

Self-Assessment Checklists

Quality Standards in the Implementation & Evaluation Phases:

Here are some of the key questions to ask as you seek to include the Quality Standards in the implementation and completion phases of the project cycle:

Values:

- ❑ Is refresher training and induction being carried out throughout the life of the project for staff on the organisation's values and policies?
- ❑ Are clear procedures in place to investigate allegations of unacceptable conduct?
- ❑ Have staff members been identified and trained to carry out investigations when required?

Impartiality and Targeting:

- ❑ Are you monitoring the project to ensure that the selection criteria continue to be appropriate and are reaching the most vulnerable?

Accountability:

- ❑ Have you established an appropriate mechanism to receive feedback from beneficiaries and the wider community, which reflects the preferences of the community?
- ❑ Is the whole community aware of the feedback mechanism and how to access it?
- ❑ Are representatives of the community involved in addressing complaints and resolving disputes?
- ❑ Are you changing project plans in light of the feedback received?
- ❑ Are you keeping a record of the feedback received, the responses given and project decisions made?

Disaster Risk:

- ❑ Are you monitoring the project to check that vulnerabilities are being reduced and capacities are being built and not undermined?

Technical Quality:

- ❑ Are you monitoring the technical quality of the project and making technical adjustments where needed?

Children:

- ❑ What measures are there to ensure the impact of the programme is reaching the most vulnerable children?
- ❑ Are there avenues for children to feedback safely on implementation of programmes?
- ❑ Are these complaints taken seriously and responded to appropriately?

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- Are there identified focal persons within the programme to support children where abuses have been reported?

Gender:

- Are you discussing gender attitudes and issues within the team and are you modelling positive gender relationships?
- Is there a good overall balance of men and women on the team?
- Is the gender of staff appropriate to the specific activities that need to be carried out, recognising that some roles are only appropriate for men and some only for women?
- Are you measuring and monitoring the impact of the project on both men and women and keeping disaggregated data?

HIV:

- Are you addressing underlying attitudes and help to shape positive values by working with local church leaders or other religious leaders?
- Are you monitoring and evaluating the impact of your HIV approach and making changes where needed?

Conflict:

- Are you taking steps to communicate and reiterate your impartial and independent position as an organisation in the community?
- Do all staff understand the organisation's commitments and principles in order to represent them to others?
- Are you aware of the tribal or ethnic balance of your staff?
- Have you thought through how to include messages of peace in your sector work?
- Have you set indicators in order to monitor whether relationships with the community are breaking down or the conflict dynamics are changing?

Environment:

- Is the project being monitored to observe and manage its environmental impact?
- Have steps been taken to reduce your own impact on the environment as members of staff - the use of vehicles, power, project resources, flights etc.?

Sustainability:

- Are the local skills and knowledge required for the long term in place or are changes to the project approach needed?
- Is the required long term community organisation or structure (e.g. a village committee) in place and effective or are changes to the project approach needed?

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- Are any required long-term relationships with government or other service providers in place and effective or are changes to the project approach needed?
- Are any required long-term systems to provide on-going financial input working (e.g. village contributions or user fees) or are changes to the project approach needed?
- Is the reliance on materials and supplies which are locally available proving to be effective or are changes to the project approach needed?
- Are the required long term environmental requirements proving to be sustainable - water, land, wood, soil, etc., or are changes to the project approach needed?

Advocacy:

- Have you identified key stakeholders and established relationships with them?
- Are you seeking to work in coalition with other NGOs and organisations in order to have a collective voice?
- Are you reflecting on what is being learnt through the advocacy approach and making changes where needed to ensure it is effective?