



Project Checklist: Implementing FHI 360's Minimum Standards for Safeguarding Program Participants

Instructions: For each action, tick "yes" or "no" to indicate if the action is completed or being implemented.

Country:

Project:

Date:

#	Minimum Standard/Required Actions	Tools/Resources	When	YES	NO
Domain 1: Risk Assessment & Action Planning					
1	Safeguarding is included in the proposal narrative <u>and</u> budget.	<i>Incorporating Safeguarding into Proposals, Work Plans, and Budgets</i>	One time: During proposal development		
2	Safeguarding is included in the project's annual work plan and budget.	<i>Incorporating Safeguarding into Proposals, Work Plans, and Budgets</i>	Annually: Within 90 days of project implementation during work plan development and annually thereafter.		
3	FHI 360's Safeguarding <i>Vulnerability Profile Tool</i> is completed and uploaded to Vine .	Tool 1: <i>Safeguarding Vulnerability Profile Tool</i>	One time: Within 90 days of project implementation during work plan development		
4	FHI 360's <i>Universal Plan</i> is tailored, posted at project offices and sites, circulated to all project personnel via email, and uploaded to Vine .	Tool 2: FHI 360's <i>Universal Anti-Trafficking Compliance Plan ("Universal Plan")</i>	One time: Within 90 days of project implementation unless required by funder pre-award		
5	FHI 360's <i>Safeguarding Risk Assessment and Action Planning (RAAP) Tool</i> is completed and uploaded to Vine .	Tool 3: <i>Safeguarding Risk Assessment and Action Planning (RAAP) Tool</i>	Annually: Within 90 days of project implementation and annually thereafter <i>*Crisis response projects: Quarterly</i>		
6	FHI 360's <i>Safeguarding Self-Assessment Tool</i> for FHI 360 Projects is completed and uploaded to project Vine .	Tool 4: <i>Safeguarding Self-Assessment Tool for FHI 360 Projects</i>	Annually: Within 90 days of project implementation and annually thereafter <i>*Crisis response projects: Quarterly</i>		
7	For projects that involve interaction with children: The project team reviewed FHI 360's <i>Child Safeguarding Guidelines for Projects that Involve Interaction with Children</i> . (If not applicable, tick "NA.")	<i>FHI 360's Child Safeguarding Guidelines for Projects that Involve Interaction with Children</i>	Within 90 days of project implementation during work plan development		N/A

Domain 2: Safe Recruitment & Hiring				YES	NO
8	Interview questions are used to assess candidates' alignment with FHI 360' safeguarding values and principles.	Interview Guide for Hiring Managers and Interview Teams	Ongoing		
9	Reference checks, including safeguarding-related questions, are conducted and documented for all candidates, including staff, interns, volunteers, incentivized workers, and consultants.	FHI 360's Reference Check Form	Ongoing		
10	Criminal background checks are conducted and documented for all candidates, including staff, interns, volunteers, incentivized workers, and consultants. When country systems are not in place for criminal background checks, additional reference checks (beyond two) are conducted, including questions to former employers about <i>substantiated</i> safeguarding-related violations.	<i>Country-specific forms for criminal background checks</i>	Ongoing		
11	All new staff completed required online e-module "Safeguarding Program Participants."	FHI 360 Learns e-module "Safeguarding Program Participants"	Within 30 days of hire		
Domain 3: Safeguarding Focal Points				YES	NO
12	A safeguarding focal point (SFP) is designated for the project.	How to Identify Safeguarding Focal Points	Within 90 days of project implementation		
13	The name of the SFP has been shared with FHI 360's senior technical advisor for safeguarding.	kdixon@fhi360.org	Within 90 days of project implementation		
Domain 4: Safeguarding/PSEA Networks				YES	NO
14	Where one exists, the project participates in the in-country inter-agency safeguarding/PSEA network. (If not applicable, tick "NA.")	Refer to the UN IASC Dashboard to learn where networks exist	Within 90 days of project implementation		N/A
Domain 5: Supplier Agreements & Monitoring				YES	NO
15	FHI 360's standard safeguarding clauses are included in <u>all</u> supplier contracts, agreements, purchase orders, and consultant agreements. (If no suppliers, tick "NA.")	FHI 360 templates for supplier contracts , agreements , purchase orders , and consultant agreements . Points of contact for Contracts Management Services (CMS) and GPS	Ongoing		N/A

16	Briefings are conducted with and documented for suppliers that interact with program participants to review safeguarding requirements as outlined in the Terms and Conditions of their contract/agreement. (If no applicable suppliers, tick “NA.”)	<i>FHI 360 Toolkit: How to implement FHI 360’s minimum standards for safeguarding program participants</i> (Annex 4: Sample memo to file)	Ongoing		N/A
17	The link to FHI 360’s e-module “ <i>Safeguarding Program Participants</i> ” has been shared with suppliers that interact with program participants. (If no applicable suppliers, tick “NA.”)	academy.fhi360.org	Ongoing		N/A
18	Subcontractors and subrecipients that interact with program participants have completed FHI 360’s <i>Safeguarding Self-Assessment Tool for Implementing Partners</i> . (If no applicable subcontractors or subrecipients, tick “NA.”) Uploaded to Vine.	Tool 5: <i>Safeguarding Self-Assessment Tool for Implementing Partners</i>	Annually: Within 90 days of contract or agreement signing with FHI 360 and annually thereafter		N/A
19	Subcontractors and subrecipients that interact with program participants and where progress reports are required, partners included updates on progress toward meeting safeguarding industry standards in progress reports. (If no progress reports are required, tick “NA.”)	<i>Industry standards outlined in Tool 5: Safeguarding Self-Assessment Tool for Implementing Partners</i>	Ongoing		N/A
20	The industry standards outlined in the <i>Safeguarding Self-Assessment Tool for Implementing Partners</i> and any other requirements per the subcontract or agreement are included in the project’s monitoring plan for partners. (If no applicable subcontractors or subrecipients, tick “NA.”)	<i>Industry standards outlined in Tool 5: Safeguarding Self-Assessment Tool for Implementing Partners</i>	Ongoing		N/A
Domain 6: Training & Capacity Strengthening				YES	NO
21	FHI 360’s in-depth safeguarding training was delivered to all FHI 360 and supplier personnel.	FHI 360’s training module, <i>Safeguarding Program Participants: Building Core Knowledge</i>	At the beginning of the project and refreshers, as needed.		
22	Volunteers, incentivized workers, and other non-staff are oriented to and sign FHI 360’s <i>Code of Conduct for Volunteers, Incentivized Workers, and other Non-Staff</i> . (If not applicable, tick “NA.”)	<i>How-to note on Connect</i>	Within 30 days of onboarding		N/A
Domain 7: Reporting Mechanisms & Responding to Complaints				YES	NO
23	All FHI 360 project personnel and supplier personnel (partner personnel) have been trained on FHI 360’s reporting requirements and how to access our reporting mechanisms.	<i>FHI 360’s standard reporting mechanisms</i>	At the beginning of the project and refreshers, as needed.		

24	All FHI 360 personnel and supplier personnel have been trained on how to receive a disclosure of harm against program participants.	<i>Quick tips for responding to disclosures of misconduct towards program participants</i>	At the beginning of the project and refreshers, as needed.		
25	Local resources have been identified and referral mechanisms are in place, including medical, psychosocial, shelter, and legal services for program participants who have experienced harm.	<i>FHI 360 Toolkit: How to implement FHI 360's minimum standards for safeguarding program participants</i> (Annex 5: Template: Referral Directory)	Within 90 days of project implementation as part of work plan development		
26	Per FHI 360's PSEA Policy, where a community-based complaint mechanism (CBCM) is required or needed, input from program participants is used to establish a CBCM. (If a CBCM is not required or needed, tick "NA.")	Training module: <i>Establishing CBCMs</i>	Within 90 days of project implementation as part of the work plan development		N/A
27	OCIA hotline posters are visible at all FHI 360 offices and project sites.	<i>How to print OCIA's Hotline Poster</i>	Ongoing		
28	Awareness raising materials are used to raise awareness among program participants.	<i>FHI 360 or other awareness raising materials</i>	Ongoing		