# UN-HABITAT PUBLICATION ON IG-UTP GOOD PRACTICES

**TEMPLATE FOR CASE STUDIES**

**HOW TO FILL OUT THIS TEMPLATE?**

Case studies should be completed in the assigned template linked here, and submitted to the Regional and Metropolitan Planning Unit of the Urban Planning and Design Branch at [unhabitat-ig-utp@un.org](mailto:unhabitat-ig-utp@un.org)

The main body of the template, starting on Section B, will guide you through the drafting process of the case study, beginning with the context indicating **why** the planning intervention was required, followed by the **process** of initiating and improving the planning practice focusing on its formulation and implementation. Include details of the relevant parties involved, the decision-making process and the policies, plans and/or strategies used. The final part should illustrate the **results** and **impacts** of the planning practice, highlighting notable achievements and addressing any shortcomings identified in the process. Relevant documents may be attached in the form of an Annex. In the end, the narratives are meant to provide with a snapshot of each inspiring practice, therefore, a word limit is suggested in each section. For an example of how the selected case studies will look like when published, click [here](https://www.dropbox.com/s/7nl31xuy20usudm/Burkina%20Faso%20Factsheet.pdf?dl=0).

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| **General Description Part I**  **\*Complete each section with just a few words/ bullet points** | |
| Name of the Project |  |
| Where: Region and/or Country |  |
| Specific location: City, municipality and/or neighborhood |  |
| When: start date (year) or expected duration: |  |
| Which Strategy: |  |
| Partner(s): |  |
| Who were the beneficiaries? |  |
| Tools used: |  |
| Resources needed (human, financial, etc.) |  |
| Main challenges: |  |
| How was it implemented? |  |
| What are the intended/achieved outputs and results of the project?  What was the impact of the project? |  |
| What are the intended/achieved impacts of the project? |  |
| Follow-up Measures and Monitoring and evaluation |  |
| Keywords to describe the project |  |

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| **General Description Part II** | |
| **Type of Intervention** (Please select and describe) | Design  Spatial Plan  Policy  Law  Strategy  Program  Other. If other, please describe in this box below: |
| **Spatial Level**  (Please select the level or levels where applicable) | Supra-national/ Transboundary  National  City-region/Metropolitan  City/Municipal  Neighborhood  Other. If other, please describe below: |
| **Key Focus Area(s)**  (e.g. housing, slum upgrading, greening, health, clean water, waste management, urban food, transport and mobility, etc.) | * Area 1: * Area 2: * Area 3: |
| **Relation with the New Urban Agenda and Sustainable Development Goals[[1]](#endnote-1)**  Does this intervention/project consider, uses, or targets the achievement of the New Urban Agenda or the Sustainable Development Goals 3 and 11? | Yes  No  If yes, briefly explain how: |

**Main Part**

\*(please use the guiding questions to describe the process)

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| **Inspiring Case** | |
| **Introduction and problem statement**   * What was the issue that led to the formulation of this urban planning intervention? * Why was the planning intervention necessary (provide data and/or statistics where possible)? * Where was/is the intervention/project being implemented? | Add text here (Approx. 300 words) |
| **Process and solutions**   * Describe the stage/phase in which the intervention is on and its expected duration. * Describe how the intervention was or is expected to be implemented. * Describe if the intervention is aligned to other documents (e.g. a city strategy or a national policy). * Who are the relevant stakeholders involved (including initiators, actors during the process, and target stakeholders)? * Describe the (participatory) decision-making process and the tools, policies, plans, and/or strategies used or to be used. * Describe notable achievements identified in the process. | Add text here (max. 2000 words): |
| **Results and impacts**   * Describe the outcomes and results (short-term) and impacts (long-term) of the planning intervention, including data/statistics where possible. * Describe whether the project or intervention has or will have impact at other levels. * Describe challenges faced and lessons learned. | Approx. 300 words |

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| **Contact** | |
| **Contact**  (Please provide all contact information for publication credits and future communications) | Title:  Institution/organization:  Full name:  E-mail:  Designation:  Website of the project: |

\*Please provide at least 2 high-quality large images to support the content, with the caption and copyright. The images can be included as an attachment in the submission e-mail.

\*If available, please provide the logo of the project, and key figures/graphics to use in the design of the publication.

Again, we would like to recall that your contribution may inspire others to follow the example of good practice provided and as such your submission will provide an additional contribution to implement the Guidelines and achieve global development goals.

Thank you for your participation!

1. For more information about the New Urban Agenda and Sustainable Development Goals, please visit the following websites: [New Urban Agenda](http://nua.unhabitat.org/), and [Sustainable Development Goals](https://sustainabledevelopment.un.org/?menu=1300).

   Refer to the IG-UTP Handbook [here.](https://gsutp.urbanpolicyplatform.org/Content/Publications/igutp-handbook-final.pdf)

   Also refer to the SALGA publication on Leading Change [here.](https://unhabitat.org/books/leading-change-delivering-the-new-urban-agenda-through-urban-and-territorial-planning/) [↑](#endnote-ref-1)