Guidance on Protection Risk Assessment/Analysis for HRP 2018

"We are aware that attempts to provide humanitarian assistance may sometimes have unintended adverse effects. In collaboration with affected communities and authorities, we aim to minimise any negative effects of humanitarian action on the local community or on the environment. With respect to armed conflict, we recognise that the way in which humanitarian assistance is provided may potentially render civilians more vulnerable to attack, or may on occasion bring unintended advantage to one or more of the parties to the conflict. We are committed to minimising any such adverse effects..." –The Humanitarian Charter (Sphere Handbook)

This note provides guidance to all sectors/clusters to carry out and support Protection Risk[1] Assessments/Analyses ("PRA") for the 2018 HRP. As was the case for the 2017 HRP/PRA: 1) All sectors/clusters are required also this year to carry out *sectoral-level* PRA for the 2018 HRP; 2) At the *project level*, all organizations submitting HRP projects are required to demonstrate evidence of how they reflected upon and ensure efforts to Do No Harm. Each HRP project will therefore be required to complete the PRA section in the Online Project System ("OPS") highlighting any key protection risks and mitigating measures needed/planned in implementing their project.

I. Expected Deliverables:

A. Sectoral Level:

Each sector is required to complete a sectoral PRA. This includes completion of the PRA matrix/tool as provided below in this guidance, as well as completing a section in the HRP itself which can be found in every sector chapter under the heading "Protection risk analysis and mitigating measures." The PRA matrix is to be completed under the lead of sector coordinators and in collaboration with sector members, and prior to project development in OPS; the aim being: 1) individual project PRAs should cascade from the sectoral PRA, and 2) the sectoral PRA would serve as a tool for the project submitters and facilitate the PRA process for them. It is recommended that sectors complete hub-level PRAs as this has proven to be more helpful and relevant to members and operational realities.

****DELIVERABLE 1a: Each sector completes a hub-level sectoral protection risk analysis matrix and shares it with its respective WOS Sector Coordinators and sector members. (Timing: before project development, no later than 10 October as per HPC timeline v3.)**

****DELIVERABLE 1b: WOS Sector Coordinators submit a consolidated (from all hubs) protection risk analysis matrix to OCHA and to WOS Protection (hepps@unhcr.org, capucine.mausderolley@nrc.no). (Timing: no later than 14 October as per HPC timeline v3.)**

B. Project Level:

Organisations submitting HRP projects must demonstrate evidence of how they reflected upon and ensured efforts to Do-No-Harm. Each project will be required to include in its narrative (in the "PRA" section/box in OPS) key protection risks and mitigating measures needed/planned in implementing their specific project. This project-level PRA will cascade from the relevant sectoral PRA.

****DELIVERABLE 2: All projects uploaded to OPS complete the PRA section/box with 1) identified protection risks and 2) mitigating measures to address those risks, in relation to the specific project submission.**

II. Process and timelines:

1. This guidance is circulated to and read by **all hub-level cluster/sector coordinators and members (timing: Prior to hub-level trainings in mid-September)**.

[1] This analysis is concerned with risks that have a direct impact on the person in need. While relevant to the response generally, this analysis is not concerned with operational/compliance/financial-related (e.g. procurement/transportation) risks.

2. Sector/Cluster coordinators and members attend **half-day training sessions on the importance of PRA and how to do it**. The sessions are organised by OCHA and facilitated in English and Arabic by WOS Protection in the three hubs. **(timing: see Annex #1 to this Guidance)**.
3. **Sector/Cluster coordinators, with members,** facilitate hub-level Protection Risk Analysis (at Activity Level) for their Sector Response Plan (deliverable 1a). This would preferably be done at hub-level[2] using the tool provided by WOS Protection Sector. **(Timing: as soon as sector plan "Activities" are agreed, no later than 10 October).** The purpose of this process is: a) to ensure each sector plan at hub level (i.e. as close to operations as possible) has considered the Do-No-Harm principle and protection risks and adjusted as necessary, and b) to demonstrate the concept to members (i.e. implementers) so they understand it and can do a similar (albeit lighter and more specific) analysis for their individual projects. Depending on the complexity of the sector plan and number of partners, a 1-3 hour session with partners is required (i.e. it is expected each cluster/sector will organise its own meeting in the context of rolling-out HRP guidance, and this can be a stand-alone session or one of the agenda items). Depending on timing and availability, Protection sector colleagues can attend at a sector's/cluster's request.
4. Results of number 3 (i.e. deliverable 1a: completed sectoral-level protection risk analysis table) should be shared by **hub sector coordinators** with members and with their WOS coordinators **(timing: no later than 10 October)**.
5. **Sector/Cluster members submitting HRP projects** should ensure the essential protection risk and mitigating measures are considered and included in the OPS box in project submissions (deliverable 2 as per this guidance). **(Timing: in line with OPS project submission deadlines)**.
6. **WOS Sector Coordinators** consolidate hub-level sector analyses and submit to OCHA and WOS Protection – deliverable 1.b **(**hepps@unhcr.org**,** capucine.mausderolley@nrc.no). **(Timing: no later than 14 October)**.
7. **All Coordinators**, during project review, should ensure the PRA sections in OPS are completed and coherently presented in each project submission. **(Timing: in line with project review deadlines)**.
8. **Sector/Cluster coordinators, with members** recommended to review PRA during the mid-year review**.** PRA should be included and discussed in individual sector meetings' agenda at least twice a year.

III. Substance – The Analysis:

The recommended tool for the **sectoral level analysis** is the below table (including guiding questions and an example).

Activity	Protection Risk/Threat	Likelihood	Impact	Mitigating Measure	Monitoring	Resources Required	Acceptable Level of Risk
List the "Activity " in your Sector Response Plan.	*What are the key Protection risks beneficiaries or humanitarians may be exposed to through this activity's implementation?*	*What is the likelihood of this risk actually occurring?*	*What would be the level of impact on beneficiaries and/or humanitarian workers?*	*What are ways we could reduce the risk or weaken its impact?*	*How can we monitor for this risk?*	*What resources, if any, would be required to mitigate and/or monitor the risk?*	*Is this an acceptable level of risk? Do we go forward with the activity?*
Example1 Provision of NFI packages.	Increased risk of inter-community tension due to varied assistance packages across members	High	High	1. Agree to minimum assistance package across sector. 2. Assess and validate any changes before they occur. 3. Identify and exclude from variance any items particularly prone to create tensions.	1. Include item variance monitoring in M&E. 2. Monitor for correlation between assistance varying packages and inter-community tensions.	1. Human resources to analyse data on assistance variation(s). 2. Protection sector assistance during the analysis.	Yes/No

[2] If the sector is doing WOS-wide meetings on the sector plans it can be done during these meetings, however, it is preferable to complete at hub level and/or ensure the WOS meeting is attended by most, if not all, sector members (i.e. implementing agencies) and not just coordinators.

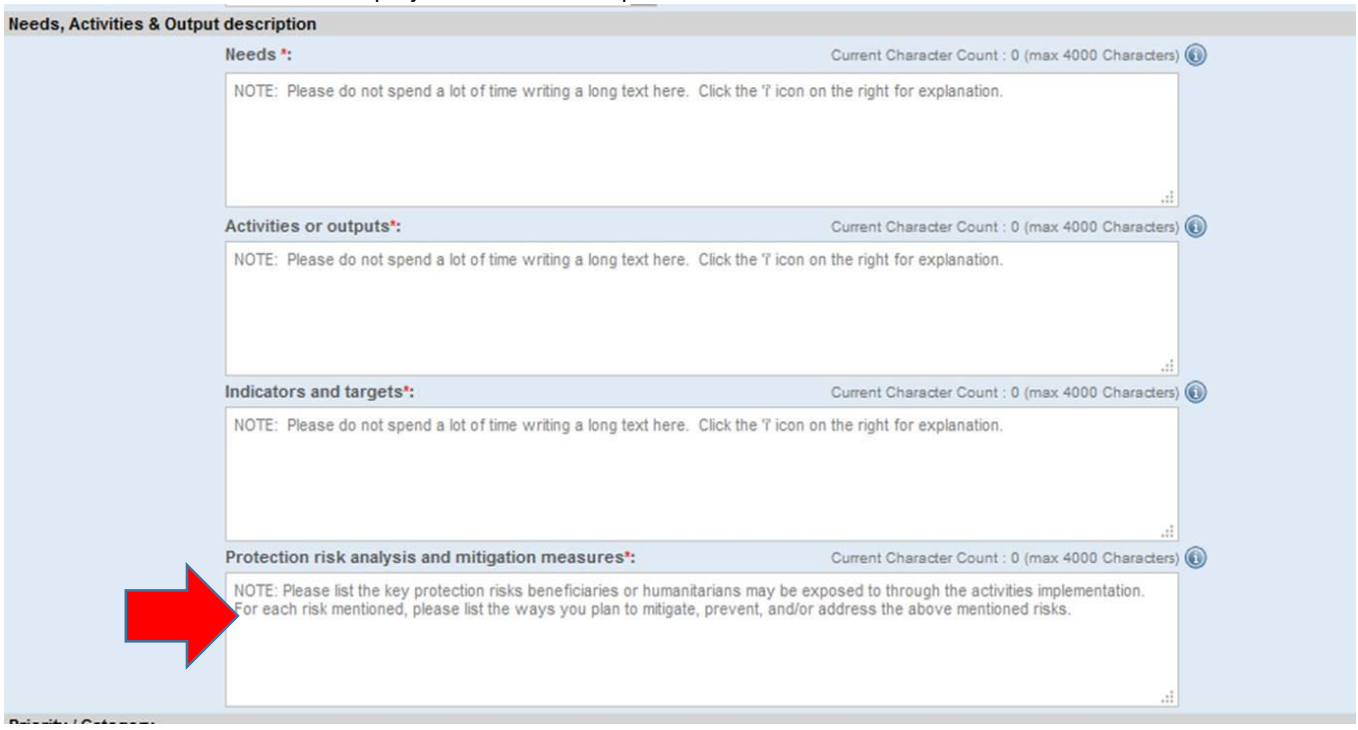
Example2 Food distribution	risk of sexual exploitation by humanitarian workers (risk of harassment) of women and girls	High	High	1. Establish a confidential complaint mechanism 2. Train staff on code of conduct 3. Code of conduct in all staff contracts Address any PSEA complaints	1. Post-monitoring/ client feedback forms are used 2. Include PSEA topic in regular supervision sessions	1. Monitoring staff, 2. staff to analyze data	Food distribution

Prior to carrying out the **analysis at sector level**, it is recommended that sector coordinators also review the (two page) Sphere Project Guidance on this exercise. These two pages alone, along with your knowledge of the operational and sectoral context, provide sufficient guidance and prompts for carrying out the analysis. The guidance can be found at: http://www.spherehandbook.org/en/protection-principle-1-avoid-exposing-people-to-further-harm-as-a-result-of-your-actions/

For those sectors or partners seeking more guidance, the *Handbook for the Protection of Internally Displaced Persons* also provides specific and brief sections on protection risks related to: *Food, Nutrition, WASH, Health, Education, and Livelihoods.* (See relevant sections of Part IV of the Handbook which can be found at: http://www.unhcr.org/protection/idps/4c2355229/handbook-protection-internally-displaced-persons.html).

The Guidelines for integrating Gender based violence interventions in humanitarian action include specific actions the FSL, Nutrition, WASH, Health, Education, and Livelihoods, child protection, mine action, shelter/ NFI, CCCM sectors can take throughout the HPC to mitigate and reduce the risks of GBV. (the guidelines can be found at www.gbvguidelines.org)
Sectors and members are, of course, invited to contact the Protection sector with any questions or for further advice.

For the **Project Level Analysis**, considering the wide variety of projects and diverse partner capacities and working modalities of different clusters/sectors/hubs, it is expected that each coordinator will tailor the process as appropriate to their members. It is recommended that organisations submitting HRP projects, when doing their individual analysis, at minimum refer to the relevant sectoral-level protection analysis, and the two-page Sphere Project Guidance. Based upon these documents (and their experience/exposure during the sectoral level analysis) they can ensure an internal reflection upon their proposed project, the protection risks and mitigating measures, and can document this in the project narrative as required.



Examples of a <u>Constructive</u> Sample of PRA in Project Submission	**Examples of a <u>Non-Constructive</u> Sample** of PRA in Project Submission
<u>Protection risk</u>: There is a risk of discrimination or perceptions of discrimination if a service is provided to specific groups or individuals at the exclusion of others. Likelihood: Medium. Impact: High <u>Mitigating measures</u>: 1. Ensure a comprehensive service mapping is undertaken so that risk mitigation and communication with communities can be proactive and informed; 2. Ensure consultation with communities related to location of WASH services to understand relevant community perspectives; 3. Carry out safety audits for beneficiaries' access to site locations.	Our Organization gives a main concern on applying and committing to Do No Harm principles through all project design, activities and results. Our Organization will save no efforts on follow these principles and mainstream the protection through this project life cycle, including consulting the stockholders, coordinating with partners and cluster, ensure safe and productive environment, providing equitable access to project services without discrimination and promoting the social cohesion.
<u>Protection risk:</u> The risks of GBV can be compounded by overcrowding and lack of privacy. In multi-family tents and multi-household dwellings, lack of doors and partitions for sleeping and changing clothes can increase exposure to sexual harassment and assault. Tensions linked to overcrowding may lead to an escalation of intimate partner violence and other forms of domestic violence. Where situational and risk analyses are not systematically conducted, these risks might not be identified and rectified. Likelihood: Medium. Impact: High <u>Mitigating measures</u>: a) advocate for appropriate and adequate assistance to be provided. B) Consultations with women, girls, boy and men should be organized c) community safety audits.	Our Organization will establish shelters in consultation with stakeholders and we will coordinate with relevant partners to ensure do no harm.

ANNEX 1: Timeline of the PRA Half-Day Training Sessions in the Three Hubs

Jordan (Five Sessions @ OCHA Office in Amman)

14 September 2017, Afternoon (English)
17 September 2017, Morning (English)
17 September 2017, Afternoon (English)
18 September 2017, Afternoon (Arabic)
19 September 2017, Morning (English)

Syria (Four Sessions) venue TBC

26 September 2017, Morning and Afternoon (English & Arabic)
27 September 2017, Morning and Afternoon (English & Arabic)

Turkey (Six Sessions) venue TBC

4 October 2017, Gaziantep, Morning and Afternoon (English & Arabic)
5 October 2017, Gaziantep, Morning and Afternoon (English & Arabic)
6 October 2017, Antakya, Morning and Afternoon (English & Arabic)