CPMS Adherence tool

User guide for coordination groups / mechanisms

WHAT IS THE CPMS ADHERENCE TOOL?

It is a tool for members of coordination groups / mechanisms to self-monitor how much they are adhering to the Child Protection Minimum Standards (CPMS), particularly in identified priority areas for the context and coordination group.

The CPMS Adherence tool is essentially a checklist that helps coordination groups and mechanisms conduct self-monitoring on how much they are meeting the CPMS at any given time. It helps answer the questions: 'are we meeting the CP minimum standards that we set out to meet?'; 'Are we on the right path to achieving our targeted CP minimum standards?'

You can find the CPMS Adherence tool on www.cpaor.net and https://www.alliancecpha.org/en
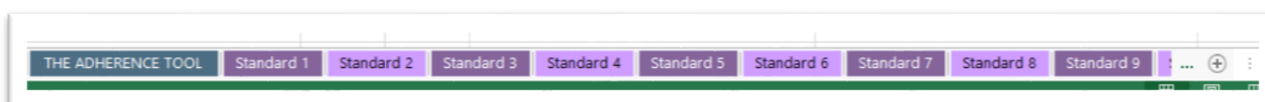
WHY DOES IT MATTER?

We know how important it is to measure progress as we go if we want our activities to have a **real impact on the ground**, and this is where this easy-to-use tool comes in.

And if we can measure the quality and impact of these CP response activities at any given time, we are able to measure 'what works' and 'what does not'. We are then able to stop, re-think and constantly improve our CP response to better serve the children, the communities and the stakeholders we work with.

WHAT DOES IT LOOK LIKE?

In practice, it is a spreadsheet composed of 29 worksheets, based on the indicators from the CPMS Annex:

- **1 summary worksheet,** the "adherence tool", where we compile all the standards for all the indicators that we have decided to monitor. In practice, this is the worksheet that is used most.

- **28 worksheets** (1 standard = 1 worksheet) for us to explore and select the standards we want to monitor.
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HOW DO WE KNOW WHICH STANDARDS TO OMIT AND WHICH ONES TO MONITOR?

Coordination groups / mechanisms are cautioned against monitoring all 28 standards at once but are advised to focus on the standards that their group has contextualized and/or prioritized.

Key questions to identify standards to be prioritized by the coordination groups and mechanisms and considerations to identify standards to be prioritized can be found in the *CPMS Guide for coordination groups / mechanisms.*

Start small: Knowing which indicators to monitor will depend on what standards have been prioritized by each coordination group / mechanism, but monitoring these will depend on each group's capacities. If a group does not have the capacity to update and maintain all the chosen standards, we recommend starting with standard 1 and adding on standards as the project progresses.

IS THIS TOOL RELEVANT TO OUR COORDINATION GROUP / MECHANISM?

This tool is relevant for coordination groups and mechanisms that:

Have a common CP response plan that is integrated in the broader response plan (if not, consider initiating the development of a common response plan)	☐
Are willing to commit staff time for regular data collection and analysis	☐
Are using the 3/4/5Ws (if no, as a first step, establish the reporting mechanism for the 5W)	☐
Members have agreed that monitoring the quality of their collective action is essential	☐
Have already prioritized a number of CPMS standards or developed a step by step approach for the implementation of the CPMS. (if not, consider contextualizing the CPMS and / or prioritizing selected standards)	☐

HOW DOES IT WORK?

This is a collective tool. It can only function if all the members of the coordination group / mechanism take ownership.

Either the coordinator of the CP coordination group / mechanism will lead the process - or another person will be designated to lead the process.

The information manager (IM) is responsible for compiling the information and sharing the report.

STEP 1. Selecting indicators to be monitored	
1.1	**The coordination group reviews the CPMS indicators that are recommended for the standards they have decided to prioritize** and discusses the required means of verification - for each selected standard.
1.2	**The coordination group then selects 2 to 4 common indicators** (see checklist for selecting indicators below) - **for each selected standard and adapts them to their context.** These should reflect the priority areas that the group has decided they would like to strengthen. Note: It is recommended to systematically select the first indicators for each standard in the CPMS Table of Indicators (they are the core indicators which measure progress against the overall standard), except if they have already been successfully reached or the intervention is moving on well, with very few quality issues. Those core indicators are those that are also listed under each section in the CPMS.
1.3	**The coordination group contextualizes the selected indicators and sets a timebound target** in the CPMS Monitoring / Adherence spreadsheet- for each indicator.

Checklist for selecting common indicators

❐ Does this indicator give us information that we "really need to know" and that we will use?
❐ Is this information not already available? For instance, in another monitoring / reporting system?
❐ Have we assessed the potential risks to children, families and communities during data collection, processing and storage?
❐ Is this indicator SMART (i.e., Specific, Measurable, Achievable, Relevant, Timebound)?
❐ Are we disaggregating all data about children by sex, age and disability?
❐ How feasible is data collection for this indicator? (are the data sources available, how time consuming is it, how easy is it to verify, will the data be of high quality, etc.)
❐ Do we need to adapt a checklist for monitoring the quality of a particular intervention to report on the indicator?
❐ Will the different agencies in our group be able and willing to collect this information? Will there be peer monitoring or self-monitoring?
❐ How will the group provide feedback to each other on adherence to selected indicators (and associated tools)?
❐ Is the time that will be spent on data collection worth it?

STEP 2. Collecting data on the selected indicators	
2.1	**The agencies within the coordination group / mechanism monitor their adherence** to these standards on an agreed reporting schedule and based on the agreed means of verification. Monitoring options (e.g., self-monitoring, peer to peer monitoring, etc.) should also be discussed and agreed by all agencies. Note: All agencies must maintain evidence for all the reports they provide.
2.2	**The data from all agencies part of the coordination group / mechanism is compiled.**

STEP 3. Analyzing the results	
3.1	**Based on shared analysis of consolidated data, the coordination group identifies key progresses and barriers on a regular basis** (6 months for instance).

STEP 4. Using the results	
4.1	**The coordination group shares summary of results** with all relevant stakeholders through a brief report.
4.2	**The coordination group agrees on changes in the CP response** based on results.
4.3	**The coordination group revises targets and means of verifications of the tool when needed.**

For more information, contact your relevant language CP AoR Help Desk. More information on how to contact your relevant Help Desk can be found here: https://www.cpaor.net/HelpDesk

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The *2019 CPMS* and the *2016 CP Monitoring Toolkit* were used as reference materials for designing the *CPMS Adherence tool*.