World Vision

ANALYSIS, DESIGN AND PLANNING TOOL

for Child Protection in Humanitarian Action (CPHA ADAPT)

February 2020

ACKNOWLEDGMENTS

This version of ADAPT for Child Protection in Humanitarian Action is the product of a partnership between World Vision UK and Child Frontiers. In 2017 and again in 2019, a small team reviewed the existing CP ADAPT for Child Protection[1] with the aim of developing a contextualised version specifically for child protection in humanitarian crises - building on evidence, lessons learned and the current dialogue on assessments of child protection in emergencies, conflict affected and unstable contexts.

We are grateful for the contributions of staff from across the World Vision Partnership, specifically World Vision UK, the global technical advisors, and members of the CPHA ADAPT Reference Group. We are also grateful to the World Vision Lebanon Beirut and Akkar child protection team and World Vision Uganda child protection team in Kampala and the West Nile response teams and the community members, stakeholders and children, who participated in field testing the tools.

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Cover photo: WV Lebanon - Akkar Child Friendly Space

[1] The first draft of CP ADAPT was prepared by the World Vision Asia and Pacific Child Protection and Focus Team. It has since been revised by the Global Centre Child Protection Team and the Integrated Programming Effectiveness Team, with input from the other WV Regions, WVUK, WVUS and support from WV Canada. While a new version of CP ADAPT was released in 2016, since its implementation in 2011 CP ADAPT has been used in 43 contexts, including 6 fragile contexts.

Table of Contents

Acknowledgments 1

Introduction 4

What is the CPHA ADAPT? 5

Structure of the tool 6

PART A: 9

CONTEXT ANALYSIS 9

CONTEXT ANALYSIS: DATA SOURCE, METHODS USED, AND SELECTION CRITERIA 10

SECTION 1: NATIONAL LEVEL CHILD PROTECTION SYSTEM ASSESSMENT 14

NATIONAL CHILD PROTECTION SYSTEM ASSESSMENT TOOLS 16

SECTION 2: LOCAL LEVEL CHILD PROTECTION SYSTEM ASSESSMENT 147

LOCAL LEVEL DATA COLLECTION TOOLS 19

SECTION 3: COMPILATION AND ANALYSIS 20

ANALYSIS TOOLS 21

PART B: 22

STRATEGISING FOR CHILD PROTECTION 22

Using the context analysis in programme planning and adaptation 23

Debriefing with stakeholders 24

ANNEXES

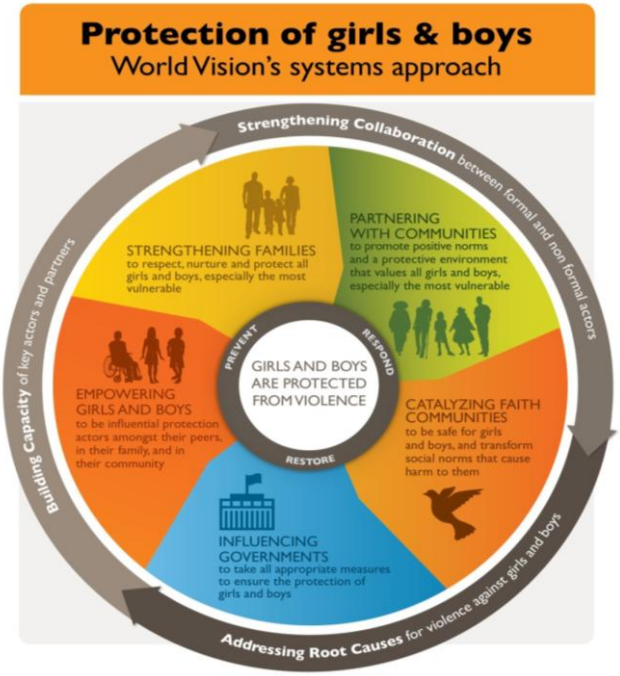
INTRODUCTION

Violence[2], abuse, exploitation and neglect can have devastating impacts on all aspects of a child's well-being, from a child's very survival to child's overall development. It slows economic development of communities and nations and it gradually destroys social capital. Fragile contexts[3] are some of the world's most dangerous places to be a child. Yet, today two billion people live in countries where development outcomes are deeply affected by fragility, conflict and violence. Most vulnerable children[4], bear the brunt due to breakdown of the protective environment.

Child protection issues are complex with no single cause and no single solution. A wide array of variables and factors can influence the protective environment for children and families including social norms and practices as well as broader structural and systemic factors such as poverty, vulnerability, conflict and fragility. In order to design and develop contextually relevant and appropriate programmes for prevention and response to child protection, it is essential to understand both the root causes and drivers and their subsequent impact on children and families' well-being in a given context.

World Vision's *Child Protection & Advocacy (CP&A)* project model uses a systems approach to address root causes of violence against girls and boys. Key actors from across the ecology are empowered to work together to strengthen a protective environment that cares for and supports all children, especially the most vulnerable.

A **child protection system** is a set of coordinated formal and informal elements working together to prevent and respond to abuse, neglect, exploitation and other forms of violence against children.



This graphic represents World Visions Systems Approach for the protection of girls and boys which:

- Uses three foundational principles (outer circle)
- Works with main actors (coloured layer)
- Emphasises strengthening the continuum of care (prevention, response/ protection and restoration)

so that girls and boys are protected from abuse, neglect, exploitation and other forms of violence. (See more information on WV Systems Approach)

[2] Violence: The use of force or power to harm and/or control someone. Violence is defined as all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse and exploitation, trafficking, child labour, cyber abuse and child marriage.

[3] "In fragile contexts, children suffer extreme levels of violence, exploitation, abuse, and neglect. These are called 'fragile contexts' because political and social pressure make them vulnerable to conflict and have fractured the institutions that should protect children. Fragility can cover many nations or only a few neighbourhoods and can change rapidly." (WV definition of fragile contexts, May 2018)

[4] Most vulnerable children are girls and boys who experience two or more of the following criteria: extreme deprivation, abusive or exploitation relationships, discrimination, disability, catastrophe or disaster.

WHAT IS THE CPHA ADAPT?

The **Analysis, Design and Planning Tool for Child Protection in Humanitarian Action (CPHA ADAPT)** was specifically designed for contexts of humanitarian crises to assist with the identification, prioritisation and analysis of child protection issues in order to inform programme priorities, design and overall strategies.

The CPHA ADAPT is a streamlined context analysis tool that integrates national systems analysis with a local level process of engagement and assessment for improving the protection of girls and boys. The CPHA ADAPT seeks to build on existing community assets, capacities and aspirations complemented by programmes and services. The analysis can assist humanitarian actors in designing programmes intended to strengthen the child protection system – both formal and informal[5] and reduce the risks of undermining them, in keeping with the Minimum Standards for Child Protection in Humanitarian Action (CPMS)[6].

When can you use it?

The CPHA ADAPT can be used from preparedness and contingency planning to response and early recovery including in fragile contexts and situations of protracted instability[7]. However, there may be situations where it is not appropriate to undertake the CPHA ADAPT such as in an immediate onset emergency or where access and security are concerns[8]. The frequency of conducting CPHA ADAPT will depend on the context, both in terms of what is possible and feasible given staff time and capacity, but also depending on changes in the environment which may influence child protection needs and strategies for prevention and response. This is especially important given the often highly fluid and changing nature of humanitarian and fragile contexts.

Who can use it?

The CPHA ADAPT needs to be adapted to fit the context where the analysis is being conducted, based on the objectives of each step. Similarly, the geographic scope of undertaking the CPHA ADAPT will depend on the needs, scale of the programme and what is feasible within the local team. It is recommended to sample the areas where there is highest number of most vulnerable children. While all attempts have been made to make the tools in CPHA ADAPT as straightforward and self-explanatory as possible, it is encouraged that experienced and skilled child protection and design, monitoring and evaluation specialist should support the process of analysis and design (whether remote support or in-country). For World Vision, the Child Protection and Participation Technical Service Organisation (CPP TSO) may provide technical support where capacity is limited. In addition to the capability required, budget to conduct the CPHA ADAPT should be allocated, ideally built in as part of the assessment process for the programme.

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[5] Formal" refers to established or sanctioned by the government and guided by laws, regulations or policies (World Vision, 2011, "A Systems Approach to Child Protection: A World Vision Discussion Paper). "Informal" mechanisms generally do not have government mandates for the protective mechanisms they fulfil. They may include, for example, extended family and kinship care, religious and cultural groups, friends, neighbourhood support networks etc. (Save the Children, 2010 "Child Protection Initiative: Building rights based national child protection systems: a concept paper to support Save the Children's work").

[6] https://alliancecpha.org/en/CPMS_home

[7] This is specifically applicable for contexts in Adapt and Thrive dials of the Fragile Context Programming Approach.

[8] The pilot version was also used for the Child Protection & Advocacy in Fragile Context Action Learning held in Jordan for the Syria Response and for the It Takes a World Campaign Planning in the Central African Republic and the Democratic Republic of Congo

STRUCTURE OF THE TOOL

The CPHA ADAPT consists of two parts[9]:

PART A: Context Analysis

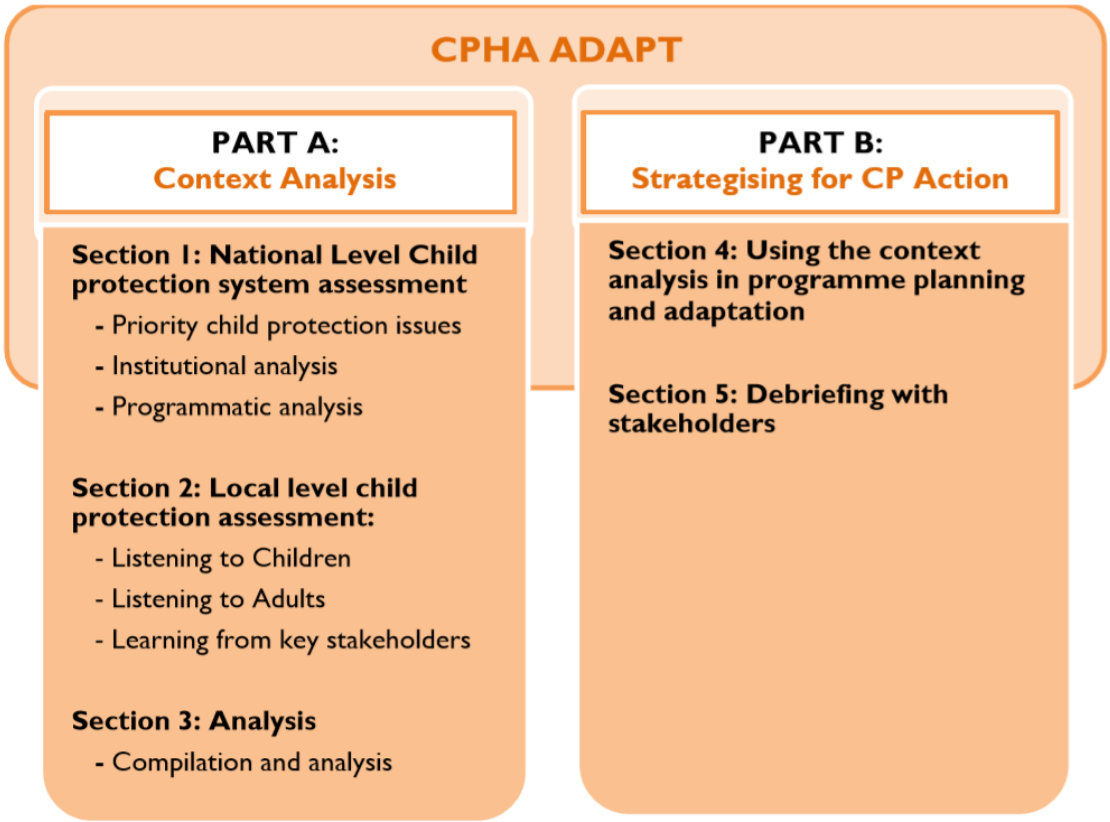
Part 1 aims at producing a context analysis which makes sense of the national level child protection system assessment and the local level child protection assessment. This overlap and triangulation are critical for fully understanding child protection issues and priorities in a given context, the root causes of why these issues emerge and existing child protection mechanisms and services (both in theory and in practice).

PART B: Strategising for CP Action

Part 2 will build on the evidence generated to develop a meaningful context analysis and inform programme adaptation in alignment with the Fragile Context Programme Approach (FCPA)[10].

In particular, assessment findings will be useful for the sector specific scenario planning designed to preposition the programme for a specific shift in the context affecting the response. While the analysis feeds into specific CP project/sector approach, the findings could also be relevant and useful for other sectors to encourage an integrated multi-sectoral response which is essential in fragile context.

Each section contains suggested guidance and/or tools aimed at supporting the analysis team in undertaking the CPHA ADAPT. The table below illustrates what the different sections of the toolkit are intended for.



[10] See A BRIGHTER FUTURE FOR THE WORLD'S MOST VULNERABLE CHILDREN IN THE MOST DIFFICULT PLACES World Vision working paper on addressing fragility by realizing the transformational potential of linking Humanitarian, Development and Peacebuilding* efforts

BRIEF DESCRIPTION OF EACH PART OF CPHA ADAPT

PART A: CONTEXT ANALYSIS

Section 1: National Level child protection system assessment
This part of the tool collects and analyses data on strengths and gaps in the formal child protection system. The national level assessment aims to understand perceived child protection priorities, resources and capacities and existing structures and services and how they function, highlighting possible discrepancies between the system in theory and in practice.

National Level CPHA ADAPT is an essential background for assessment and analysis at the local level, first of all because programme staff and local partners must understand the overall child protection system in the country and how it is meant to function at the local level. In some cases, the field office may have done a CP ADAPT which should be reviewed and understood in the context of the changes as a result of the humanitarian crisis.

Section 2: Local Level child protection assessment
This part of the tool is intended for the local level child protection assessment. The primary purpose of the local level assessment is to understand the perspectives of children, families and local level child protection stakeholders what their child protection issues and priorities are, what the root causes of these issues are and what protective assets and capacities exist. Emergency/instability leads to break down of these capacities and as such, it is important to listen to local level stakeholders how they are impacted and what could be done to help restore these protective assets.

This process is an opportunity for mobilizing partnerships between local child-focused actors and establishing a shared understanding of child protection needs and priorities and the most relevant and appropriate approach to meeting these needs in a given context.

Section 3: Analysis
Making sense of the national level and local level assessment, and answering the question of *What does this information tell us?* The context analysis will focus on perceived issues, their root causes and existing systems (both formal and informal) to prevent and respond to these needs. The context analysis may reveal discrepancies between the national child protection system and local level assessment findings (for example, fundamental differences in perceived child protection priorities, capacity gaps, what exists in theory and practice etc.).

PART B: STRATEGIZING FOR CHILD PROTECTION

Section 4: Includes a suggested process for the analysis team to reflect on all of the information that has been gathered and think about potential strategic directions and implementation plans and changes to programming that will address the prioritised root causes.

Section 5: Debriefing with the community and sharing the findings with those who participated in the data collection and other key stakeholders and actors. This process contributes to increasing the ownership over the analysis process and its results. It includes a presentation of the results and dialogue for suggested approach to the programme to respond to the priority gaps. It also encourages community members to reflect on and provide feedback ways community stakeholders can play a role and contribute.

Ethics

The best interest of the participants in all steps of the process must be safeguarded and risks are proactively identified with appropriate mitigation measures put in place. Staff leading the process must adhere to the ethical principles provided in this toolkit and in the guidelines available in the various steps. The Quick Reference Guide summarises the ethical principles in using the tool. In all steps and activities, staff involved must comply with the Safeguarding Protocols in place.

Timeframe

The time required may depend on the context where the process is to be undertaken. Learning from the trials, the following suggested timeframes should be considered:

- Orientation training: 2 days
- Preparation for the data collection: 2-3 days
- National Level data collection and analysis: 1-2 weeks
- Local Level data gathering: 1-2 weeks
- Data compiling and analysis: 1-2 days
- Identification of the strategies for action: 2-3 days
- Debriefing: 1 day
- Report writing: 3-4 days

Budgeting considerations

When budgeting for the process, the following items should be considered:

Analysis	Type of Cost
Preparation and Orientation training	Training venue and materials Transportation, food, and accommodation for participants Translation of tools
National Level data gathering	Fees for consultant/technical specialist if needed
Local-level data gathering	Workshop venue for boys and girls and materials Transportation, food/accommodation for participants
	Workshop venue for men, women and youth and materials Transportation, food/accommodation for participants
	Focus group discussions – transportation, venue, refreshments for participants
	Key informant interviews – transportation for analysis team
Analysis phase	Venue and materials, transpiration, food and accommodation for analysis team
	Fees for consultant/technical specialist if needed
	Travel costs for regional office advisors/technical specialists, or consultants
Debriefing with community	Venue, material, transportation and refreshments
	Printing of the final CPHA ADAPT report

PART A:
CONTEXT ANALYSIS

CONTEXT ANALYSIS: DATA SOURCE, METHODS USED, AND SELECTION CRITERIA

NATIONAL CHILD PROTECTION SYSTEM ASSESSMENT						
Tool #	**Data source**		**Method**	**Time**	**Selection criteria**	**Notes**
NI A NI B NI C	Existing literature, secondary data	○ Existing child protection assessments (for example Child Protection Rapid Assessment (CPRA) – both internally and wider inter-agency) ○ Wider sector and inter-agency assessments undertaken (for example the 'Good Enough Context Analysis for Rapid Response' tool (GECARR)[11], Making Sense of Turbulent Context (MSTC)[12] ○ Child Protection System Mappings by Unicef, other organisations ○ CP ADAPT already undertaken ○ CP data from the World Vision strategy and landscape assessment ○ World Vision national office most vulnerable children (MVC) mapping ○ Relevant laws and regulations ○ CRC Reports: Government and Shadow ○ Concluding Recommendations of the CRC ○ CP Index tool ○ Relevant reports and research from both national and international organisations, including within World Vision. Regional Refugee and Resilience Plan (3RP – where relevant) or other	Primarily through desk review, possibly complimented with some key informant interviews where relevant and appropriate	2 weeks	Not older than 5 years. From Government, relevant UN agencies, the Child Protection Working Group (CPWG), other INGOs, key national NGO's involved in CP, Academic sources.	As a matter of preparedness, a country should have a national child protection system assessment / mapping done. In addition, there may be other assessments undertaken internally in World Vision (such as the GECARR, MSTC) or with other inter-agency partners (such as the CPRA). Critically review the data, and consider the approach to the reports, understand different interpretations. Where data is not available some rapid primary data collection might be needed – possibly through a series of key expert interviews.

[11] The GECARR is a World Vision context analysis tool that provides a macro-level analysis of a country or a specific region in anticipation of a crisis. See https://www.wvi.org/peacebuilding-and-conflict-sensitivity/publication/good-enough-context-analysis-rapid-response

[12] MSTC is a tool for national level analysis on the root causes and future scenarios of violent conflict. See https://www.wvi.org/publications/peacebuilding-conflict-sensitivity/making-sense-turbulent-contexts-mstc

		humanitarian, fragile context coordination and response plans ○ Thematic reports (related to the humanitarian context, protracted crises or the development context)				
N1 B N1 C	Key informant interviews (Optional)	Selected experts (up to 3)	Semi Structured Interview	1.5 hours	In depth knowledge and understanding of the child protection system in country capable of an independent view; Ensure different perspectives;	Where data is not available some rapid primary data collection might be needed. This may not always be necessary depending on available literature and data.
		Child protection stakeholders (including development actors and those operating in a humanitarian context or protracted crises)	Group Interview	1.5 hours	In-country Child Protection Working Group (CPWG) or equivalent CP specific coordination group/ forum for example the Child Protection Network, where relevant including government	

LOCAL LEVEL CHILD PROTECTION ASSESSMENT

Tool #	Data source		Method	Time	Selection criteria	Notes
L1	Participants of child friendly space (CFS), group activities for child well-being and other child focused activities or services (where relevant)	Girls (8-10 participants) Boys (8-10 participants)	Focus Group Discussions	2.5 hours	Children aged 12 – 17 years. Representing a diversity of socio-economic statuses; ability/disability; if relevant in-school and out-of-school children and ethnic, religious, or cultural diversity if appropriate. Avoid members of same family. Representation of the most vulnerable as determined by the national office mapping or previous assessments.	Inclusiveness and diversity is important BUT it does not always work in one single group – for example it may not be appropriate to have certain ethnic groups represented in a combined group, or children that are school going and non-school going children in one group. This should be determined by the assessment team when planning the local level data collection. If you have concerns in the local context, then Organise more groups. Do consult with hard to reach children (out of school, child with disability, etc)

						FGD should be timed to minimise disruption to school, work and chores). In a context without CFS, it may be more appropriate to define this as children who access services.
L1	NON -participants of child friendly space (CFS), group activities for child well-being and other child focused activities or services	Girls (8-10 participants) Boys (8-10 participants)	Focus Group Discussions	2.5 hours	Children aged 12 – 17 years. Representing a diversity of: socio-economic statuses; ability/disability; if relevant in-school and out-of-school children and ethnic, religious, or cultural diversity if appropriate. Avoid members of same family. Representation of the most vulnerable as determined by the national office mapping or previous assessments.	Inclusiveness and diversity is important BUT it does not always work in one single group – for example it may not be appropriate to have certain ethnic groups in one group, or children that are school going and non-school going children in one group. This should be determined by the assessment team when planning the local level data collection. If you have concerns in the local context, then Organise more groups. Do consult with hard to reach children (out of school, child with disability, etc) FGD should be timed to minimise disruption to school, work and chores). In a context without CFS, it may be more appropriate to define this as children who do not have access to services.
L2	Parents	Women (8-10 participants) Men (8-10 participants)	Focus Group Discussions	2.5 hours (including debrief)	Parents or caregiver (kinship / foster) whose children are currently between 0-18 years old. Representing a diversity of: socio-economic statuses (including extremely poor people); education levels; and ethnic, religious, or cultural diversity if appropriate. Avoid members of same family. Representation of the most vulnerable as determined by	Inclusiveness and diversity is important BUT it does not always work in one single group – for example it may not be appropriate to have certain ethnic groups represented in a combined group. This should be determined by the assessment team when planning the local level data collection. If you have concerns in the local context, then Organise more groups to allow for ease of discussion. Do consult with hard to reach people

					the national office mapping or previous assessments.	(people from certain ethnic groups, with disability, etc)
L3	Formal child protection stakeholders	Administrative leaders (up to 4), members of the local formal child protection committee	Group Interview	1.5 hours	The administrative authorities of the area	In some contexts, it may be appropriate to have a separate group for the formal child protection groups/stakeholders from other stakeholders in the informal groups in order to encourage openness.
L4	Faith representatives	Faith leaders (up to 4)	Focus Group Discussions / Group interview	2.5 hours (including debrief)	Most relevant faith leader in the communities. Multi-faith if appropriate.	In some contexts, it may be appropriate to have a combined group of 'community leaders' which includes customary/ traditional leaders and faith leaders. While in other contexts it may be more appropriate to separate these two respondent groups.
	Customary authorities	Customary and traditional leaders (up to 4)	Focus Group Discussions / Group interview	1.5 hours	The recognised customary or traditional community leaders; in some cases, these could be those who make decisions on certain aspects of the lives of the members of the community, refugees (eg. *Shawish* in informal settlements in Lebanon)	In some contexts, it may be appropriate to have a combined group of 'community leaders' which includes customary/ traditional leaders and faith leaders. While in other contexts it may be more appropriate to separate these two respondent groups.
NL1 NL2			Compilation and analysis	1-2 days		This involves bringing together and making sense of the data collected from the national and local levels.

SECTION 1: NATIONAL LEVEL CHILD PROTECTION SYSTEM ASSESSMENT

Overview

The national child protection system assessment is an essential component of the CPHA ADAPT, without this component a comprehensive approach to relevant and appropriate programme planning and design is not possible. Regardless of whether programmes are predominantly focused at the local level – understanding the wider national system for child protection and the potential interactions between the formal and informal systems is critical in understanding the opportunities and challenges for systems strengthening. For example, understanding how government bodies, laws, policies or funding allocation do or do not correspond to the priorities and perspectives at the local level. Where a CP ADAPT has been previously completed, the analysis team should build on the information.

Objectives

The national child protection system analysis should answer essential questions in two areas:

- **An institutional analysis**
  - the institutional organization (services planned) as set out in laws and policies
  - the actual services available including resources and capacities
  - the community mechanisms and practices, wide-spread and common attitudes that influence and affect broader population worldviews and beliefs related to protection of girls and boys (to be triangulated with local level assessment)
  - identify key actors in the national child protection system addressing issues faced by boys, girls and families as well as their relationships and power dynamics

- **A programmatic analysis**
  - the key child protection issues faced by most vulnerable girls and boys and families in general, and/ or as part of the humanitarian crises
  - the issues the national system has committed to tackle
  - the issues the national system is actually tackling
  - The approach to addressing child protection problems
  - the process actually taking place to address issues (and the scope of problems addressed)
  - The wider inter-agency child protection strategies which may be present (i.e. child protection working groups, humanitarian coordination platforms etc.)

Key considerations

Population movements may import or overlay two or more sets of child protection systems in one location. In contexts of refugees, internally displaced persons and/ or other migration contexts children and families may be excluded by existing national and local systems for example due to lack of documentation, legislative and procedural exclusion, or the system is not equipped to address the needs of additional populations etc. Similarly, customs and social norms from the place of origin may be maintained and transformed as populations settle into camps or host communities with different systems and culture. Populations may transport with them community level protective actions. There may thus be an overlaying and adaptation of two systems – one from the place of origin and the other from the host setting

Who should lead the process?

It is suggested that the WV national child protection technical lead/specialist (sometimes supported by a consultant or WV's technical CP staff eg. TSO) leads the process. This can be carried out largely remotely in support to the local office without stretching the capacity of the teams on the ground. As capacity allow, specialists on gender and disability should also support in the analysis.

Please note in some instances it may be appropriate and desirable to conduct the assessment and analysis as part of an inter-agency initiative. This can be a positive approach in widening data collection efforts, strengthening inter-agency partnerships and ensuring shared understanding and ownership of findings between agencies in the child protection sector. In cases where the CPHA ADAPT is undertaken as an inter-agency initiative it is suggested that a shared memorandum of understanding is developed outlining a shared understanding of the objectives of the assessment and stipulated roles and responsibilities.

Efforts should always be made to share the findings of the CPHA ADAPT with other agencies working in the CP sector in-country.

Suggested Process

- Collect the existing secondary data sources mapping the child protection system of the country (both secondary data on the formal and informal elements for child protection).
- Use the assessment tools to start to gather your data and ask questions
- Compile the data from identified sources and organise accordingly using the tools provided.

Time

1-2 weeks

NOTE: There might be situations when child protection national level data, such as national prevalence rates on child marriage, may be hard to access. If major information gaps are identified hindering the completion of the National Level Analysis, the analysis team may decide to compliment the secondary data through additional information gathering such as key informant interviews (KIIs) and focus group discussions (FGDs) with key stakeholders and experts at the national level. You may wish to use similar questions to those used through the FGDs and KIIs for the local level ADAPT.

NATIONAL CHILD PROTECTION SYSTEM ASSESSMENT TOOLS

Purpose	This tool is used to organise the data generated through desk review, some selected interviews on the country's situation on: • prevailing issues related to child protection • essential features of the child protection system.	
How to use the tool	1. Based on available assessments, quantitative data and mapping documents identified fill in the **Tool N1A – Child protection issues and priorities** child protection issues in the country. Based on prevalence rates and coverage (where available), identify the main 5 prevalent issues, and note at the bottom all other less prevalent issues. Include specific aspects such as particular affected population/groups. Then on a comparative analysis proceed to answering the questions listed at the bottom of the tool. 2. Using identified reports and mapping documents, and integrating with selected interviews, answer questions regarding the **Institutional analysis (Tool N1B).** Then proceed to answering questions regarding **Programmatic Analysis (Tool N1C**). Please note if the CP ADAPT has already been conducted in country, the assessment should build on the information already available and analysed.	
Tools	**Tool N1A**	Child protection issues and priorities
	Tool N1B	Institutional analysis
	Tool N1C	Programmatic analysis

SECTION 2: LOCAL LEVEL CHILD PROTECTION ASSESSMENT

Overview

Part Two of CPHA ADAPT provides guidance for local level child protection assessment and analysis. This part of the CPHA ADAPT helps to identify the issues that concern children first. It also helps to gain a shared understanding at the local level on root causes for abuse, neglect, exploitation and violence, as well as recognise the existing strengths and protective factors that keep girls and boys safe from violence.

Objectives

To understand the child protection issues and systems at the local level including both the informal systems and potentially how the formal system works at the local level. Key questions to be answered include:

- ✓ What types of child protection issues are prevalent?
- ✓ How are these child protection issues prioritised?
- ✓ Why do these child protection issues occur (root causes and contributing factors)?
- ✓ Which children are more likely to experience these child protection issues, and which children are less likely to experience these child protection issues – and why?
- ✓ Who helps/ provides support to children and families facing these issues and what do they do?

Methods

Interactive focus group discussions and group interviews with children, parents/ caregivers, faith leaders, customary/ traditional leaders, local authorities and key child protection stakeholders. Using tools such as problem tree, ranking and interview guides.

For focus groups, see guidance on sampling and selection criteria (page 11 – Data Source, Methods Used and selection Criteria). Consider if children's groups may be further divided according to age range eg. 12-14 and 15-17 to ensure maximum participation. Decide on the geographic area to be covered based on the local vulnerable children mapping and relevant assessments as well as in consultation with local stakeholders.

Who should lead the process?

Local WV programme staff, with local partners and where relevant and possible also key community stakeholders. A technical CP specialist should oversee the data collection. It is strongly recommended that at a minimum someone with experience in local level data collection and ideally the tools themselves provides a detailed orientation to the data collection team and participates in the first 2 groups. Support can otherwise also be carried out remotely with daily contact with the data collection team and systematic and ongoing review of notes.

It is recommended that female facilitators are allocated for the girls'/females' group and male facilitators for the boys'/males' group. There should be at least two facilitators for each group (one facilitating, one note taking).

Please note in some instances it may be appropriate and desirable to conduct the assessment and analysis as part of an inter-agency initiative. This can be a positive approach in widening data collection efforts, strengthening inter-agency partnerships and ensuring shared understanding and ownership of findings between agencies in the CP sector. Efforts should always be made to share the findings of the CPHA ADAPT with other agencies working in the CP sector in-country.

Planning and Logistics

- Identify assessment team members including roles and responsibilities within the team (i.e. facilitators, note-takers, translators, logistical support etc.).
- Identify appropriate safeguarding protocols and practices in your given context including protocols for referral for any instances of disclosure of abuse during data collection. Also review the Ethics Reference Guide (see page 8 – Ethics)

- Train the data collection team on data collection tools, facilitation, ethics, safeguarding guidance.
- Ensure local partners and staff involved in organizing groups, logistics and those participating in data collection are thoroughly briefed on the: objectives, expected outcomes, and planning (including detailed information on selection criteria) in advance of data collection.
- Reach agreement on the locations, types and compositions of groups/individuals to be engaged within the primary focus areas for assessment
- Consult and inform key stakeholders and duty bearers identified during the national level CPHA ADAPT, especially any identified 'gatekeepers' that may be present at the local areas. These key stakeholders and duty bearers could also be assessment team members.
- Secure informed consent from child participants (see template on Annex 4)
- Conduct a risk assessment for the activities with children (see Risk Assessment Tool on Annex 5)
- Compile a detailed schedule for the field work, including travel arrangements.
- Facilitators and note takers should be familiar with and adhere to the 'Guidance for Facilitators' in Annex 1 and 'Guidance for Note Takers' in Annex 2.
- Organise translation when and where necessary
- Organise daily team debriefings to discuss findings from the discussions, what worked well, things that perhaps didn't go so well (tools or other logistical issues), planning for next groups etc.

Time

1-2 weeks

Materials

Cut out of birds (see Annex 3), flip-chart paper, markers (assorted colours), papers/index cards, tape, colouring pencils, notebooks, ball point pens and refreshments.

Putting together a report

After summarising the findings generated from local level data, it is recommended to develop the CPHA ADAPT summary report that can be shared with communities and stakeholder, including a child-friendly version.

A problem tree describing the child protection issues, root causes and children most (yellow bird) and least (blue birds) affected by the issues, from the girls' group in WV Lebanon pilot.

LOCAL LEVEL DATA COLLECTION TOOLS

Purpose	This tool is used to guide local staff and partners in collecting information on the views of children, parents/caregivers, local level stakeholders on: • prevailing community child protection issues and root causes • existing protective factors that keep girls and boys safe from violence.	
How to use the tools	There are three steps in conducting the local level analysis: Step 1 - Listening to Children Step 2 - Listening to Adults Step 3 - Learning from key stakeholders Once arrangements have been made for the focus groups and interviews, use the tools provided here to guide the discussions with stakeholders. Additional pointers on disability and gender sensitive workshops are also provided to guide facilitators.	
Tools	Step 1 **Tool L1**	**Note:** There are two ways in which the first two steps could be done: Option 1: Conduct Step 1 using **Tool L1 – Listening to Children**. Conduct Step 2 using Tool L2 (Option 1) – where issues identified and prioritised by children from this step are validated in the adults/parents/carers' group, and root causes further discussed and ranked. Results from the children's groups and adults' groups are compiled and compared in the analysis. Option 2: Conduct Step 1 using Tool L1, then conduct Step 2 following the same process using Tool L1. Results from the children's groups and adults' groups are compiled and compared in the analysis. It is highly encouraged that the steps are not interchanged – facilitators should always start with Step 1 Listening to Children, followed by Step 2 Listening to Adults.
	Step 2 **Tool L2**	**Listening to Adults**
	Step 3 **Tool L3**	**Learning from formal child protection stakeholders**
	Step 3 **Tool L4**	**Learning form informal child protection stakeholders**
	Additional pointers for facilitators	Pointers for disability inclusive workshop/group interview Pointers for gender inclusive workshop/group interview

SECTION 3: COMPILATION AND ANALYSIS

Overview

The analysis phase aims to make sense of all the combined assessment data from the national and local level. The result of this phase is a CPHA ADAPT analysis document which is used as the basis for programme planning and adaptation.

The compiled context analysis data is organised to look at:

1. Issues and problem frames
2. National child protection system framework, services and capability (including budget/ resources)
3. Functioning service & support mechanisms (formal & informal)
4. Community practices and perspectives

Objectives

- Analyse the data generated through national and local assessments
- Compile the conclusions in a CPHA ADAPT report

Preparation for this step

Collect all the information and data from the national and local assessment. Assemble the entire team for a one to two-day analysis workshop.

Methodology

- Compiling all data generated through National and Local levels
- Reflection and triangulation of data and information. Discussion on the trends and differences, highlighting key contextual features.
- Capturing and carefully documenting the analysis to be articulated in the CPHA ADAPT analysis.

Who participates

- Analysis team (involving people who worked on the national and local level assessments)
- Other member organizations of Child Protection and Advocacy (CP&A) Group and key stakeholders, as appropriate and feasible in the context.

Time

- 1 day context analysis
- 1 day pulling together the overall findings

Suggested process

Bring together people that have conducted the national child protection systems assessment and people that have worked on the local child protection assessment. Begin by considering which child protection issues emerged as the most important – why and by who? Consider the potentially different perspectives of stakeholder groups i.e. government, children, caregivers, traditional leaders etc.

Together, the group will discuss the analysis questions which will be summarised following the Context Analysis Summary tool. This centres on the context features critical to the planning and strategy phase.

One person will take the lead in reporting the reflections and analysis in the CPHA ADAPT analysis report, and ensure the wider team reviews it before finalization. The report is meant to be succinct yet reflect the complexities of the situation. It should capture the opportunities and challenges in the given context and the key features to be factored in planning or programme adaptation. Details can be referenced to the documents from national and local assessments (as an annex to the report).

COMPILATION AND ANALYSIS TOOLS

Purpose	The tools are used to review and analyse the key issues related to violence against children (VAC) identified during the national and local level assessment as well as the root causes. It can also help with prioritization of the issues that need to be addressed in the humanitarian programme.	
How to use the tools	It this suggested that the analysis is conducted as a workshop with the CPHA ADAPT team. Ensure there is a note taker appointed to document the analysis and discussions and that the information are included in the CPHA ADAPT report. **Part 1: Priority child protection issues** 1. Recreate the **Table A** on **Tool NL1** on flipcharts 2. Assign 2-3 people to review the results for each category and transfer the key VAC issues onto the table. Ensure that the children's/adults' words are copied verbatim. Add as many groups of respondents as included in the available compiled data sheets. 4. What are the VAC issues that are most frequently mentioned? Make a note of these by placing a star next to that item. Specify up to 5 most common/frequently mentioned by multiple groups VAC issues. 5. Make a note if there are any differences between issues identified by children and adults, as well as between male and females. If there are significant differences, discuss why this might be the case. You can see an example of a completed table in Tool NL1. **Part 2: Root causes and strengths and gaps of protective environment** 1. Transfer the VAC issues from the Matrix table completed in Part I (Tool NL1) into the **Table B** in **Tool NL2.** Indicate which issues were identified by children by placing a symbol next to the text (a circle, triangle, square, etc.) 2. Using the information from compiled sheets from all the groups from local level (using primarily the "common causes" category) and national level system analysis tool, note the causes for various actors - various level of protective environment - for each of the issues into the **Table B in Tool NL2**. 4. At the bottom row of the table, note the common causes for various VAC issues relevant to each "Actor" category. At the very right column note the common causes for each of the VAC issues across various "Actor" categories. 5. Similarly to Root Cause Gaps note the Root Cause Strengths in **Table C in Tool NL2.** 6. After filling in the root causes discuss the links or relationship between the causes using the guide questions in **Tool NL2**	
Tools	**Tool NL1**	**Priority child protection issues**
	Tool NL2	**Root causes and strengths and gaps of the child protection system**
	Sample Report Template	Sample Template CPHA ADAPT

PART B:
STRATEGISING FOR CHILD PROTECTION

SECTION 4: USING THE CONTEXT ANALYSIS IN PROGRAMME PLANNING AND ADAPTATION

Overview

After completing the context analysis, it will be important to think through what the implications are for the programme. This can be done in multiple different ways depending on the needs and capacity of the office.

The analysis informs the design of a specific child protection intervention or adaptations in existing child protection programme. In fragile context programming, CPHA ADAPT should feed into scenario planning for Child Protection and Advocacy (CP&A) (See WV Guidance on Scenario Planning for CP&A in Annex 7) increasing the agility of child protection interventions against the ever-changing factors in the environment. As child protection responses in humanitarian action are being designed using the CPHA ADAPT findings, the interagency *Reflective Field Guide: Community Level Approaches to Child Protection in Humanitarian Action*[13] can be instrumental to stimulate reflection and consider how humanitarian child protection initiatives can be more community driven, create more effective and sustainable outcomes for children affected by crisis.

In some instances, it may be most appropriate to consider how the learning from CPHA ADAPT contributes to overall humanitarian programme strategy or fragile context programme including multi-sectoral/integrated sector programmes, by addressing child protection issues that can undermine other child well-being outcomes.

In other instances, the context analysis can be used to leverage advocacy and campaign efforts highlighting child protection needs. Data from the analysis can be shared with other humanitarian partners and networks to encourage dialogue on specific advocacy points to address systemic gaps. The analysis is also useful in opening up potential funding by presenting a credible reference of potential gaps and encouraging new investment to address them. Some contexts may wish to use the findings to inform a more detailed process of programme design over the medium to long-term such as influencing or re-designing a Pathway of Change (PoC) with consideration for programming in emergencies or fragile contexts.

[13] *The Reflective Field Guide* can be accessed through https://alliancecpha.org/en

SECTION 5: DEBRIEFING WITH STAKEHOLDERS

Overview

A debriefing meeting with the stakeholders and wider community is critical for increasing the public ownership over the process and its results. The debriefing process should include the sharing and validation of the analysis results and discussion on the outlined future steps. Consider organising a debriefing session with stakeholders at national and local levels.

Decisions on who to invite for debriefing are very important. Aim to bring together all the key duty bearers, stakeholders and community members that participated throughout the process. In addition, key duty bearers and stakeholders that did not participate but have crucial role in child protection should also be invited. All those who hold positions of relevant power and influence need to be invited, since this is also an important opportunity for them to hear the voices of children, and to be engaged in response.

Child participation at this meeting is also possible, if there are conditions for meaningful and safe participation. If child participation is not possible, a separate child-friendly debriefing should be held with children that participated in analysis.

A central part of the community debrief is to encourage the stakeholders, including girls and boys, to reflect on how well the potential solutions and designed steps forward are linked with addressing of the root causes identified. This is a process of verifying the findings and confirming the potentially outlined interventions.

Objectives

To validate findings and increase ownership over the process and its results.

Method

Debriefing Meeting

Who participates

- Participants in previous steps of the Local Level Child Protection Analysis
- Local government representatives
- Community/traditional leaders
- Religious leaders
- Police
- Teachers
- Health workers
- Social workers
- Children
- People from vulnerable groups

Team for Meeting

- Analysis team
- Documenters
- Logistics

Time

2-2.5 hours

Suggested preparation

Success of the debriefing session is highly dependent on well planned and prepared in advance process. Consider the following points as part of the preparation:

- Ensure participation of key stakeholders, duty bearers and community members that participated throughout the assessment process.
- Choose workshop team: facilitators, documenters, logistics from Analysis team and partners. Ensure that facilitators are familiar with the tools to be used and documenters understand what to record.
- Ensure appropriate, convenient and spacious venue
- Prepare in advance flip charts with compiled presentation of strengths and gaps of the root cause context analysis for child protection—possibly presented in the form the Circle of Risks and Strengths figures
- Consider printing a summary report, including a child friendly version to share during the debriefs.

Consider using the sample agenda to conduct the debriefing sessions (see Annex 6).

ANNEXES

Annex 1: Guide for Facilitators
Annex 2: Guide for Note Takers
Annex 3: Birds
Annex 4: Informed Consent
Annex 5: CP Risk Assessment
Annex 6: Sample Agenda debrief with stakeholders
Annex 7: Scenario Planning process Workshop Guidance

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