GOOD PRACTICE TEMPLATE

This template includes background information on good and promising practices as well as a form (on page 3) to fill in for documenting your experience. You can use this to check what you have covered when documenting a practice and see the gaps. The form helps to identify whether the practice is a promising one or a good practice. It is worth noting that the template is a tool to collect and save data and information on your practice. However, it is not a final communication product. You will use the information gathered in the template to create final communication products, adapted to your target audience. This template is based on a thorough analysis of FAO and its partner organizations' experience in collecting good practices. It is a living document – its content can be changed over time as it takes into account feedback and technical needs.

HOW TO DOCUMENT A GOOD PRACTICE

- TITLE, AUTHOR AND PUBLISHER
- DATE, LOCATION, DURATION
- OBJECTIVE AND TARGET AUDIENCE
- INTRODUCTION
- ACTORS, STAKEHOLDERS
- METHODOLOGICAL APPROACH
- VALIDATION PROCESS
- RESULTS/IMPACT
- INNOVATIONS
- SUCCESS FACTORS AND CONSTRAINTS
- LESSONS LEARNED
- SUSTAINABILITY
- REPLICABILITY AND/OR UP-SCALING
- CONCLUSION
- CONTACTS
- REFERENCES

GOOD PRACTICES

Good practice definition

A **good practice** can be defined as follows:

> A good practice is not only a practice that is good, but one that has been proven to work well and produce good results, and is therefore recommended as a model. It is a successful experience that has been tested and validated, in the broad sense, has been repeated and deserves to be shared, so that a greater number of people can adopt it.

Good practice criteria

The following set of criteria will help you to determine whether a practice is a 'good practice':

1. **Effective and successful**
   A good practice has proven its strategic relevance as the most effective way to achieve a specific objective; it has been successfully adopted and has had a positive impact on individuals and/or communities.

2. **Environmentally, economically and socially sustainable**
   A good practice meets current needs, in particular the essential ones of the world's poorest, without compromising the ability to address future needs.

3. **Gender sensitive**
   A description of the practice must show how actors – men and women – involved in the process, were able to improve their livelihoods.

4. **Technically feasible**
   Technical feasibility is the basis of a good practice. It must be easy to learn and implement.

5. **Inherently participatory**
   Participatory approaches are essential, as they support a joint sense of ownership of decisions and actions.

6. **Replicable and adaptable**
   A good practice should have the potential for replication and should therefore be adaptable to similar objectives in varying situations.

7. **Reducing disaster/crisis risks, if applicable**
   A good practice contributes to disaster/crisis risk reduction for resilience.

PROMISING PRACTICES
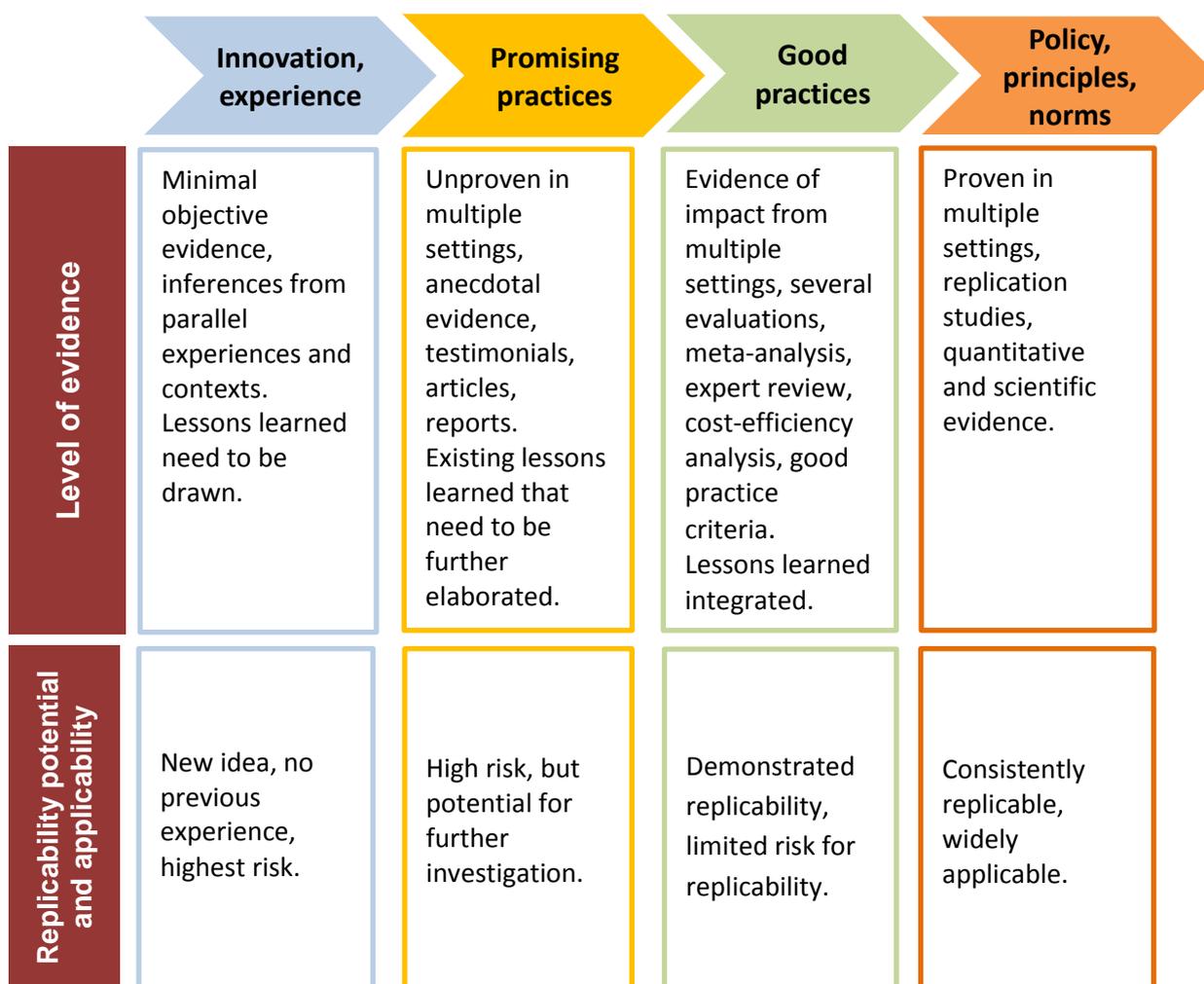
Promising practice definition

A **promising practice** can be defined as follows:

> A promising practice has demonstrated a high degree of success in its single setting, and the possibility of replication in the same setting is guaranteed. It has generated some quantitative data showing positive outcomes over a period of time. A promising practice has the potential to become a good practice, but it doesn't yet have enough research or replication to support wider adoption or upscaling. As such, a promising practice incorporates a process of continuous learning and improvement.

State of a practice: good practice or promising practice?

The following set of criteria will help you to determine whether a practice is a good practice:

	Innovation, experience	Promising practices	Good practices	Policy, principles, norms
Level of evidence	Minimal objective evidence, inferences from parallel experiences and contexts. Lessons learned need to be drawn.	Unproven in multiple settings, anecdotal evidence, testimonials, articles, reports. Existing lessons learned that need to be further elaborated.	Evidence of impact from multiple settings, several evaluations, meta-analysis, expert review, cost-efficiency analysis, good practice criteria. Lessons learned integrated.	Proven in multiple settings, replication studies, quantitative and scientific evidence.
Replicability potential and applicability	New idea, no previous experience, highest risk.	High risk, but potential for further investigation.	Demonstrated replicability, limited risk for replicability.	Consistently replicable, widely applicable.

Adapted from Hancock, J. (2003): *Scaling-up for increased impact of development practice: Issues and options in support of the implementation of the World Bank's Rural Strategy. Rural Strategy Working Paper, World Bank, Washington D.C.*

Form to fill in to document your experience

Title

[What is the name that best describes your experience?]

Date

[Month and year]

Authors

[Name, organization, email]

Element	Guiding questions
Type of document (optional)	• Promising practice fact sheet, good practice fact sheet, information sheet, experience sheet, case study, manual, guidelines.
Publisher (optional)	• Is the (promising/good) practice published by FAO or together with partners? • Specify partner organizations.
Target audience	• To whom is this document addressed?
Objective	• What is the aim/objective of this document?
Geographical coverage	• Geographical range: country, region, province, district, town, village (add map if available).
Introduction	• **Context** (initial situation) and challenges addressed: short description and period during which the practice has been carried out (**timeframe**) • What is the **aim/objective** of the practice? • How **gender** was taken into account in both challenge addressed and the practice itself? • In disaster prone situations, explain how the practice is contributing **to risk reduction** and crisis management for resilience.
Actors and Stakeholders*	• Who are the **beneficiaries** or target group of the practice? • Who are the **users** of the practice? • Who are the institutions, **partners**, implementing agencies and donors involved in the practice? What is the nature of their involvement? • Is there any **sex-disaggregated data** on stakeholders? • Do **men and women play a different role** as they benefit from the practice and a different degree of vulnerability to different types of threats and crises?**
Methodological approach*	• What **methodology** has been used to address the initial issue, leading to a successful outcome and finally to the (promising/good) practice? • In which way was the **process participatory**? • **Step-by-step** description including gender aspects.

Element	Guiding questions
Validation*	**Validation**: Confirmation by beneficiaries that the practice properly addressed their needs and expert validation from a technical and methodological point of view. • Has the practice been validated with the **stakeholders**/final users? • **Brief description** of the practice validation process.
Results/outputs	**Outputs** are the end products and services: deliverables from the activities and within team control. • Outputs of the practice?
Impact*	**Impact** is the long-term development improvements to which the project contributes. • Explain how the impact may **differ between men and women**. • Have these **beneficiaries' livelihoods** been environmentally, financially, and/or economically improved (and if applicable, become more resilient), and if yes, how? • Was the impact **measured** through monitoring and evaluation? • Have you developed any **indicators**? If yes, which ones (this could be very useful in the event of replication)?
Innovations	• In what way has the practice **contributed to innovations** in the livelihoods of men and women?
Success factors*	• What element **distinguishes** your practice from other similar ones? • What are the **conditions (**institutional, economic, social and environmental, taking into account disaster risks) needed for the practice **to be successful**?
Constraints*	• What are **the challenges** encountered by men and women in applying the practice? How were they addressed? • In the context of disaster, how do **crises/shocks affect the livelihoods** of groups and institutions at risk?
Lessons learned*	• **Key messages** and lessons learned from the practice (men and women).
Sustainability*	• What are the elements needed for the practice to be **institutionally, socially, economically and environmentally** resilient and/or sustainable?** • **Total costs** incurred for the implementation of the practice. • Cost/efficiency indications: institutional, social, economic and/or environmental **benefits compared** with total costs?
Replicability and/or upscaling*	• What are the possibilities of **extending the practice** more widely? • If you were giving advice to men and women living in another geographical area, what are the **conditions that should be met/respected** to ensure that the practice is either replicated, adapted to the new context or scaled up (at national, regional or international level)?

Element		Guiding questions
	Testimony	• Collect **stakeholders' testimony** and use this anecdotal evidence of a man or a woman to show the benefit of the practice.
	Conclusion*	• Conclude specifying/explaining the **impact and usefulness** of the practice.
	Contact details	• Contact details of the project or people involved **for more information** on the practice.
	Related website(s)	• **Websites** of the projects/interventions under which the practice was identified and reproduced.
	Related resources that have been developed	• Training manuals, guidelines, technical fact sheets, posters, pictures, video and audio documents that have been created and developed as a result of identifying the practice.

All these dimensions should contain information that is sensitive to gender, or the difference between men and women.

*** depending on exposure to disasters.*

Checklist of metadata

Metadata is commonly defined as data about data. Broadly, this means information about a document and its content. Metadata makes it easier to archive and retrieve a document. This is useful if the good practice is part of a database or is published on a website, or in FAO's central archiving system (FAO Document Repository: www.fao.org/documents/en/).

Most of the metadata needed is already included in the Good Practices Template (Title, Date, Authors, Type of document, Publisher, Target Audience, Objective, Geographical coverage, Contact details, URL of the practice, Related website(s), Related resources that have been developed.) The following elements are metadata that are also useful to include:

Element	Guiding questions
Title	• What is the name that best describes the practice?
Publication date	• When (month and year) was the practice documented/published?
Author(s)	• Who wrote the good practice document?
Summary	• What is the context (initial situation) and challenge being addressed? • Provide a short description of the practice being addressed and specify the period during which the practice has been carried out? • Explain how gender was taken into account in both the challenge being addressed and the practice itself.
Keywords	• A few keywords and/or tags that best describe the key issues being addressed and processes being applied by the practice? (For example, AGROVOC subjects such as good practices, resilience to shocks, and gender).
Language(s)	• In which language(s) is the good practice document available?
Format (optional)	• Is the document in a PDF, Word, PPT, jpg, html or some other format? • Knowing the format can be used to determine the software, hardware or other equipment needed to access the document.
Resource size (optional)	• How many pages is the document? • If it is available as a file, how large is it? • If it is a video or an audio file, how long does it last, and how large is the file?

For more information …

Contact the good practices team (Knowledge Outreach Team, OPCC, FAO): good-practices@fao.org