

TOR for Accountability to Affected Populations focal point

Summary of key functions

At the Country Office level, the role of the Accountability to Affected Populations (AAP) focal point is envisaged as both technical and managerial, providing technical guidance and inputs, as well as playing a coordination role to ensure effective implementation of AAP in the Country Programme. Ideally, programme staff covering this role should have cross-cutting decision making and oversight functions and be part of the Country Management Team.

Specifically, the AAP focal point is responsible for:

1. Coordinating the design and implementation of strategies to integrate and scale up AAP interventions and processes in the Country Programme
2. Ensuring staff have good understanding and uptake of AAP principles and approaches in their work and behaviours
3. Facilitating evidence generation, knowledge management and innovation for AAP
4. Coordinating system-wide collective AAP approaches and initiatives.

Key task	Result Indicators
Coordinate the design and implementation of strategies to integrate and scale up AAP interventions and processes in the Country Programme	<ol style="list-style-type: none"> 1. Country Office has a strategy to scale up AAP <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Annual workplans include specific AAP interventions <input type="checkbox"/> Yes <input type="checkbox"/> No 3. Each programme sector have specific AAP outputs, activity and budgets <input type="checkbox"/> Yes <input type="checkbox"/> No 4. AAP activities/ updates are effectively reflected in country management programme processes, including: <ul style="list-style-type: none"> ▪ Emergency preparedness and response plans <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Field monitoring indicators <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Third party monitoring <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Monthly programme coordination meetings <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Monthly country management team meetings <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Programme Cooperation Agreements <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Resource mobilization strategy/ funding proposals <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Funding proposals/ flash appeals <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Sit Reps <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Mid- and end-year reviews <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Country annual reports and SMQs <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ PCA implementing partner reports <input type="checkbox"/> Yes <input type="checkbox"/> No ▪ Donor reports <input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Ensure staff have good understanding and uptake of AAP principles and approaches in their work and behaviours</p>	<ol style="list-style-type: none"> Staff are familiar with UNICEF's commitment to AAP and are trained on AAP approaches <input type="checkbox"/> Yes <input type="checkbox"/> No Staff know where to obtain/access information, resources and support on AAP <input type="checkbox"/> Yes <input type="checkbox"/> No Staff regularly apply AAP principles in their work plans and actions <input type="checkbox"/> Yes <input type="checkbox"/> No AAP is included in office training plans and staff development plans <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Facilitate evidence generation, knowledge management and innovation for AAP</p>	<ol style="list-style-type: none"> AAP indicators/ questions are included in needs assessments, perception survey and other assessments <input type="checkbox"/> Yes <input type="checkbox"/> No Country Office has an AAP database <input type="checkbox"/> Yes <input type="checkbox"/> No Country Office has functioning complaints and feedback mechanism(s) <input type="checkbox"/> Yes <input type="checkbox"/> No Feedback from affected populations is used to inform decision-making, course correction and advocacy <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Provide technical support and coordination of collective AAP approaches and initiatives</p>	<ol style="list-style-type: none"> A functioning AAP/Community Engagement Working Group exists, with approved TOR and involving local actors, national/international NGOs, UN and other relevant stakeholders <input type="checkbox"/> Yes <input type="checkbox"/> No AAP indicators are included in cluster and inter-cluster coordination systems, including in needs assessments, humanitarian response plans (HRP), humanitarian needs overviews (HNO), etc. <input type="checkbox"/> Yes <input type="checkbox"/> No A collective complaints and feedback mechanism exists and the data generated by it is regularly analysed and reported <input type="checkbox"/> Yes <input type="checkbox"/> No Feedback from affected populations is regularly reported and communicated to the HCT and Clusters <input type="checkbox"/> Yes <input type="checkbox"/> No AAP approaches are funded through HRP <input type="checkbox"/> Yes <input type="checkbox"/> No