

CONSOLIDATED APPEAL DOCUMENT CHECKLIST

Before submitting your document to OCHA Geneva, please use this checklist to ensure that all the necessary information has been included. This will avoid unnecessary delays in finalising the appeal document.

Cross-cutting issues:

Did you remember to:

- Integrate gender analysis throughout the CHAP?
- Include projects that respond to different needs of men and women, girls and boys?
- Disaggregate data by sex and age?
- Include protection and human rights in your analysis and response?
- If relevant, discuss the impact of HIV/AIDS on the crisis and ensure that the response is appropriate?
- Explain implications of access and security on your assessment of need and your response?

Coherence of the CHAP and projects:

- Is the description of needs evidence-based, with sources footnoted?
- Is there a clear link between strategic priorities and needs *and* between strategic priorities and sector response plans?
- Do the projects directly respond to needs and priorities identified in the CHAP?
- Have the projects been selected through a vetting process?

Attachments and annexes:

Did you include:

- A table or map showing humanitarian coordination structures?
- A monitoring matrix?
- Photos with captions and credits?
- Other graphics (maps, charts, tables) to visualize data?