



**THE ALLIANCE**  
FOR CHILD PROTECTION  
IN HUMANITARIAN ACTION



# A BRIEF GUIDE

Selecting Child Protection  
Minimum Standards Indicators for  
Application in Programs, Projects,  
or Humanitarian Response Plans





# ABOUT THIS GUIDE

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The Alliance for Child Protection in Humanitarian Action (the Alliance) supports the efforts of humanitarian actors to achieve high-quality and effective child protection interventions in humanitarian settings. Through its technical Working Groups and Task Forces, the Alliance develops inter-agency operational standards and provides technical guidance to support protection of children in humanitarian settings.

For more information on the Alliance's work and joining the network, please visit <https://www.alliancecpha.org> or contact us directly: [info@alliancecpha.org](mailto:info@alliancecpha.org).

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# INTRODUCTION

This guidance document provides information on the Child Protection Minimum Standards (CPMS) measurement framework.

Traditionally, accountability measures in Child Protection in Humanitarian Action (CPHA) have focused on meeting output benchmarks (such as number of people trained, number of community awareness campaigns carried out, or number referrals to service providers made), rather than demonstrating outcomes or experiences of the population (such as the percent of children that received response services who report satisfaction with the service provision or the percent of children who report improvement in their mental health following program completion). While output level indicators are necessary, it is critical for the CPHA sector to move towards measuring activities at the outcome-level to determine whether change has been achieved. Doing so will lead to strengthened accountability towards children, families, and communities. With this goal in mind, the CPMS indicators were updated and revised in 2019 to include predominantly outcome-level indicators that seek to measure the effectiveness of child protection practices and programs.

## WHAT IS MEANT BY **MINIMUM** STANDARDS?

The Child Protection Minimum Standards set out a common agreement with regards to what adequate quality child protection interventions in humanitarian settings are. The measurement framework of the CPMS was

updated as part of the revision process that led to the development of the 2019 edition of the CPMS. It aims to better support child protection practitioners in continuing to generate, synthesize and build

evidence to promote effective child protection interventions. The revision of the CPMS was achieved through the commitment of over 1,900 individuals from 85 agencies and 82 countries.<sup>1</sup>

<sup>1</sup> <https://alliancecpa.org/en/full-acknowledgements-2019-edition-cpms>



## Purpose of the CPMS measurement framework

Specific, Measurable, Achievable, Reliable and Time-bound (SMART) indicators are needed to set goals and design programs for children's well-being and protection, as well as to evaluate the achievement of those goals. The CPMS measurement framework provides examples of output and outcome level indicators as well as quality indicators that reflect the standards, enabling child protection humanitarian practitioners to measure progress against them. The indicator table is therefore not exhaustive; rather it highlights key indicators that are aligned with the standards and key actions. Actors will need to contextualize the indicators to their own context.

Measuring progress towards the standards will lead to:

- **Increased** accountability to children, families, and communities;
- **Improved** design and implementation of appropriate child protection practices, programs, services, and systems; and a
- **Strengthened** evidence base, including documentation of lessons learned.



## Who should use the CPMS measurement framework and this guide?

Since the standards are intended for all humanitarian actors, particularly those who work in child protection or directly with children, families and communities, all actors should use the indicators in their efforts to measure progress towards the standards. These actors include community-level organizations, non-governmental organizations, government personnel, policy makers, international organizations, donors, coordinators, human resources staff, and those working on advocacy, media or communications. Additionally, Pillar 4 of the CPMS includes standards to work across sectors, which can be selected for cross-sectoral work, for instance with education, health or nutrition actors.

This guide will also support Child Protection Coordination Groups (CPCGs) in selecting indicators for humanitarian response planning purposes as well as when developing project sheets.

PILLAR 4 OF THE CPMS  
INCLUDES STANDARDS TO  
WORK ACROSS SECTORS

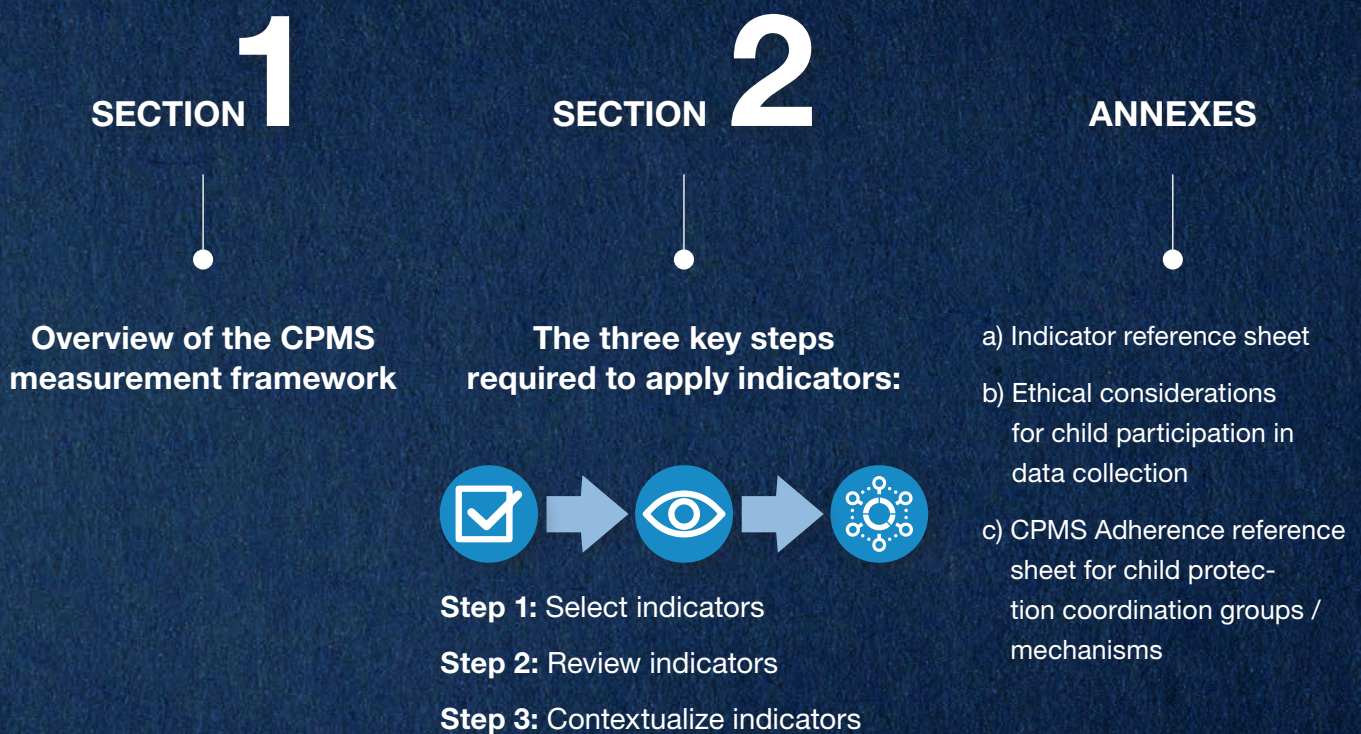




## Why is measuring progress towards the minimum standards important?

This guidance note will support humanitarian actors to select, modify and contextualize indicators so that they can be used to measure progress towards meeting the minimum standards. Measuring progress towards the standards will allow actors to determine ‘what works’ and ‘what does not’. This will enable humanitarian actors to continually improve the child protection response to better serve children, families and communities.

## What is included in this guidance note?





# SECTION 1:

## OVERVIEW OF THE CPMS MEASUREMENT FRAMEWORK

What do we mean by indicator?



An indicator is a number, proportion, percentage or rate that helps to measure – or to indicate – the extent to which planned activities have been conducted (*output* indicators) and program achievements have been made (*outcome* indicators). Indicators generally appear as part of a project logical framework or in a program results framework.

What does an indicator do?

Indicators are signals that show whether a standard has been attained. They can also be used to show the progress that is being made toward achieving an outcome related to a specific standard or standards. They provide a way of measuring and communicating the processes and results of key actions. All indicators relate directly to the minimum standard (outcome indicators), or the key actions necessary for achieving the standard (output and outcome indicators).



### REMEMBER!

Since the indicators relate to the standards and key actions, you will need to select the indicators that best reflect your child protection project or program

(at the individual agency level), or the wider response objectives (at the inter-agency level of the Child Protection Coordination Group), and contextualize or

modify them as necessary (**See [STEP 3](#) for further details on contextualization**).



## Types of indicators included in the CPMS measurement framework<sup>2</sup>

### OUTPUT INDICATORS

Output indicators measure the direct, immediate-term results of an activity, or in other words, what the intervention has achieved in the short-term. Output indicators generally include the number of support or service interactions received by a beneficiary of a particular program, as well as the products or goods that result from an intervention.

**For instance**, number of children who received a birth certificate, number of community feedback mechanisms established, or number of non-food items delivered.



### QUALITY INDICATORS

Quality indicators are indicators that measure whether the systems, structures, or policies are in place to meet the standards. Generally, these are measures that should be in place before implementing child protection interventions.

**For instance**, confidentiality mechanisms in place at the organizational level, all data collectors trained prior to facilitating an assessment, or all staff members and partners have signed a child safeguarding policy at the time of hire. These examples signal that a minimum quality standard is in place.



### OUTCOME INDICATORS

An outcome indicator is a specific and measurable variable that will represent the achievement or failure of the outcome. It relates to the change that results from an intervention in the immediate-, intermediate- or long-term. These indicators enable us to know whether the desired outcome has been achieved.

An outcome indicator should indicate the progress towards the standard as a result of the implementation of key actions or the extent to which the standard was achieved. It differs from the standard in that it specifies the change that is needed and identified in measurable elements. It is the change that is expected as a result of an intervention.

**For instance**, indicators of change in behaviour, attitude or knowledge among a program's participants, or policy, or children's access and use of services are considered outcome indicators.



<sup>2</sup> Due to the short-term nature of funding and project cycles in humanitarian action it is often not feasible to measure impact. In most cases the impact will take longer to be realized and will require a long-term evaluation, hence why impact level indicators are not included in the measurement framework.





## Differences between an **output** and an **outcome** using an example

### Example:

Child protection training of police officers to encourage child-friendly work practices within the police department.



#### Outputs:

Delivery of training, number of police officers



#### Outcome:

Police officers have changed their attitudes, behaviors or work practices so that they are child-friendly



### REMEMBER!

Achieving the output of police participating in the training does not automatically guarantee achievement of the outcome. To determine the outcomes, an assessment of whether

police officers have changed their attitudes, behaviors, or work practices using qualitative, quantitative or mixed methods approaches needs to be facilitated. When transitioning from output to outcome level

results, the key is that participants are *using* the services, interventions or knowledge attained as a result of the training.

## Elements included in the CPMS measurement framework

The CPMS measurement framework includes the following elements to support you in your measurement efforts:

<b>Type of indicator:</b>	Output, quality, or outcome.
<b>Target:</b>	The specific, planned level of result to be achieved, represented as a % in the CPMS measurement framework.
<b>Method of computation:</b>	Denominator and numerator (which explains how the indicator is calculated).
<b>Data source example:</b>	Since the sources may be diverse and will differ from one agency or context to the next, this column offers examples of data sources. It does not present an exhaustive list.
<b>Notes:</b>	The notes column includes additional information and guidance on the indicators. For some indicators, no notes are provided.



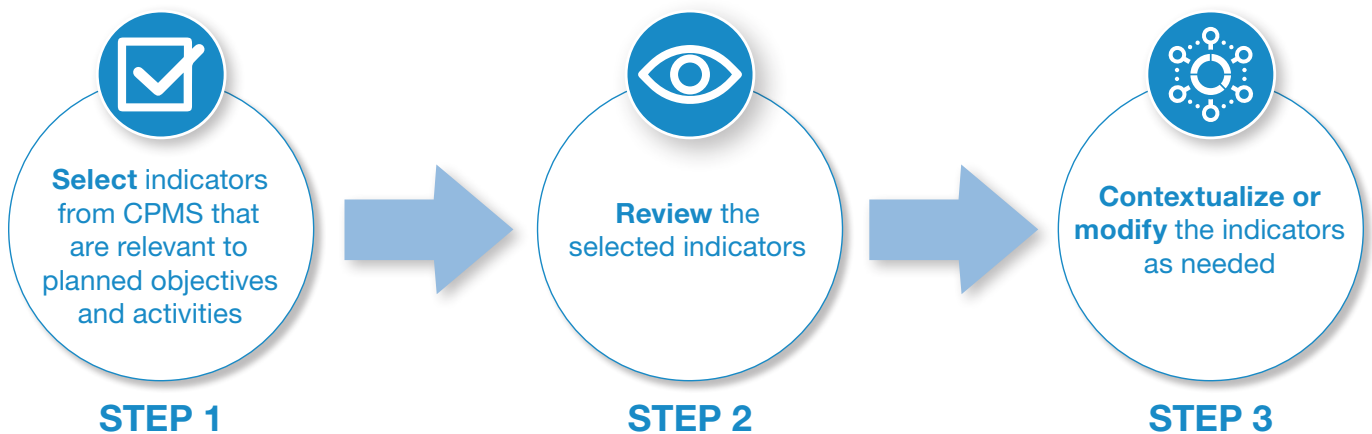


# SECTION 2:

## KEY STEPS TO SELECTING, REVIEWING, AND CONTEXTUALIZING INDICATORS

### How to select indicators from the CPMS measurement framework

There are approximately three hundred (300) indicators included in the CPMS measurement framework in the full [list of indicators](#), which are organized under each standard. Each standard has approximately 10-20 indicators. Selecting which ones to include in your program (at the individual agency level) or to prioritize for the child protection response (at the inter-agency coordination level) may seem overwhelming. However, there are **three key steps** to consider that will support you in making the process straightforward.



### REMEMBER!

Always start with planning your program or project activities. It is critical to plan your program or project (if this is an individual agency initiative) or to determine the humanitarian needs, response priorities and sectoral objectives, which will inform the standards that will be prioritized (if this is an inter-agency initiative at the level of the CPCG) prior to selecting indicators. In other words, you first need to identify and clearly articulate what you are trying to achieve, and how the inputs and

activities of your intervention(s) will lead to expected results.

**Once these have been planned and agreed upon by all relevant stakeholders, and you are clear on how the planned activities will work towards achieving the standard(s), proceed to [Step 1](#).**

Lastly, if you are working on joint or multi-sectoral activities, it is essential to collaborate with other sector colleagues to select, modify and contextualize indicators that are most appropriate, for instance, GBV or education colleagues.

**For CPCGs:** Key questions and considerations to identify the standards to be prioritized by the coordination group in context can be found in the CPMS Guide for coordination groups / mechanisms. Start small: Knowing which indicators to monitor will depend on what standards have been prioritized by each coordination group, and monitoring these will depend on each group's capacities.



## Step 1: Select indicators from the CPMS measurement framework

The following questions will support you in the selection process and in narrowing down the most suitable indicators:

- What do you *need* to know to show that change has been achieved? More specifically, when coming back to a community after a project is complete, what changes or results should we be able to see to show us that the outcome or output statement has been achieved? For example, if the objective of the project was to establish a functioning feedback mechanism at the community-level, it is essential to determine whether this has been achieved.
- What is critical to measure to demonstrate that change has been achieved and progress towards the standard has been made?
- When you have answered these two questions, select indicators from the CPMS measurement framework that will capture whether change and progress have been achieved.

### How many indicators should be selected?

There is no rule about how many indicators should be selected in total. This will depend on your planned objectives and activities, as well as the resources available to collect data, ethical considerations to data collection, and other contextual factors that may inhibit the collection of data. For CPCGs, this will also depend on the number of standards the group has prioritized for the response, which will be dependent on the identified needs and sectoral objectives. Therefore, the indicators that are selected must also reflect the humanitarian needs in context.

It is often the case that no single indicator can provide a complete picture of the change that is occurring, particularly where information is sensitive or challenging to collect reliably. **As a rule of thumb**, select enough indicators that will enable you to determine whether change or progress towards the relevant standard(s) is occurring, but not so many that you will be overburdened by financial and human resources in your efforts to collect reliable data. This may be between 2-4 indicators per each standard.



#### TIP!

Match the activities you have planned with indicators in the [table](#).



#### TIP!

At the inter-agency level it is recommended to organize a meeting with all of the Child Protection Coordination Group members during the Humanitarian Needs Overview (HNO) and Humanitarian Response Planning (HRP) processes to agree on indicators and targets.



#### TIP!

To reduce overall resources, it is advised to minimize the number of indicators that require primary data collection.



#### REMEMBER!

While the CPMS indicator table includes a wide array of indicators in line with each of the standards, many of these indicators are similar. For instance, many standards include an indicator related

to putting in place a functioning referral mechanism or determining satisfaction with service provision, whereas all of the pillar 4 standards include an indicator to determine whether other sector agencies

have a child safeguarding policy in place. It is important to consolidate similar indicators across standards whether at the programmatic or response level.



It is also important to keep in mind when selecting indicators, especially outcome indicators, the amount of time required for results to accrue. Projects usually have a life span and it is important not to include indicators that you cannot measure within the project lifespan (unless you have budgeted for ex-post evaluations within the CPCG, which should focus on the outcome level). Most indicators with change variables that are behavior related will fall under this category. If this is not carefully considered, data collection, such as surveys, may be planned at a wrong time and will not provide the evidence to show results.

## Case Examples: Selecting indicators

This section provides two examples to show you how to identify indicators in the CPMS that may be relevant to your project or program objective or to the wider sectoral objective during humanitarian response planning. In each example a main objective is presented, however, if you were carrying out this exercise in real time, you will also need to plan out the activities based on the humanitarian needs prior to identifying and selecting suitable CPMS indicators.

For CPCGs developing project sheets, this process also applies in ensuring that the selected indicators are aligned with the humanitarian needs and sectoral objectives.



### REMEMBER!

These are examples, and there will be other standards that are also applicable to the objectives. Once you have selected and contextualized

or modified suitable CPMS indicators, the final step is to build the logical framework around them as needed.



### TIP!

Remember to be realistic in your selection of the indicators and to only select indicators for which data collection is feasible. More specifically, identify any potential issues in data collection, verification, analysis or reporting, including ethical considerations or security constraints, and consider the resources (human and financial) required to collect data. This may mean selecting a larger number of potential indicators during **Step 1** and narrowing down the selected indicators to a fewer number during **Step 2**. The enhanced CPMS indicator table includes a column with example data sources and tools that will support you making the final selection.



**Example: Child protection project at the agency-level**

Child Protection project objective

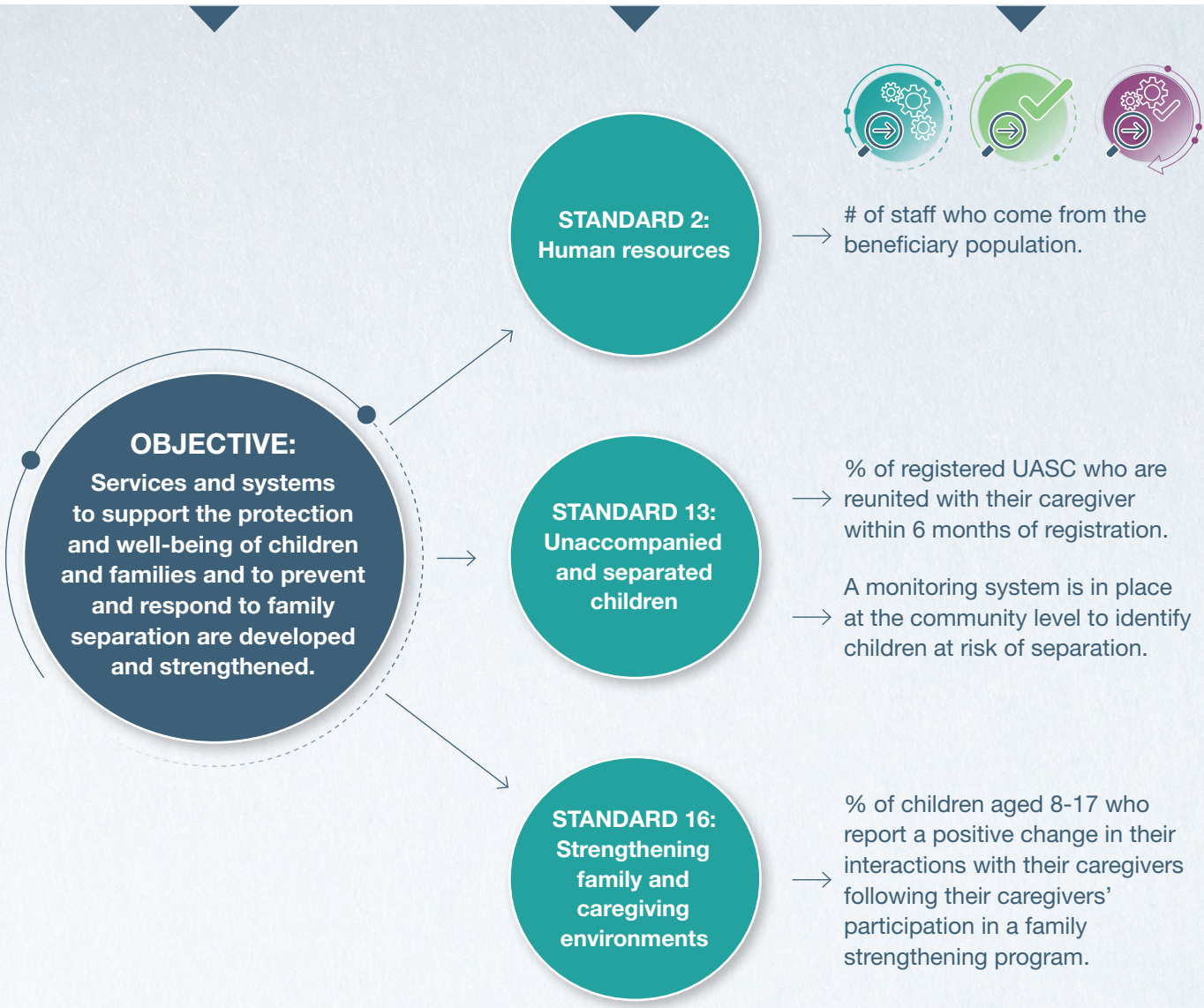
Standards applicable to the project objective

Examples of CPMS indicators that can be applied to the project's objective

*Establish the objective (and activities)*

*Determine the applicable standards*

*Identify and select relevant CPMS indicators to include in the project*





**Example: Child Protection Coordination Group at the inter-agency level**

Child Protection HRP  
in Libya

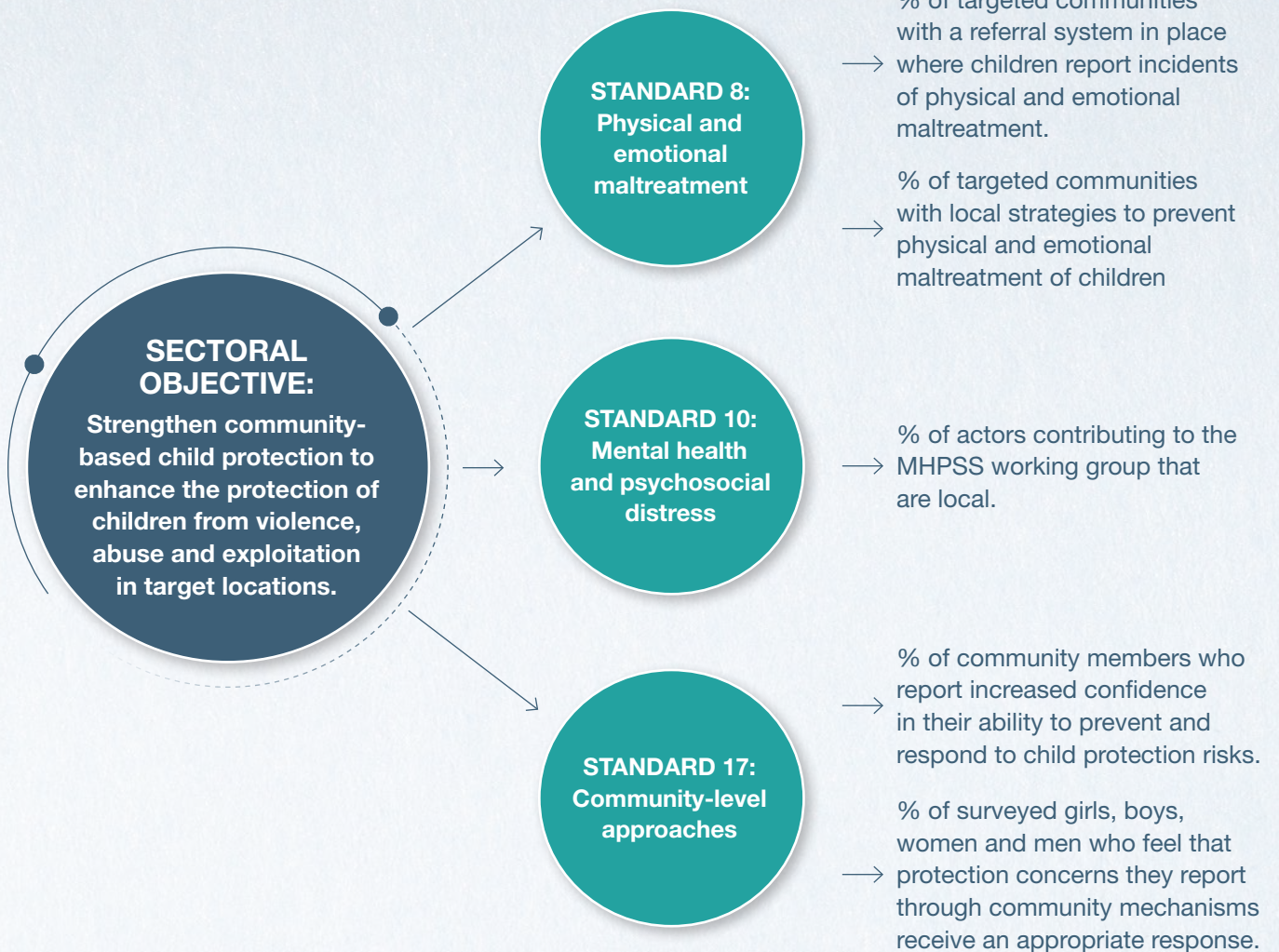
Standards applicable  
to this objective

Examples of CPMS indicators  
that can be applied to the HRP  
to measure Sectoral Objective

*Establish the sectoral  
objective (and activities)*

*Determine the  
applicable standards*

*Identify and select relevant  
CPMS indicators to include in  
the HRP operational framework*





## Step 2: Review the selected indicators

It is important to review the indicators that have been selected to ensure they are appropriate. This review may also support you in further narrowing down the most suitable indicators. During [Step 2](#), answer the following key questions for each indicator that is selected:

- Will the change measured by the indicator represent the progress that the intervention aims to achieve towards the standard? For example, Standard 7: Dangers and injuries aims to ensure ‘All children and caregivers are aware of and protected against injury, impairment and death from physical and environmental dangers, and children with injuries and/or impairments receive timely physical and psychosocial support.’<sup>3</sup> Do the indicators selected and contextualized correspond with the standard, and will they allow you to determine if the project activities or strategic response objectives are protecting children and caregivers against injury, impairment and death from physical and environmental dangers?
- What will measuring the indicator enable you to say about the intervention, for instance, what are we going to learn specifically in regards to achievement towards the standard?
- Will the data needed to measure the indicator be accessible? Specifically, are there any foreseeable limitations that may prevent you from measuring the indicator? Is it safe for staff to facilitate the actions required in accordance to the monitoring plan?
- What means of verification are required?
- What resources (human and financial) are required to collect these data?
- A baseline is always important, but you may not need to collect baseline information for every indicator: is baseline information required for the indicator? If yes, will it be possible to gather baseline information for the indicator? When will be the best time to collect data on this indicator and how many follow-ups are needed to ensure that all possible results have been captured? ([See Annex A: Indicator Reference Sheet for further information on baselines](#))

Answering these questions is essential for two main reasons:

- 1) the responses to these questions will support you in narrowing down what are the most appropriate indicators in line with planned objectives and activities, and
- 2) they will enable you to identify from the onset whether data collection is feasible by highlighting any potential ethical concerns or challenges that may inhibit your ability to measure, monitor, evaluate, and report on the indicators selected.



<sup>3</sup> See CPMS Standard 7.



### Step 3: Contextualizing and modifying indicators and targets

The CPMS indicators aim to capture standards for child protection in a broad range of circumstances so that they are applicable and open to adaptation across contexts. The indicators are phrased in general terms and the wording should be adapted to fit specific program characteristics, humanitarian needs or sectoral objectives.



#### REMEMBER!

Every intervention working towards a specific standard(s) is different, and has

different activities and objectives. Therefore, there is no universal framework of indicators. Indicators

should always be contextualized or modified so that they are locally and culturally relevant.























## DO'S and DON'TS when modifying and contextualizing indicators



-  **Ensure** that any indicator modified to context remains SMART, describing what is being measured in clear terms.
-  **Make sure** the indicator is measurable and quantifiable using tools and methods available and accessible in humanitarian contexts.
-  **Think** about how the indicator will be measured. Is it measurable? Does it try to capture too many variables, such as knowledge AND attitude or children AND caregivers? If yes, break it down into separate indicators so that the different variables are measured separately.
-  **Facilitate** a risk assessment, identifying any challenges, limitations or risks associated with monitoring activities and data collection.
-  **Make sure** the indicator is reliable: consistently measurable over time in the same way by different observers.
-  **Review** and **incorporate**, where relevant, indicators from other measurement frameworks that support in measuring progress against the standards (such as the [Child Well-Being Measurement Framework](#) and [INSPIRE](#), agency-specific indicators, UNICEF HAC indicators, or indicators that are required by donors for reporting purposes).
-  **Consolidate** indicators that are similar. For instance, many of the standards include an indicator related to putting in place a functioning referral mechanism. The referral mechanism is relevant to the entire child protection response and does not need to be repeated for each standard that is prioritized in the program or at the response level.
-  **Define** key words and terminology in the cultural context (such as 'child well-being', 'mental health', or 'satisfaction') to ensure a common understanding amongst all stakeholders.
-  **Include** multi-sector indicators from Pillar 4 to encourage strengthened coordination with other sectors (for instance at the coordination group level).



-  **Make** the indicator so complex that it will be impossible to measure when modifying indicators to the country context.
  -  **Confuse** indicators with targets. Remember that an indicator is a neutral variable that operationalizes a standard. A target sets the specific goal for an indicator.
  -  **Create** a long list of indicators; rather consider what **must** be measured. Ideally, for **each** standard that is prioritized, only **2-4 indicators** maximum will be selected.
  -  **Try** to measure more than one thing within each indicator.
-  **TIP!**
- ↑ It is useful to watch out for the word 'and' in an indicator.
-  **Assume** all stakeholders (for instance at the inter-agency coordination group level) have a common understanding of the indicators. It is important to have a meeting with all CPCG members to ensure that all members have a common understanding of and agree upon the definition of the indicators.
  -  **Combine** indicators from various standards that are not relevant or related to one another.



### Checklist for selecting, reviewing and contextualizing indicators

- The indicator will provide us with information that we “really need to know” and will indicate progress towards the standard.
- An up-to-date secondary data review is available and confirms the information we “really need to know” is not already available and is not being monitored by another monitoring / reporting system.
- Potential risks to children, families and communities during data collection, processing and storage have been identified by a risk assessment and the means of verification have been identified according to existing or foreseen risks.
- Data collection for the indicators is possible (for instance, the data sources are available, there is sufficient time allocated to collecting quality data, the indicators can be verified, etc.)
- Selected and contextualized indicators are SMART.
- For CPCGs:** The member agencies in the group are able and willing to monitor and report on the selected indicators.

### Contextualizing terminology and definitions

It is important that certain terms (such as child well-being, safety, child-friendly, satisfaction, or mental health) are defined in accordance to local and cultural understandings, and translated accordingly into the local language. Whether you are selecting indicators at the individual agency level or inter-agency level, refer to the CPCG’s contextualized definitions, if available, to make sure that the same terms are used across agencies. If the CPCG does not yet have a contextualized list, the group’s members can come together to determine contextual understandings of certain terms.

While a glossary of global definitions for terms, such as child well-being, is included in the CPMS it is important that these terms be contextualized. The **Notes column** in the CPMS indicator table specifies which terms should be defined in context. Definitions must be understood and detailed enough to ensure that all data collectors in any given context use the same definitions, and therefore have the same understanding of the term, to collect identical types of data. This is particularly important if multiple agencies are reporting on a specific indicator, such as an indicator being reported to the Child Protection Coordination Group for the purpose of Humanitarian Response Planning (HRP) and the Humanitarian Needs Overview (HNO).





## How to modify or set realistic targets

In addition to contextualizing or modifying the indicators, it is recommended to also review the targets and modify as needed to ensure they are realistic and achievable in the context.

The CPMS indicator table suggests targets for each indicator. These are the recommended targets you should aim for. However, each context is different and the target you select will depend on what is realistic to achieve in your context. Whether targets are being determined at the individual agency level or by the inter-agency CPCG, setting targets is essential. The CPCG can be used as a platform to define realistic targets whether indicators are being selected for an individual agency project or for inter-agency strategic planning purposes.

### Modifying a target

To establish a target, it must first be determined whether baseline data is needed.

- **First**, refer to the Indicator Reference Sheet in the [Annex](#) for further information on baselines.
- **Second**, consider past experience or trends, (where possible) and resources, as this will support you in determining the scope of the intervention.

Modifying the CPMS indicator targets does not need to be scientific exercise, but rather educated estimates by subject experts familiar with the humanitarian context can be made. Determining realistic targets is as equally important as the process of discussing and agreeing on targets, whether this happens at the individual agency level, within the CPCG, or with other sector actors who are jointly implementing child protection activities.

The process of discussing and agreeing on targets is critical because it allows all stakeholders to have a common understanding and level of expectation of what success looks like. It is important that all stakeholders have a common understanding of what level of progress may be achievable or what change (or lack thereof) might mean.



### TIP!

When modifying target values, think about what would be considered a success of the intervention(s) at the end of the program (or annual reporting period in relation to the HRP).



### REMEMBER!

Do not forget to explain and record the rationale leading to the establishment of the targets. Also, remember that it

takes time to set up activities (and to close them), or in other words, time when you are not directly

implementing activities. Make sure to consider time for start-up and closeout when setting targets.



## Adding CPMS indicators to a logical framework

Now that you have selected, reviewed, and contextualized or modified the CPMS indicators and targets, you will need to add them to a more detailed logical framework.<sup>4</sup>

Whether you are working at the individual agency level or at the inter-agency level of the CPCG, you will likely have a logical framework that clearly outlines each activity/ input → output → outcome. The CPMS measurement framework is not designed in the same way as a typical project-specific logical framework. This means that once you have selected CPMS indicators (and modified or contextualized them), you will need to identify corresponding indicators when adding them to a logical framework. For example, if you have selected an outcome level indicator from the CPMS indicator table, you will need to develop the corresponding input and output level indicators. In other words, ‘fill in the gaps’ in your logical framework. Support in developing in the logical frameworks can be provided by MEAL officers at the individual agency level or by the Information Management Officer (IMO) at the coordination group level.



### REMEMBER!

Each child protection minimum standard includes a suggested list of key indicators that could be used to measure progress against that specific standard. However, depending on a specific context or a particular project objective, the use of indicators as well as its type may vary. Thus, for example, indicators listed in Standard 27: Shelter and child

protection could be applicable for Standard 15-related interventions.

Additionally, the type of indicator as specified in the enhanced indicator table is linked to the standard. When the indicator is applied to a project, the type may change. For instance, an indicator may be cited as an output indicator in the enhanced table for the standard, but when it is applied to

a project, it may be an outcome. In other words, the type of indicator is flexible, depending on how it is applied. For example, having a ‘feedback mechanism in place’ may be cited as an output indicator in the enhanced table. However, if the project objective is to establish a functioning feedback mechanism in the community where you are working, this indicator will become an outcome indicator.



The Assessment, Measurement and Evidence Working Group of the Alliance invites you to share your experiences contextualizing and applying the CPMS indicators. Please share your experiences and feedback at [ame.wg@alliancecpha.org](mailto:ame.wg@alliancecpha.org). As we mature in our experience of selecting, contextualizing, and applying the CPMS indicators across contexts the guidance presented in this document may evolve and we may modify and update elements of this document. Therefore, this guidance is a working document.

Child Protection Coordination Groups may contact the relevant language CP AoR Help Desk for further support. More information on how to contact your relevant Help Desk can be found here:

<https://www.cpaor.net/HelpDesk>



<sup>4</sup> The agency you work with will likely have guidance on how to develop a logical framework. It is important to consult with MEAL actors at your agency or the IMO at the coordination group level if this is an inter-agency effort. The Child Protection Resource Pack: How to Plan, Monitor and Evaluate Child Protection Programmes, UNICEF, New York, 2015 also provides guidance on developing logical frameworks. Refer to Module 2 Section 5 on *Logical Frameworks with Indicators*.



# ANNEX A:

## INDICATOR REFERENCE SHEET

This reference sheet will support you in selecting appropriate CPMS indicators.

<b>What does the indicator measure</b>	Identify what is being measured, and the relevance for the intervention: ‘Why do we want to know this’?
<b>Terminology and defining key terms</b>	Clarify terms mentioned in the indicator. Definitions must be detailed enough to ensure that all individuals involved in data collection, processing and interpretation have a common understanding of what terms mean in accordance to the cultural context.
<b>Means of verification</b>	Determine the means of verification and type of data collection (primary or secondary). The source is where the original data are obtained. For the purposes of primary data collection, identify what methods and tools should be used, including whether the tools exist or if they have to be developed or adapted. In regards to secondary data, for instance to data collected by other sectors, data from multi-sectoral needs assessments, factsheets, or 4W reports.
<b>Baseline</b>	<p>Determine if a baseline is needed, and if so the scope and methodology. Without baseline data, it can be challenging to plan, monitor and evaluate future performance or to determine whether expected outcomes have been achieved. Baseline data also helps to set achievable and realistic indicator targets and to measure progress towards these targets and their respective results. However, not all indicators require baseline data, for instance, indicators recording # or % do not always compare targets with baseline values. In contrast, the indicators that include the terms “increase” or “decrease” do require baseline data.</p> <p>For indicators that are monitored by the inter-agency CPCG, each annual HRP reporting year can be considered a baseline for the future, and trends can be examined progressively over time, particularly in protracted crises. In both cases, the starting point needs to be known to enable change to be captured.</p>
<b>Frequency</b>	Note how often data will be collected, and suggested reporting frequencies.
<b>When to use a number (#) or a percentage (%)</b>	If modifying a specific CPMS indicator involves changing a # from a % or vice versa, consider the following: Use a # in the indicator when you want to provide a complete count of people reached or items disseminated, or to show the magnitude. A % in the indicator may be used when a) a sample of the target population will be sufficient to determine whether or not a desired change is occurring (if proportion or ratio are not being used), or b) to show coverage or reach.
<b>Calculation modalities</b>	Detail how the indicator is being built: denominator and numerator. A numerator represents the number of parts out of the whole, which is the denominator.
<b>Disaggregation</b>	Always disaggregate by sex, age, and disability. Disaggregate by ethnicity, religion or other characteristics <b>only when appropriate</b> . The choice of how to disaggregate is highly contextual. Remember that depending on the context, disaggregation by certain characteristics can also be a protection concern, so this should be done based on local context, and priority groups should be identified locally as part of each response. In some situations this may also be true for disaggregation according to disabilities, or for some types of disabilities.
<b>Data quality issues and ethical considerations</b>	Identify any potential issues in data collection, verification, analysis or reporting, including ethical considerations.
<b>Resources</b>	Consider the resources (human and financial) required to collect data.



# ANNEX B:

## ETHICAL CONSIDERATIONS FOR CHILDREN'S PARTICIPATION IN DATA COLLECTION

Children are creative, resourceful and insightful, and the ethical involvement of children in data collection efforts will help to determine whether outcomes have been achieved. Meaningful participation recognizes that girls and boys have agency to analyze their situation, express their views, influence decisions that affect them, and achieve change. This includes the informed and willing involvement of all children, including the most marginalized and those of different ages and abilities, in any matter concerning them directly or indirectly. However, children's participation must be safe, ethical and meaningful and should only take place with the full and informed consent/assent of the child and their caregivers.

In humanitarian contexts, ethical concerns may arise regarding the potential harm of involving children in data collection activities. It is crucial that the principles of "best interests" and "do no harm" are applied when determining how and when to support children's participation. Every humanitarian setting is unique and requires an understanding of the cultural context. It is critical that a risk assessment be facilitated to inform decision making about whether the participation of children is appropriate. Key considerations should include identifying:

- Whether there are potential risks involved in engaging with children, and how severe the risks are (such as potential repercussions against children for engaging with outsiders or recalling distressing events);
- The likelihood that the risks will occur, and how to prevent or mitigate against them; and
- Further action that can be taken to ensure the principles of do no harm and best interests are upheld.

When planning to engage children, ensure:

- Participation is voluntary and with the informed consent/assent of both the children and their caregivers for all data collection purposes (such as interviewing or taking photos or videos);
- Child friendly approaches are used, for instance, approaches that are appropriate to the age and developmental capacities of children;
- Data collection tools must be gender- and culturally-sensitive, and translated into the local language.
- Participation is inclusive (girls, boys, children with disabilities, etc. are included);
- A plan to mitigate harm is developed, including preparing in advance who or where it would be most important to refer a child who is distressed or needs support otherwise (urgent action procedure);
- Data collectors are trained on child rights, safeguarding, participation, and urgent action procedures, and a community complaints and feedback mechanism to provide reporting options for children during data collection activities is established.
- Final products or outcomes are disseminated and shared with children and community members.



# ANNEX C:

## CPMS ADHERENCE TOOL AND REFERENCE SHEET FOR CHILD PROTECTION COORDINATION GROUPS / MECHANISMS

### What is the CPMS Adherence Tool?

The CPMS Adherence tool is a checklist that supports coordination groups / mechanisms to conduct self-monitoring on the extent to which they are meeting the child protection minimum standards at any given point in time. It helps answer the questions: ‘Are we making progress towards meeting the minimum standards that we prioritized for the response?’

The tool should be used once the coordination group has selected priority standards, and selected, reviewed, and contextualized relevant indicators.

*The adherence tool accompanies this guide. You can find the adherence tool on [www.cpaor.net](http://www.cpaor.net) and <https://www.alliancecpha.org/en>*

*For further guidance on how to prioritize standards, refer to the CPMS Guide for coordination groups / mechanisms.*

### What does the CPMS adherence tool include?

The CPMS adherence tool is a **spreadsheet**, which includes a **summary worksheet** where the prioritized standards and indicators should be added.

INDICATORS CHOSEN	Target proposed in CPMS	Why was this indicator chosen ? Or not chosen? (so future colleagues know)	Target set by group			
			baseline at (date)	TARGET	by (month/yr)	Mean of verification

### Is this tool relevant to your coordination group / mechanism?

This tool is relevant for coordination groups and mechanisms that:

Have a common child protection response plan that is integrated within the broader response plan (If not, firstly consider initiating the development of a common response plan)	<input type="checkbox"/>
Have members that are willing to commit time to regularly monitor the indicators, including commitment to collecting and analyzing data, as necessary	<input type="checkbox"/>
Are using the 3/4/5Ws (If not, as a first step establish the reporting mechanism for the 5Ws)	<input type="checkbox"/>
Have members that have agreed that monitoring the quality of their collective action and progress towards the minimum standards is essential	<input type="checkbox"/>
Have already prioritized a number of CPMS standards or developed a step-by-step approach for the implementation of the CPMS (If not, as a first step consider contextualizing the CPMS and / or prioritizing selected standards)	<input type="checkbox"/>



How does it work?

**This is a collective tool and it will only function if all the members of the coordination group / mechanism take ownership and work together to monitor the indicators and progress towards the minimum standards.**

Either the Coordinator of the coordination group / mechanism will lead the process - or another member will be designated to lead the process of selecting, reviewing, and contextualizing indicators.

The Information Manager (IM) will be responsible for compiling the data and writing/disseminating the report.

## KEY ACTIONS

### 1. Select, review, and contextualize the CPMS indicators

1.1	The coordination group reviews the CPMS indicators that are recommended for the standards they have decided to prioritize and discusses the required means of verification (data source) and target for each selected indicator.
1.2	The coordination group selects 2 to 4 indicators for each of the standards that the group has prioritized and modifies them to the context. These should reflect the priority areas that the group has decided to strengthen.
1.3	The coordination group contextualizes the selected indicators and sets time-bound targets for each. The contextualized indicators, targets, and means of verification should be added to the CPMS Adherence spreadsheet.

### 2. Monitor the selected indicators

2.1	The coordination group's member agencies will monitor the indicators on an agreed reporting schedule using the agreed means of verification. Monitoring options (e.g., self-monitoring, peer to peer monitoring) should also be discussed and agreed by all member agencies. Note: All agencies must maintain evidence for all the reports they provide.
2.2	The data collected from all member agencies using the same means of verification is compiled.

### 3. Analyze and interpret the results

3.1	Based on shared analysis and interpretation of consolidated data, the coordination group members identify progress achieved on a regular basis (for instance, every 6 months).
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### 4. Dissemination of the results

4.1	The coordination group shares summary of results with all relevant stakeholders through a brief report.
4.2	The coordination group agrees on changes in the child protection response based on results.
4.3	The coordination group revises targets and means of verifications as needed.





**THE ALLIANCE**  
FOR CHILD PROTECTION  
IN HUMANITARIAN ACTION