

# Institutionalise and Monitor Application of the CPMS

## INTRODUCTION

Members of the Alliance for Child Protection in Humanitarian Action stand committed to upholding and promoting – at all levels within our organisations and with partners – the agreed principles, standards and tools, including the *Minimum Standards for Child Protection in Humanitarian Action* (CPMS). In the same vein, all national and sub-national child protection coordination mechanisms should strive to uphold, use and actively promote the CPMS, and the 10 principles on which they are based.

Institutionalising the CPMS means systematically integrating and applying them within our policies, procedures and practice to improve quality and accountability. It directly supports implementation of the CPMS by making them a systematic requirement. It also supports the implementers themselves: once the CPMS are institutionalised, implementation is not an additional responsibility, but becomes part of their individual, group and organisational work.

Properly institutionalising the CPMS can also reduce some common problems around the proliferation of frameworks, whereby humanitarian workers are required to juggle both existing organisational tools and new ones.

## SUGGESTED ACTIVITIES FOR COORDINATION GROUPS

- Ensure that each new member is briefed on the (contextualised) CPMS and that all members have signed a commitment to uphold it.
- Ensure that the Coordinator and any other Coordination team staff have the CPMS referenced in their terms of reference.
- Revise inter-agency response plans to reflect key actions, indicators and notes of any CPMS contextualisation initiative.

- Follow up on any other outcomes from the contextualisation process.
  - In particular, ensure that adapted indicators are being used and data shared for joint analysis.
  - Hold inter-agency monitoring and evaluation trainings as necessary. Ensure that smaller agencies and local actors are able to participate fully.
- Devise a strategy to monitor the implementation of the CPMS in programmes and advocacy on a quarterly basis. You may want to choose a small number of standards. Be sure to collect baseline data. Consider using a peer-evaluation or pair-mentoring model. See checklist below.
- Ensure that the CPMS Principles are woven into inter-agency, multisectoral assessments. Where it is not possible to modify the tool, influence the approach of staff.
- Design a common, short orientation to the CPMS (or Humanitarian Standards Partnership) for newly hired humanitarian workers.
- Hold briefings with other sectors to introduce Pillar 4 and plan increased collaboration.
  - Pro-actively raise the CPMS at Inter-Cluster Coordination meetings wherever relevant.
  - Ensure CPMS mainstreaming/integration is included in wider protection mainstreaming opportunities in line with the Protection Cluster lead.
  - Conduct donor briefings to promote use of key CPMS indicators, including non-traditional child protection donors regarding Pillar 4.
- Target briefings to donors. Use the standards – and your monitoring of their implementation – to advocate for robust and stable funding for the sector.
- Encourage the national government to use the CPMS to inform its national response policies and practices, through the provision of case studies, round tables, secondments, inclusion in contextualisation workshops, etc.

## SUGGESTED COUNTRY-LEVEL ACTIVITIES FOR AGENCIES

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- Brief each new member of senior management on the (contextualised) CPMS and the agency's commitments. Ask for their explicit support at key moments.
  - Ensure that the agency's national humanitarian strategy, policies and procedures reflect the CPMS.
  - Work with grants and desk officers to ensure that all child protection-related proposals use the CPMS as a core foundation. Agree on what non-child protection in humanitarian action projects should also be reviewed for alignment with the CPMS.
  - Work with Monitoring, Evaluation, Accountability and Learning colleagues to determine which CPMS indicators are used to monitor programmes (consider any inter-agency coordination group decisions).
  - Design / review the efficacy of an internal feedback mechanism on the use of the CPMS.
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- Regularly meet with agency colleagues in other sectors to review how you can improve joint assessment, planning, implementation, and monitoring and evaluation. Ask a senior manager to guide the conversation and look for opportunities in both programming and advocacy.
- Ensure that all child protection job descriptions, terms of reference, and hiring processes refer to the CPMS.
  - Where possible, aim to add child protection mainstreaming references to key sector job descriptions.
- Provide practical training to new child protection and humanitarian colleagues on the CPMS and its membership in the Humanitarian Standards Partnership.
  - Undertake the same sessions with all partners.
- Circulate hard copies or digital versions of the CPMS internally. Create internal awareness at all levels.
- Sit with each department of the agency to review how they are involved in implementing the agency's commitment to the CPMS.

## INSTITUTIONALISATION CHECKLIST

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The checklist comes in two formats:

- For an agency to assess itself (at national, regional or country level)
- For a child protection coordination group to monitor overall implementation of the CPMS

It was designed to be used once a year. However, it could be done more frequently if the local situation warrants. It should not be seen as an exhaustive list of actions, but rather as core guidance for applying the standards internally and in inter-agency coordination.

It offers suggestions to Alliance members and other organisations on steps to institutionalise the CPMS. It also helps assess the level of institutionalisation to date within an organisation and in the sector as a whole.

Annual analysis of this data indicates how Alliance members have institutionalised the CPMS.



| MATERIALS TO SUPPORT INSTITUTIONALISATION AND MONITORING OF APPLICATION       |  |   |
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| Tool  | Description  | Link  |
| Institutionalisation Checklist – Organisation                                 | Tool for assessing progress toward institutionalising the 2019 CPMS at the organisational level  |   |
| Institutionalisation Checklist – Child Protection Coordination Group          | Tool for assessing progress toward institutionalising the 2019 CPMS at the inter-agency coordination level   |   |
| CPMS Table of Indicators  | Full list of CPMS indicators that can be considered for inclusion in inter-agency response plans and organisation-specific programmes                                | <a href="https://alliancecpha.org/en/CPMS_Table_Indicators">https://alliancecpha.org/en/CPMS Table Indicators</a>   |
| Guidance Note for Reviewing Child Protection in Humanitarian Action Proposals | An Alliance-produced guide for donors with the goal of encouraging robust consideration of the CPMS in all child protection in humanitarian action related proposals | <a href="https://www.alliancecpha.org/en/child-protection-online-library/guidance-note-reviewing-child-protection-emergencies-proposals-cpie">https://www.alliancecpha.org/en/child-protection-online-library/guidance-note-reviewing-child-protection-emergencies-proposals-cpie</a> |

## ANY QUESTIONS?

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Contact the CPMS Working Group at [cpms.wg@alliancecpha.org](mailto:cpms.wg@alliancecpha.org) or visit our website at [https://alliancecpha.org/en/CPMS\\_home](https://alliancecpha.org/en/CPMS_home).

