

## Checklist for GBV coordinators: Core functions and deliverables

Core function	Roles	Key deliverables
1. Support service delivery	<ul style="list-style-type: none"> <li>• Providing platform for service delivery driven by Humanitarian Response Plan and strategic priorities</li> <li>• Developing mechanisms to eliminate duplication of service delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Service Mapping and 3/4/5Ws reporting matrix (who, what, where, when and to whom)</li> <li>• Standard Operating Procedures and/or referral pathways</li> <li>• Communication materials to facilitate access</li> </ul>
2. Inform the Humanitarian Coordinator and Humanitarian Country Team's decision-making	<ul style="list-style-type: none"> <li>• Preparing needs assessments and analysis of gaps to inform priorities</li> <li>• Identifying solutions for gaps, obstacles, duplication and cross-cutting issues</li> <li>• Formulating priorities based on analysis</li> </ul>	<ul style="list-style-type: none"> <li>• GBV secondary data review</li> <li>• GBV in inter-sector assessments</li> <li>• GBV assessments (including safety audits)</li> <li>• Needs/gaps and priority analysis</li> </ul>
3. Plan and implement cluster strategies	<ul style="list-style-type: none"> <li>• Develop sector plans, objectives, indicators to support strategic response objectives</li> <li>• Applying and adhering to common standards and guidelines</li> <li>• Clarifying funding needs, priorities and cluster contributions to humanitarian funding proposals</li> </ul>	<ul style="list-style-type: none"> <li>• GBV in Humanitarian Country Team Protection Strategy</li> <li>• GBV in Humanitarian Needs Overview and Humanitarian Response Plan</li> <li>• GBV sub-cluster strategies and work plans</li> <li>• Standards and guidelines activities</li> </ul>
4. Monitor and evaluate performance	<ul style="list-style-type: none"> <li>• Monitoring and reporting on activities and needs</li> <li>• Measuring progress against strategies and results</li> <li>• Recommending corrective actions, as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting monitoring and evaluation frameworks for response (including 3/4/5Ws reporting)</li> <li>• Participating in self-evaluations, e.g. self-initiated or Cluster Coordination Performance Monitoring, and implementing recommendations</li> </ul>
5. Build national capacity in preparedness and contingency planning	<ul style="list-style-type: none"> <li>• Build national capacity in preparedness and contingency planning</li> </ul>	<ul style="list-style-type: none"> <li>• Training/Capacity Building Matrix</li> <li>• Contingency plan(s)</li> </ul>
6. Support robust advocacy	<ul style="list-style-type: none"> <li>• Identifying concerns, and contributing key information and messages to Humanitarian Coordinator and Humanitarian Country Team messaging and action</li> <li>• Undertaking advocacy on behalf of the cluster, cluster members and affected people</li> </ul>	<ul style="list-style-type: none"> <li>• Life-saving messages</li> <li>• Key messages on GBV</li> <li>• Briefing note on crisis</li> <li>• Talking points for Humanitarian Coordinator and Humanitarian Country Team</li> <li>• IASC GBV Guidelines advocacy</li> <li>• Advocacy strategy</li> </ul>