

tearfund Self Assessment Report



(Adapted from SHAPE: Strategic Humanitarian Assessment & Participatory Empowerment Framework)

The score for the **indicator** is based on a 0-5 scale:

- 0 - not in place, or scarcely addressed
- 1 - in place. But not working well, or not well used
- 2 - in place and working, or used quite widely, but not yet consistently or across the board
- 3 - fully in place
- 4 - functioning very well
- 5 - exceptional, top class

The score for the **priority range** is based on a 0-5 scale :

- 0 - not a priority
- 1 - low priority
- 2 - low - medium priority
- 3 - medium priority
- 4 - high priority
- 5 - highest priority

1. Governance and Leadership

Capable humanitarian organisations have a shared sense of values and a strong consensus about what it is striving for. This flows from effective leadership, a coherent strategy, appropriate systems, competent staff and the humility to learn from experience with the aim of continually improving.

1.1 Vision and Strategy

References: [Core Humanitarian Standards \(CHS\)](#), [Humanitarian Charter](#) and [ICRC/NGO Code of Conduct](#)

	Current Strengths	Evidence of Strengths	Significant Gaps/Issues	Evidence of Gaps	Score	Priority
Indicator 1.1 O Has a structure that supports the organisation's humanitarian vision, mission and values						

<p>Indicator 1.1 H Staff commit to the organisation's humanitarian vision and strategy, and understand how these relate to humanitarian principles and standards</p>						
<p>Indicator 1.1 P Has a humanitarian vision and strategy that allows it to retain its autonomy and make choices consistent with its identity, purpose and values</p>						
<p>1.2 Staff Engagement and Collaborative Management</p>						
<p>Indicator 1.2 O Has a diverse governing body that meets regularly, provides strategic oversight, monitors overall effectiveness, holds the executive to account and regularly reviews its own performance</p>						
<p>Indicator 1.2 H Staff respect organisational values, acceptable and unacceptable behaviour in line with ICRC/NGO Code of Conduct</p>						
<p>Indicator 1.2 P A culture of open communication is promoted and decision-making processes are transparent and participatory</p>						
<p>1.3 Human Resources and Staff Well-being Reference: <u>Core Humanitarian Standards</u> (CHS 8)</p>						
<p>Indicator 1.3 O HR policies are followed by staff, budgeted, and include consideration of health and safety issues, leave, child protection, gender, disability, an organisational Code of Conduct, compensation and benefits, staff</p>						

development, diversity and how grievances are handled						
Indicator 1.3 H Staff (and volunteers) have clear, realistic work plans, are aware of performance standards, understand what they are accountable for, and receive on-going feedback and support						
Indicator 1.3 P Has the management capacity and personnel to deliver a humanitarian response						
1.4 Management of Resources Reference: <u>Core Humanitarian Standards (CHS 9)</u>						
Indicator 1.4 O Follows robust, transparent financial policies, systems and procedures that comply with donor requirements to govern the effective and efficient use of money and other resources						
Indicator 1.4 H Relevant staff are involved in the design of clear realistic budgets which balance quality, cost and timeliness at each phase of the response						
Indicator 1.4 P Ensures that the acceptance of resources does not compromise its independence						
1.5 Learning and Change Reference: <u>Core Humanitarian Standards (CHS 7)</u>						
Indicator 1.5 O						

Simple and participatory M&E system includes financial analysis, learning, feedback and complaints informs future programmes and promotes value for money						
Indicator 1.5 H Reviews progress and challenges in conforming with <u>Core Humanitarian Standards</u> , and applies learning						
Indicator 1.5 P Shares evaluation findings, lessons learned and critical reflections with the wider humanitarian sector						

2. Influence

Effective humanitarian organisations do not work in isolation. They strive to establish and grow positive and constructive relationships to support their work. This calls for staff with relevant skills to negotiate and communicate effectively.

2.1 Working with Others Reference: Core Humanitarian Standards (CHS 6)

	Current Strengths	Evidence of Strengths	Significant Gaps/Issues	Evidence of Gaps	Score	Priority
Indicator 2.1 O Demonstrates a sustained commitment to coordination and collaboration with others, including national and local authorities, without compromising its humanitarian principles						
Indicator 2.1 H Participates effectively in multi-sector, joint or interagency initiatives such as						

collaborative assessments, learning, preparedness or response efforts						
Indicator 2.1 P Advice and contributions to decision-making and debate are called for by the humanitarian community						
2.2 Advocacy						
Indicator 2.2 O Has the strategy, personnel, skills and knowledge, as well as the resources necessary to promote good influencing work on critical humanitarian issues						
Indicator 2.2 H Ability to recognise key humanitarian issues affecting local community, and recommend feasible approaches to address them						
Indicator 2.2 P Championing of key issues that affect local communities has led to changes in thinking on relevant issues, has changed policies, or has resulted in new resource streams becoming available						
2.3 Resource Mobilisation						
Indicator 2.3 O Has in place the relationships, strategies, personnel and procedures to generate successful programme concepts and funding proposals						
Indicator 2.3 H Capability to mobilise resources for a timely and appropriate humanitarian response						

Indicator 2.3 P Sufficient, flexible and diversified resources exist to ensure organisational sustainability and effectiveness						

3. Preparedness and Response

Effective organisations anticipate, prepare for, and respond to humanitarian situations in a relevant, effective, efficient and impactful manner. Their action is based on communication, participation and feedback from affected communities.

3.1 Preparedness						
	Current Strengths	Evidence of Strengths	Significant Gaps/Issues	Evidence of Gaps	Score	Priority
Indicator 3.1 O Invests in training staff and developing procedures in preparation for emergencies						
Indicator 3.1 H All relevant parts of the organisation are involved in developing, testing and reviewing emergency preparedness plans						
Indicator 3.1 P The key contextual information it provides is influential in setting the humanitarian agenda						
3.2 Appropriate and Relevant Response Reference: Core Humanitarian Standards (CHS 1)						
Indicator 3.2 O						

Programmes are adaptable to changing needs, capacities and context						
Indicator 3.2 H Responses are designed, budgeted and implemented quickly based on an impartial assessment of the needs, risks, vulnerabilities and capacities of different groups						
Indicator 3.2 P Communities with whom it works (including marginalised and disadvantaged groups) play a leading role in setting the humanitarian strategy at every stage of the response						
3.3 Effective and Timely Response Reference: <u>Core Humanitarian Standards (CHS 2)</u>						
Indicator 3.3 O Delivers activities, outputs, outcomes to achieve a timely impact						
Indicator 3.3 H Timely assessments result in timely decisions which are acted upon without unnecessary delay according to <u>Core Humanitarian Standards</u> , cluster guidelines and internationally accepted indicator						
Indicator 3.2 P* (*common indicator with <u>Appropriate and Relevant Response</u>)						
3.4 Response Avoids Negative Effects Reference: <u>Core Humanitarian Standards (CHS 3)</u>						
Indicator 3.4 O Policies, strategies and guidance are designed to prevent programmes having any potential or actual negative effects. When						

negative effects are identified, the programme adjusts to mitigate them						
Indicator 3.4 H Sustainability, impact on long-term development and the exit strategy are defined at the outset of the response						
Indicator 3.2 P* (*common indicator with <u>Appropriate and Relevant Response</u>)						
3.5 Communication, Participation and Feedback References: <u>Core Humanitarian Standards (CHS 4 and 5)</u>						
Indicator 3.5 O Inclusive representation, participation and engagement of people and communities are ensured at all stages of the work						
Indicator 3.5 H Communities and people affected by crisis are consulted to provide feedback on their level of satisfaction with the quality and effectiveness of assistance using languages, formats and media that are easily understood and culturally appropriate for that community						
Indicator 3.5 P Organisational culture exists where complaints are welcomed, taken seriously and acted upon according to defined policies and processes						