

Toolkit

for developing a

multisectoral action plan for noncommunicable diseases



Template and forms

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Introduction

The template and forms in this document have been developed by the NCD Department of WHO for use when carrying out the actions specified in the *Toolkit for developing a multisectoral action plan for noncommunicable diseases*.

The development of a multisectoral action plan for prevention and control of noncommunicable diseases aligns with WHO global strategies, WHA resolutions and decisions, the *Global action plan for the prevention and control of noncommunicable diseases 2013–2020*, now extended to 2030, and the *Noncommunicable diseases global monitoring framework*.

Multisectoral action plan template

FRAMEWORK	
Vision	
Mission	
Goal	
NCD targets to be achieved by 2025 (baseline value)	

Strategic action areas and objectives							
Strategic areas		Strategic object	ives		Key components		
IMPLEMENTATION PLAN							
Strategic objective 1							
Priority interventions	Activities		Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators	

Strategic objective 2					
Priority interventions	Activities	Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators
Strategic objective 3					
Priority interventions	Activities	Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators

Strategic objective 4					
Priority interventions	Activities	Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators
Strategic objective 5					
Priority interventions	Activities	Lead agencies and relevant sectors	Timeframe	Milestones/outputs	Indicators

Costs										
Total cost per year:	Year 1		Year 2		Year 3		Year 4		Year 5	
Implementation strategies										

EVALUATION Type of evaluation: **Evaluation questions** Status of accomplishment Explanation for accomplishment status Recommendations (full/partial/no progress) Gaps/weaknesses Strengths

Dissemination of findings						
Target audience	Message to be conveyed	Message to be conveyed For		nnel	Notes on timing, style, to	ne
Utilization of results to impre	ove the MSAP					
Person responsible for recording effor	ts to implement improvement recomm	endations:				
Date	Department	Contact		Review		Action

Forms for gathering information for the multisectoral action plan

Form 1.1: Situation analysis template

Key elements	Type of information required	Specific information required	Obtained (Y/N)	Main findings	Proposed actions
Profile of	Sociodemographic	Population and health indicators			
country/region/city	information	Economic and health expenditure indicators			
Status and trends of	All-cause mortality rate	Age-standardized mortality			
NCDs and their determinants	Mortality rate attributable	Cardiovascular diseases			
determinants	to each NCD	Diabetes			
		Cancer			
		Chronic respiratory diseases			
	Premature NCD mortality	Overall NCDs			
	Prevalence and trends of risk factors	Tobacco			
		Alcohol			
		Diet			
		Physical activity			
	Impacts of NCDs on development and social burden	Impacts of NCDs on development			
Current responses	Current policies, plans and programmes related to	Information on integrated and multisectoral action plans			
	NCD prevention and control	Responses to specific diseases or risk factors			
	Integration of NCDs and risk factors in a master	Integrated in other health plans (such as a master health plan)			

Key elements	Type of information required	Specific information required	Obtained (Y/N)	Main findings	Proposed actions
	health plan or other individual health plans	Synergized with HIV and TB plans			
	Responses of relevant	Relevant sectors' work plans			
	sectors to NCDs	Joint activities with relevant units within health sector			
	Existing policy directions	Integrated in development plan			
		Anchored in sustained national commitments			
Summary and proposals	Rationale for action	Main risk factors to be addressed			
for action		Barriers and challenges			
		Gaps in existing policies/actions/research			
		How plan will address risk factors			
		Proposals for ways of reducing premature mortality and increasing the health of the population			

Form 2.1: List of possible stakeholders

Stakeholders	Sector	Possible roles	Capacity and resources (L= low M = medium H = high)

Form 2.2 Assessment of stakeholder's effectiveness

Stakeholders	Sector	Possible roles	Assessment: A, B, C, D

Form 2.3: Stakeholder analysis

1 Priority action	2 Activities involved	3 Stakeholder roles and responsibilities	4 Sectors for stakeholder engagement	5 Potential individual stakeholders

Form 3.1 Setting NCD targets and establishing baselines

Global Monitoring Framework element	Baseline	Target year:	Target year:
оитсоме			
Premature mortality from NCDs			
BEHAVIOURAL RISK FACTORS			
Harmful use of alcohol			
Physical inactivity			
Salt/sodium intake			
Tobacco use			
BIOLOGICAL RISK FACTORS			
Raised blood pressure			
Diabetes and obesity			
NATIONAL SYSTEMS RESPONSE			
Drug therapy to prevent CVD			
Essential medicines and basic technologies to treat major NCDs			

Form 3.2 Setting strategic objectives and key components

Strategic area	Strategic objective	Key components of each area
Governance		
Reduction of risk factors		
Management of NCDs		
Surveillance, monitoring and evaluation		
NCD research		

Form 4.1 Multi-voting form for interventions

Create a form for each strategic objective, including all the interventions to be considered.

Strate	gic objective:							
Interventions		Voting results						
No.	Description		Round 1	Round 2	Number of votes	Rank	Round 3	

Form 4.2 Feasibility scoring worksheet

Strategic objective						
Intervention	Feasibility so	Feasibility scores				Total score
Description	Technical (20%)	Political (20%)	Cultural (20%)	Financial (20%)	Legal (20%)	

Suggested scales to score for feasibility					
Scale	Description	Score			
Very difficult/unfeasible/not acceptable	Cannot be implemented; completely unacceptable to public; all indications on workability are negative	1			
Difficult/possibly unacceptable	Substantial gaps in knowledge or capacity; major political challenges; other negative indicators	2			
Slightly difficult/possibly feasible/mostly acceptable	Manageable gaps in knowledge or capacity; public mostly in favour; can be done with some effort	3			
Easy/definitively feasible/acceptable	No political roadblocks or any other hindrances; completely acceptable to public; technically easy	4			

Form 4.3 Effectiveness scoring worksheet

Strategic objective			
Intervention options	Likelihood of effect	Size of effect	Total score (multiplication)
	I		I

Estimation of intervention effectiveness					
Likelihood of effect	Score	Size of effect	Score		
Certain	3	Very positive	4		
Probable	2	Positive	3		
Uncertain	1	Moderate	2		
No effect	0	Minimal	1		
		Negligent to negative	0		

Form 4.4 Worksheet for ranking interventions

Intervention options	Feasibility score	Effectiveness score	Total score (sum)	Rank

Form 4.5 Implementation Plan Matrix

Priority intervention	C = core M = medium-term D = desirable	Activities	Lead agency	Relevant sector	Time frame	Milestones/O utput	Indicator
Objective:							

Form 4.6 Costing sheet

Strategic areas	Category of activity	Activity	Year 1			Year 2			
			National/ provincial/ district level	Frequency per year	Unit cost estimate	National/ provincial/ district level	Frequency per year	Unit cost estimate	
			National						
			Provincial						
			District						
			National						
			Provincial						
			District						
			National						
			Provincial						
			District						
			National						
			Provincial						
			District						
			National						
		Provincial							
			District						
TOTAL per year									

Form 5.1 Evaluation questions

Potential areas for consideration	Evaluation questions	Indicators
Overall review of process		
Coordination/partnership		
Inputs		
Capacity		
Integration		
Risk factor reduction		
NCD management		
NCD surveillance		
NCD research		
Impacts and outcomes		
Implications for future plan/programmes and policy		

Form 5.2 Data sources and collection methods

Data sources	Data collection method

Form 5.3 Evaluation results

Evaluation question	Status of accomplishment	Comments		Recommendations
	(full/partial/no progress)	Strengths	Gaps/weaknesses	

Form 5.4 Checklist for successful communication of an evaluation

Provide interim and final reports to intended users in time for their use	□ Yes □ No
Include an executive summary	□ Yes □ No
Summarize the description of the stakeholders and how they were engaged	☐ Yes ☐ No
Describe essential features of the NCD MSAP	☐ Yes ☐ No
Explain the focus of the evaluation and its limitations	☐ Yes ☐ No
Include an adequate summary of the evaluation plan and procedures	☐ Yes ☐ No
Provide all necessary technical information (e.g., in appendices)	☐ Yes ☐ No
Specify the standards and criteria for evaluative judgments	☐ Yes ☐ No
Explain the evaluative judgments and how they are supported by the evidence	☐ Yes ☐ No
Organize the report logically and include appropriate details	☐ Yes ☐ No
Remove technical jargon	☐ Yes ☐ No
Use examples, illustrations, graphics, and stories	☐ Yes ☐ No
List both strengths and weaknesses of the evaluation	☐ Yes ☐ No
Discuss recommendations for action with their advantages, disadvantages, and resource implications	☐ Yes ☐ No
Verify that the report is accurate and unbiased	☐ Yes ☐ No

Form 5.5 Dissemination of findings

Target audience	Message to be conveyed	Format/channel	Notes on timing, style, tone

Form 5.6 Utilization of results to improve the multisectoral action plan

Date	Department	Contact	Recommendation	Action