

CORE HUMANITARIAN STANDARDS

Executive Leadership of Wahana Visi
Indonesia

Refreshment 1 March 2021

In preparation of CHS Audit 22-26 March
2021

Facilitate by: Rodex Jordan Simangunsong
(Emergency Response Specialist)



Proposed Agenda:

- Opening prayer (5 min – including waiting for people to join zoom)
- Introduction to the purpose of the meeting and CHS global team (Margie 10 minutes)
- CHS refreshment (Catherine) (20 minutes)
- CHS audit process and timeline (Rodex & Nasya) (10 minutes)
- Question and answer (15 minutes)

Development and Implementation of CHS

- [Members of CHS Alliance](#)
- [Humanitarian Quality Assurance Initiative - CHS International Auditors](#)

Preparation for Audit

- Site selection – done
- Documents – in progress
- Interview (FGD, KII)
 - Staffs. - see list of participants
 - Community: 3 villages
 - Local partners: see list of local partners.

Documents

NO	<ul style="list-style-type: none"> • Internal Controls Self-Assessment • National Office safeguarding policies
Response level only	<ul style="list-style-type: none"> • Decision Declaration Group – minutes of meeting or record of decision to declare CAT3 response, along with National Office capacity assessment conducted at Declaration Decision stage • Response Plan • Response / Project design/proposal/log frame (and draft showing changes) • Latest/most recent Response Quarterly report • Complaint handling mechanism
Response Level + Project Level	<ul style="list-style-type: none"> • Initial Rapid Needs Assessment - at Response level and if they exist at project level for the selected project sites and projects in slide 9 • 1x Budget and 1x budget vs expenses report • Risk Matrix • 1x recent Monitoring report example • 1 or 2 examples of RTE report/progress report/mid-term reviews • Exit plan/transition strategy • Community feedback system • 1x example of Feedback/complaints logs (this will be treated confidentially – last 2 monthly reports for each response and each project aggregated data only with no identifying information and follow your office's data privacy requirements for this and any documents that could contain confidential data. • Complaints Reports - last 2 monthly reports for each response and each project – and see above • Evidence of referred complaints – last 2 monthly or other reports that aggregate data
Project level only	<ul style="list-style-type: none"> • MOU for the grants between Response Office and Support Office. • 1x example of feedback from communities on design of project or other community consultations • Criteria for selection of beneficiaries/project participants • Context /stakeholder assessment • 2x examples of Minutes of key decision-making meetings or emails related to the Response (e.g., Indicating major changes to plans based on change in context/needs) • Post distribution monitoring reports - 2 latest ones for each selected project, where relevant • 1 or 2 examples of information sharing materials with communities adapted for context • Photographs of visual information about the Code of Conduct & Complaint Mechanism in Communities and at WVI offices • Details of Project specific complaints handling mechanism • 1x example of value for money analysis • Project environmental impact assessments • Gender analysis (per project) – beneficiary reach before and after or during intervention.

SULAWESI

SITE SELECTION

9. Buluri – Buluri village (CP, CFS, NFI)
33. Taipa – Taipa village (C4W, Shelter distribs, WASH, Food/NFI distribs)
40. Tipo – Tipo village – CP, DRR

Key dates

Documents

26th February 2021:

Finish uploading documents.

Primary data

22nd – 26th March 2021

FGDs, KIIs, Interviews (staff + communities + stakeholders)

Please tentatively book time in HEA Director diary.

22nd March 2021 - Auditor opening meeting.

26th March 2021 – Auditor closing meeting.

DOCUMENTS

Auditors have listed the documents they wish to review for specific sites and interventions (see slides 8 & 9).

- Collate relevant documents
- Use country code (SUL) to number and list the documents in **ADM 143 Audit map of documents**, Tab IA Country Programmes.
- Indicate which CHS Commitment(s) the document relates to.
- Upload documents and list to your Teams folder in CHS Focal Points.

INTERVIEWS (FGDS, KIIS etc.) All are confidential - no recordings or note taking. WV staff or contractors not to be close to where interviews are taking place i.e. not within hearing or visual distance.

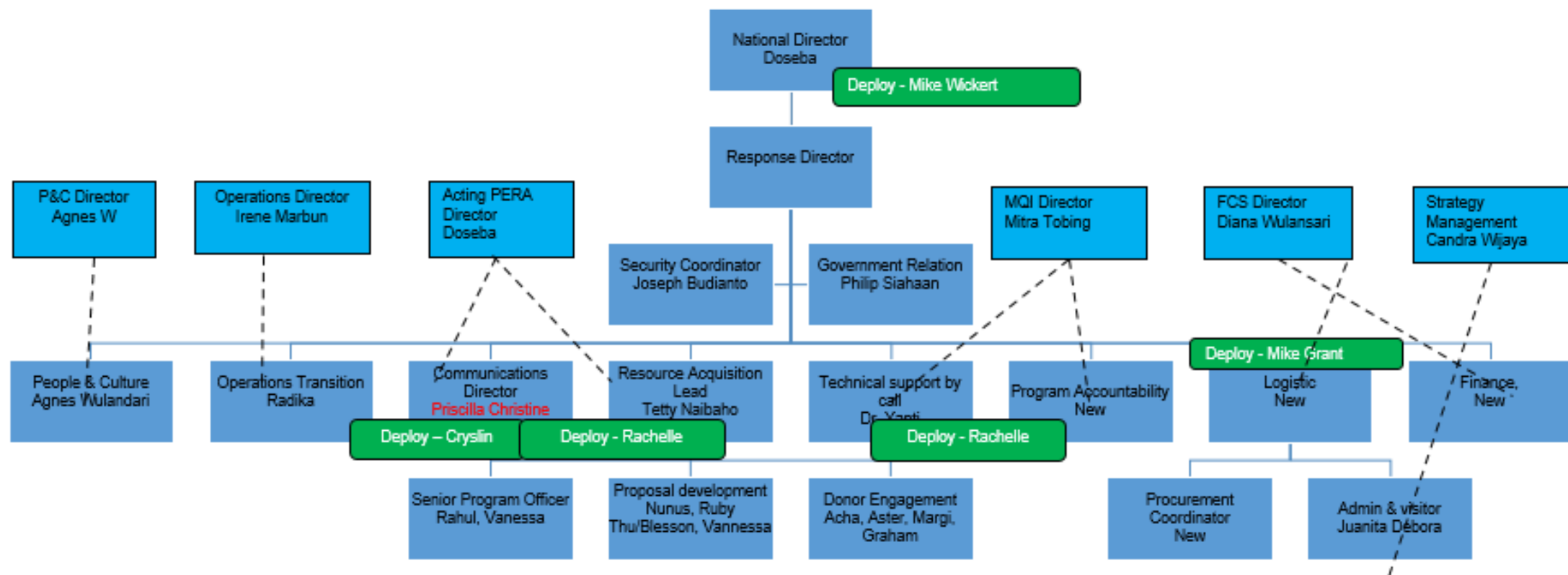
Staff interviews (schedule these for beginning of week)

Please provide:

- organogram – **Provide by Thursday**
- list of 10-12 staff that could best speak to the different elements of CHS commitments at NO systems & procedures and project level as well. Names, role, what aspects of CHS they can speak about. – **Provide list by Thursday**
- Auditors will select 4-5 staff members to interview.
- Schedule these for beginning of week – 50 minute slots. Can be planned back to back.
- Zoom or Teams (response to set up – password protected) and indicate translation requirements. Focal Point can set up and open meeting then hand over control to interviewee.

Communities

- 2 FGDs per site (1 female, 1 male) = 6 in total. **5 people max per group, selected by response.**
- 90 minutes per group. **The FGDs can be planned back to back.**
- **Partners/stakeholders: one interview per site with 1-2 people. Provide list by Thursday**
- Location: close to where they live to keep within COVID regulations.
- FGD space: private & confidential with only translator and interviewees present.
- Means of conducting interviews:
 - Best option - Zoom or Teams with cameras on (private passcode protected).
 - Translators: Send list to auditors beginning March. Auditors will need to speak to translators beforehand and also have a short briefing with them. Please tentatively book time before 22nd March for this.



Action Plan

No	Date	Activity	Note
1	5 th March 2021	CHS refreshment for candidate staff to interview	
2	8 th – 19 th March 2021	Refreshment on CENTRE program in community level	
3	22 nd March 2021	Auditor opening meeting	
4	22 nd – 26 th March 2021	FGDs, KII, Interviews (staff + communities + stakeholders)	
5	26 th March 2021 –	Auditor closing meeting.	

List of Staff to interviewed

No	Name	Role	Departement/Unit	Related CHS Commitment
1	Margarettha Siregar	HEA Dir	HEA	
2	Irene Marbun	OPS Dir	OPERATION	
3	Candra Wijaya	SM Dir	SM	
4	Agnes Wulandari	PnC Dir	PnC	
5	Mitra Tobing	MQI Dir	MQI	
6	Asteria Aritonang	DPI Dir	DPI	
7	Rudy Siahaan		FCS	
8	Feni Kumala		FCS/Finance	
9	Bevita Dwi Meidityawati	DRR Specialist	HEA/DRR	
10	Grace Nasya. Masela	AP Manager SIPADO	OPERATION	4,5
11	Maria Andoryati	MELC	OPERATION	4,5
12	Radika Pinto	GMZ SULMALUT	OPERATION	

List of meeting participants

The screenshot shows a Zoom meeting participants list window titled "Participants (14)". At the top, there is a search bar with the placeholder text "Find a participant". Below the search bar, a list of 14 participants is displayed. Each participant entry includes a profile picture, their name, and their role (e.g., Co-host, Host). To the right of each name are icons for video, audio, and chat. The participant "Candra Wijaya" is highlighted in a light blue background and has two buttons, "Ask to Unmute" and "More >", next to their name. At the bottom of the list, there are "Invite" and "Mute All" buttons. The Windows taskbar is visible at the very bottom, showing the time as 11:58 on 01/03/2021.

Name	Role	Video	Audio	Chat
Rodex Jordan Simangunsong	(Co-host, me)	On	Muted	Muted
Kezia Hutabarat	(Host)	On	Muted	Muted
Margie Siregar	(Co-host)	On	Unmuted	Muted
Alwin Koesnadi		Off	Muted	Muted
Asteria Aritonang	- Wahana Visi Indonesia	Off	Muted	Muted
Candra Wijaya		Off	Muted	Muted
Catherine		Off	Muted	Muted
Christabel Chan	World Vision	Off	Muted	Muted
Doseba Sinay		Off	Muted	Muted
Erikman Pardamean		Off	Muted	Muted
Irene Marbun		Off	Muted	Muted
Kunal Kumar Shah		Off	Muted	Muted
Mitra		Off	Muted	Muted
Agnes Wulandari	- Wahana Visi Indonesia	Off	Muted	Muted