MAINSTREAMING ACCOUNTABILITY TO AFFECTED POPULATION AND CORE PEOPLE-RELATED ISSUES IN THE HUMANITARIAN PROGRAMME CYCLE THROUGH THE CLUSTER SYSTEM

GLOBAL FOOD SECURITY CLUSTER
Strengthening Humanitarian Response

Global NUTRITION CLUSTER

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GUIDANCE FOR

MAINSTREAMING ACCOUNTABILITY TO AFFECTED POPULATION AND CORE PEOPLE-RELATED ISSUES IN THE HUMANITARIAN PROGRAMME CYCLE THROUGH THE CLUSTER SYSTEM[1]

1 This guidance is an updated version of the original "Checklist to mainstream people centric issues in the Humanitarian Programme Cycle", produced by the gFSC

PREFACE

"The principal objective of international humanitarian action, and the purpose of coordination, is to meet the needs of affected people by means that are reliable, effective, inclusive, and respect humanitarian principles"[2]

The global Food Security Cluster (gFSC) developed the original "Checklist to mainstream people centric issues in the Humanitarian Programme Cycle", building on experience from country operations in countries such as Afghanistan, Pakistan, Philippines, South Sudan and Somalia during 2012-2014.

The purpose of the checklist was to guide cluster coordination teams and their partners on the integration of four core people-related issues[3]; age, disability, gender and protection, with the aim of improving accountability to affected populations (AAP) in a more holistic way. The guidance has been reviewed and updated to ensure relevance to both food security and nutrition actors, as part of a joint agreement between the gFSC and the Global Nutrition Cluster (GNC) to scale up efforts to meet collective commitments on AAP. Communication with communities (CwC) has been added as an additional core theme.

This guidance aims to support national clusters to implement their commitments on AAP and core people-related issues both before the beginning of a response (preparedness) and thereafter, throughout the humanitarian programme cycle (HPC). The HPC phases are:

Core, industry resources are available to assist in understanding AAP in more detail and in taking these commitments to a higher level of implementation, for example, the **Core Humanitarian Standard** (CHS) and its guidance document, the **IASC tools for implementation of the five commitments on AAP**, the Nutrition Cluster Operational Framework on AAP, the **WASH Cluster's resources on AAP** including their minimum commitments, **WFP's Brief on AAP** and **FAO's Guidance Note on AAP** and associated fact and resource sheets.

For each phase of the HPC, **3 key, minimum and practical steps** are suggested. Links to further guidance and other concrete examples are provided for reference and many of the resources have relevance across the HPC phases. The 3 steps suggested per phase aim to alert food security and nutrition actors to some achievable, core and minimum activities they should undertake, but are by no means exhaustive.

The role of the Food Security and Nutrition Clusters includes to support, encourage and enable cluster partners to integrate core people-related issues, including gender, age, diversity and disability, as one of the six core cluster deliverables[4]. In turn, according to their minimum commitments to the cluster, the role of partners is to ensure that these key steps are implemented throughout their programme cycle and that good practices and lessons learned are shared with the cluster[5].

The respective global clusters are available to provide capacity development support to assist country clusters with the practical implementation of this checklist[6].

2 IASC Reference Module for Cluster Coordination at Country Level, page 7, revised July 2014

3 Some of these are commonly known as cross cutting issues. Given current wisdom that the use of the phrase "cross cutting issues" may inadvertently reinforce the notion that these issues are extraneous to the core work of any sector and therefore constitute an additional workload burden, a different conceptualization is used. Here "core people-related issues" is used to refer to gender, age, diversity and disability, along with two key related response frameworks; protection and communicating with communities

4 Cluster Coordinators Reference Module

5 IASC Reference Module for Cluster Coordination at Country Level (pages 24-25 item 7), revised July 2014. Minimum Commitments of participation in Clusters (Capacity and willingness to contribute to the cluster's strategic response plan and activities, which must include inter-cluster coordination and cross-cutting issues (including age, gender, environment and HIV/AIDS))

6 For more information please contact: **info@foodsecuritycluster.net**

1 Preparedness

2 Needs Assessment & Analysis

3 Strategic Planning

4 Response Implementation

5 Resource Mobilization

6 Monitoring & Evaluation

PREPAREDNESS

Preparedness makes it possible to respond faster, more appropriately and efficiently, and to take decisions on the basis of more reliable information. Staff at every level are likely to respond more efficiently if training, analysis, planning, prepositioning, and information collection have been strategically managed and coordination mechanisms have been established.

KEY MINIMUM STEPS	RESPONSIBILITY [7]	FURTHER RESOURCES
1 Consult with available gender, protection, age, disability, CwC and accountability specialized agencies and focal points when developing the preparedness plan to seek expert input. Ensure issues are referred to in the plan.	Cluster Coordinator	www.humanitarianresponse.info/topics FAO in Emergencies' resources and papers on AAP The CHS/HAP resource library
2 Ensure Sex and Age Disaggregated Data (SADD) is routinely collected, analysed and used to set a baseline, ensuring that age related data is nuanced according to accepted practice of 10 year cohorts without an upper age limit. If primary data is not available, collect, analyse and use secondary data.	Cluster team, partners	HelpAge International Secondary Data Review – Cyclone Haiyan Sex and Age Matter: Improving Humanitarian Response in Emergencies
3 Coordinate capacity building on core people-related issues and AAP among partners to ensure skill within the cluster to carry out key activities throughout the HPC.	Cluster Coordinator, partners	See available trainings and resources: "Different Needs, Equal Opportunities" IASC e-learning Helping Older People in Emergencies Protection mainstreaming training by global Protection Cluster Building capacity in integrating food security and nutrition programming

7 Please see the responsibility framework for Cluster Coordination teams and partners including Cluster Lead Agency

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NEEDS ASSESSMENTS & ANALYSIS

Needs assessment provides the evidence base for strategic planning, as well as the baseline information upon which situation and response monitoring systems will rely. It should be conducted continually throughout the humanitarian programme cycle.

KEY MINIMUM STEPS	RESPONSIBILITY	FURTHER RESOURCES
1 Consult with available gender, protection, age, disability, CwC and accountability specialists and specialized agencies and focal points in the design of assessments and collection and analysis of data, to ensure that assessment tools, data collection modalities and analysis integrate core people-related issues and AAP effectively. This includes ensuring that women, men, girls and boys, including the elderly and people with disabilities are equitably represented and participate in needs assessments.	Cluster Coordinator, assessment experts and/or IMO and partners	Common Emerging Themes in Assessment Tools – example from South Sudan The "Child Safeguarding in Cash Transfer Programming"; Global Nutrition Cluster assessment tools
2 Ensure implementation and utilization of a context analysis of local culture, customs, beliefs, taking into account the differing needs of women, men, girls and boys, including older people and persons with disability. Apply a protection lens including a "Do No Harm" analysis and enquire as to communication and information needs, preferences and trusted sources.	Cluster Coordinator, IMO, partners	Do No Harm, Do Some Good Do No Harm – Seven Steps Protection mainstreaming checklist, Gender in line with Quranic Teachings and values (Hamza, FINAL) Key Recommendations for improving nutrition through agriculture and food
3 Advocate for the inclusion of key findings related to accountability, gender, age, diversity, disability, CwC and protection in the response framework and strategic planning.	Cluster Coordinator, partners	Checklist for Protection IASC Gender Marker tip sheets for nutrition, food security - 1 (food assistance) and food security – 2 (agriculture and livelihoods) Mainstreaming, April 2013 Cross-Cutting issues Key things to know 2007 Gender in Humanitarian Programme Cycle Guidance (see assessment/ analysis section)

3 STRATEGIC PLANNING

Strategic planning defines the response objectives and the key activities that need to be undertaken. Effective strategic planning considers the different groups to be targeted, differing levels and types of vulnerabilities, and distinct and different needs.

KEY MINIMUM STEPS	RESPONSIBILITY	FURTHER RESOURCES
1 Consult with available gender, protection, age, disability, CwC and accountability specialized agencies and focal points to provide inputs to the Strategic Planning (Humanitarian Response Plan, Crisis Response Plan) as possible, so that the objective, narrative, activities and indicators capture successes on core people-related issues appropriately. Ensure that AAP and core people-related issues indicators are included in the response plan.	Cluster team	Strategic Response Plan for the Philippines Typhoon Haiyan. See the section for Food Security Cluster 2014/2015 Iraq Strategic Response Plan see section on Food Security and section on Communication with Communities Minimum Standards for Age and Disability Inclusion in Humanitarian Action FAO Policy on Gender Equality WFP Gender Policy
2 Form a Project Review Team with appropriate focal points to ensure that AAP and the Gender (and forthcoming Age) Markers are appropriately referenced in project documents.	Cluster Coordinator, IMO and specialized focal points, partners	IASC Gender Marker tip sheets for nutrition, food security - 1 (food assistance) and food security – 2 (agriculture and livelihoods) ECHO Gender-Age Marker Toolkit
3 Ensure that adequate resources for implementing actions on AAP and core people-related issues are incorporated into project plans and proposal budgets.	Cluster Coordinator and partners	10 tips for integrating gender issues in project proposals and delivery HelpAge and Handicap International – A study of Humanitarian Financing for older people and people with disabilities Quick reference for accountability resource allocation

4 RESPONSE IMPLEMENTATION

Implementation puts into practice the objectives as defined in the Humanitarian Response Plan, further taking into account the coordination architecture of the response, showing how organization, agencies and donors will cooperate with national authorities to achieve the response's objectives and how gaps in coverage or capacity will be filled.

KEY MINIMUM STEPS	RESPONSIBILITY	FURTHER RESOURCES
1 Work with partners to develop a coherent strategy on targeting and selection of affected women, men, girls and boys, including older people and persons with disability. Strategy should include: • Clear link to assessment findings • Consultations with affected communities regarding the process and local considerations • Participation strategy that ensures safeguards against corruption, nepotism, and SEA • Routine collection of SADD • Commitment to making criteria, selection process and means to raise complaints public and accessible to all affected community, excepting only in situations where to do so would pose a plausible threat to safety.	Cluster Coordinator, IMO and partners	gFSC IM tool vulnerability criteria A common understanding on vulnerability criteria in IDP camps A Common Understanding on Vulnerability Criteria — Recommendations for the Food Security and Livelihoods Working Group for beneficiary selection in Non camp locations. Guidance on Beneficiary Targeting FSAC Afghanistan (April 2013) HelpAge resources under "Useful Downloads" UNHCR guidance note on AAP and Protection in the HPC
2 Ensure ongoing awareness raising and capacity building amongst partners through utilization of specialist and peer expertise in cluster forums and other means, on such issues as: • AAP commitments, communicating with communities (CwC), gender, age, disability, diversity, protection • Code of Conduct, PSEA, community rights and entitlements, safe distribution • Building community relationships through the design and operation of programmes.	Cluster coordinator and partners	Example of Safe Distribution Checklist Checklist Integrating ENERGY into the Humanitarian Programme Cycle WFP Handbook on Safe Access to Firewood and alternative Energy (SAFE)
3 Develop common cluster strategies on information provision, including messaging and two-way communication, feedback and complaints. Where relevant and possible, use common systems and collect feedback to review at cluster level for programme improvement.	Cluster team and partners	Example of common Cluster messages used for radio communication in the Philippines What is the difference between AAP and CwC Code of Conduct Humanitarian Response to Typhoon Haiyan What is AAP & PSEA? Tools to assist in implementing the IASC commitments on AAP

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RESOURCE MOBILIZATION

KEY MINIMUM STEPS	RESPONSIBILITY	FURTHER RESOURCES
1 Advocacy and partnership with donors to seek: • Greater flexibility in funding to allow for changes in response implementation based on community feedback and assessment findings • Consistent messaging amongst donors on AAP and core people related issues • Support for common accountability initiatives relevant to local contexts, including call centres and other projects aiming to improve communication and information provision.	Cluster Coordinator, partner fundraisers and CDs	Early Recovery Cluster guidance note on the "Coordination and Funding of Cross- Cutting Issues in Humanitarian Action – A Strategic Review Commissioned by the UN OCHA"
2 Explore possibilities for engaging specialist staff to work collectively with partners and other stakeholders on AAP, CwC, core people-related issues and protection, whether through Stand By Partners, secondments from partner agencies or short term missions.	Cluster Coordinator and partners	Guidelines on Gender Responsive Budgeting
3 Partners liaise and incorporate budget lines for required activities to mainstream AAP and core people-related issues.	Partners, Cluster Coordinator	10 tips for integrating gender issues in project proposals and delivery HelpAge and Handicap International – A study of Humanitarian Financing for older people and people with disabilities

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MONITORING & EVALUATION

Humanitarian response monitoring is a continuous process and the frequency of data collection and reporting will vary at different stages of an emergency. Humanitarian actors should monitor the quality of the response on an ongoing basis and report problems with delivery. The overall purpose of monitoring and evaluation should be to ensure that organizations involved in the response remain accountable to affected people, national authorities, donors and the general public, and that they continuously improve.

KEY MINIMUM STEPS	RESPONSIBILITY	FURTHER RESOURCES
1 Ensure integration of a realistic number of relevant and contextualized indicators on AAP and core people-related issues across all major response processes, for e.g.; HRP, 3/4Ws, post distribution and programme monitoring, beneficiary contact monitoring, CMAM, IYCF-E[8] and Micronutrient programme monitoring formats, nutrition surveys, and evaluations, and that analysis and information produced disaggregates data and highlights feedback and learning.	Cluster Coordinator, IMO and/or reporting officer and partners	Somalia Food Security Cluster Protection Minimum Standards for Monitoring and Reporting. Typhoon Yolanda Food Monitoring with Protection Lens gFSC PQWG endorsed On Site and Post Distribution Monitoring Template for harmonizing food assistance monitoring Presentation on Overview of PDM Tools Indicator Handbook; guidance on when FSC indicators should be disaggregated: http://foodsecuritycluster.net/document/food-security-cluster-core-indicator-handbook-draft
2 Perform a collective cluster review exercise, linked with cluster performance monitoring, that includes community consultations / listening exercises to review collective strengths and weaknesses in the response against quality commitments and to guide improvements.	Cluster team and partners	Philippines Report – Integrating People Centric Issues into the Humanitarian Programme Cycle Philippines AAP Cluster listening exercise report Tool for reviewing how age, gender, disability and protection is integrated in projects
3 Share findings, tools, data, lessons learned and good practices with the global clusters for further dissemination.	Cluster team	Closing the Gaps: Gender Equality: Policies and Practices in Afghanistan, with a focus on emergency cash transfer, food assistance and home gardening Report on the FAO WFP gFSC AAP mission to Pakistan 2012

8 CMAM: Community Based Management of Acute malnutrition, IYCF-E: Infant and Young Child Feeding in Emergencies

INTER-CLUSTER COORDINATION

KEY MINIMUM STEPS	RESPONSIBILITY	FURTHER RESOURCES
1 Liaise with other clusters to coordinate capacity building activities on quality programming, including AAP and core people-related issues, and on joint mechanisms. 2 Food Security and Nutrition clusters liaise to coordinate in particular regarding vulnerable groups such as pregnant and lactating women, infants, children, people living with HIV and AIDS, older people and people with disabilities or chronic illness. Work towards common vulnerability criteria, targeting methodology and community participation with other clusters. 3 Liaise with Protection Cluster, the cluster lead agencies, and gender and AAP specialists to ensure adequate systems are in place to respond and appropriately refer cases to the appropriate body, regarding gender based violence, sexual exploitation and abuse, protection of children and older people, and Housing Land and Property issues.	Cluster team and partners	Facilitation Guide for a response analysis framework for food and nutrition security interventions at inter-cluster and cluster level, Somalia 2011. IASC Reference Module for Cluster Coordination at Country Level, revised July 2014 FSAC Briefing for Protection Cluster (April 2013) - Afghanistan

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