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Tip sheet for integration of AAP in Programme Strategy Notes

These guiding questions can be used to ensure AAP elements are reflected in PSNs. Not all questions need to be answered; however, the more detailed the answers, the more likely programmes will be able to define appropriate measures to meet and address UNICEF's AAP commitments. The response to these questions should be evidence-based and aligned to the country context, priorities and relevance to the programmes or operations.

Guiding Questions	Current Status	Proposed Actions
Consultations with Affected Populations		
How have groups within the affected populations been consulted and engaged in the PSN processes?		
Has the PSN been shared and validated with affected populations?		
Are their views, perspectives and experiences accurately represented in the PSN?		
Barriers and bottlenecks		
What are the main barriers and bottlenecks facing the most vulnerable groups in relation to access, availability and demand for quality, responsive programmes and services?		
What are the main barriers and bottlenecks facing the most vulnerable groups in relation to exercising their rights? *Consider their rights to participate in decisions that affect them, access information, safe and equitable access to services, communicate and provide feedback, and hold UNICEF and its partners, and other decision-makers to account.*		
Participation		
How have/will groups within the affected population participate in the design, planning, implementation and decision-making processes in programmes and services?		
What are the proposed strategies and measures to ensure safe, equitable and inclusive participation and engagement of affected populations throughout all phases of programme implementation?		
Communication and Information		
What are the existing trusted and preferred formal/informal channels for affected populations to access information and communicate with UNICEF and its partners, and other decision-makers?		
What are the proposed strategies and measures to ensure communication and information sharing is relevant, appropriate, accessible and understandable for all groups in the population?		
Feedback and complaints mechanisms		
What are the existing formal and informal channels for affected populations to provide feedback or complaints to UNICEF and its partners, and other decision-makers?		
What are the proposed strategies and measures to ensure affected populations have safe, accessible, and inclusive opportunities to share their views, feedback and complaints on the quality and effectiveness of assistance and accountability of organisations?		

How will feedback and inputs from affected populations be integrated in monitoring and management decision-making processes? How will follow-up actions be reported back to people and communities?		
Protection from Sexual Exploitation and Abuse		
Are there systems in place (channels, referral protocols and pathways) for affected populations to safely report sensitive issues (e.g. child abuse, sexual exploitation and abuse, sexual harassment, gender-based violence and other harmful behaviours)?		
What are the proposed strategies and measures to identify, prevent and respond to protection risks, sexual exploitation and abuse, sexual harassment, gender-based violence and other harmful, unethical or illegal practices? *Describe how these are aligned to international commitments and recognised good practices around PSEA.*		
Strengthening local capacity		
What are the existing knowledge, capacities, resources and coping mechanisms of affected populations and local actors? How will these be leveraged and integrated into programmes and services?		
What are the proposed strategies and measures to strengthen local capacities, including strategies to build resilience and empower communities?		
Evidence-based advocacy and decision-making		
What formal and informal initiatives are in place to advocate for greater accountability of UNICEF and its partners, and other decision-makers, towards affected populations?		
What are the proposed strategies and measures to evidence-based advocacy and decision-making based on the priorities and concerns of affected populations?		
Coordination and partnerships		
What formal and informal mechanisms for coordination and partnerships are in place to address the needs and priorities of affected populations?		
What are the proposed strategies and mechanisms to support effective coordination and partnership, including engagement and participation of local actors, to reduce gaps and duplication, enhance quality and accountability and maximise outcomes for affected populations? *Describe internal coordination mechanisms to ensure consistency and coherency in approaches to AAP between programmes/sectors/sections and with implementing partners.*		
Monitoring and Reporting		
How will the effectiveness of AAP measures be monitored and reported?		