



HNO and HRP process - checklist from the CP AoR

Humanitarian Needs Overview (HNO) narrative:

- Is there an agreed common / standardized and integrated data collection tool for Protection Cluster (AoRs)?
- Does the HNO give a comprehensive analysis with adequate visibility to all the AoRs? An effective solution to achieve this aim is to have separate paragraphs or pages for each sub-cluster.
- Is the HNO child protection information based on recent data and analyses, using the Secondary Data Review (SDR) tool (click [here for Guidance Note](#) & [here for the Matrix](#)), 3/4/5Ws, or other relevant data from the Child Protection Coordination Group and its working groups or task forces?
- Have you connected with partners such as IOM / DTM, UNHCR or REACH to obtain the desired child protection data to support the HNO analysis?
- Do you describe threats specific to girls and to boys, highlighting differences that might be age-specific (i.e., young children and adolescents) and describe associated interventions to mitigate those risks?
- Is the child protection severity ranking / Needs Comparison Tool (in order to prioritize the CPiE response geographically) based on existing and relevant data, and kept as simple as possible? What is your number of Children in Need (CiN)? Answer: ____
Is the data sex and age disaggregated?
- What percentage is your CiN compared to the People in Need (PiN) stated by the Protection Cluster and overall country PiN? Protection Cluster PiN: ____% Overall PiN: ____%
Does this reflect the reality on the ground?

Humanitarian Response Plan (HRP)

Overall:

- Is protection and child protection reflected in at least one of the overall objectives of the HRP? In addition, has the child protection sub-cluster developed specific objectives that are aligned to protection cluster and overall HRP objectives? Find the IASC guidelines on the centrality of protection [here](#).
- Does your strategy:
 - highlight the delivery of **life-saving** services, such as the release and reintegration of children associated with armed groups, services for children separated from primary caregivers, education around risks of explosive remnants of war, psycho-social



services to diminish harmful effects of traumatic events and profound stress, etc.? For more about life-saving measures, find a brief [here](#).

- include (national) institutions and community capacity building strategic direction?
- describe interventions to mitigate threats particular to **girls or boys** (young children and adolescents)?
- demonstrate inclusion of children with **disabilities**, those living without adult care, or other potentially marginalized children?
- reflect commitment to child and family participation and accountability to these groups?
- comprise **mainstreaming** child protection considerations in the delivery of services such as child-sensitive WASH activities, psychosocial support during nutrition services as well as equal provision of vaccines for boys and girls, etc.? Have you provided guidance on how to monitor / measure performance of these interventions, including a clear indicator guide?
- emphasize (in 1-2 lines) **what could happen if** life-saving child protection interventions are **not funded**? Examples include increased likelihood of use and recruitment of children, exploitation, child labour, child marriage, long-term mental health issues such as self-harm (suicide), and physical dangers due to less monitoring and supervision of children; reduced safety and limited access to education, thereby causing x, etc.
- include an **institutional capacity building strategy** for local organisations that want to scale up or access funding directly in the future?
- include at least one local partner who will provide **translation services** and support information dissemination for the child protection coordination group? More information on this will be shared at the Coordinator's Retreat.
- In case you have a SAG: **did the SAG oversee** the development of the HRP strategy?
- In case you are exploring 'localisation dashboard' did the SAG review it to determine whether the response is 'as local as possible, as international as necessary' and identify how the response could be improved in the new response plan?

Indicators, targets, measurement:

- Have you developed up to three **SMART child protection indicators** for each objective, with **targets and relevant baselines**? It is recommended that at least one of the indicators be at outcome level.
- Are your **output indicators** organized around those recommended in the [Child Protection in Emergencies Coordination Handbook](#) (pp. 127-132) and aligned to the overall / higher-



level indicators above? Are they measurable?¹ Refer to the Humanitarian Indicator Registry and linking of indicators [here](#). **An updated version of the Child Protection Indicator Registry is currently under development, and will be distributed.**

- Are you using **people-centred targets** in numbers such as number of girls and boys reached? This is preferable.
- For CP **integration** with other clusters, have you provided guidance on how to monitor / measure performance of these interventions, including a clear indicator guide?
- Do you use percentage as a target? This is not recommended, but, if yes: did you also add the absolute value to be able to monitor the indicator?
e.g. % of affected children reached through Activity A - you will need # of children affected and # of children reached through Activity A.
- While developing your target: did you assess the capacity of the partners to respond? If the response is limited and only few actors are on the ground, a target of 100% of affected children reached is not realistic. In this case, did you consider to include an institutional strengthening strategy to progressively increase the capacity of partners to respond?²
- Are you preferring **output activities (# of children reached by PSS activities)** to process activities (# of CFS established)? (output activities are recommended.)
- Have you developed an operational framework for child protection? See [here](#) for the CP AoR template and guidance.
- **Performance measurement:** while developing the HRP strategy and subsequent indicators that will monitor the response, have you revised the response monitoring tool (such as 3/4/5W or Activity Info) to reflect the current HRP indicators and measure performance and gaps?

Financial resources and Online Project System (OPS):

- What is the percentage of the financial resources requested for CiN out of the Protection Cluster PiN? Answer: ___%
Is this proportionate to the % of CiN compared to Protection Cluster PiN?
- What are the targets of CP compared to targets of other AoRs, vis-à-vis proposed budgets / requests?
Is this proportionate to the % of CP targets compared to other AoR targets?

¹ Remember this: an activity (such as conduct psychosocial and recreational activities through CFS) will provide you data (such as # of CFS and # of children participating to psychosocial and recreational activities) that can be used as an indicator or feed into a more complex indicator (% of targeted communities with a CFS, % of affected children participating in psychosocial and recreational activities through CFS).

² This is in line with the Grand Bargain: <http://bit.ly/2tA2UBB>



- Is there agreement to have members of each AoR within the Protection Cluster to submit project sheets specific to each AoR, versus having one project sheet capturing multiple e.g. CP / GBV / HLP in the same project sheet?
The former is recommended, for monitoring (and accountability) purposes.
- If the Cluster has decided to combine all activities under one project sheet per organisation, does the project sheet stipulate / clearly distinguish targets per indicator and budget allocation for CP / GP / GBV / HLP?
- Did you encourage child protection actors to specifically mention 'Child Protection' in the project titles? If you mention 'Child Protection' in the title, this can enhance your ability to track funds on the Financial Tracking System.

Do not forget to use the CP Coordinators & IM Skype group in case you have questions and need some good examples from your colleagues in other countries.

Should you need more information or guidance on the HNO and HRP process, please contact the Child Protection AoR coordination team by writing to us at cp-aor@unicef.org.