Global Protection Cluster

Checklist on incorporating Protection and Accountability to Affected Populations in the Humanitarian Programme Cycle

This Checklist aims to help lead clusters/sectors ensure that Accountability to Affected Populations (AAP) commitments are fulfilled and that protection is made central to the humanitarian response in all stages of the Humanitarian Programme Cycle (HPC). The content of this checklist is based on the IASC (EDG), PRELIMINARY GUIDANCE NOTE: Protection and Accountability to Affected Populations in the Humanitarian Programme Cycle, 2015 and the IASC, Statement on the Centrality of Protection in Humanitarian Action, December 2013.

The Checklist is organised to mirror the three steps of the HPC, namely I) the Needs Overview, II) the Response Planning, and III) the Implementation and Monitoring.

I. Humanitarian Needs Overview	
Provide strong protection analysis that draws on meaningful engagement with affected populations as well as consultations with relevant stakeholders to identify community and crisis dynamics as well as the diverse perspectives, risks, capacities and vulnerabilities of groups within the crisis-affected population.	
➢ The Cluster/Sector identifies protection risks and needs through a systematic and meaningful engagement with a broad and representative spectrum of the affected populations, across age, gender and diversity groups	✓
➢ The Cluster/Sector identifies **who is at risk** of protection threats, **how and why,** through a participatory process that involves a representative spectrum of members of the affected population	✓
➢ The Cluster/Sector identifies, analyze and integrate into the HNO the strengths and vulnerabilities of **men, women, girls and boys, and those groups such as older persons, persons with disabilities, persons belonging to minority groups, and persons of diverse sexual orientation or gender identity**	✓
➢ The Cluster/Sector conducts **regular participatory assessments** and/or other forms of direct, meaningful engagement with affected populations to inform the HNO, as well as the entire Humanitarian Program Cycle (HPC)	✓

➢ The Cluster/Sector embeds protection and accountability in the Joint Needs Assessments including the **following issues**:
     o *The drivers of the crisis and any associated displacement, as well as trends and patterns in both*
     o *Existing community-based protection mechanisms and capacities*
     o *Patterns of violence and harm (including who/what is causing or alleviating them, and why)*
     o *Historical, political and social dynamics within and between groups, including marginalized and at-risk social groups*
     o *Specific groups at risk of discrimination; by whom and why (e.g. cultural, religious, economic, political reasons)*
     o *Physical threats/threats emerging from the conduct of hostilities (e.g. mines, presence of combatants, etc.)*
     o *Forms and prevalence of sexual and gender-based violence (GBV) and sexual exploitation and abuse (SEA); the alleged perpetrators, and persons at risk*
     o *Impact of the crisis on children (e.g. recruitment, association with armed groups, child labour, exploitation and family separation)*
	✓

➢ The Cluster/Sector engages in a **two-way communication** with affected communities, so the HNO captures the risks, needs, capacities and aspirations **they** identified, and **they** are later informed of the outcome/result of the HNO	✓
➢ The Cluster/Sector **shares assessment findings across clusters/sectors** to ensure **collective analysis** of **cross-cutting protection issues**	✓
➢ The Cluster/Sector **draws on protection analysis** and priorities set by the **Protection Cluster/Sector** to determine **key priority protection risks** and **interventions**. The protection analysis of the Protection Cluster/Sector **is not a separate chapter in the HNO,** but should be fully integrated throughout all chapters of the document	✓

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II.	Humanitarian Response Planning

Protection outcomes are identified, pursued and achieved collectively across sectors/clusters and with communities through meaningful participation in the humanitarian response.	
➢ The HRP is developed through a **participatory process** that includes a representative cross-section of the affected communities (all age, gender and diversity groups), including with regards to priority setting and the design of monitoring, evaluation and reporting systems	✓
➢ The HRP is aligned with existing **protection strategies** (e.g., Protection Cluster Strategy, HCT Protection Strategies)	✓
➢ The strategic objectives set out in the HRP respond to **protection priorities** identified through the HNO	✓
➢ The protection outcomes that are prioritized in the HRP are reflected in the work plans of your Cluster/Sector, **so protection is not a stand-alone objective** for which the Protection Cluster is solely responsible	✓
➢ The Cluster/Sector discusses, identifies and agrees with other clusters on protection risks that will be addressed collectively, both by **protection and non-protection actors**	✓
➢ The Cluster/Sector incorporates **Protection Principles** into its cluster/sector strategies, undertakes a risk analysis, and ensures that programmes are designed in a manner that avoids, minimizes or mitigates harm and risks	✓
➢ The Cluster/Sector is committed to **protection mainstreaming** and takes concrete actions to implement this commitment (e.g., via the designation of protection staff as focal points ,capacity-building and trainings, and regular reports and briefings to the HCT)	✓
➢ The Cluster/Sector leads advocacy efforts to ensure protection is prioritized in **funding requests** and allocations as a cross-cutting and life-saving objective	✓
➢ The Cluster/Sector programmes are designed in a way that takes into consideration and reinforces prospects for **durable solutions** for the affected population	✓

III.	Response Implementation and Monitoring

Programme implementation and monitoring is done in participation with communities in a manner that enables their meaningful feedback and contribution.	
➢ Affected communities are involved in programme implementation in a way that ensures their meaningful contribution and feedback	✓
➢ **Key messages** about the programme available in local languages, tailored to the operational context, and delivered in protection-sensitive methods and channels that are accessible to and understandable by various groups (e.g., the illiterate, the blind, the deaf, the elderly, children, the marginalized, and other vulnerable groups)	✓
➢ The Cluster/sector has taken steps to enable representatives from a cross section of the community (with respect to age, gender and diversity) to participate in the **monitoring and evaluation** of programmes	✓
➢ Protection is included as a standing agenda item at the Cluster/Sectors meetings	✓
➢ A proper monitoring and evaluation system is in place to adjust and change operational plans during the programme cycle	✓
➢ An effective **feedback and complaints mechanism** is in place so affected populations can 1) comment on the quality, appropriateness and/or adequacy of programme interventions, and 2) report violations of the law, institutional policies and/or codes of conduct (e.g., with regards to sexual exploitation and abuse)	✓
➢ Feedback and complaints mechanisms are tailored to the operational context, visible, known and accessible to all individuals and groups in the community, (including the illiterate and vulnerable groups) and designed to ensure the protection and confidentiality of users, their personal data, and the information they share	✓
➢ Mechanisms are in place to ensure that **community feedback and lessons learned** from this HPC will inform the next one	✓
➢ The Cluster/Sector is accountable to the community on the **quality and effectiveness of its programming**	✓

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