

## Purpose

This element of the toolkit **provides a step-by-step quality checklist** for emergency preparedness (EP) project proposal writing and project implementation.

It is intended to facilitate the development of EP project activities and proposals that are high quality in their design. Guidance provided in this document encompasses all Emergency Preparedness & Readiness components. EP activities and proposals should always be contextual as there is no single set of “agreed” EP activities, and most of EP projects would have strong linkages with DR activities. The document gives general guidelines that should be considered across EP implementation and proposals with checklists pertaining to each of the 10 components of EP that are covered in this toolkit.

**To note, not all elements of these checklist are expected to be applicable to each context.**

## General Guidelines

- Check that proper EP/DRR terminology and acronyms are used throughout the proposal.
- Avoid using the term “natural disaster” as it is no longer relevant. You may refer to natural hazards – (i.e., earthquake) but earthquakes only become a disaster when the impact exceeds local (human) capacity to cope with it.
- Check that you accurately and consistently use terminology associated with the proposed activities including preparedness, response, mitigation, prevention, and climate change. For IOM EP terminology, first check the [IOM Introduction to Emergency Preparedness self-study](#) available on iLearn. For other globally accepted DRR terminology, use the [UN Office for Disaster Risk Reduction Terminology page](#).
- Project proposals/EP activities need to be developed with the most up to date available information and be evidence-based through risk analysis and monitoring and/or needs assessments.
- Project proposals/EP activities need to demonstrate knowledge of the context and awareness of potential overlaps and opportunities to collaborate with other actors including the interventions and areas of competence of other organizations (including humanitarian, development and peace actors, as applicable).
- IOM generally supports engagement with national coordination platforms for an efficient response and should be based on the country strategy (where applicable).
- Donor priorities should be considered and addressed in the proposal to the extent that is possible and consequent to IOM priorities and relevant to the context.
- Prioritize the use of donor indicators over custom indicators when applicable. Use the [IOM indicator database](#) as a guidance document to select the most relevant indicators for your project proposal.
- Proposed activities should be realistic in terms of timeframe and available resources, taking into consideration IOM/ Implementing Partner’s (IP) capacity.

- Proposed approaches and technologies should be consistent with national standards and, where absent, cluster / sector or international standards e.g. Sendai Framework for Disaster Risk Reduction. This should be explicit in the proposal narrative and reflected in project activities.
- Cross cutting issues such as gender, gender-based violence (GBV), environmental sustainability, disability inclusion, etc. should be mainstreamed across all the entire proposal and should be taken into account in all phases of the project including measures planned to mitigate any potential negative impacts.
- Where applicable, an exit strategy should be well defined for all projects.

## EP Project development | Quality Checklist

1. Risk Analysis				YES	NO	N/A
<i>(For easier perusal between CO, RO &amp; HQ, most of the information below could be centralized in the <a href="#">EP dashboard</a>)</i>						
Has your CO completed the EP dashboard, done a basic context analysis to identify the main risks in your country context? <i>(see <a href="#">PRD EP Dashboard &amp; available Risk Analysis/Monitoring Resources</a>)</i> ?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the analysis identify how <b>likely</b> the identified hazards/threats are to occur?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an analysis of the <b>level of exposure</b> people have to the identified hazards and threats?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the different levels of <b>vulnerabilities</b> that people have to the identified hazards and risks identified?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the <b>coping capacities</b> of the local authorities, civil society and community considered in the risk analysis?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the <b>risk seriousness</b> for each hazard/threat been <b>calculated</b> to determine low, medium and high-level risks in your context?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you completed the <a href="#">MPA Checklist</a> for your Country Office?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Based on your completed MPA checklist, have you identified <b>gaps in preparedness</b> and an <b>action plan</b> to address them (with assigned responsibilities and deadlines)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you established the <b>country baseline situation</b> for your context that includes historical IDP and refugee movement trends and patterns?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the country baseline situation cover <b>risks faced by different sub-groups</b> of the population (e.g., migrants, women, disabled people, unaccompanied minors, mixed flow populations)?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your CO have a <b>risk monitoring plan</b> and schedule with <b>assigned responsibilities</b> for <b>different categories</b> of risks in your context?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the CO update the <b>Emergency Preparedness Dashboard</b> at least annually and more often for medium and high-level risks?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the CO include risk analysis as a standing agenda item in the Senior Management Team ( <b>SMT</b> ) meetings?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is risk analysis information proactively <b>communicated</b> and shared with programmes/fundraising teams?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you coordinated and shared your risk analysis with the <b>security focal point</b> , where applicable?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where applicable, does the CO participate in <b>inter-agency coordination mechanisms</b> for risk analysis by proactively sharing relevant information and actively participating in coordination meetings?				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Preparedness and Contingency/Response Planning	YES	NO	N/A
Does the CO have contingency plans, which document all <b>response trigger mechanisms</b> to be activated in the event of specified hazards (e.g., agreed response strategies, priority emergency services, coordination mechanisms, division of tasks and responsibilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your contingency/response plans based on <b>evidence-based findings</b> from risk analysis and risk monitoring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you prepared multi-risk or specific contingency/response plans that cover all of the <b>medium and high-level</b> hazards/threats in your country context?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contingency/response plans <b>up to date</b> (revised annually at least and every six months for medium and high-level risk)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the CO agreed with relevant stakeholders (inter-agency, government) <b>early warning indicators</b> and a <b>schedule</b> for monitoring them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the CO identified relevant EP activities/concepts to address the <b>Gaps and Obstacles</b> identified in the Contingency Plan template?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do project ideas address the <b>preparedness needs</b> of the intended beneficiaries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the project ideas fall in line with already identified <b>donor priorities</b> and <b>funding mechanisms</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the project ideas take into account the <b>priorities</b> , strategies, and policies of key <b>stakeholders</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the project ideas fall within <b>IOM's capacities</b> , mission and strategic focus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you prepared a concept note as a <b>communication tool</b> to share project ideas with management and internal team members, as well as DOE RTS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you <b>engaged relevant potential stakeholders</b> in the concept development stage to ensure buy-in and sustainability of EP activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where applicable, does the CO participate in <b>inter-agency coordination mechanisms</b> for contingency/response planning/readiness to respond by proactively sharing relevant information and actively participating in coordination meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Emergency Services/Response Mechanisms and Strategies	YES	NO	N/A
Do your planned emergency services/response mechanisms and strategies align to <b>national disaster response strategies</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you gathered <b>pre-existing risk specific</b> joint contingency/response UN plans (HCT, UNCTs) to inform your emergency services/response mechanisms and strategies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you verified if and how planned emergency services/response mechanisms and identified where there are <b>residual gaps</b> in humanitarian response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your analysis of emergency response capacity considered <b>existing assessments</b> such as inter-agency/inter-sectoral assessments, cluster/sectoral assessments, agency-specific assessments and the Displacement Tracking Matrix, where available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you analysed the <b>government's</b> and the <b>partners' capacities</b> and gaps in the current response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you determined the <b>government's position</b> with regards to support from partners at the national and subnational levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed an <b>IOM emergency response strategy</b> and plans with overall objectives and priority actions that reflect existing resources and capacity of government and partners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Resource Allocation and Funding Mechanisms	YES	NO	N/A
Have you identified the <b>main donors</b> for emergency response in your country context?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified <b>donors</b> that are known to provide funding for <b>emergency preparedness</b> , including bilateral donors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your analysis of the donor landscape include a description of <b>IOM traditional donors</b> and the type of activities they fund?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your analysis of the donor landscape include an analysis of how <b>donor relationships</b> could be strengthened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your CO team effectively engage with <b>external funding mechanisms</b> including Central Emergency Response Fund, Country-based Pooled Funds, bilateral preparedness donors and/or Anticipatory Actions funding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your CO team familiar with Emergency <b>fundraising tools</b> including Flash Appeals and the Humanitarian Response Plan templates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked if and how any <b>existing response funding</b> and/or resources could be better used by reallocating them to emergency preparedness activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your CO team effectively engage with <b>internal funding mechanisms</b> including the Migration Emergency Funding Mechanism?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your project proposal reflected and/or aligned with overall fundraising tool, the <a href="#">Global Crisis Response Platform</a> (GCRP) under DRR/EP activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do proposals from your CO effectively reference key <b>global fundraising frameworks</b> such as Good Humanitarian Donorship & The Grand Bargain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your CO developed/maintained an <b>IOM agency-specific Crisis Response Plan</b> (see <a href="#">IOM Global Crisis Response Plans</a> ) and (potential) Flash Appeal that align to country and global level plans including HRP and Flash Appeals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you analysed the CO's <b>capacity for accessing funding</b> and diversifying funding sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Coordination	YES	NO	N/A
Does IOM senior management and programs staff in your CO have a good understanding of <b>pre-crisis coordination</b> and management arrangements, whether led by national/local authorities with or without the support of a Resident Coordinator or the Office for the Coordination of Humanitarian Affairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the CO have a good understanding of <b>coordination management</b> arrangements for <b>disaster response</b> and coordination in mixed situations and refugee response in the country context?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the CO prepared and implemented a plan to <b>strengthen coordination capacity</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the CO analysed key stakeholders for disaster preparedness and response using the <b>Participation Matrix (see component 5 of the toolkit)</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the CO established relationships and <b>engaged with stakeholders</b> in preparedness and response according to the completed Participation Matrix?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the CO analysed whether the planned <b>post-crisis coordination arrangements</b> are structured and functioning as planned before the disaster (considering plans may need to be adapted if those with roles and responsibilities were impacted by the crisis).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-crisis: Has the CO established and <b>maintained relationships</b> with national, local and community-level authorities in the response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-crisis: Does the CO engage with <b>inter-agency coordination platforms</b> for the response (i.e., participating in meetings, joint needs assessments, joint situation reports and coordinated funding appeals)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-crisis: Does the CO actively engage with donors to share the identified needs and gaps in the response that can be addressed through IOM programming?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Information Management and Communication	YES	NO	N/A
Has the CO established an IOM coordinated <b>emergency information management system</b> ? (e.g. increasing readiness by having a prepared <b>SharePoint internal page for IM/KM</b> ready to activate during emergency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you established a clear picture of the likely <b>CO's information needs</b> in potential emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you trainings in place or planned around <b>data collection</b> , to ensure consistency and trustworthy data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your CO apply <b>data protection principles</b> for balance between collecting/sharing information while protecting individuals against misuse of information? (See Principles for protecting individuals in data management in Component 3.06.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the analysis of data in your CO adequate for <b>identifying minimal gaps</b> and shortcomings in the planning and provision of services and assistance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is data <b>disaggregated</b> by demographics, by sector and by implementing agency (for effective coordination)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the CO actively use <b>cluster/sector analysis tools</b> and templates for all stage of the Humanitarian Programme Cycle to ensure coordinated humanitarian services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the CO considered a <b>communication strategy</b> or conducted planning to think through your communication objectives, distinct audiences, messaging, and a schedule of activities for dissemination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the CO offer opportunities for <b>two-way communication</b> through participatory planning and engagement with actors at different levels (i.e., government and community) to ensure Accountability with Affected populations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Early Warning Systems (EWSs)	YES	NO	N/A
Does your EWS include activities which <b>strengthen national/local capacities</b> for response preparedness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do EWS training and learning activities promote the <b>inclusion</b> of migrants in emergency preparedness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does of the EWS account for the <b>public's perceptions</b> of warnings and their beliefs and attitudes regarding disasters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the EWS include activities which strengthen <b>community response preparedness and DRR</b> capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do community response preparedness <b>strengthening activities cover risks</b> to the community, options for safe behaviour, available escape routes and how to best avoid damage to property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do early warnings and evacuation planning reflect the <b>community's language abilities</b> , first-hand knowledge of migrant populations, and understanding of cultural norms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do <b>evacuation plans</b> consider and address the different needs of people within the community (i.e., older people and persons with disabilities who need extra protection measures and physical support to move safely to a different location, and can understand the early warning message).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the migrants themselves and civil society partners taken an active role in identifying <b>people with vulnerabilities</b> and special needs for early warning and evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have migrants themselves and civil society partners actively participated in identifying solutions to address any required <b>special protection measures</b> and needs for evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have <b>emergency management plans</b> been located in a place or communicated in a way that is easily accessible to stakeholders with roles and responsibilities leading up to and during a crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In EW communications, have you worked in close <b>coordination with government</b> and inter-agency actors to agree on consistent crisis and hazard-specific communications to people at risk of displacement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do EW communications include a <b>description</b> of potential risks associated with a crisis, where and how to obtain assistance and how to inform stakeholders of their needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do IOM communications address language, cultural and other <b>barriers</b> (including impacts of crises such as power failures, loss of internet and satellite systems).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the CO prepared to disseminate <b>pre-event risk communications</b> and early warnings in line with government and local authority's direction using multiple communication channels, as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Community-Based Disaster Preparedness (CBDP) & Readiness	YES	NO	N/A
Have you proactively engaged and <b>sensitized</b> local leaders and communities to the CBDP initiative before it starts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do CBDP plans reflect local leaders' and community <b>perceptions of risks</b> , concerns and priorities for improving disaster and crisis preparedness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a <b>Participation Matrix</b> been completed defining how CBDP stakeholders will be engaged at each stage of the CBDP (i.e., during assessment, design, implementation, monitoring as well as linkages with Accountability of Affected Population (AAP) practices)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you/IOM partners conducted a <b>participatory vulnerability and capacity assessment (VCA)</b> exercise with relevant stakeholders in the community using a variety of tools that allow for triangulation of information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the community developed an <b>action plan</b> based on the results of the VCA that defines activities, timeframes, human resources and other resources available, resources needed and committee/people responsible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During the planning stage, have you set <b>realistic expectations</b> for IOM's involvement that promote a smooth handover and sustainability of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With IOM's support, has the community developed a <b>disaster plan</b> which describes the hazards, objectives and indicators for the success of the CBDP project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has IOM supported the community to create a <b>coordinated calendar of events</b> for the entire project ensuring alignment to other local civil defence and/or civil society activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project plan include (at least) monthly status meetings for tasking, mobilising community resources, capacity building, monitoring and review, and making adjustments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the CBDP project plan include an <b>implementation, monitoring and evaluation system</b> that covers progress on activities, time frames, budget, indicators, outputs, objectives and the impact of the disaster preparedness measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At the end of the project, has a participatory <b>After-Action Review</b> to evaluate the project and lessons learned been planned and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the lessons learned during the After-Action Review been documented and disseminated to relevant stakeholders for improved disaster preparedness actions in the future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At the end of the project, has the project been handed over to relevant stakeholders/authorities in a way that promotes sustainability (as part of a clear exit strategy)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Capacity Development/Training and Exercises	YES	NO	N/A
Have you engaged relevant stakeholders in capacity development and gained their support for activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you conducted a <b>capacity development/learning needs analysis</b> to identify preparedness/response learning needs in your CO context?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your capacity analysis describe how <b>equipped government/ partners</b> are to meet humanitarian needs and the needs of migrants in emergency response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you determined what <b>capacity development activities</b> can best be delivered by IOM to contribute to humanitarian/ migrants' needs being met more effectively when a disaster strikes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your CO identified in what ways IOM can contribute to enhancing government/partners' capacity for emergency response preparedness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you defined <b>intended participants</b> for capacity development/learning activities and assessed their <b>learning preferences</b> and requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have relevant stakeholders been actively involved in identifying capacity development / <b>learning activity design</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you defined <b>objectives</b> for your capacity development/training activities as a whole and for its component parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any capacity development/learning materials being used <b>contextualised</b> to ensure they are appropriate for the country context?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have participants of capacity development/learning activities been supported throughout the activities to meet the objectives (i.e., with technical, logistical and practical issues that may prevent them from engaging)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do capacity building/training activities draw on participants' <b>knowledge and experience</b> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have steps been taken to mitigate <b>safety and security risks</b> to participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a <b>monitoring and evaluation plan</b> for the capacity development/training project been developed and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Institutional and Legislative Frameworks	YES	NO	N/A
Has your CO engaged with the <b>Global Crisis Response Platform (GCRP)</b> and updated and shared your country's crisis plan so that the RO and HQ are informed of your strategies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your CO engaged with the <b>Migrants in Countries in Crisis (MICIC)</b> Initiative and can you articulate how your current preparedness activities relate to it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your CO part of inter-agency disaster preparedness frameworks including the Inter-Agency Standing Committee's ( <b>IASC's</b> ) Emergency Response Preparedness ( <b>ERP</b> ) & the Office for Coordination of Humanitarian Affairs (OCHA) <b>Anticipatory Action</b> approaches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you engage with inter-agency <b>disaster risk reduction (DRR) frameworks</b> that can inform EP work including the Sendai Framework for DRR and the Words into Action: Disaster Displacement: How to Reduce Risk, Address Impacts and Strengthen Resilience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified <b>inter-agency frameworks</b> that are being applied in your country context and mapped existing CO activities to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified the existing national laws, policies and strategies in place for disaster risk management/ preparedness and the extent to which these are being implemented as planned at national/local levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified the existing national laws, policies or strategies in place relating to displacement and/or its resolution and the extent to which these are being implemented as planned at national/local levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you determine the relevant local or regional/international frameworks in place that are being actively engaged in the country?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified ways in which IOM can advocate for migrants in EP and response?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>