**Coordination Matrix**

Gap analysis shows whether other actors are already meeting the identified needs in a particular geographic zone. It is an important step to ensure you are not unwittingly planning to duplicate activities that are already underway. Gap analysis also ensures that your proposed activities are well coordinated with other interested parties.

Information on gaps may come from existing knowledge from staff, partners or stakeholders. The important questions to ask are:

**Who?** Identify other actors (INGOs, private sector, government, other) who have projects addressing the needs revealed in the needs assessment

**Where?**  Identifying geographic areas that these actors cover

**What?**  Gathering information on their existing and future project activities

**How?** Gathering information on their strategies, approaches and project beneficiaries

**Coverage?** Gathering information on the numbers of beneficiaries they will work with.

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| --- | --- | --- | --- | --- |
| Organisation | (Type of Project/Sector) | Geographic Area | Beneficiaries-number & type | Capacity of the organization –coverage ability |
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