



**February 15, 2010**

**Report on Child Protection in Emergency (CPiE)  
District Cluster Meeting**

**Jointly Organized by: DSS & SDA, Patuakhali**



**CFS, SDA-Patuakhali**

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## **1. Introduction and Background**

UNICEF in collaboration with the Ministry of Women and children Affairs and Ministry of Social Welfare and other relevant departments and with co-operation from international, national and local NGOs has been working and advocating upholding children's protection rights during natural disaster in Bangladesh since 2004.

On December 29, 2010 as part of this process, as initiated by Child Protection Section, UNICEF Bangladesh organized the Child Protection in Emergency (CPiE) Patuakhali District Cluster Workshop that held at Training Room, SDA, Patuakhali with selected key stakeholders from GOB officials, International, National and local NGOs. The workshop participants shared their experiences during Cyclone 'SIDR' and 'AILA' and it was done by individual speeches. They have also shared through a need based the Challenges they have experienced during providing the support. The findings from the experience and challenges sharing have been illustrated in the workshop report.

During consensus building a decision was also taken that the next Cluster will be formed in Barguna District and in compliance with the consensus, 2 Organizations were also invited from Barguna.

The Child Protection in Emergency (CPiE) Patuakhali District Cluster structure was finalized and recommended to designate it based on the discussions and debates among the participants. Society Development Agency (SDA) was designated as co-leading part as well as overall coordinating the CPiE Patuakhali District Cluster.

## **2. Objectives of the Meeting**

- » To share the results and findings from the CPiE Workshop held on December 29, 2009 in SDA Training Room, Patuakhali
- » To form the Patuakhali District CPiE Cluster Committee(s)/working groups
- » To Review and finalize the ToR for the Patuakhali District CPiE Cluster Committee to share with the National Cluster
- » To review the CPiE Mapping Tool and develop a draft version for the District CPiE Cluster
- » To identify and formulate 3 Months Action Plan for the Patuakhali District CPiE Cluster including Budget provisions and strategic opportunities for Government Recognition through advocacy

## **3. Methodology**

According to action plan as way forward of the Child Protection in Emergency (CPiE) Patuakhali District Cluster Workshop, on February 15, 2010 DSS & SDA organized the first meeting on Child Protection in Emergency (CPiE) Cluster held at SDA training room in Patuakhali. SDA communicated with participates through e-mail and over mobile who were attend the CPiE Patuakhali District Cluster Workshop including relevant Government counterparts and enabled to participation in the meeting. Three new participants of local three organizations in Patuakhali invited for the meeting that decided from the Child Protection Section, unicef. Most of participates was attend the meeting. The meeting methodology was open discussion and plenary session.

An Agenda for the meeting was finalized along with Md. Ehsan UI Islam Chowdhury from unicef-Bangladesh Child Protection Section.

## **4. Participants and Facilitators**

A total number of participants representing their organizations have participated in the meeting that is as follow (2 from Barguna).

Caritas, Terre Des Hommes (TDH)-Netherlands, SLOPB, Terre Des Hommes (TDH)-Italy, Shuktara Mohila Sangstha, CDAC, Save the Children, USA, SSDO, RDS, SAP-Bangladesh, SDA and NSS (Barguna)

The meeting was facilitated by three member's team, Md. Ehsan Ul Islam Chowdhury from unicef-Bangladesh Child Protection Section, KM Enayet Hossain, SDA and MA Al Mamun Mazumder, SAP-Bangladesh.

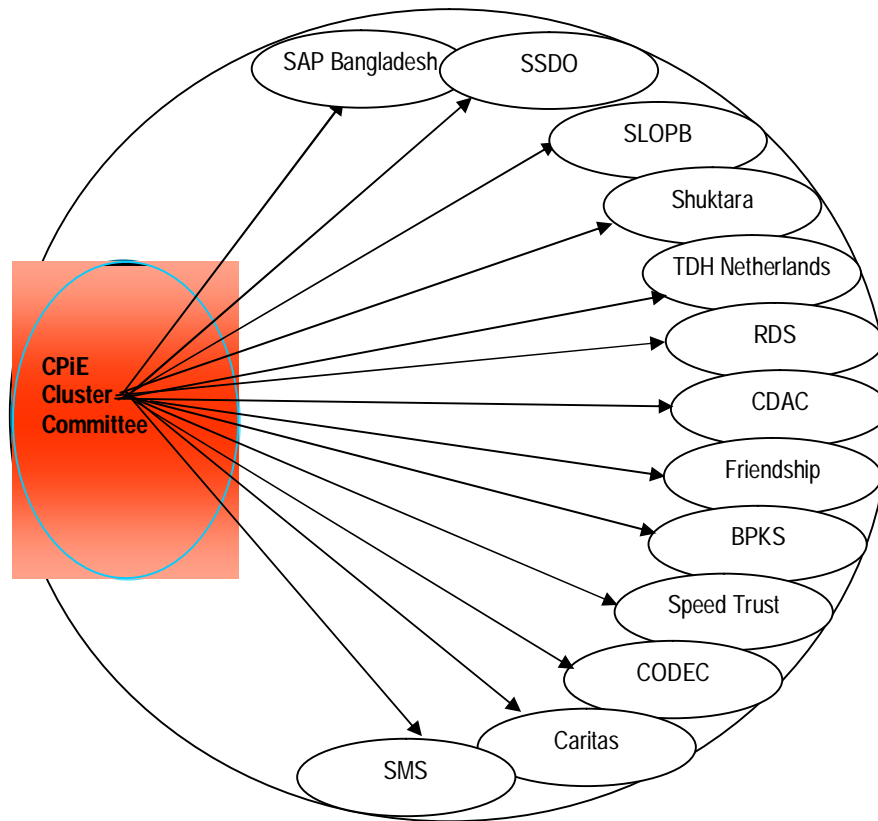
## 5. Meeting Findings:

### 5.1 Sharing the results from the Cluster Workshop in Patuakhali

Md. Ehsan Ul Islam Chowdhury from unicef-Bangladesh Child Protection Section shared the result of CPiE District cluster in Patuakhali workshop and participants given valued speech on the result. He presented the last CPiE in Patuakhali Workshop report and also shared the working gaps of child protection partners during SIDR and AILA.

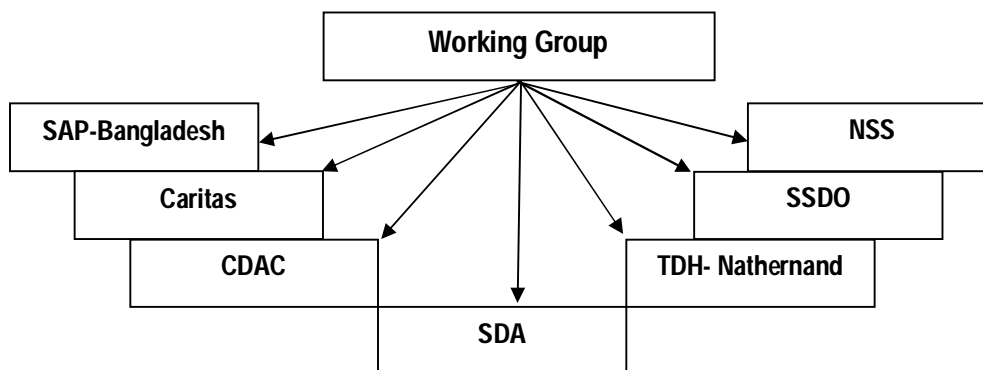
### 5.2 Formation of CPiE District Cluster Committee

Through an open discussion in the plenary, participants attended the committee formation of CPiE Patuakhali District Cluster and its members. Based on the discussions and debates among the participants, 13 following organizations were finalized for CPiE District Cluster committee in Patuakhali District.



## 5.2 Formation of CPIE District Cluster Working Group

Through an open discussion in the plenary, participants attended the working Group committee formation of CPIE Patuakhali District Cluster and its members. Based on the discussions and debates among the participants, there are following 7 members considered in the working group.



## 5.3 Next Course of Action – 3 Months Action Plan (including Government recognition and Budget)

Tasks	Time frame	Responsible	Remarks
Review of ToR & Mapping tool	24 <sup>th</sup> February	Working group	
Involvement of DD, DSS and informing him about the Progresses	By February	SDA + other members	
Communicate with DC formally and request to assign DRRO with the Processes	1 <sup>st</sup> Week of March	SDA + other members	
Preparatory Meeting on the next meeting of CPIE	1 <sup>st</sup> week of March	SDA + other members	
Meeting of CPIE Cluster (Mapping focused)	2 <sup>nd</sup> Week of March, 10 <sup>th</sup>	SDA + other members	
Capacity Mapping: Process starts	Initiate on the 2 <sup>nd</sup> March meeting and start by 3 <sup>rd</sup> week	SDA + other members	
Completion of Mapping	2 <sup>nd</sup> Week of April!!	SDA + other members	
Report	By April	SDA + other members	
Monthly Meeting	Last week of April; 28 <sup>th</sup>	SDA + other members	

## 5.4 Decisions

SL	Discussion Points/Topics	Decisions	Timeframe	Responsible	Status		Remarks
					Done	Undone	
1.	Report on CPIE District cluster in Patuahali	Draft Report will send to all CP member	by January 10, 2010	SDA	√		
2.	Finalize District CP Cluster	SDA and other CP partner will finalize the CPIE cluster Committee members in Patuakhlai	1 <sup>st</sup> cluster meeting	SDA and CP partners	√		
3.	CPIE District cluster in Patuahali 1 <sup>st</sup> Meeting	SDA and other CP will arrange 1 <sup>st</sup> coordination meeting	by January 15, 2010	SDA and CP partners	√		
4.	Terms of Reference (ToR) and Mapping Tool	Draft ToR will send to all CPIE cluster member for their review with a 5 days timeframe and they will sit together to discuss about it to finalize it.	February 16, 2010	SDA	√		
5.	Terms of Reference (ToR)	ToR review by the Technical working group	February 24, 2010	SDA, SAP-BD, Caritas, CDAC, SSDO, TDH-Italy & NSS		√	
6.	Mapping Tool Review	3 Members Technical Working Group for reviewing the Mapping Tool	February 24, 2010	SDA, SAP-BD & NSS		√	

## Annexure: 01 Meeting Agenda

### Meeting on Child Protection in Emergency (CPiE) Cluster in Patuakhali

February 15, 2010

Venue: SDA Training Room, Patuakhali

#### AGENDA

Time	Content	Methods/ Tools	Materials Needed	Outputs
10:00	Objective Sharing	Individual Speech & Plenary	Flip Chart	Objectives of the meeting shared and consensus build among the Participants
10:10	Sharing the results from the Cluster Workshop in Patuakhali	Individual Speech & Plenary	Report sharing & Flip Board	Results of the CPiE Workshop shared and consensus build on future actions
10:30	Formation of CPiE District Cluster, Patuakhali	Plenary	Flip Board	Different Committees of CPiE Cluster, Patuakhali formed and documented
11:00	Review ToR for District CPiE Cluster, Patuakhali	Plenary	ToR	ToR reviewed and drafted for Patuakhali CPiE Cluster
11:40	Review CPiE Mapping tool	Group Work	Flip Chart	Mapping Tool reviewed and an appropriate version for District level mapping drafted
12:20	Next Course of Action – 3 Months Action Plan (including Government recognition and Budget)	Plenary	Flip Chart	A 3 months action plan developed and approved by the Patuakhali CPiE District Cluster

**Annexure- 02: Participants List**  
**Meeting on Child Protection in Emergency (CPIE) Cluster in Patuakhali**

Venue: Conference Room, SDA, Patuakhali

February 15, 2010

**Attendance**

SI #	Name of Participants	Name of Organization	Designation & Place of Posting	Contact No Mobile & e-mail
	Md. Masud Rana	SLOPB	M & E Officer	01712-564706 sumonku@gmail.com
1.	Md. Kamrul Hassan	TDH, Italy	Project Coordinator	01819-487164 kamrul@tdhitaly-bd.org
2.	Dr. S.M. Rezaul Karim	TDH (N)	Project Coordinator	01715-101586 rezak@yahoo.com
3.	Mahfuza Islam	Suktara	Executive Director	01712277269 suktara_ngo@yahoo.com
4.	Uttam Kumar Mondal	Caritas	FO (SD), Kalapara	01715-451931 caritasbarisal@yahoo.com
5.	Shilpi Barma	Caritas	-	01717-430649 bgmilu09@yahoo.com
6.	MA Al Mamun Mazumder	SAP-Bangladesh	Project Manager	01718-748096 mmazumder5@yahoo.com
7.	Shahabuddin Panna	NSS	ED, Barguna	01712-795359 nssngo@gmail.com
8.	Shafique Chowdhury Tuhin	CDAC	ED, Patuakhali	01712-011981 cdac.tuhin@yahoo.com
9.	Mohiuddin	SC-USA	-	01712-569793 mmohiuddin@savechildren.org
10.	Nargis Ara Bayzid	SSDO	Executive Director	01711-446762 shaplafulorg@yahoo.com
11.	AKM Khaleque	RDS	Executive Director	01715-714281 akmkhaleque-rds@yahoo.com
12.	K M Enayet Hossain	SDA	Excutive Director	01712-103394 sdabd.org@gmail.com
13.	Chan Chan	SDA	Program Coordinator	01716-055924 rakhainmschan@gmail.com
14.	Md. Mohshin Roni	SDA	Coordinator-FR & HR	01711-114185 mhroni12@yahoo.com
15.	Ehsan ul Islam Chowdhuray	unicef	Child Protection Officer	



## **Annexure- 03**

### **CHILD PROTECTION CLUSTER TERMS OF REFERENCE**

#### **I. BACKGROUND**

Based on guiding cluster principles and concrete emergency/disaster experience in Bangladesh, the Child protection partners in consultation with the Ministry of Social Welfare have agreed to establish the Child Protection cluster in Bangladesh at National and decentralized levels.

Recognizing the importance of early and coherent initiatives in support of protection in emergencies, the CP cluster will support harmonized and timely capacities to prepare, respond to the protection needs of children during natural disaster and emergency.

Cluster approach is about achieving more strategic responses and better prioritization of available resources by clarifying the division of labor among organizations and better defining the roles and responsibilities of humanitarian organizations within the protection sector. It aims at addressing capacity gaps and bringing actors together in order to ensure a more predictable, timely and effective response in the protection sector as well as inter-sectoral links to other relevant clusters and sectors

The following ToR for Child Protection Cluster defines the roles, responsibilities and tasks of the CP partners as members of the CP cluster

#### **II. GOAL AND OBJECTIVES**

The goal is to enable children and their families to have access and maintain/rehabilitate safe and protective environment for children and to reduce violence, abuses and exploitation of children during emergencies.

- » The strategy is to ensure a more coherent and effective comprehensive response
- » By mobilizing UN agencies, GoB line-ministries and NGOs
- » Strengthen system-wide preparedness
- » Technical capacity to respond to humanitarian emergencies including the early recovery phase,
- » Ensuring greater predictability and effective inter-agency and inter cluster coordination with standards and policy setting
- » Child participation and community based approach
- » Promote “partnership” approach

#### **Specific objectives are to:**

- a. Promote increased levels of understanding of the key role of protection as part of a first phase humanitarian response to all emergencies, subsequent phases of response and early recovery.
- b. Promote and improve on internationally recognized standards and Bangladesh good practices in protection responses to emergencies and early recovery, and coordinate and disseminate lessons learned.
- c. Coordinate child protection partners in providing a rapid and effective holistic response to protection-related needs of children and adolescents resulting from major emergencies as they arise, in collaboration with the relevant national and local authorities.
- d. Improve capacity of partner agencies to reestablish a safe and protective environment for children in collaboration with communities and deliver appropriate services to protect, refer and provide psychosocial support to children and their family during disaster.
- e. Strengthen child protection in disaster risk reduction efforts and emergency preparedness planning of all partners including the line ministries.
- f. Maximize funding opportunities for protection in emergency, including through coordinating and collating proposals from all relevant agencies in the UN CAP or Flash Appeals.

- g. Coordinate with sub national CP clusters and provide technical support and establish information flow mechanism
- h. Collaborate with other clusters to ensure inter-sectoral collaboration and consistency of approaches.
- i. Identify, encourage new partners to take part in the CP cluster and be involved in CP program

### **III. TASKS**

#### **1. Inclusion of key humanitarian partners:**

- » Identify key partners with expertise in child protection in emergencies, considering their respective mandates and program priorities
- » Identify and divide specific roles and responsibilities of each CP partners before, during and after emergencies based on mandate, capacities and geographical coverage presence
- » Identify and encourage new partners to join and develop capacities to respond to CPiE
- » Develop a code of conduct defining rules and accountabilities among partners

#### **2. Establishment and maintenance of an appropriate coordination mechanism, also during the period in-between emergencies:**

- » Ensure appropriate coordination with all Child protection partners in Bangladesh (GOB line ministries, NGO and UN)
- » Support planning on the basis of mapping of 4Ws (Who is doing What, Where and When?) to avoid overlap and duplication of efforts and to address gaps
- » Identify appropriate links and mechanisms with national and local authorities, State institutions and ensure appropriate coordination and information exchange with them, including the Disaster Management Bureau
- » Develop mechanism for intra CP cluster (national and decentralized levels) coordination, two-way communication channels and Support technically the CP sub clusters at sub national levels
- » Explore all possible collaborations with other sectors (education, health/nutrition, wash, shelter, communication); represent CP perspectives in other clusters and establish technical and planning coordination and referral
- » Work with the Protection Cluster and / or other humanitarian actors to prevent unintentional harm to children as a result of inappropriate humanitarian assistance.
- » Develop information, data sharing and dissemination system through, website, bulletin, reports, data base, etc

#### **3. Need assessment, analysis and report**

- » Develop a CP common rapid assessment tool and CP community common assessment tool, organize/coordinate and supervise interagency child protection rapid assessment within 72 hours and CP community needs assessment within 2 weeks to map out priority protection gaps and identify key resources and assets while considering the impact of the emergency on existing protective systems.
- » Work with the DMB to ensure that key child protection concerns are reflected in the interagency multi-sectoral assessments, as well as other non-child protection specific sectoral assessments.

#### **4. Standard Promotion and Setting**

- » Refresh or establish standards, where they are lacking, and core commitments to frame the response in the sector at the onset of the emergency
- » Develop tools and forms to be disseminated to all CP partners for operation support
- » Promote / facilitate the integration of cross-cutting issues into the Child Protection response (e.g. gender, HIV, rights-based approach).

- » Promote “BEST INTEREST” principles and facilitate their integration into all aspects of child protection response.

## **5. Planning and strategy development**

### **a) Preparedness**

- » Develop a realistic evidencebased, interagency Child Protection contingency plan, including both programmatic and advocacy activities (results oriented)
- » Review contents and ensure pre-positioning of protection materials/kits needed for emergency response
- » Elaborate a C4D/communication strategy to build awareness and empower communities, families and children to better be prepared, and respond to emergency

### **b) Disaster risk reduction**

- » Develop an action plan for medium and long-term capacity building for disaster risk reduction in child protection in consultation with communities

### **c) Response: technical support**

- » Centralize, capitalize and disseminate situation / needs and assessment
- » Coordinate harmonized response implementation according to CP needs and emergency impact and fund raising capacities
- » Establish referral mechanisms to other services and programs
- » Monitor and report on the program implementation
- » Develop and participate in advocacy initiatives with authorities, donors and other relevant stakeholders
- » Surge technical support to field levels

### **d) Early recovery**

- » Coordinate and facilitate regular CP situation analysis during the emergency response to plan appropriate changes according to needs
- » During the transition phase of an emergency, work with child protection actors, government and other key stakeholders, to develop a clear plan of action to mainstream child protection in emergencies work to the appropriate actors.
- » Identify entry points for building national child protection systems when feasible

## **6. Capacity Building**

- » Develop an interagency CPiE capacity building strategy that meets the needs and priorities of key national and local stakeholders (i.e. Community, Civil society, Government officials, local governments, NGOs, non-CP Humanitarian actors) in order to be able to implement the agreed programs.
- » Assess the results of the Capacity development initiatives at different levels to further strategies the demands and priorities of key national and local stakeholders

## **7. Monitoring, reporting and Evaluation**

- » Identify benchmarks/indicators for the interagency Child Protection response plan and ensure periodic review of agency and interagency response.
- » Develop and disseminate participatory harmonized tools for monitoring and reporting

- » Identify response gaps (including geographic coverage and programmatic scope) and seek solutions for filling gaps.
- » Drawing lessons learned from past activities and revise strategies accordingly
- » Document the processes for replication and sharing
- » Definition and mapping of the Information Flow and Communication Channels to come up with a Standardized reporting mechanisms and information dissemination modalities and strengthen the mechanisms and modalities based on the needs, contexts and situations to expedite the response process at times of emergencies
- » Develop and maintain a Web site at Central Level accessible to all actors at all levels with information on all the CPiE and CP cluster resources
- » Develop data collection mechanism and produce monthly statistics during emergencies to be shared with appropriate stake holders
- » Conduct periodic reviews to analyze the Situation and Progresses to adopt new strategies as required to expedite and strengthen the "CP Cluster" mechanisms at different levels

## **8. Fund Raising**

- » Capitalize and consolidate data and information to communicate on a regular basis
- » Develop proposal such as CERF, FLASH appeal
- » Advocate with Donors to ensure appropriate support for interagency child protection activities.
- » Organize interagency meetings with Donors.

## **9. Advocacy**

- » Represent the interest of the CP sectoral group in discussions with the humanitarian community and other stakeholders on prioritization, resource mobilization and advocacy
- » Identify core advocacy concerns, including resource requirements and contribute key messages to broader advocacy initiatives
- » Raise, discuss and make recommendations for CP policy issues and refer to the authorities and cluster as required
- » Develop child friendly pocket book for CPiE and disseminate to all stakeholders

## **10. Media relations**

- » Enlisting of media personnel
- » Facilitate media personnel to cover worst affected areas in line with confidentiality and CP principles
- » Ensure coverage from a common understanding

## **IV. STRUCTURE**

### **Coordination/Secretariat**

- **Co lead agencies: UNICEF & MoSW**

**Role:** Facilitating body, Provide technical support, Bring global experience to country level

### **Representation committee**

- **MCWA + MoSW**
- **UNICEF**
- **SC Alliance, BRAC**

**Role:** Advocacy, Advisory, making links with DMB, other clusters, networks, donors

### **Child Protection Cluster**

- **National CP members**

**Role:** Planning, implementation and definition of strategic direction setting

### **Child Protection Cluster Task force**

- **National CP members**

**Role:** strategic and technical support to sub clusters and during emergencies

### **Technical working groups**

- CP cluster members

**Role:** groups specific formed to develop standards, tools and modules on each component and organize trainings; are assigned with specific tasks e.g. development of papers, reports, proposals, etc.

### **CP sub cluster at District and Upazilla levels**

- **CP cluster members**

**Role:** CP partners who form a CP sub cluster at sub national levels; contribute and coordinate with the CP cluster and the CP strategy; implement, monitor and report.

### **Representation committee**

Consists of one representative each from the Government, UN, INGOs and NGOs partners, including both the Co-lead agencies. The committee is responsible to represent the CP cluster in different forums and coordination structures such as DMB and UNCT and other clusters, and advocate for CP inclusion and recognition as a priority in emergency and build collaborations.

### **Coordination/Secretariat**

Consists of the two co lead agencies UNICEF and the Ministry of Social Welfare who will work as conveners, a facilitating body responsible for initiating the establishment and formalization of the cluster coordination mechanism with a broad partnership based that will engage in the three main areas of standards and policy setting, building response capacity and operational support. They have no authoritative decision role; decision should be made on consensual basis with all CP members, in coordination with global policies and disaster management orientations.

### **Child Protection Cluster**

- » Is the core executing body that consists of representatives of key agencies and will be responsible for setting strategic direction, planning and executing action plan. The proposed structure is a follow:
- » CP Cluster
- » Technical Working Groups: tasked to take on particular projects or activities on the cluster work-plan: develop technical packages, standards, guidelines, tools, etc. They may also contribute to proposal development as

related to their technical expertise. Concept notes and project documents will be submitted to the Cluster Working Group for final approval.

- » Task force: members of the CP cluster who will support the Sub clusters and ensure links and communication flow between the 2 levels. According to geographical division, they will support the district sub cluster establishment and ensure proper leadings by technical and capacity building support; Centralization, capitalization and dissemination of situation / needs and assessment and monitoring; Interface with the CP cluster/information sharing, consultation; Emergency support during disaster. They will not lead the CP sub clusters.

## **V. MEMBERSHIP AND MEETINGS**

Membership in the CP Cluster is on an organizational basis. It is expected that this mechanism will in particular be made up of representatives from International and national NGOs, UN agencies and Government, but it will also be open to other types of organizations interested in participating according to the criteria below. It is also expected that in most cases, each organizational member would select one permanent person as its representative.

### **1. Organizational Member Criteria (Institution/Agency)**

- » The organization's interest in and commitment to supporting and contributing to the achievement of the goals and objectives of the CP Cluster;
- » Institutional experience in CP in emergencies and early recovery relevant to the objectives of the CP Cluster, including other sectors supporting the delivery of an appropriate protection response (e.g. education, nutrition...), and cross-cutting issues;
- » Commitment to actively participate in country level CP Cluster meetings and initiatives
- » Willingness to share expertise, technical materials, and work in a collaborative manner
- » Willingness to build consensus with other partners to define realistic harmonized operational standards and strategy
- » Commitment of resources:
- » Assume the costs related to cluster participation in meetings, field missions, assessment and first CP support;
- » Contribute to the CP Cluster fundraising efforts as needed;
- » Other voluntary contributions, such as support to training material development, printing and distribution of materials, representing the protection cluster at global, regional and country level events, meetings and workshops (especially those related to the roll-out of the cluster approach), conference call...

### **2. Organizational Representative Criteria (Individual/Staff - To be decided by the agency who should represent)**

- » Job function relevant to the objectives of the CP Cluster, and of a level of organizational seniority to ensure organizational buy-in, bring others on board, and influence decision makers and donors;
- » Professional background relevant to the objectives of the CP Cluster (protection, emergency management, other)
- » Direct experience in CP in emergencies and early recovery contexts (programmatic, management/coordination, advisory);
- » Special skills, such as development of advocacy, strategy and policy; planning and management; assessment, monitoring and evaluation; effective writing; fundraising.

### **3. Meetings**

Prior to emergency and during early recovery phases, the cluster members will meet every month; the meeting will be called by UNICEF who will facilitate the venue and the meeting.

During emergency, the cluster will meet every week according to the needs.

Working groups will agree on their proper agenda according to the needs and tasks datelines.  
The Task force will support on a monthly basis the sub cluster at the beginning and later on a quarterly basis.

#### **4. Documentation**

Documentation will be considered as a priority area to reflect the learning and process progresses. The members at different levels will be deciding to assign one particular member of member Organization to document the meeting proceedings, processes executed and need based changes or adoptions made. The assignment can be given to members or member Organizations on a rotation basis.

The basic objectives of the documentation are multi-faced. These documentations will also help during the Periodic review processes. These documentations will also be part of the reporting mechanisms starting from the central to local and local to central level which will also be an integral part of the information flow.

Documentation will be needed during the emergencies in terms of preparedness, response and early recovery which in turn in future emergencies will help the actors to define their roles, responsibilities as well as to define and or adopt strategies to response. This documentation will also help in replicating the learning in other priority areas and emergencies in other countries around the World.

Annexure- 04: Mapping Tools

**District level Ind org cap**

	A	B	C	D	E	F	G	
<b>CAPACITIES MAPPING of CHILD PROTECTION PARTNERS IN BANGLADESH FOR CHILD PROTECTION RESPONSE IN EMERGENCY at DISTRICT LEVEL</b>								
1	<b>Name of the organization &amp; contact person and contact details (telephone &amp; email)</b>							
2	<b>Location: office location</b>							
3	<b>Scope: main mandate and scope of your organization</b>							
4	<b>Emergency focal person or unit: do you have permanent staff (name and contact details)</b>							
5	<b>Analysis of your current capacities and experiences related to CPIE and Disaster Risk Reduction</b>							
6				<b>District</b>	<b>Upazilla</b>	<b>Union</b>		
7	<b>GEOGRAPHICAL COVERAGE</b>	Child Protection projects: where do you have ongoing activities (type of activities to be specified)						
8		Other projects: where do you have ongoing activities (type of activities to be specified)						
9		Infrastructures: office, shelter, others (to be specified)						
10	<b>HUMAN RESSOURCES</b>	Human ressources current capacities: #, status, function/location						
11		Child protection Human ressources capacities: #, status, function						



12		Capacity Building: # of staff who have been trained in CPIE principles and standards / function / # of days	<b>CPIE basics</b>					
13			<b>Psychosocial / CFS</b>					
14			<b>Community based approach</b>					
15		Existing network: # of people you work with and support at community levels / location						
16	<b>LOGISTIC</b>	Transport: # and type of transport means						
17		Storage: location and type						
18		Supply: do you have emergency relief supply (type and quantity) / do you have experience in emergency supply distribution						
19	<b>ACTIVITIES AND EXPERIENCE</b>	<b>Coordination:</b> are you part of an existing coordination structure? Which ones (CP cluster, DMC, others)						
20		<b>CP needs Assessment and situation analysis:</b> Do you have experience in conducting CPIE needs assessment before and during an emergency?						
21		<b>Protection of Separated and orphaned children:</b> do you have experience in identification, documentation, reunification or alternative care?						
22		<b>Psychosocial activities:</b> do	<b>Child Friendly spaces</b>					

23	you have experience in management of / # of beneficiaries (to be specified)	<b>Adolescent centre/club</b>					
24		<b>Mobile activities</b>					
25		<b>Livelihood/skil training for adolescents</b>					
26		<b>Outreach child/family support</b>					
27		<b>Community protection network</b>					
28		<b>Protection of children victims of trafficking, or/and living in the street</b>					
29		<b>Others (to be specified)</b>					
30		Community empowerment and mobilisation: do you have experience in sensitization/awareness CP, network support, others					
31	<b>Gender Based Violence:</b> do you have experience in protection of survivors from sexual violence/exploitation (identification, medical and legal referral, psychosocial support)						
32	<b>Documentation / reporting:</b> do you have experience and networks for Documentation, reporting of CP violations						

33		<b>Other related CP activities:</b> what kind of activities and experience you have that could support and be capitalized during an emergency (to be specified)	<b>Disaster Risk Reduction:</b> What kind of activities and experience do you have in Child protection DRR (do be specified)					
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### Patuakhali District cap compilation

	A	B	C	D	E	F	G	H
1		<b>ANALYSIS OF CURRENT CAPACITIES FOR CPIE AND DRR at DISTRICT LEVEL</b>						
3		<b>Compile names of all partners in each Upazilla according to their capacities</b>						
4				<b>Patuakhali District</b>				
5				<b>Kalapar</b>	<b>Galachipa</b>	<b>Mirzagonj</b>	<b>Baupal</b>	<b>other Upazila</b>
6	<b>LOGISTIC</b>	<b>Office</b>						
7		<b>Shelter</b>						
8		<b>Storage and emergency supply</b>						
9		<b>Transport</b>						
10	<b>HUMAN RESSOURCES</b>	<b>Child protection permanent staff</b>						
11		<b>CP staff trained in CPIE (minimum of 1 week)</b>						
12		<b>Existing community network</b>						
13	<b>ACTIVITIES AND</b>	<b>Coordination</b>						
14		<b>CP needs Assessment and situation analysis</b>						

15	<b>EXPERIENCE</b>	<b>Protection of Separated and orphaned children</b>					
16		<b>Psychosocial activities</b>	<b>CFS</b>				
17			<b>Ado centre</b>				
18			<b>Mobile</b>				
19			<b>Livelihood/ skill training</b>				
20			<b>Outreach child/family support</b>				
21			<b>Community protection network</b>				
22			<b>Children victims of trafficking, living in the street</b>				
23			<b>Others (to be specified)</b>				
24			<b>Community empowerment and mobilization</b>				
25		<b>Gender Based Violence</b>					
26		<b>Documentation / reporting</b>					
27		<b>Other related CP activities: to be specified</b>					
28							
29							
30		<b>Disaster Risk Reduction: to be specified</b>					
31							