

Accountability Planning Checklist

This checklist helps the staff to make a plan for improvement of accountability practice in humanitarian interventions. It helps them to integrate accountability to the affected population in their works systematically.

Project: Alert B027 Lifesaving Early Actions Responding to Nationwide Dengue Outbreak (LEARN DO)

Implemented by: Social and Economic Enhancement Programme-SEEP

Project duration: Three months (30 April 2020 to 28 July 2020)

Accountability Elements	Action needed	Timeline	Responsible	Progress
Information Provision	Develop a project brief/brochure for wider stakeholders	07/05/20	Humanitarian Accountability & CE Officer	Done
	Information disclosure policy needs to be updated	20/06/20	"	Update done
	Staff code of conduct in terms of PSEA needs to be developed	15/05/20	"	Draft policy has been prepared
	Separate policy on PSEA needs to be developed	15/05/20	"	"
	Information Sharing Checklist needs to be developed	05/05/20	"	Done
Participation	Checklist for Understanding Affected Community's Information Needs	05/05/20	"	Done
	Checklist & Guidance for Emergency Message to the Affected Community	20/05/20	"	IEC material/ Leaflet published
	Ensure Community Participation in Beneficiary Selection Process	20/06/20	"	Done
	Guidance for Promoting Community Readiness (Rights and Entitlements)	05/05/20	"	Followed
Feedback and complaints response	Humanitarian Accountability & Community Engagement Officer monitors MAAP implementation	Ongoing	Project Manager	Ongoing
	Establish Feedback and Complaint Response Mechanism	Ongoing	Humanitarian Accountability & CE Officer	Ongoing
	Complaint Reporting orientation to staff and volunteers	07/05/20	"	Done
	Community Satisfaction Survey/ KAP survey	Under planning	"	Under planning
Learning and adaptation	Case Study Template for Documentation of Good Practice relating to AAP Adaptation	Ongoing	"	Ongoing
	Accountability Assessment Checklist	07/05/20	"	Done
	Accountability Planning Checklist	07/05/20	"	Done