☑ **Checklist 5 Strategic planning in emergencies and humanitarian crises**

	Yes	No	If "No", have a look at:

General

01. Do strategic planning and the subsequent intended project *align with the Tdh's Emergency and Humanitarian Crisis Programme and Thematic Policies in Emergencies and Humanitarian crises?*
It must be comprehensive and multi-sector.
It must integrate an exit or transition towards rehabilitation or development scenario.

> ➤ 1.2 Terre des hommes commitments in emergencies and humanitarian crises
> ➤ 1.2.1 Tdh's Emergency and Humanitarian Crisis Programme
> ➤ 1.2.2 Linking relief, rehabilitation and development

02. Is the intended project *adapted to the context and stage if the crisis* (e.g. sudden disaster, chronic or protracted crisis…)?

03. Is strategic planning *inclusive and participative?*

04. Is *protection of data and target groups (including children) and other ethics and crosscutting considerations* (do no harm, gender, most vulnerable groups, humanitarian principles, conflict sensibility, etc.) guaranteed throughout the whole strategic planning process and in the intended project?

> ➤ Box 12 *Zooming in:* Do no harm, protection of target groups and child safeguarding policy in humanitarian and emergency contexts
> ➤ Box 9 *Zooming in:* Data protection

Step 1: Refining operational conclusions and recommendations

05. Have you *reflected on operational conclusions and recommendations drawn during the situation analysis phase?*
Refining operational conclusions and recommendations is compulsory if:

- The information collected appears to be insufficient, inaccurate, and incomplete or biased;
- The context has significantly evolved since the initial situation analysis; or
- There is no consensus on the conclusions and recommendations.

> ➤ 3.4. Step 1: Refining operational conclusions and recommendations
> ➤ Checklist 2 Refining operational conclusions and recommendations

Step 2: Defining the objective

06. *How many objectives* has the intended project? There must be one and only one.

07. Does the objective of the intended project *address the main issue* identified in the intervention context?

> ➤ 3.5 Step 2: Defining the objective
> ➤ Checklist 3 Defining the objective
> ➤ Box 16 When defining an objective is too complicated: use an objective tree

08. Does the objective of the intended action *match the criteria defined in the checklist* for defining an objective? It must:

- Describe a situation and NOT a process;
- Describe the improved situation of the target group at the end of the project;
- Describe a measurable and objectively observable situation;
- Clearly define the beneficiary group;
- Be realistic, clear, simple and concise.

	Yes	**No**	**If "No", have a look at:**

Step 3: Defining results and activities

09. Do the results and activities *show the change you want to see?*   ☐ ☐

10. Did you include in the intended project *output, intermediate outcome, final outcome, and impact-related results?*
They must be translated in the logical framework.   ☐ ☐

➤ 3.6 Step 3: Defining results and activities

11. Have you checked the *validity of the results-chain?* (e.g. Is the outcome a real outcome?)   ☐ ☐

➤ Box 17 Which results are expected from the project?

➤ Figure 11 The result chain: a tool to structure strategic planning

12. Are *feedback and complaints mechanisms* part of the activities of the intended project?   ☐ ☐

➤ Box 18 *Zooming in:* Feedback and complaints mechanisms

13. Does the intended project *include and build local synergies and dynamics?* (e.g. local organisations)   ☐ ☐

14. Does the intended project pay enough attention to the notions of *complementarity and coordination* between Tdh and the other stakeholders present in the targeted area of intervention?   ☐ ☐

Step 4: Defining risks and assumptions

15. Are you sure your *assumptions are not risks and vice-versa?*   ☐ ☐

16. Have you planed for *risks mitigation mechanisms?*   ☐ ☐

17. Are the *risks you have defined exclusively external?*
When it comes to operational planning, think about internal risks – which must NOT be included in the logical framework.   ☐ ☐

➤ 3.7 Step 4: Defining risks and assumptions

➤ Box 19 How to mitigate risks

18. Do the assumptions you have defined *lie outside the direct control of Tdh?*   ☐ ☐

Step 5: Defining indicators and means of verification

19. Did you use *humanitarian standards indicators* and those of *Tdh's Emergency and Humanitarian Crisis Programme?*   ☐ ☐

➤ 3.8 Step 5: Defining indicators and means of verification

➤ Checklist 4 Designing SMART indicators

20. Are your *indicators SMART*, phrased according to Tdh's recommendations and both qualitative and quantitative?
An indicator must be Specific, Measurable, Achievable, Relevant and Time-bound.   ☐ ☐

➤ Box 22 How Tdh formulate indicators

➤ Box 21 Indicator traps

21. Do you have a *reasonable number* of indicators?   ☐ ☐

➤ Tips for defining means of verification

22. Are you *means of verification realistic?*
They must:

- Be defined at the same time as indicators;

- Use a two-step approach;

- Consider the following: cost, timeliness, feasibility, cultural sensitivity, gender, child safeguarding.

➤ 3.8 Step 5 Defining indicators and means of verification
➤ Checklist 4 Designing SMART indicators
➤ Box 22 How Tdh formulate indicators
➤ Box 21 Indicator traps
➤ Tips for defining means of verification

Step 6: Designing the logical framework and writing the project document

23. Have you written a *project document* summarizing the elements drawn up during the different steps of strategic planning?
It is compulsory. Use Tdh template.

➤ 3.9 Step 6: Designing the logical framework and writing the project document / Writing the project document

24. Does the intended project align with the *Tdh's checklist for proposals?*

➤ Tool 12 Checklist for proposal

Operational planning

25. Are *workplan, organization chart and budget* using Tdh's template defined?

➤ 3.10 Operational planning