

CPMS Institutionalisation Checklist: Organisations

Instructions

Please check the box corresponding to your organisation’s progress on each of the institutionalisation criteria. The indicators in italics are there to guide you. Please provide additional information under “Explanation and comment.”

**Note:** The checklist is not a judgement of your organisation, but rather a tool for self-assessment. It allows the CPMS Working Group to identify areas where support is needed and to track the use of the CPMS overall. **Your organisation’s individual response will be not be published or shared.**

Checklist for organisations

**Name of your organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Which level of the organisation does this checklist represent?**

\_\_ Head office \_\_ Country office

\_\_ Regional office Other (Please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **On track/ ongoing**  *Indicators in italics – to tick the box, the majority should apply* | **In progress/ partly on track** | **Not on track** | **Not applicable** | **Explanation and comment** |
| **Policies and Procedures** |  |  |  |  |  |
| 1. The CPMS are presented to, and endorsed by, the agency’s senior management.[[1]](#footnote-1) | *CEO and/or department managers received briefing*  *CEO endorsed the CPMS* | *Line manager received briefing*  *Plans for endorsement and/or CEO briefing is underway* |  | *Organisation’s most senior staff sit in the global CPMS Working Group* |  |
| 1. The CPMS are incorporated into global child protection and humanitarian strategies, policies and procedures. | *Global and country CP and/or humanitarian strategies, policies and procedures mention and build on the CPMS* | *Some country strategies mention and build on the CPMS* |  | *Organisation does not have child protection as a sector or work specifically in humanitarian contexts* |  |
| 1. The standards in Pillar 4 – Working across Sectors –   are incorporated into other sectors’ strategies at global level, coupled with capacity-building as needed. | *Global humanitarian strategies and/or other sector strategies mention and include the CPMS* | *Some humanitarian and/or other sectors’ strategies mention and include the CPMS standards of Pillar 4* |  | *Organisation does not cover other sectors* |  |
| 1. Senior staff regularly express support for the application of the CPMS. | *Senior staff regularly ask for CPMS updates, reports on institutional-isation and/or implementation process. CPMS are regularly mentioned in external presentations or discussions* | *Senior staff have occasionally asked for CPMS updates, reports on institutional-isation and/or implementation process and/or mentioned them in external presentations or discussions* |  | *Organisation’s most senior staff sit in the global CPMS Working Group or the organisation is organised in a way that makes this irrelevant (please explain in next column).* |  |
| 1. Feedback mechanism is in place on the use of the CPMS within the agency | *The institutional-isation checklist is used for regular CPMS feedback and/or the agency has developed its own mechanism for regular feedback from all levels and minimum 75% of all regional/country offices*  *Findings are discussed and feed into plans and strategies* | *The annual institutional-isation checklist is spread widely within, and feedback collected widely from, the organisation*  *Findings are discussed and feed into some plans and strategies* |  | *The organisation e.g. consists of a few global people at global level only. (Please explain in right-hand column)* |  |
| **Human Resources** |  |  |  |  |  |
| 1. Job descriptions and ToRs for positions related to child protection in humanitarian action refer to the CPMS. | *Minimum 80% of all CPHA-related job descriptions or ToRs ask for CPMS qualifications or make reference to the CPMS*  *The agency’s core competencies on child protection include reference to the CPMS* | *Minimum 40% of all CPHA-related job descriptions or ToRs ask for CPMS qualifications or make reference to the CPMS*  *There is a plan for incorporating the CPMS in human resource related CPHA docs* |  | *There are no specific CPHA staff within the organisation* |  |
| 1. During interviews, candidates for positions related to child protection in humanitarian action are asked questions on the CPMS. | *For 90% of CPHA-related job interviews at all levels, minimum one question specifically relates to the CPMS* | *For 50% of CPHA-related job interviews at all levels, minimum one question specifically relates to the CPMS* |  | *There are no specific CPHA staff within the organisation* |  |
| 1. A CPMS focal point exists to drive organisation-wide commitment and implementation. | *The organisation has a representative in the CPMS Working Group who has minimum 5% of their time to drive forward the implementation and institutional-isation of the CPMS internally, in addition to participating in meetings and commenting on documents*  *The organisation does not have a CPMS Working Group representative, but has a CPMS focal point who has minimum 10% of their time to drive forward the implementation and institutional-isation of the CPMS internally* | *The organisation has a representative in the CPMS Working Group, but this person’s time for roll-out of the CPMS internally is limited to participating in WG meetings and commenting on documents*  *The organisation does not have a CPMS WG representative, but is a member of the Alliance and has a minimum of one staff member who supports colleagues and country/ regional offices on CPHA, including CPMS, on a part-time basis* |  | *The organisation is not operational in humanitarian contexts, does not work on child protection, or is not involved in advocacy relating to the protection of children* |  |
| 1. CPMS are available and easily accessible for staff | *There are CPMS handbooks in stock or the focal point knows where to order handbooks*  *Staff know how to get new handbooks and how to access the*  *online interactive version, downloadable PDF, and HSP app*  *Staff from at least 10 different locations and/or levels have requested how to access print or digital handbooks* | *There are handbooks in stock (or the focal point knows where to order them), but staff from less than 10 locations/levels have requested print or digital handbooks* |  |  |  |
| 1. Orientations for all new child protection and humanitarian personnel refer to the CPMS, including its membership in the Humanitarian Standards Partnership and that the agency has committed to implementation. | *Orientations for new CP and humanitarian staff include a (minimum 30- minute) session on the Humanitarian Standards Partnership (at a minimum CPMS and INEE)*  *The organisation is an Alliance member and has committed to implementation of the CPMS* | *Orientations for new CP and humanitarian staff include reference to the Humanitarian Standards Partnership (at a minimum CPMS and INEE)* |  | *The organisation is not an Alliance member and does not employ child protection or humanitarian personnel* |  |
| 1. Minimum five partner organisations are aware of the CPMS, including its membership in the Humanitarian Standards Partnership and that the agency has committed to implement them | *Minimum five partner organisations (i.e. organisations supported financially or with capacity) have explicitly declared that they use CPMS and at least one other humanitarian standard as foundations for their humanitarian work.*    *The organisation has briefed all its partner organisations on the CPMS and the Humanitarian Standards Partnership* | *Minimum two partner organisations have explicitly declared that they use CPMS and at least one other humanitarian standard as foundations for their humanitarian work.*  *Minimum two partner organisations have been briefed on the CPMS and the Humanitarian Standards Partnership* |  | *The organisation is not operational in humanitarian contexts, does not have partners, does not work with child protection* |  |
| 1. Media, communications and advocacy personnel are briefed on relevant parts of the CPMS, as the starting point of a continuous dialogue. | *Key media, communications and advocacy staff at all relevant levels (global, regional, country) have received a briefing on the CPMS in general, and Standard 3 in particular*  *The CPMS agency focal point is in regular discussions with media, communications and advocacy staff on CPiE issues related to the CPMS*  *Media, communications and advocacy staff are able to themselves assess their work toward Standard 3* | *Key media, communications and advocacy staff at global level have received a briefing on the CPMS in general and Standard 3 in particular*  *The CPMS agency focal point regularly checks that agency communication, advocacy and media interventions follow Standard 3 on at least one level (global, regional, country)* |  | *Agency doesn’t have communications, media or advocacy staff* |  |
| **Projects and Programmes** |  |  |  |  |  |
| 1. The CPMS are used as a core foundation in child protection in humanitarian action project design and assessments | *Agency and CPMS use similar definition of CPHA*  *CPMS standard key actions and indicators are included in programming toolkits and guidelines*  *Field staff use the CPMS for assessments, as well as programming and project plans*  *Agency global thematic guidance reinforces the CPMS* | *CPMS handbook is mentioned as reference in programming toolkits and guidelines*  *Staff in some countries use the CPMS for assessments, as well as programming and project plans* |  | *Agency does not have country or regional programs, or produce guidance for CPHA* |  |
| 1. CPMS are integrated as appropriate in non-CPHA project design | *Child protection programme plans for development (and fragile states, etc.) settings are checked against the CPMS and used to inform preparedness activities*  *Other sectors’ programmes are checked against the CPMS principles and Pillar 4 standards* | *Development and staff in other sectors have received a briefing on the CPMS, where assessment and programme planning were discussed*  *The CPMS are referenced in some agency non-CPHA documents* |  | *The agency does not work in development settings or in other sectors* |  |
| 1. CPMS are used in proposals to donors | *All donor proposals on CPHA use CPMS activities and indicators*  *The key donor(s) has received an orientation on the CPMS* | *Some CPHA proposals use CPMS activities and indicators*  *CPMS are routinely mentioned in communications with donors* |  | *Agency does not apply for CPHA funding* |  |
| 1. Programmes are monitored against CPMS and selected indicators | *Country, regional (and global as relevant) CPHA programmes use the CPMS, or selected standards and indicators, for monitoring and reporting*  *CPMS indicators are discussed with partners in country* | *CPMS are recommended to country offices/ regional offices for monitoring*  *Global programmes have referenced the CPMS* |  | *Agency does not programme in relevant CPMS areas* |  |

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## Additional Questions on the Roll-Out of the CPMS at Agency Level

**17. What activities for staff and/or partners did your agency undertake to implement the CPMS?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Activity** | **Number of times this activity took place + dates** | **Levels where held (HQ, regional, national**  **and/or subnational)** | **Target group**  **(choose from list below)** | **Estimated total number of people participating[[2]](#footnote-2)** | |
| **Female** | **Male** |
| Orientation sessions on the CPMS |  |  |  |  |  |
| Webinars on the CPMS |  |  |  |  |  |
| Training/workshop specifically on the CPMS |  |  |  |  |  |
| CPMS integrated into a related training |  |  |  |  |  |
| Targeted briefing on the CPMS[[3]](#footnote-3) |  |  |  |  |  |

## Possible target groups:

* Internal staff – Child protection
* Internal staff – Programme, other sectors
* Internal staff – Programme support
* Internal senior management / directors
* National and international NGO partners
* Government
* Child protection coordination group members
* External actors in other sectors
* Donor government representatives
* Local academics in the humanitarian and protection sector
* Children’s advocacy groups
* Community-level groups
* Children
* Media
* Other (please describe):

**18. Did you use the CPMS to work across the sectors?**

\_\_ No

\_\_ Yes, in the following:

\_\_ Food security \_\_ WASH

\_\_ Livelihoods \_\_ Shelter and settlement

\_\_ Education \_\_ Camp management

\_\_ Health \_\_ Protection

\_\_ Nutrition

**19. What were your main successes in using the CPMS within your agency or with partners?**

**20. What were the main difficulties encountered with the implementation of the CPMS within your agency or when working with partners?**

**21. What are your plans for 2021?** ***Please describe what resources you will use, or support you require from the Alliance or CPMS Working Group.***

1. E.g. the CEO, Deputy CEO or Head of Department has been given a briefing on the CPMS and has in written or orally approved of the CPMS being the guiding principles for programming structures, documents and/or trainings. [↑](#footnote-ref-1)
2. If unknown, please estimate to the best of your ability. Please do not leave blank. [↑](#footnote-ref-2)
3. E.g. Briefing to senior management, board, donor, corporate or other external groups [↑](#footnote-ref-3)