

Self-Assessment Checklists

Quality Standards in the Identification Phase:

Here are some of the key questions to ask as you seek to include the Quality Standards in the identification phase of the project cycle:

Values:

- ❑ Prior to carrying out assessments, do staff fully understand the values of the organisation in order to reflect these in their interactions with communities - showing dignity and respect, and acting with compassion and sensitivity?

Impartiality and Targeting:

- ❑ Will you explain in your community meetings the commitment to impartiality and the importance of targeting the most vulnerable?
- ❑ Will the assessment include an analysis of the different ways in which people have been made vulnerable as a result of the emergency?
- ❑ Will you agree with the community the criteria for identifying those who are most vulnerable?

Accountability:

- ❑ Will you obtain the consent of the community to carry out the assessment?
- ❑ Will you be transparent with the community about your organisation, your programme, and the purpose of the assessment?
- ❑ Will you ensure the full participation in the assessment by all groups within the community, including those who are less visible?
- ❑ Will you invite the community to ask questions and ensure that the assessment is a two-way conversation?

Disaster Risk:

- ❑ Will your assessment gather information on peoples' underlying vulnerabilities and capacities, as well as their immediate needs?
- ❑ Will your assessment identify the root causes of vulnerability: whether official policy, cultural traditions, climate change, other factors?

Technical Quality:

- ❑ Do you have a clear understanding of your areas of specialism and technical strengths as an organisation and will this guide the questions asked in your assessments?
- ❑ Will you refer to the Sphere handbook to help identify the questions to ask?
- ❑ Will you gain a clear understanding of the priorities expressed by the community and see which areas you have the technical experience and capacity to support?

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Children:

- ❑ Will your assessment find out how many children have been particularly affected and in what ways?
- ❑ Those who are carrying out the assessments, do they have a good grasp of for child development and their needs and rights?
- ❑ Does your assessment include boys and girls' views?

Gender:

- ❑ Will you gain an understanding of the existing roles of men and women - their daily schedules and workloads and the prevailing attitudes towards men and towards women?
- ❑ Will your assessment gather the perspectives of women, men, boys and girls through separate focus group discussions?
- ❑ Will your assessment identify the ways in which vulnerability has increased for men and women as a result of the emergency?

HIV:

- ❑ Will you gain an understanding of the HIV prevalence rates in the area and the practices and traditions that contribute to vulnerability to HIV?
- ❑ Will you identify the ways in which vulnerability to HIV has increased for men and women as a result of the emergency?

Conflict:

- ❑ Will your assessment include an analysis of the conflict situation, using conflict analysis tools?
- ❑ Will your assessment find out what types of project activities or approaches would have a positive impact for the beneficiaries and which might escalate conflict or increase their vulnerability to attack?
- ❑ Have you gathered information from staff, community, local authorities about their perceptions of your organisation, NGOs in general, UN, Government and those involved in the conflict?

Environment:

- ❑ Will your assessment find out the environmental context - climate change risk, environmental management customs, coping mechanisms and vulnerable resources?
- ❑ Will your assessment find out the changing trends in the environmental situation - rainfall patterns, degradation or other underlying changes?

Sustainability:

- ❑ Will your assessment assess the context and the expectations of sustainability and replicability for the different needs and services discussed in the assessment?

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- Will you find out what government services are in place or planned and think through how to support them where appropriate?

Advocacy:

- Will your assessment seek to identify the underlying policy issues, their causes and effects, that are at the root of the identified situation and that are contributing to vulnerability?
- Will your assessment identify who has responsibility for these policies?