops |  |  |  |
| Activities to keep communities informed about the programme, specifying what information will be shared, with who, through which methods, by whom, and at what points in the programme e.g., regular community meetings, noticeboards, SMS etc |  |  |  |
| Activities that will support communities to participate in managing the programme and making decisions, e.g., community committees, community representatives, regular focus group discussions |  |  |  |
| A community feedback mechanism, with the process for collecting, analysing, responding, and acting on feedback fully functional and clearly explained  |  |  |  |
| Indicators to monitor if community engagement approaches are being implemented and the programme is being accountable to communities. See [Tool 7: CEA M&E tool](https://communityengagementhub.org/resource/cea-toolkit/) for guidance |  |  |  |
| CEA has been included in the programme budget, with adequate funding to cover the activities in the plan  |  |  |  |