

## Checklist: Involving IDPs

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The following checklist is designed to assess how you are doing on involving IDPs in your programmes throughout the project cycle. Just tick the boxes to answer the questions.

| Question   | Yes | No | Other |
|--|-----|----|-------|
| <b>Assess</b>  |     |    |       |
| Do IDPs know who is the Camp Manager and its role?   |     |    |       |
| Do IDPs know the service providers and the services provided?  |     |    |       |
| Are the IDPs aware of how to access available services?  |     |    |       |
| Has there been an assessment to influence the design of new projects and new activities?   |     |    |       |
| Are IDPs consulted in the design or redesign of new projects and activities? <i>(Including level of participation, targeting, composition of activities and prioritisation?)</i>                   |     |    |       |
| Have vulnerable groups been identified in the local population?  |     |    |       |
| Have these groups been consulted about the programme/ project design and implementation?   |     |    |       |
| <b>Design/ Redesign</b>  |     |    |       |
| Is it clear what changes IDPs would like to see happen as a result of the project/ programme?  |     |    |       |
| Has the response considered the views of IDPs when designing and implementing activities?  |     |    |       |
| Are IDPs clear about what projects plan to do, where they will do it, when and who should benefit? <i>(Could be done through mechanisms like notice boards, community meetings, leaflets, etc)</i> |     |    |       |
| <b>Implement and Monitor</b>   |     |    |       |
| Are feedback mechanisms in place to get opinions of the IDPs, hereunder the vulnerable groups? <i>(E.g. regular community meetings, suggestion boxes, focus groups with vulnerable groups etc)</i> |     |    |       |
| Is feedback given back to decision makers in the programme?  |     |    |       |
| Does the Camp Management Agency communicate changes and project progress with the IDPs? <i>(For example through mechanisms like informal discussions, community meetings, notice boards, etc?)</i> |     |    |       |
| <b>Evaluate and Reflect</b>  |     |    |       |
| Has the Camp Management Agency reported back to the IDPs and vulnerable groups on progress towards the agreed goals of the project   |     |    |       |
| When an evaluation takes place are members of the IDP community consulted and are the results reported back to them?   |     |    |       |

*Adapted after: Julian Srodecki, WVI*