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| **UNHCR MENA Digital Participatory Tool Checklist** |  |
| **PLAN CYCLE**   * **Ensure enumerators are prepared:** Are people involved in participatory interventions prepared to address any potential sensitive issues being raised? Are they aware of how to refer to individual service provision? Do they have the technical skills and tools to record findings and support learning and adaptation? * **Consult communities:** Did youcollect opinions, ideas, recommendations, and feedback through evidence-based methods from communities of all ages, genders, and diverse backgrounds? * **Analyze data with Communities:** Have you discussed the analysis and findings with communities of different ages, genders, and backgrounds? * **Identify risks and mitigation strategies:** Did you identify and consider risk mitigation actions in consultation with communities? Was the do not harm principle and possible safety and security risks for certain population groups considered? * **Allocate resources:** Have you identified required resources for the implementation of participatory interventions? * **Multisectoral approach and coordination**: Did you establish a multifunctional team, including community members to collect and analyze findings? Are roles and responsibilities of different team members clear and have you ensured they have the necessary training for the assigned tasks? * **Impact of participatory interventions’ findings:** Did you submit validated findings of participatory interventions to management, programme and other sectors at the beginning of the planning phase? | ☐  ☐  ☐  ☐  ☐  ☐   ☐ |
| **GET CYCLE**   * **Monitor programme implementation:** Have you involved community members in the ongoing monitoring of programme implementation? Did you collect their recommendations and proposals for course-correction and adaptations? * **Consult and communicate on progress:** Have you consulted with and collected feedback from communities, partners, and local stakeholders during the implementation phase at regular intervals? Did you use preferred and trusted two-way communication channels? * **AGD approach:** Have you involved women, girls, men, and boys with different needs and backgrounds?   Have you collected their feedback in a structured manner with a set and regular timeframe?   * **Ensure enumerators are prepared:** Are people involved in participatory interventions prepared to address any potential sensitive issues being raised? Are they aware of how to refer to individual service provision? Do they have the technical skills and tools to record findings and support learning and adaptation? * **Assess and respond to programme risks:** Have you assessed with communities if programmes reduce or increase protection risks? Which groups have been most affected and what corrective actions do communities and other stakeholders propose to improve results and impact? * **Monitor and assess accountability activities:** Are adequate communication, feedback, and complaint mechanisms in place for the community? Can all people with different ages, genders, and backgrounds access these mechanisms? If not, what barriers prevent access to these mechanisms and strategies to overcome them? * **Agree on course-correction and adaptation:** Did you elicit proposals and ideas from the community about the prioritization of actions for course-correction during implementation? * **Ensure multiple communication channels are set-up:** Have you communicated findings from consultations and resulting adaptations in a way that is accessible and inclusive of community groups of all ages, genders, and backgrounds? | ☐  ☐  ☐  ☐  ☐  ☐  ☐  ☐ |
| **SHOW CYCLE**   * **Report findings on programmes, participation, and accountability:** Have you shared information about programmes, accountability related data and engagement with communities? Did you communicate what strategies and programmes had a positive impact on communities? * **Evaluate results and impact of participatory interventions:** Have you assessed alongside communities the steps that were taken to address people’s participation and empowerment and identify lessons learned? * **Utilize validated findings:** Did you validate the progress made in achieving programmatic plans (outcomes and impact) with community members of different ages, genders, and backgrounds to draft reporting documents and plan new strategies? | ☐  ☐  ☐  ☐ |