



TOOLKIT ON THE CONDUCT OF DIALOGUE ON LOCALIZATION OF HUMANITARIAN ACTIONS

THE PHILIPPINE EXPERIENCE 2021

TOOLKIT ON THE CONDUCT OF DIALOGUE ON LOCALIZATION OF HUMANITARIAN ACTIONS

ACKNOWLEDGEMENT

This toolkit has been prepared by the Ecosystems Work for Essential Benefits (ECOWEB), Inc. in partnership with Oxfam Pilipinas and Philippine Preparedness Partnership (PhilPREP) thru the Center for Disaster Preparedness (CDP).

This toolkit was developed based on the localisation dialogue for humanitarian actions in the Philippines that was undertaken from February to July 2021 through the collaborative efforts of ECOWEB, Alliance for Empowering Partnership (A4EP), Oxfam and UN-OCHA with support from UN RC/HC. This toolkit seeks to share the tools used and processes undertaken in the localisation dialogue in the Philippines with advocates of localisation of humanitarian actions.

This toolkit was prepared by the ECOWEB Program Development Unit led by **Carino V. Antequisa**, with overall supervision and inputs by ECOWEB Executive Director **Regina Salvador-Antequisa**, editing by ECOWEB Board member **Luz C. Sevidal Castro, Ph.D.** and design and layout by **Nikki Rose Dapanas, Jaztine Calderon, Erielle Esturas**, and **Rosianette Cadayong-Caalim**.

It was also made possible by inputs from A4EP Coordinator **Smruti Patel**, technical contributions from ECOWEB Coordinators **Renefe Padilla** and **Marilou Cezar** and technical review by Oxfam Pilipinas Country Director **Maria Rosario Felizco**.

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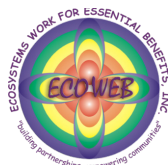
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FOREWORD

Together with our partners Ecosystems Work for Essential Benefits (ECOWEB), Inc., and the Center for Disaster Preparedness (on behalf of the Philippine Preparedness Partnership (PhilPREP), we are pleased to share this Toolkit on the Conduct of Dialogue on Localization of Humanitarian Actions: The Philippine Experience 2021.

Oxfam is a signatory to the Grand Bargain, the Charter for Change, and other agreements that aim to address imbalances and inequalities in the global humanitarian system.

As an organization committed to promoting and enabling local humanitarian leadership, we consider this dialogue on localization, as captured by the toolkit, extremely valuable in surfacing what localization means for different stakeholders and how we can move this from aspiration to reality.

The Covid-19 pandemic, and the ensuing restrictions on travel and mobility, made local humanitarian leadership even more urgent. And local actors, including NGOs, and community-based people's organizations, demonstrated once again their capacity to be at the forefront of humanitarian actions.

While global discussions are important, they will only be meaningful if they can be adopted and practiced at the country level, and lead to concrete and actionable resolutions.

We hope this toolkit captures the process that is needed to make such conversations at the country level possible, sustained, and ultimately, meaningful to vulnerable communities.

Maraming salamat!

Maria Rosario "Lot" Felizco

Country Director

Oxfam Pilipinas

MESSAGE FROM ECOWEB

This Toolkit captures the process of the country level dialogue on localization conducted in the Philippines in February to July, 2021. The dialogue was made possible through the active and determined effort of the collaborating agencies – Ecosystems Works for Essential Benefits (ECOWEB) Inc., Alliance for Empowering Partnership (A4EP), Oxfam Pilipinas, and UN Office for Coordination of Humanitarian Affairs (UN-OCHA) with support from the UN Resident Coordinator and Humanitarian Coordinator to the Philippines Gustavo Gonzalez.

This Toolkit is given flesh and form through the efforts, perseverance and patience of ECOWEB's team of writers, lay-out artists and editors. To them reserved the greatest gratitude and applause.

Special mention goes to the ECOWEB Program Development Advisor Carino Antequisa who was responsible for the drafting of the toolkit, and to ECOWEB board member Luz Sevidal Castro and Oxfam Pilipinas Country Director Maria Rosario Felizco for the overall editorial assistance and to Ms. Nikki Rose Dapanas and Oxfam team Jaztine Calderon, Erielle Esturas, and Rosianette Cadayong-Caalim for the layout of the toolkit. Thanks as well to Smruti Patel of GMI and ECOWEB officers Renefe Padilla and Marilou Morales for technical support.

The drafting and publication of this Toolkit is made possible with the financial support from Oxfam Pilipinas and Philippine Preparedness Partnership (PHILPREP) thru the Center for Disaster Preparedness (CDP) whose support enable this localization in action.

The inputs and recommendations for innovations of the tools in this Toolkit is contributed by all those who participated in the online surveys and virtual dialogue sessions whose names are listed in the Country level Dialogue Report.

Invaluable wisdom and insights were unselfishly provided by representatives of survivor groups, host communities and vulnerable groups. Without their active participation, the community-based designed tools could not be tested and ideas for innovation could not be discovered.

Finally, ECOWEB wishes to express thanks to all its staff and volunteers who contributed their time, talents, skills and patience in testing and administering the tools in the various activities of the country level dialogue.

Moreover, to all those we could not enumerate here, ECOWEB expresses its profound thanks and gratitude for all the suggestions, criticisms and inspirations openly shared to us. Without you and your invaluable thoughts, this Toolkit could not achieve fruition.

May this toolkit be of use to all other local actors who wish to initiate country level dialogues that aim to involve communities affected of crisis.

Great thanks to all our partners who believe and trust on the capacity of ECOWEB.

Regina "Nanette" Salvador-Antequisa

Executive Director, Ecosystems Work for Essential Benefits, Inc.
Iligan City, Philippines

MESSAGE FROM CDP

Localization is not just about empowering national and local actors to take the lead but also letting them act for the benefit of the communities who are greatly affected by disasters. The agenda for localization include an effective, cost-efficient, system-wide collaborative framework and mechanism that is set in place to operationalize a shared humanitarian agenda and to sustain humanitarian action built on existing opportunities, enhancing the central role of government and local actors at different levels. As a community, it is a mechanism to facilitate the continuing collaboration and linkage which is guided by a system-wide framework in a decentralized manner.

This toolkit is envisioned to encourage and equip more organizations and groups in pursuing the localization agenda. As more civil society organizations are amplifying their voices together with partner-communities, the movement for shifting the power to the local level gains foothold and influence in strengthening organizations to lead humanitarian and development in a synergized and coherent manner.

The toolkit also provides avenues and tools that will foster the mainstreaming of this endeavor for enhanced programming while strengthening localized action, which will hopefully serve as a precedent for future humanitarian action allowing the Philippines to shift the power to the local players.

The Philippine Preparedness Partnership (PhilPrep) expresses its pleasure in being able to take part in this endeavor. It will continue to support and work towards the realization of true localization.

Loreine dela Cruz

Executive Director, Center for Disaster Preparedness
Philippine Preparedness Partnership

USER'S GUIDE

This toolkit for the conduct of country-level dialogue on localization is based on the experience of the dialogue process and tools used in the Philippines. Some learning from the actual experience is also indicated in this toolkit which is designed for the leading organizations and facilitators of the localization dialogue process. This toolkit provides users examples on how to conduct an inclusive localization dialogue process that will not only involve the local and international humanitarian actors but also include the representatives of communities affected of crisis. This toolkit shares the tools and processes of the dialogue from the community to the national level.

The toolkit is composed of three main parts.

Part I provides the contextual background of the country-level dialogue on localization. This part offers a concise discussion of the Humanitarian System, the Grand Bargain Agreement (GBA) and the Localization Agenda under Workstream No. 2 of the GBA. It also aims to provide a broader understanding of the global context and direction of the national localization dialogue.

Part II provides an overview of the framework and design of the Philippines' country-level dialogue. This part discusses the seven most important elements of such dialogue: 1) background, 2) objectives, 3) process, 4) framework, 5) stakeholders and participants, 6) timeframe and 7) budget.

Part III provides the details of the 15 tools used in the four methods employed at the different stages of the dialogue process.

The four methods employed in the country-level dialogue include the following: a) community focus group discussion (community FGD), b) online survey, c) national online dialogue, and d) multi-stakeholder dialogue.

The toolkit provides details on the description, purpose, procedure and annexes for the tools used. The description and purpose of each tool are briefly described in a concise statement that gives a quick idea about the tool.

In the procedure part, details of the questions and the steps of using the tools are discussed thoroughly. For some of the tools, lessons learned and recommendations arising from the actual use of the tools are provided to serve as a reminder and guide in improving the tool based on the country context of its application.

The annexes include the details of the specific instrument in the form of tables and matrices in Word format that could be used or modified to suit the design and process of a particular country-level dialogue.

ACRONYMS

A4EP	Alliance for Empowering Partnership	LDP	Localization Dialogue Plan
ADPC	Asian Disaster Preparedness Center	LNGO	Local Non-Government Organization
APP	Asian Preparedness Partnership	MHT	Mindanao Humanitarian Team
BSD	Breakout Session Documentation	NAPC-VDC	National Anti-Poverty Commission- Victims of Disasters and Calamities
BSR	Breakout Session Report	ND	National Dialogue
CBO	Community-Based Organization	NDC	National Dialogue Coordinator
CDP	Center for Disaster Preparedness	NDR	National Dialogue Report
CLD	Country-Level Dialogue	NDRRMC	National Disaster Risk Reduction and Management Council
CSC	Community Score Card	NDS	National Dialogue Secretariat
COVID-19	Coronavirus Disease 2019	NGO	Non-Government Organization
CSO	Civil Society Organization	NNGO	National Non-Government Organization
DOS	Dialogue Output Summary	OCD	Office of Civil Defense
DSD	Dialogue Session Documentation	OSQ	Online Survey Questionnaire
DSI	Dialogue Session Input	PhilPREP	Philippine Preparedness Partnership
ECOWEB	Ecosystems Work for Essential Benefits, Incorporated	PINGON	Philippine International Non- Government Organization Network
EM	Explanatory Matrix	PO	People's Organization
FBO	Faith-Based Organization	Q	Questionnaire
FGD	Focus Group Discussion	RNL	Respondent's Notification Letter
FGD-QW	Focus Group Discussion - Questions and Worksheet	SDF	Seven Dimension Framework
FGD-STT	Focus Group Discussion - Schedule, Teaming and Tasking	SL	State of Localization
FT	Facilitation Team	SLSR	State of Localization Situationer and Recommendation
GBA	Grand Bargain Agreement	SPN	Survey Participants Notification
GMI	Global Mentoring Initiative	TQ	Theme Questionnaire
HCT	Humanitarian Country Team	UN	United Nations
IDP	Internally Displaced Person	UNDRR	United Nations Office for Disaster Risk Reduction
INGO	International Non-Government Organization	UN-OCHA	United Nations Office for the Coordination of Humanitarian Affairs
ISDR	International Strategy on Disaster Reduction	UN-RC/HC	United Nations Resident Coordinator / Humanitarian Coordinator
L&NCSO	Local and National Civil Society Organization		
LDD	Localization Dialogue Design		

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PART 1.

CONTEXTUAL BACKGROUND

A. THE HUMANITARIAN SYSTEM

The international “humanitarian system” includes a wide range of organizations, agency groupings and inter-agency processes that enable international humanitarian assistance to be channeled to locations and peoples in need. However, there is no formal “humanitarian system” as such. It is a term commonly used to capture the diversity of actors and mechanisms that contribute to the humanitarian effort. A wide range of organizations often refers to ‘the humanitarian system’ which includes United Nations (UN) agencies, the International Red Cross Movement, non-government organizations (NGOs) and donor agencies. These organizations are guided by certain humanitarian principles – humanity, impartiality, independence and neutrality – which arise from international humanitarian law (IHL).



“The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle, which should be enjoyed by all citizens of all countries.”



“Aid is given regardless of race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.”



“Humanitarian aid is not a partisan or political act and should not be viewed as such. Aid will not be used to further a particular political or religious standpoint... Humanitarian NGOs shall endeavor not to act as instruments of government foreign policy. Humanitarian NGOs are agencies which act independently from governments.”



“Humanitarian assistance should be provided without engaging in hostilities or taking sides in controversies of a political, religious or ideological nature.”

These humanitarian principles are not common to all agencies. For example, humanity, impartiality and independence are upheld by most while neutrality is claimed by the UN, Red Cross Movement and a small minority of NGOs only.

COMPOSITION OF THE HUMANITARIAN SYSTEM¹

In 2017, the total combined field personnel of the humanitarian sector numbered approximately 570,000. This represents an increase of 27% from the last State of the Humanitarian System (SOHS) report (450,000 in 2013). Growing numbers of national humanitarian workers appeared to drive this increase while the number of international (expatriate) staff remained stable. On the average across humanitarian organizations, this growth in personnel did not keep pace with the overall rise in operational expenditure.

The majority of funding continued to flow through UN agencies, with the World Food Programme (WFP), the UN High Commissioner for Refugees (UNHCR) and the UN Children’s Fund (UNICEF) being the three largest in terms of expenditure. Much of this funding was then passed on as grants to non-government organizations (NGOs). The WFP, UNHCR and UNICEF are among the largest agencies in terms of staffing although, for the first time, they were outstripped by an NGO, the Médecins Sans Frontières (MSF).

In 2015, UN agencies and NGOs spent similar amounts overall (\$16 billion for the UN and \$16.8 billion for NGOs). Expenditure by the Red Cross/Red Crescent Movement fell in proportion to both UN organizations and NGOs as a result of reduced expenditure by National Societies. The concentration of funding flowing through a small number of international NGOs continued, which was evident in previous SOHS editions, though it was less marked than in the past. In 2017, for instance, 23% of funding went through six large international NGOs, compared to 31% through five in the previous edition of the SOHS.

B. THE GRAND BARGAIN AGREEMENT

The Grand Bargain was originally established as one of three separate but interconnected recommendations of the UN Secretary General’s High-Level Panel on Humanitarian Financing, published in 2016: (1) reduce needs; (2) expand the resource base; and (3) establish a Grand Bargain between donors and aid organizations. The third pertains to a bargain in which the former would give better quality funds and the latter would be more transparent and more cost-conscious about how it spent those funds².

The Grand Bargain is an agreement among more than 50 of the biggest donors and aid providers worldwide. The Localization Workstream consists of the signatories to the Grand Bargain (including UN and donor agencies, INGOs, the Red Cross and Red Crescent Movement) and local actors. The IFRC and the Swiss Agency for Development and Cooperation are co-convenors of the Localization Workstream 6.

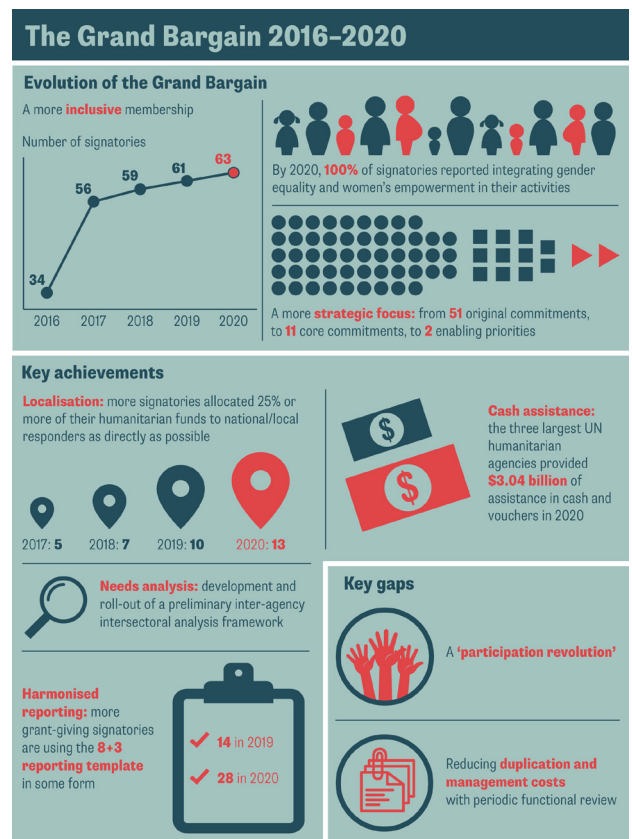


Figure No. 1. The Grand Bargain 2016-2020

1 <https://reliefweb.int/report/world/state-humanitarian-system-2018-edition>

2 <https://interagencystandingcommittee.org/system/files/2021-06/Grand%20Bargain%20Annual%20Independent%20Report%202021%20-%20Executive%20Summary.pdf>

Signatories have also maintained significant momentum under workstream 2 (localization) with high levels of activity over the five-year period, including the development of a comprehensive package of guidance and increasing strategic engagement by and with local actors at the field and headquarters levels.

Now accepted as a norm of international humanitarian action, there has also been a gradual expansion in the operational practice of localization beyond the early adopters. Increasing numbers of other signatories reported in 2020 on their efforts to support institutional development

of local partners and to increase their access to international funding.

More signatories are meeting the 25% target for their own humanitarian funds allocated to local partners (13 by the end of 2020), access for local actors to pooled funds has increased significantly (39% of UN OCHA-managed

Country-based Pooled Funds (CBPFs) were allocated to local and national responders in 2020) and there has also been a marginal increase in the global funds allocated to local and national responders (see Figure 1).

C. LOCALIZATION – GB WORKSTREAM 2

The humanitarian sector has been discussing localization for over 25 years now. The World Humanitarian Summit, the Agenda for Humanity and the launch of the Grand Bargain in 2016 were major initiatives to reform the humanitarian system to make it fit for the future. In the last five years, there has been a push for more concrete implementation of localization commitments at country level.

The first country-level dialogue carried out in the Philippines between February and July 2021 sought to serve as a localization blueprint, a plan of action with concrete recommendations to be taken forward by various stakeholders.

The Philippines localization dialogue process aimed to consolidate the views, perspectives and recommendations of the various stakeholders including the affected communities, the government, local and international NGOs, the private sector and UN agencies.

THE RESOURCE KIT ON COUNTRY-LEVEL DIALOGUE ON LOCALIZATION DESCRIBED LOCALIZATION IN THE CONTEXT OF THE GRAND BARGAIN AGREEMENT:

The Grand Bargain has brought localization to the forefront of policy discussions between stakeholders in international humanitarian action, though the notion of empowering local responders is not particularly new. Still, there is no single agreed definition of the term.

In the context of the Grand Bargain, “localization” has mainly been used to refer to increasing international investment in the capacity, delivery and leadership of local responders. The text of the Grand Bargain calls for “making principled action as local as possible and as international

as necessary” while continuing to recognize the vital role of international actors, particularly in situations of armed conflict.

Local actors in the Pacific (government, national societies and local and national NGOs) developed their own definition of localization as “a process of recognizing, respecting and strengthening the independence of leadership and decision-making by national actors in humanitarian action, in order to better address the needs of the affected population.”

The global NGO network ICVA, defines localization as the “process through which a diverse range of humanitarian actors are attempting, each in their own way, to ensure local and national actors are better engaged in the planning, delivery and accountability of humanitarian action, while still ensuring humanitarian needs can be met swiftly, effectively and in a principled manner.”

In a narrow sense, localization can be seen as strengthening the role of local actors in the context of international aid, with the goal of reducing costs and increasing the reach of humanitarian action. In a broader sense, it can be viewed as a way of re-conceiving the humanitarian sector from the bottom u,; recognizing that the overwhelming majority of humanitarian assistance is already provided by local actors.

The global consultations prior to the May 2016 World Humanitarian Summit (WHS) once again brought to the surface the lack of recognition and resources for local and national actors who are typically the first responders but continue to respond even when the international attention and funding have shifted elsewhere. During the WHS, some initiatives were initiated to address the challenges. These became known under the banner of “localization.” The Grand Bargain, in its ten commitments, contains a significant reform agenda for the international relief sector. The second commitment, in particular, underscores more support and funding for local and national actors.

The initiative to map the state of localization through multi-stakeholder dialogue was seen to be the first step in raising awareness of the commitments, understanding country-level progress, documenting the good practices already existing, and mapping the way forward. The Philippines’ country-level dialogue is part of a global effort to promote better understanding and implementation of the Grand Bargain localization commitments. As part of its commitment as the 63rd signatory of the Grand Bargain, the Alliance for Empowering Partnership (A4EP) committed to support such dialogues in the country through a collaborative process.

“We Commit To Supporting Local And National Responders On The Frontline, Improve The Use Of Cash And Increase Flexible Funding.”

An understanding inherent to the Grand Bargain is that **“benefits are for all partners, not just the big organizations.”** And the need was acknowledged **“to move from the present supply-driven model dominated by aid providers to a demand-driven model more responsive to the people we are assisting.”**

In the Philippines, the Ecosystems Work for Essential Benefits (ECOWEB) took the lead in the process in collaboration with the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) Philippines, Oxfam Pilipinas, and A4EP, with leadership support from the UN Resident and Humanitarian Coordinator.

The dialogue process was organized in collaboration with various CSO networks in the country, including the Center for Disaster Preparedness (CDP) and Philippines Preparedness Partnership (PhilPREP).

PART 2.

PHILIPPINE COUNTRY-LEVEL DIALOGUE (CLD): FRAMEWORK AND DESIGN

A. BACKGROUND

Building on discussions held during the Grand Bargain Localization Workstream's demonstrator country missions and regional workshops in 2018-19, Grand Bargain (GB) members working on Workstream 2 determined that it will be important to foster further dialogue about how best to meet GB localization commitments at the country level. However, given the nature of the workstream as a voluntary composite group consisting of mostly headquarters-based representatives of signatory organizations and invited local actors, it is neither feasible nor desirable for it to try leading or overseeing solutions at the country level.

Its role will instead be catalytic, relying on the interest and active engagement of those based in the country, to facilitate exchange and learnings among the countries selected, ever conscious of its own limits of contextual understanding, time and resources³.

Hence, the process and design of the country-level dialogue on localization should be best led and coordinated by groups who are mainly based in the country while the GB members at the international level provide the necessary support.

Bearing in mind the workstream's limited role in the country-level dialogue process, the workstream published a resource kit on country-level dialogue on localization in february 2021. The resource kit pointed out that the aims of the cld are:

- 1.** To promote wider understanding and implementation of Grand Bargain commitments on localization at country level
- 2.** To catalyze collaboration between Grand Bargain signatories and other relevant stakeholders at country level on implementation of localization commitments while – whenever possible – exploring synergies and linkages with existing humanitarian coordination mechanisms (such as Humanitarian Country Teams and Clusters), donor coordination mechanisms and platforms as well as civil society networks
- 3.** To support in-country counterparts to identify their context-specific opportunities, challenges and specificities when it comes to localization and develop their own plans or solutions
- 4.** To learn lessons that will inform discussion and strategic direction in relation to the next phase of the Grand Bargain beyond June 2021

The resource kit also suggested the following requirement for a dialogue process to be selected as a workstream-affiliated process:

- 1.** it must be co-facilitated by at least three actors, including at least one local actor and one signatory donor or signatory agency

2. The dialogue process must be open and inclusive of Grand Bargain signatories and local actors
3. It must build upon, rather than seek to replace or alter, the existing Grand Bargain commitments on localization
4. A short progress report from the co-facilitators should be submitted to the Workstream no later than the end of May 2021

Following the above guidance, the country-level dialogue in the Philippines was initiated by the Alliance for Empowering Partnership (A4EP), a signatory to the Grand Bargain Agreement (GBA), and Ecosystems Work for Essential Benefits

(ECOWEB), a national NGO based in the southern island of Mindanao which is also a member and the current Chair of A4EP. ECOWEB took the lead in this process in collaboration with other GBA signatories present in the Philippines, particularly UNOCHA-Philippines and Oxfam Pilipinas.

The four organizations pursued the process with full leadership support from the UN Resident and Humanitarian Coordinator.

The four collaborating organizations designed and agreed on the process, framework, objectives and outputs, stakeholders and participants, timeframe, tools and budget.

B. OBJECTIVES

The objectives set for the country dialogue process are 1) to promote and institutionalize the implementation of Grand Bargain commitments on localization and participation revolution at the country level, and 2) to devise a localization roadmap for the Philippines Humanitarian Country Team.

The dialogue also assisted in creating a greater sense of momentum and providing space to explore synergies and linkages with existing humanitarian coordination mechanisms, donors and Philippine INGO networks, the private sector, local and national CSOs and national authorities. Lastly, it sought to identify opportunities and challenges to localization and to develop a country-level plan of action and a tracking mechanism, which are all crucial to the success of localization in-country.

The leading group adopted the aims enumerated in the Resource Kit and set specific outputs for the CLD process in the Philippines, as follows:

1. Shared contextual analysis of the status of localization implementation in the Philippines by civil society, UN agencies, INGOs, the private sector and donors present in the country – including identified facilitating factors and constraints to localization
2. Specific recommendations from various humanitarian stakeholders on how to effectively move forward the localization and locally led humanitarian actions in the country
3. Country-level Plan of Action to promote implementation of Grand Bargain Commitments on localization in the Philippines
4. Recommendations for the next phase of Grand Bargain Beyond 2021

C. DIALOGUE PROCESS

The leading collaborating agencies set a seven-step process for the Philippines CLD. These include: 1) developing collaboration; 2) defining the framework and designing the dialogue process; 3) conduct of the study on the state of localization in the country; 4) national level dialogues; 5) inter-agency and multi-stakeholder dialogues; 6) analysis of result and writing of report; and 7) post-dialogue process. Following is a brief description of the steps:

1 DEVELOPING COLLABORATION AND RESOURCE MOBILIZATION

The country-level dialogue on localization in the Philippines kicked off when the Alliance for Empowering Partnership (A4EP), the 63rd signatory to the Grand Bargain Agreement and which had worked closely with Workstream 2, partnered with ECOWEB, a national NGO based in southern Philippines and among the leading localization advocates in the country. The two organizations agreed to roll out the country-level dialogue in the Philippines. This was in accord with the requirement set forth in the Resource Toolkit (2021).

The two organizations tapped national units of agencies and organizations which are GBA signatories that maintain operations in the Philippines: UNOCHA-Philippines and Oxfam Pilipinas. The four organizations volunteered to organize themselves into a loose consortium-like group with the sole purpose of facilitating and mobilizing resources and stakeholders for the country-level dialogue.

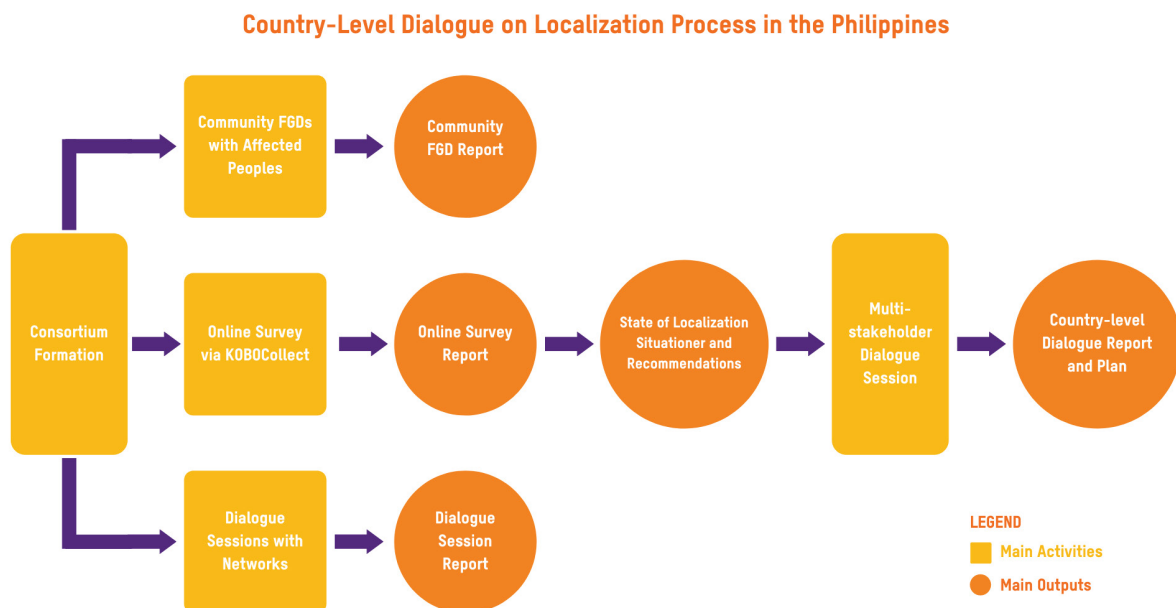


Figure No. 2. Country-Level Dialogue Process

In the Philippine experience, leadership to take on localization – with commitments from multiple stakeholders – is paramount. The involvement of A4EP and ECOWEB, along with UNOCHA-Philippines and Oxfam Pilipinas, made the localization dialogue process in the Philippines a collaborative effort of national and international humanitarian actors. With UNOCHA on board, the leadership support

from UN Resident and Humanitarian Coordinator (UN RHC) was assured.

The support of the UN RHC was important to ensure the participation of other UN agencies and international humanitarian organizations based in the Philippines. Along the way, the leading collaborating agencies consortium were also able

to collaborate with CSO networks of humanitarian actors in the country. Through ECOWEB, support from the Center for Disaster Preparedness, Philippines Preparedness Partnership and Asian Preparedness Partnership, which were also doing awareness raising on the GB and localization in their respective networks, was generated to complement the resources needed to enable the participation of local CSOs.

The consortium’s collaborating agencies formed a core team from the four agencies that conducted regular weekly meetings to plan and execute activities. Each core team member took

responsibility to mobilize resources and to engage a wider array of stakeholder groups. Stakeholder groups representing the government, local governments, CSO networks, UN agencies and INGOs were among those that lent their support to the dialogue process towards developing a roadmap for localization in the Philippines. Figure 2 shows the summary and interaction of the dialogue process.



Figure No. 3. Interaction of the dialogue process

2 DESIGNING THE CLD PROCESS AND THE STUDY ON THE STATE OF LOCALIZATION

After its group formation, the collaborating agencies proceeded with designing the country-level dialogue (CLD) process. They agreed on the framework to be used in the process particularly in collecting data and recommendations from the participants, the stakeholders to be engaged, the tools and methods to use in the national dialogue, the timeframe, and the budget.

The collaborating agencies agreed to use the Seven Dimensions framework developed by Global Mentoring Initiative (GMI) in 2017. The framework provides a comprehensive overview that captures critical aspects of the relationship between national/local actors and international relief actors, that national and local actors – often for years – have been concerned and, at times, critical about.

The framework can help to structure the conversations between agencies planning to collaborate or are already doing so. Rather than jumping from one topic to another (as there are systemic interconnections), it provides a visual landscape by which one can move in a step-by-step manner.

The Seven Dimensions Framework of Localization was used in mapping the state of localization particularly in developing the online survey questionnaires and community focus group discussions (FGDs). Separate questionnaires were developed for local/national NGOs (LNGOs/ NNGOs) and the private sector and for INGOs and the UN agencies but all are based on the Seven Dimensions framework. A guide was also developed for the conduct of FGDs with communities affected by disasters. FGDs were conducted face-to-face

in some communities and blended online (online facilitation with participants gathered in one place) in others.

The Seven Dimensions framework served as a guide in designing and conducting the three main activities – community FGD, online survey and multi-sectoral by network online dialogue.

The results served as a basis in developing a roadmap for the localization of Humanitarian Action in the Philippines that commenced through the online inter-agency multi-stakeholder final dialogue held on June 10, 2021. The three main activities included community FGDs, online survey and multi-stakeholders online dialogue.

3 CONDUCT OF COMMUNITY FOCUS GROUP DISCUSSIONS (FGDS)

COMMUNITY-BASED FGDs & SCORE CARD

- 25 FGDs
- 25 FGDs IN 6 Regions
 - 4 FGDs in Luzon
 - 1 FGD in Visayas
 - 20 FGDs in Mindanao
- 236 Participants
 - 49% Women
 - 29% Men
 - 12% Girls
 - 10% Boys

The purpose of the community FGD is to elicit the perspective of the people affected by crisis based on the Seven Dimensions localization framework. The FGDs, facilitated by ECOWEB and local CSO partners with support from Oxfam Pilipinas, were conducted with representatives of the crisis-affected communities purposefully to hear their views about the localization agenda. Teams of facilitators and documenters undertook the task through face-to-face and online sessions. In the conduct of online-facilitated sessions, participants were gathered in one place equipped with reliable internet connectivity while the facilitators were based at ECOWEB’s office. (Details on the process and methods of conduct of the community FGD are discussed in Section A of Chapter III.) A total of 24 FGDs were conducted in six regions across the three major island groups in the country – Luzon, Visayas and Mindanao. There were 236 participants who came from communities affected by disasters and where humanitarian interventions had been undertaken within the last three years prior to the FGD.

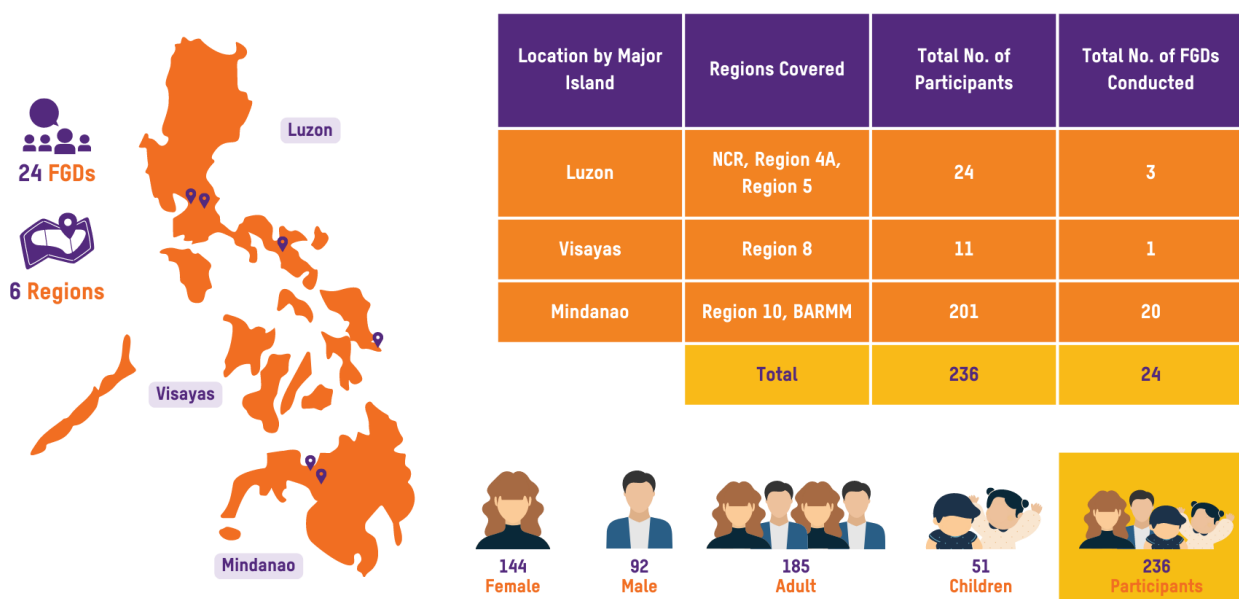


Figure No. 4. Location map of community FGDs in the Philippines

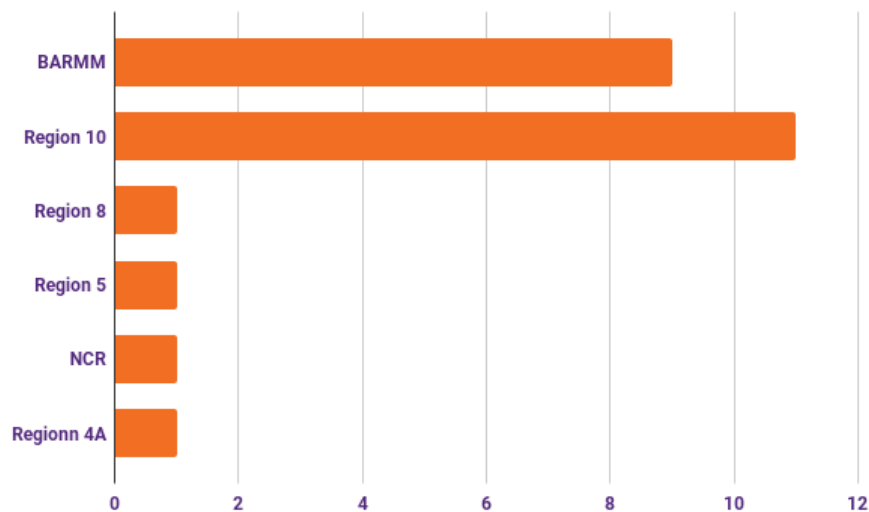


Figure No. 5. Number of community FGDs in the Philippines by geographical region

4 ONLINE SURVEY FOR THE STUDY ON THE STATE OF LOCALIZATION IN THE PHILIPPINES

- 63 respondents from CSOs and private sectors
- 15 respondents from INGOs and UN Agencies

The purpose of the study on the State of Localization is to determine how far the localization agenda of the Grand Bargain commitments on delivering the Participation Revolution and on Localization have been fulfilled in the Philippines. The results served as the baseline and the starting point for discussions at the national level dialogues and moving the localization agenda forward in the Philippines.

The study employed two main methods: focus group discussion (FGD) and online survey. Owing to the restrictions on travel and gatherings, the FGDs were conducted through face-to-face meetings and online teleconference via Zoom. The main respondents of the online survey were humanitarian actors and duty-bearers. The humanitarian actors included local and national CSOs, international NGOs and UN agencies while the duty-bearers included key persons from government agencies with either full or partial humanitarian mandates. There is a framework that also considers NGO, UN and INGOs as duty-bearers.

The questions for both the affected people and responders were structured according to the Seven Dimensions framework (discussed in detail in Section B of this chapter.) In consideration of the disastrous impact of the COVID-19 pandemic, there were also specific questions on COVID-19 that were included in both the FGD guide and survey questionnaires. The FGDs were conducted from March 3 to 15, 2021 while the online survey was open for six weeks until March 22, 2021. A total of 63 CSOs and private sector representatives plus 15 INGOs and UN agencies completed the survey. The online survey provided data regarding the awareness and status of the Grand Bargain commitments and implementation in the country. It drew recommendations from the local and national civil society organizations, UN agencies, INGOs on how to push forward the localization of humanitarian action based on the experience and perspectives of the respondents. The analysis of the responses is presented in the succeeding sections.

An online survey, using KoboCollect, was conducted with data collected from organizational respondents from the UN, INGOs, CSOs and the private sector.

5 NATIONAL-LEVEL DIALOGUES

The dialogues on localization, which were held with local and national CSOs, the private sector, humanitarian groups, INGOs and UN agencies, used the key analysis from the online survey and FGDs as starting points for the national discussions. Convening 11 inter-network and intra-network dialogues was a real collaborative effort. The diagram (Fig. 6) shows the collaboration efforts, the support provided and ownership from various stakeholders conduct of intra-network dialogues: CSO networks at sub-national levels (three major islands), national CSO networks, HCT, MHT, PINGON and business humanitarian groups.

Each online consultation took between 90 and 120 minutes. The goal was to utilize the insights and analysis from the consultations to develop a roadmap for moving forward localization commitments in the country, with defined monitoring mechanisms. Findings of the online

survey and the community FGDs were presented during the virtual dialogues. Participants were given space to reflect on their experiences and the opportunity to have honest and open conversations.

They were asked for recommendations on how they think localization works for crisis-affected communities. This was done through breakout group sessions as well as through plenary discussion. The impact of COVID-19 was woven into the group discussions. It was important that stakeholders felt safe and that they could openly share their experience and views. Participants in the dialogue breakout sessions were grouped according to the different dimensions. They explored questions such as: What can be improved? What obstacles can be anticipated and how to overcome them? What needs to change?



Figure No. 6. Multiple stakeholders in the Philippine dialogue process

6 INTER-AGENCY AND MULTI-STAKEHOLDER DIALOGUE

The multi-stakeholder dialogue session was opened by the UN Resident and Humanitarian Coordinator Gustavo Gonzalez, followed by keynote remarks from Hernando Caraig, an Assistant Secretary at the government's Office of Civil Defense (OCD). Close to a hundred participants took part in the final dialogue and action planning workshop. The breakdown by stakeholder is shown in Figure No. 7.

7 ANALYSIS AND REPORT WRITING: HARVESTING INFORMATION FROM THE DISCUSSIONS

Discussions in all the online dialogues were harvested by documenters and analysis was carried out to synthesize the key findings, insights, recommendations and action points from the survey, FGDs and dialogues. The report is a key record of the proceedings and will be the reference document in taking actions forward. It will be shared with the stakeholders in the Philippines and with the wider audience including the Grand Bargain signatories.

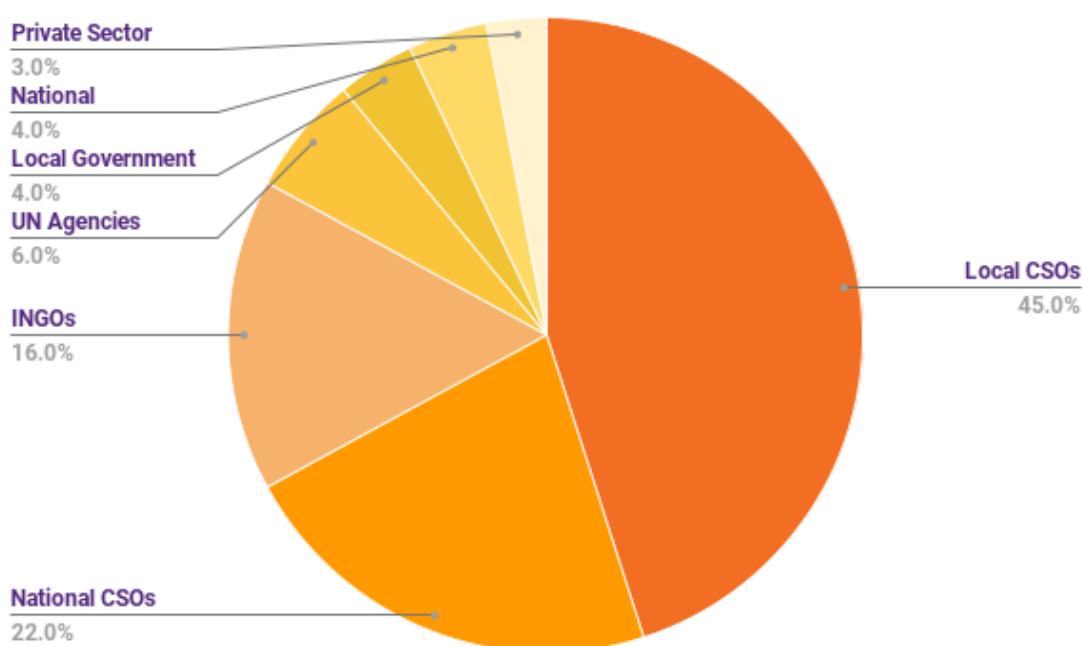


Figure No. 7. Summary of participants by stakeholder grouping

8 POST-DIALOGUE ACTIONS: DEVELOPING THE ROADMAP AND DRIVING LOCALIZATION IN THE PHILIPPINES

The Grand Bargain commitments, including the ones on localization and the participation revolution, aim at a wider reform of the practices of the humanitarian system in the Philippines. While several improvements have been achieved over the last few years, operational improvements by individuals and sets of collaborating agencies are not enough to effect systemic change. In this

second wave of localization, the aim is to take a look at accelerating the implementation of more holistic and systematic measures for localization. Figure 10 shows the different levels where actions need to take place and where responsibility and accountability must lie.

A broader perspective is needed to ask more strategic questions:

- 1 How to make the collective, global or 'system-wide' capacity better prepared to respond to a crisis in ways that maximize the participation of affected populations and reinforce rather than replace local and national capacities?
- 2 What strategic decisions for the collective response to a particular crisis will create a situation where the international assistance reinforces rather than replaces local and national actors?
- 3 What will make our own organization better prepared to do this?
- 4 What does localization mean for our individual (and collective) operational practices?

Taking into consideration the above questions and developing a roadmap for localization as well as putting in place a strong monitoring mechanism will ensure that the Philippines moves forward on its localization commitments. Results of the dialogue process will be presented to various stakeholders including the Humanitarian Country

Team (HCT), the Mindanao Humanitarian Team (MHT), other humanitarian coordination bodies, donors, networks of CSOs, INGOs and the Grand Bargain Localization Workstream as well as the Government of the Philippines. The HCT and the various CSO networks will be the key stakeholders targeted to push forward the identified actions.

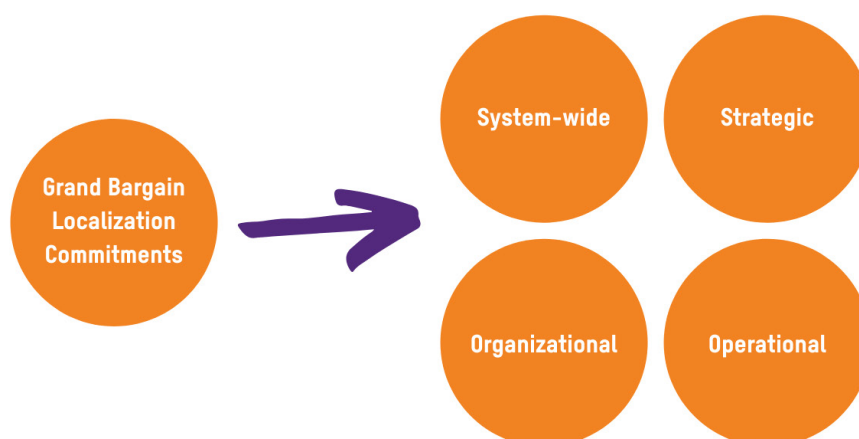


Figure No. 8. Grand Bargain localization commitment operationalization

D. FRAMEWORK

The leading group agreed to use the Seven Dimensions Framework (7DF) for localization developed by the Global Mentoring Initiative (GMI) in 2017 for its work with the START Fund of the START Network. The SDF was further developed by identifying a set of 'emerging indicators' during GMI's subsequent work with the Disasters and Emergencies Preparedness Programme (DEPP) of the START Network.

The seven dimensions framework draws on the Grand Bargain commitment 2 to localization and commitment 6 to a participation revolution, Charter4Change commitments, and consultations with local, national and international actors. The seven dimensions include: 1) relationship quality, 2) participation revolution, 3) funding and finance, 4) capacity, 5) coordination mechanisms, 6) policies and standards, and 7) visibility and credit sharing.

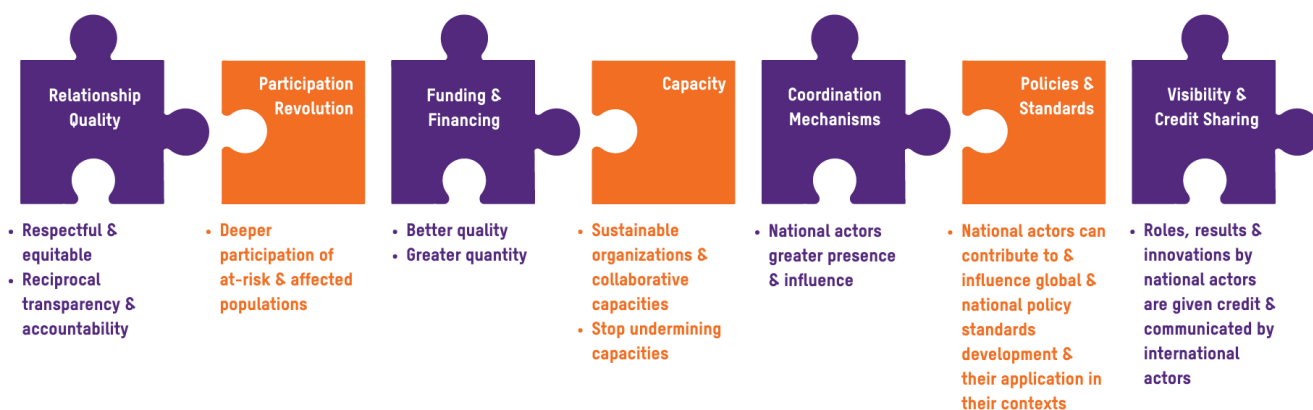


Figure No. 9. Seven Dimensions Framework with its key elements

THE CORE CONCEPT OF EACH OF THE SEVEN DIMENSIONS ARE EXPLAINED BELOW:

RELATIONSHIP QUALITY

National and local actors are tired of being instrumentalized and are frustrated with the prevailing sub-contracting relationship that many international agencies impose on them. They acknowledge the value of international agencies and do not want to get rid of them. But they want to see more genuine and equitable partnerships. They want to be 'decision-making' and not just 'implementing' partners.

PARTICIPATION REVOLUTION

There should be fuller and more influential involvement of crisis-affected people in deciding what relief is provided to them and how it is delivered. As some displaced people in the Philippines put it: 'Nothing for us without us!' Genuinely participatory approaches are very rare. Although crisis-affected people around the world want to regain some control over their own lives, humanitarian actors tend to portray them as 'vulnerable,' 'in need' etc. In other words, they are helpless and dependent on humanitarian assistance. In the 1990s, humanitarian actors talked about 'vulnerabilities and capacities assessments.' The contemporary emphasis is only on 'needs assessments.' The move, over the past decade, to more 'accountability to affected populations,' has reduced this to feedback and complaints mechanisms, satisfaction surveys and

communicating with communities. There is little, early and effective participation in decision-making of crisis-affected people, and little attention given to their social organizing beyond the household level. In recent years, a number of humanitarian actors have experimented with community-led relief approaches, with participatory budgeting and 'voices to choices' approaches – but this remains marginal compared to the mainstream approaches.

FUNDING

The commitment is to ensure that at least 25% of internationally raised funding reaches national and local actors 'as directly as possible' which has been interpreted as no more than one grant intermediary. The Grand Bargain largely refers to quantity of funding, although it does call for less earmarking. For local actors however, just as for international ones, the quality of funding (flexible, longer-term, covering core costs, predictable, maintaining cash flow) is as important as the quantity. They also feel they cannot easily compete with INGOs if a grant is offered on condition of the grantee providing a percentage of co-funding. Advancing the funding, to be reimbursed for real and justified costs, is obviously impossible as they are unable to build up any reserves. Furthermore, in emerging economies and countries with expanding middle classes, local and national CSOs are now looking

at more domestic fundraising. They are deeply worried about the entry of international agencies (or their national affiliates) as competitors into these 'emerging markets.'

CAPACITIES

Emphasis should be on more effective support for strong and sustainable institutional capacities, and less undermining of those capacities by international actors. Some of the key issues include the following: a) a narrow understanding of capacities by international actors that results in lack of recognition of various capacities and competencies that local/national agencies have; b) an assumption that local/national actors lack capacities and that international agencies have them; c) uncoordinated and ineffective capacities that rely too much on generic and one-off training and is not tailored to the context or the agencies (the preference is for mentoring and on-the-job learning via accompaniment); d) too much emphasis on technical and compliance capacities which is a priority for international agencies but not necessarily for local/national ones; e) undermining capacities e.g., by hiring the best staff of national actors, causing inflation when large numbers of international agencies come in; and f) maintaining financially fragile local/national organizations who cannot attract or keep experienced staff.

Local/national actors point out that even as they get stronger in many ways, the internationals shift the goal posts, which leads to a scenario where there is no finishing line. Such situation also means that there are never significant role changes and that they are not allowed to take on roles that the international agency keeps to itself. In other words, there is never a 'graduation,' and they remain as eternal students.

Particular problems arise during general surge, when internationals rapidly hire large numbers of locals for their own capacity, and then tell local agencies that they do not have the capacity. A related issue is how to maintain capacities for emergency response during long periods when no emergency takes place.

NATIONAL ACTORS LEADING IN COORDINATION MECHANISMS

It will be good to have more presence, influential participation and (co-) leadership of national government and non-government actors in 'coordination' mechanisms and forums such as clusters. Obstacles include the ability (and cost) to attend large numbers of meetings as well as meetings conducted in a European language only, without understanding the complex architecture, jargon and acronyms of the international humanitarian system.

VISIBILITY

Greater public recognition and visibility for the role, effort, contribution, innovation and achievements of local actors are needed⁴. A particular irritation can arise when a local/national agency has been creative and innovative, and an international agency ('partner') takes up the idea and publicizes it as its own.

POLICY AND STANDARD-SETTING INFLUENCE

It is necessary to have an increased and meaningful presence of national actors in international policy and standards-setting discussions, taking into account their views and proposals. Standards are typically developed in Western countries by groups of internationals. They may not be realistic for particular contexts. There are far too many of them for even well-resourced INGOs to take up, let alone financially fragile local/national ones. Though several standards are framed as guidance, they may be used by internationals normatively towards local actors. If the locals then cannot meet such standards, they do not qualify for funding.

E. STAKEHOLDERS AND PARTICIPANTS

THE STAKEHOLDERS IN LOCALIZED HUMANITARIAN ACTION IN THE PHILIPPINES INCLUDE:

- Community-based Organizations (CBOs) in affected communities
- Local civil society organizations (CSOs)
- National NGOs/CSOs
- Local governments
- Private sector (foundations, volunteer groups)
- National government (through national agencies) UN Agencies
- International non-government organizations (INGOs) donors

Targeted participants in the FGD include national and local civil society networks that would consist of non-government organizations (NGOs), people’s organizations (POs), community-based organizations (CBOs), faith-based organizations (FBOs), academic institutions, UN agencies, international non-government organizations (INGOs) and donors present in the country as well as private sector or business groups implementing humanitarian actions and the government. Voices of the affected population need to be heard (through FGDs), particularly their views and perceptions of the localization agenda. Their thoughts about the importance, relevance, constraints and limitations of local actors and other humanitarian actors are important to know in order to address their humanitarian needs and protect their rights. After agreeing on which stakeholders to include, networks were identified. From these networks, participants among their stakeholder-members were specified.

Representatives of concerned government agencies shall also be engaged to elicit their views on how policies and programs of the government could be shaped to support the implementation of the Grand Bargain in the country and its future beyond June 2021.



Figure No. 10: Stakeholders in localized humanitarian actions

F. TIMEFRAME OF THE MULTI-STAKEHOLDER DIALOGUE PROCESS

The dialogue process took place between February and June 2021 with preparations done between December 2020 and February 2021 and post-dialogue activities done right after. Figure No. 11 shows major activities done within the five-month-period and the preparations made and post-dialogue activities done. They consisted of focus group discussions (FGDs) with representatives of communities affected by crisis in six regions in the Philippines and with humanitarian responders. (Figure 12 shows an overview of the process and summary of participants to the five-month localization dialogue process)

Activities	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	June 21	Jul-Oct 21	Nov21-beyond
Prep Meetings of collaborating agencies – finalization of plan/ Resource Generation to support the dialogue process	■	■	■						
Process designing with details of guidance			■						
Community Focus Group Discussion – Preparation and Actual Conduct			■	■					
On-line survey on State of Localisation with CSOs, Private Sector, INGOs and UN agencies				■	■				
Intra-network dialogues (CSO networks, HCT, MHT, PINGON, Business humanitarian groups, government)					■	■	■		
Multi-stakeholder/Inter-network final dialogue and developing the road map of localization in the Philippines							■		
Writing of report on the outcomes of the dialogue process							■	■	■
Post-dialogue meetings and moving on activities by major stakeholders (HCT, MHT, CSO network, others)							■	■	■

Figure No. 11. Timeframe of the Philippine dialogue process

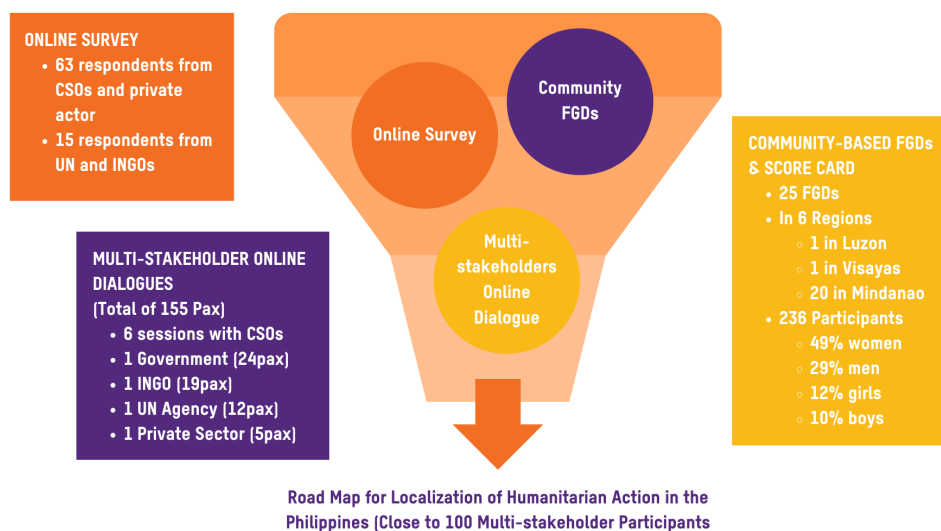


Figure No. 12. Summary of five-month Country-Level Dialogue Process with the specific number of participants

In all, the dialogue process reached 504 participants where 268 from humanitarian agencies took part in the online survey and dialogue sessions while 236 from the affected communities were involved in the FGDs. The online survey for humanitarian responders that mapped the state of localization

of humanitarian actions in their respective agencies was completed by 63 respondents from the CSOs and 15 from concerned UN agencies and INGOs. The series of online intra-network dialogues involved a total of 155 participants from national and local CSO networks, government agencies,

INGOs and UN agencies, and private sector humanitarian groups operating in the Philippines. The process culminated in a multi-stakeholder/inter-agency dialogue on June 10, 2021 with close to 100 participants identifying key actions to push

localization in the country. It also brought to the fore the insights and findings from the community FGDs, online survey and the series of online dialogues among humanitarian stakeholders.

G. RESOURCES BUDGET MOBILIZED TO SUPPORT THE PROCESS

Figures No. 6 and No. 12 show the multi-stakeholders composition of the Philippine dialogue process. They also reflect the resources contributed by various stakeholders that enabled the successful conduct of activities in the Philippine localization dialogue process. UNOCHA provided support in mobilizing participation of the UN agencies and members of the HCT and MHT as well as funding for the necessary technical support in preparing the report. Oxfam Pilipinas provided co-funding through ECOWEB for the technical support needed in the facilitation and documentation of the process including the conduct of the community FGDs. Oxfam Pilipinas ensured the participation of the INGOs particularly members of the PINGON.

A4EP provided technical support and guidance for use of the Seven Dimensions Framework on localization. ECOWEB, as the national organization in the collaboration, served as the lead in mobilizing and engaging communities affected by crisis in the FGD and of local and tapping national CSOs and networks and the private sector for the dialogue process and online survey. ECOWEB also engaged the NAPC-VDC and OCD to ensure government participation in the process. To help augment resources for facilitation and documentation of the process and to make sure that local CSOs had connectivity in the online dialogue activities, the CDP along with PhilPREP and APP provided additional support thru ECOWEB.



Photo taken by ECOWEB during IDP Consultation in Lanao del Sur

PART 3.

TOOLS USED IN THE CONDUCT OF PHILIPPINES COUNTRY-LEVEL DIALOGUE (CLD)

The Philippine country-level dialogue on localization used four methods with particular tools and sub-tools agreed on by the leading collaborating agencies – A4EP, ECOWEB, UNOCHA and Oxfam Pilipinas and designed by members in charge of particular methods. These methods include:

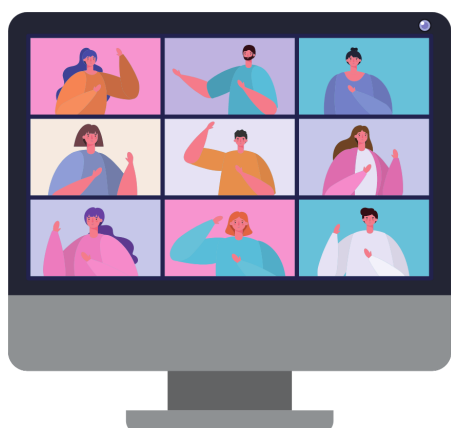
A. COMMUNITY FOCUS GROUP DISCUSSION (FGD)



B. ONLINE SURVEY



C. ONLINE (BY NETWORK) STAKEHOLDERS DIALOGUE



D. MULTI-STAKEHOLDER DIALOGUE



The tools presented in this Chapter are presented based on actual application, incorporating modifications suggested for better use.

A. COMMUNITY FOCUS GROUP DISCUSSION (FGD)

The community FGD was one of the major methods used in the country-level dialogue on localization, which was agreed upon by the leading collaborating agencies. The purpose of the FGDs was to generate both quantitative and qualitative data on the perspective of the affected population on localization. A score card method was used to rate participants' responses using the Seven Dimensions Framework. Targeted participants of the FGDs were individuals and communities in different parts of the country who were affected by disasters and have received humanitarian assistance in the last three years following the signing of the Grand Bargain Agreement.

The consortium member which led the FGD process was ECOWEB, being the national organization among the collaborating agencies. ECOWEB is the concurrent representative of the Victims of Disasters and Calamities (VDC) sector in the National Anti-Poverty Commission (NAPC) and represents the NAPC 14 basic sectors in the National Disaster Risk Reduction and Management Council (NDRRMC), the country's highest body overseeing

and coordinating emergency and humanitarian actions. The FGD process was supported by Oxfam Pilipinas.

The leading group adopted the aims enumerated in the Resource Kit and set specific outputs for the CLD process in the Philippines, as follows:

- Tool A1: FGD Process Guide
- Tool A2: Community Scorecard
- Tool A3: Participant's Consent Form for Face-to-face FGD
- Tool A4: Participant's Consent Form for Online FGD
- Tool A5: Community FGD Question and Worksheet
- Tool A6: FGD Tasking and Teaming Schedule



Photo taken by ECOWEB during IDP Consultation in Lanao del Sur

TOOL A1. FGD PROCESS GUIDE

DESCRIPTION

The first tool used by ECOWEB was the FGD Process Guide adopted from the seven-stage process outlined by QuestionPro (Figure A1) [6]. Contextualizing the process and in consideration of the design and framework agreed on by the consortium's leading collaborating agencies, ECOWEB modified the seven steps.

PURPOSE

The FGD Process Guide was prepared as a step-by-step reference in the preparation, actual conduct and preparation of the FGD report.

It served as a process checklist for each of the planned FGDs.

PROCEDURE

After the collaborating agencies decided that FGDs would be conducted among the affected communities, the location and groups to be engaged were identified. The preparation for the conduct of the FGDs followed the procedure set in the FGD Process Guide with variations based on the modality of the conduct. The seven steps are discussed below.



Figure No. 13. FGD Process Guide – a process adapted from QuestionPro and followed by ECOWEB in the preparation and actual conduct of community FGDs

STEP 1: GOAL AND TOPIC OF THE FGD

The goal of the FGD was to find out about the experiences of the community, their insights, views and perspectives regarding the humanitarian responses done by government, local and national CSOs, international agencies, UN agencies and the private sector as responders to crises and disasters affecting vulnerable population in the target communities.

The FGDs tackled eight topics that cover the seven dimensions of localization:

1. Community context
2. Visibility of humanitarian responders
3. Modality of assistance
4. Participation
5. Capacity of Responders
6. Relationship of responders and survivors
7. Coordination among responders
8. Policies and standards

STEP 2: TARGET PARTICIPANTS

The target participants of the FGDs were the internally displaced persons (IDPs) or population affected by humanitarian crisis and disasters. Each FGD group was composed of 7-10 persons representing either an organized or unorganized affected population in the target areas. Target groups represented different disaster contexts such as armed conflict, typhoon, flooding, landslide, earthquake, volcanic eruption, and drought.

As much as possible, FGDs were conducted inclusive of women, men, youth, elderly, children, internally displaced persons (IDPs) and non-IDP disaster affected as well as indigenous peoples (IPs).

Target participants were persons and communities affected by disasters in the last five years (2016-2020) following the GBA signing. These participants were identified from the communities assisted by ECOWEB and other partner local humanitarian actors from the three major islands of the country.

STEP 3: PREPARING THE FGD GUIDE

The FGD Guide was drafted following the seven dimensions of localization developed by the Global Mentoring Initiative in cooperation with Start Network and other CSO networks advocating localization. This particular tool consisted of guide questions, worksheets as well as a guide for facilitators and documenters.

This guide was developed by ECOWEB and A4EP based on consultations with ECOWEB staff and partners who have had humanitarian experience. The draft guide was tested by ECOWEB with groups of IDPs from Marawi City and Iligan City in Mindanao. The learning from the test run served as basis in the preparation of this localization FGD guide

To facilitate the efficient conduct of the guided FGD, prepared worksheets and pre-identified titles were prepared in advance along with identified titles of topics that could be written in metacards.

Facilitators also prepared the necessary materials in the checklist:

- Prepared worksheets and pre-identified titles of topics
- Blank manila paper, metacards, masking tape, pentel pens, name tags
- Stand for manila paper that could serve as wall for metacards
- Health protection supplies and materials as required by COVID-19 health protocols

After finalizing the guide, volunteer facilitators and documenters were recruited from within the staff and volunteers of ECOWEB and local partner organizations. The recruited facilitators were then trained and assigned to FGD sessions (See Tool No. 6). Some facilitators were oriented via online sessions.

STEP 4: LOCATION OF THE FGD

The venue had to be conducive to a group discussion, ideally located in the community where the participants lived. It had to have a space where participants of the FGDs numbering 7-10 could sit around facing each other along with the facilitators and documenter. A space where participants could focus on the discussion without distractions was ideal. A space for posting of prepared worksheets was recommended to enable participants to read the results of the discussion.

But when face-to-face session was not possible due to pandemic restrictions and when there was no facilitator who could be tapped, a virtual FGD could also be facilitated in two possible settings:

1. facilitator and documenter meeting virtually
- participants who would gather in one place

with one community-based facilitator to assist; and

2. participants located in different areas with good internet connection and a facilitator to facilitate the session virtually. The mode could be adjusted from face-to-face session to virtual meeting to a blended approach depending on the circumstances.

In the actual conduct, the participants and the facilitating teams assigned to the FGD had to coordinate with leaders of the targeted communities who were asked to identify possible venues for the face-to-face FGDs. The same was done for the online FGDs where participants were given an option to gather in one place with good internet connectivity. The lack of internet access made it impossible to conduct an FGD with individual online participation.

STEP 5: THE ACTUAL PARTICIPANTS (INCENTIVES)

All the participants came from organizations that were assisted by ECOWEB and other local humanitarian actors. Community organizations or their leaders chose the participants to the FGD based on the required maximum number and gender representation aggregation. Two FGD sessions were also purposely organized to hear the voices of youth and children. Each FGD session had seven to 15 participants. Participants were provided with meal or snacks and transportation or communication allowance for virtual FGDs along with face masks and alcohol.

STEP 6: ACTUAL CONDUCT OF THE FGD SESSION

The actual conduct consisted of the following parts:

1. Preliminaries and introduction, to include:
 - Greetings, prayers and any other culturally required start-up activity

- Introduction of the facilitating and documenting team
- Introduction of participants
- Reminders on the COVID-19 protocols and precautions
- Starting with a temperature check (via the use of emojis) of the participants.
- Providing background and purpose of the FGD highlighting that their contribution through the FGD will help improve the humanitarian system through their inputs that would be shared with various stakeholders in the humanitarian sector including local/national CSOs, INGOs, UN agencies, private groups and the government.
- Introducing the sponsoring/ facilitating organizations of the FGD (ECOWEB, A4EP, Oxfam Pilipinas, UNOCHA) – including a brief background on their roles in the localization movement (refer to the CLD concept paper)

2. Informing participants that there would be no public attribution of the results of the discussion unless they agree to be quoted. The facilitator would proceed to ask for signed consent from participants for audio and written documentation of the proceedings and for documentation of answers. In the manila paper worksheet posted on the wall for visual capture of discussions; photo documentation, their signed attendance, and for the consent for citing stories and quotes when necessary that could be made anonymous when preferred.
3. Orienting participants on the process flow for the next two hours – the estimated time frame of the FGD.
4. Use of magic ball/wand for time management. Participants are told that it is only the magic ball/wand that would allow them to speak. Reminding them that the magic ball/wand would explode if they hold it beyond one minute. After speaking, one participant would pass the magic ball/wand to the next. If none of the participants would speak, the

magic ball/wand would be returned to the facilitator. The facilitator could also hold and point the magic wand or pass the ball to one whom the facilitator wanted to speak.

5. The focus group discussion followed the prepared guide questions and made use of the worksheets in the following section. Guide for documenter was also indicated.
6. Each section was allocated a number of minutes. Conscious efforts were made to ensure that FGD process was completed in about two hours.
7. The process included a score card for views, feelings and perspective on certain questions or statements. Some deepening follow-up questions were asked to gather reasons, examples and particular experience in relation to the score card results or initial views shared in response to the questions.
8. Each session ended with a summary of results which served as a bridge to the next topic/question.
9. At the end of the FGD, facilitators thanked the participants for their time, willingness and openness to share in the discussion. They reminded them of the purpose of the FGD and how the results would be used.
10. Feedbacking about the process and content of the FGD using a smiley temperature was facilitated.

Note that in the actual conduct by ECOWEB, sessions could last between 2 to 2.5 hours. This time limit was extended up to 34 hours or more especially in the online-facilitated FGD that experienced interruptions due to connectivity problems that slowed down the process. The scorecard method was used in getting information. (Refer to Tool No. A24 for details in using scorecard.)

STEP 7: REPORT PREPARATION

1. Documentation consent
2. Signed attendance sheet
3. Written and photo documentation (for filing purposes and for possible reference to report if consent is given to allow quotation or referencing of particular important story)
4. Proceedings and highlights or summary of the FGD results including feedback from participants regarding the process and content of the FGD

The documenters of each session did a detailed documentation using the data capture worksheets included in the FGD Guide (Tool No. A5). They also prepared summary reports for each of the FGDs. The data collected from the worksheets were collated and analyzed.

TOOL A2: COMMUNITY SCORECARD

DESCRIPTION

The Community Score Card (CSC) is a performance improvement tool pioneered by CARE in 2002 and is now widely used by international, national and local agencies to generate citizen engagement and feedback on the quality and accessibility of various services.

The CSC is a two-way participatory tool for assessment, planning, monitoring and evaluation of services

The CSC brings together the demand side ("service user" or "community member") and the supply side ("service provider") of a particular service or program to jointly analyze issues underlying service delivery problems and find a shared way of addressing those issues. It is an effective way to promote participation, accountability and transparency among service users, providers and decision makers.⁶

The CSC is also a participatory and community-based social accountability mechanism that enables individuals and communities to assess the quality of programs and services. It is a process that creates an opportunity for direct dialogue between service providers and the recipient communities or groups. It also empowers the public to voice their opinion and demand improved service delivery.

As a dialogue process, CSC is an opportunity for service providers to express their limitations and constraints and articulate their requests to recipient communities. It is an opportunity to inform community members about available services, their rights and entitlements to access and to contribute to the improvement of these services.

In the localization FGD, CSC is used as a tool to solicit feedback from affected communities on the various aspects of the localization of humanitarian actions following the Seven Dimensions Framework.




PURPOSE

The CSC is also a participatory and community-based social accountability mechanism that enables individuals and communities to assess the quality of programs and services. It is a process that creates an opportunity for direct dialogue between service providers and the recipient communities or groups. It is a process that empowers the public to voice their opinion and demand improved service delivery.

PREPARING THE TOOL

1. The preparation of the tool commenced after the themes and questions of the community FGD were finalized and assessment choices defined. Signed attendance sheet.
2. Worksheets should be finalized first. As soon as the color and emojis to be used in the worksheet are finalized, the preparation of the scorecard could commence.
3. As soon as the worksheets are finalized, its printing could commence. Worksheets could be printed in wide sheets (3 feet by 2 feet or 4 feet by 3 feet) depending on the number of columns and rows or could just be drawn on manila paper. The worksheets that will use the scorecard method for the assessments should include the colors and emojis that will be used
4. Where there are more than one FGD to be conducted, the worksheets could be printed in tarpaulins so that they could be used repeatedly in several FGDs. Scores could be written on meta cards and pasted or pinned on the worksheet.
5. The preparation of the score cards could be done simultaneously with the worksheets if there are enough personnel who can prepare them.

Below are samples of worksheets where the same score card could be used and a picture of an application in actual FGD session.

Worksheet No. 1 Disaster/Crisis Situation and their Severity of Impact				
Crisis / Disaster (Column 1)	Yr. of Event	Severity of Impact		
		 Severe	 Moderate	 Minimal
Reasons for the Score Card Results				




Worksheet No. 2: Crisis/Disaster Impact				
Effects/Impact of the Crisis/Disaster (Focused on the TOP 2 disasters identified in the earlier exercise) [Col 1]	Intensity of Crisis Impact			Most vulnerable groups affected
				

Figure No. 14. Two worksheets that could use the same score card



Illustration No. 1. Actual use and one method applied in Worksheet 1

6. Score cards are made of cut-out cartolina of three colors drawn with emojis (See Figure No. 15) that correspond to the assessment choices prescribed in a particular worksheet.



Figure No.15. Score cards used for the FGD

7. Each worksheet has its own set of assessment choices. However, the score card set could be similar, provided that the color and emoji correspond to the assessment choices in the worksheet.
8. The score cards should be prepared prior to the FGD. It should be arranged in sets and labelled with the theme and worksheet numbers where they are to be used. The number of sets to be prepared should correspond to the maximum number of expected participants. In cases when the number of participants could not be ascertained prior to the FGD, the number of score card sets should be the possible maximum. However, the number of actual participants should not be more than the pre-determined maximum number. In the event that there would be more than the

prescribed number, it must be decided before the conduct of the FGD whether the excess number could participate in the assessment or not.

USING THE TOOL

1. Participants should be oriented on how to use the score cards at the start of the FGD. It should be explained along with the other methods that will be employed in the FGD. Examples should be shown to the participants.
2. The worksheet should be explained first and the assessment choices should be made clear. Facilitators should ensure that all aspects of the worksheets are understood by the participants.
3. The score card set shall be distributed after the theme and questions must be discussed and before the assessment commences. Facilitators should make sure that all participants have their set of score cards and each assessment choices explained prior to the actual casting of assessments.
4. During the assessment, instructions when to raise the cards should be clear. For each assessed item, the participants would be asked to raise the card that corresponds to their assessment. When participants raise their cards, they should be asked if their choices are final before they are counted.

5. The number of cards raised for each choice should be counted and the number of cards entered in the corresponding column in the worksheet. Facilitators (or the counters) should make sure that the count corresponds to the numbers entered into the worksheet.

6. When the worksheet demands explanation or reason for the assessment choice, participants who have similar assessment could be grouped together to come up with their agreed reasons. The agreed reasons shall be recorded on the appropriate space in the worksheet.

TOOL NO. A3: PARTICIPANT CONSENT FORM FOR IN-PERSON FACE-TO-FACE FGD

In the Philippines, with the Data Privacy Law took effect in 2012, formal and if possible written consent became mandatory when soliciting personal data or information in the form of statement, photos, video, voice record or other medium of recording through interviews, focus group discussions and other modes of gathering personal information.

Another tool that was prepared for the community FGDs was the Participant Consent Form. In accordance with the Data Privacy Law, the person (or group) soliciting personal information should inform and explain to the respondents the purpose and the process and should be asked for their consent. Participants were asked to sign individual consent forms at the start of the FGD.

FGD Participant Consent Form

I, **{full name of participant}**, after being informed of my rights to privacy of any data and information that I know under Republic Act No. 10173 or Philippines Data Privacy Act of 2012, give consent to the following acts:

(Check only those that you agree.)

- Makunan ako ng litrato. *[I could be photographed.]*
- Maibahagi ang aking litrato. *[Photos of me can be shared.]*
- Makunan ng video. *[I could be videoed.]*
- Kunan ng salaysay o interbyu. *[I can give statements or be interviewed.]*
- Pwedeng ibahagi ang aking larawan o video sa mga social media accounts o website ng ECOWEB at hindi magagamit sa masama o kumalat na ikakapanganib ng aking pagkakakilanlan. *[My photos or video could be shared in ECOWEB's social media accounts or website provided that it shall not be spread or used in the manner that will endanger my person and integrity.]*
- Ang lahat ng pahayag ko o ano mang impormasyon na aking sasabihin ay mananatiling kumpidensyal at mananatiling pribado. *[All my statement or information that I provided shall be confidential and shall remain private.]*

Name and Signature of Participant

Figure No. 16. FGD participant consent form

CONSENT FORM FOR ONLINE FGD PARTICIPANT/S

I am **{full name}**, member/officer of **{name of organization}**, an organization registered with the **{full name of registering authority}** in **{the year of registration}** with present address at **{address of the organization}**.

I confirm that I could clearly hear and see the facilitator and other participants of the FGD.

I confirm that our organization received the invitation for the FGD last **{state the date or week}** and we decided to fully participate.

I am using a **{laptop, smart phone, etc.}** to participate in the FGD.

And after being informed of my rights to privacy of any data and information that I know under Republic Act No. 10173 or Philippines Data Privacy Act of 2012, give consent to the following acts:

(Check only those that you agree.)

- Makunan ako ng litrato. *[I could be photographed.]*
- Maibahagi ang aking litrato. *[Photos of me can be shared.]*
- Makunan ng video. *[I could be videoed.]*
- Kunan ng salaysay o interbyu. *[I can give statements or be interviewed.]*
- Pwedeng ibahagi ang aking larawan o video sa mga social media accounts o website ng ECOWEB at hindi magagamit sa masama o kumalat na ikakapanganib ng aking pagkakakilanlan. *[My photos or video could be shared in ECOWEB's social media accounts or website provided that it shall not be spread or used in the manner that will endanger my person and integrity.]*
- Ang lahat ng pahayag ko o ano mang impormasyon na aking sasabihin ay mananatiling kumpidensyal at mananatiling pribado. *[All my statement or information that I provided shall be confidential and shall remain private.]*

Figure No. 17. Online FGD participant consent form

TOOL NO. A4: PARTICIPANTS' CONSENT FORM FOR ONLINE FGD

Similar to the face-to-face FGD process, the facilitators first had to explain to the participants their right to privacy under Philippine laws. Each of the consent options mentioned in the form had to be explained. After the explanation of their rights, the participants were given time to discuss and ask for clarifications. They were given the option to give their collective consent, if they all agreed, or to sign individually, if they so preferred.

In case they agreed to a collective consent, they were asked to appoint their spokesperson who would declare their collective consent by declaring

as "We" followed by the enumeration of the names of the participants. While the participants were declaring their consent, the documenters also followed their declaration by using another form which the documenter had to initialize after the FGD. The video or audio recorded declaration should match the signed documentation.

In cases where some participants would disagree with the majority on a collective consent, those participants should be given an option to sign separate individual consent form and must be documented separately.

TOOL NO. A5: COMMUNITY FGD QUESTIONS AND WORKSHEETS

DESCRIPTION

The community FGD Questions and Worksheets (FGD-QW) is the main tool for the conduct of the community FGD. The tool consists of themes, components and supplemental tool. The main tool is subdivided into eight themes, which in turn, consist of four components. The use of the main tool is facilitated with the use of three supplemental tools. These elements of the main tool are explained in more detail below.

THEMES

The main tool is subdivided into eight themes based on the Seven Dimensions Framework, excluding theme 8. The themes identified in the FGD-QW are all based on the Seven Dimensions Framework discussed in more detail in Part II, Section D above. Each of the themes and specific concerns is discussed below together with worksheets and explanation matrix. These include the following:

1. Community context
2. Visibility
3. Funding
4. Participation
5. Relationship and quality

6. Coordination
7. Capacity and standards
8. Process evaluation

Theme No. 8 (Process Evaluation) is not included in the Seven Dimensions. Each theme tackles one to three topics where a question is based.

TOOL COMPONENTS

The tool includes four components: 1) theme questionnaire, 2) worksheet, 3) score card, and 4) explanation matrix. The main method for collecting the data and assessment from the informants is through the Scorecard Method explained further in Tool No. 05.

1. **Introduction**
2. **Theme questionnaire.** The theme questionnaire consists of a question or set of questions designed to trigger and guide the discussion of the focus group. These are questions for quantifying assessment using the score card. Each question in a particular theme focuses on a specific concern within the scope of the theme that is most relevant and important to people and communities

affected by disasters and who have received humanitarian aid. Particular themes have one to three questions and each question has a set of choices for the score card.

- 3. Worksheets.** The worksheets serve as the data capture form to record the results of the community score card on a specific concern under a particular theme. Each theme has one to three worksheets depending on the specific concerns identified in a theme.
- 4. Score card.** This refers to the set of cards used by the participants to assess a specific concern under a theme as shown in Figure 15.
- 5. Explanation matrix.** These matrices would capture the specific explanations on the score card result.

PURPOSE

The purpose of the FGD Questions and Worksheet is to collect from groups and communities affected by disasters certain data, information and recommendations on localization following the Seven Dimensions Framework.

PROCEDURE

Each of the themes of the FGD questionnaire has a specific guide which is followed by the facilitators. Each questionnaire has a corresponding set of worksheets, score cards and explanation matrices. Below are the details of the procedures for each theme.

THEME 1. COMMUNITY CONTEXT: SEVERITY OF IMPACT AND EFFECT OF DISASTERS

EXPLANATORY NOTE

The first theme pertains to the community context of the participants. It has two concerns: severity of impact and intensity of effect of disasters. It also has two questions: the first pertains to the disasters experienced by the participants in the last five years prior to the conduct of the FGD and the second pertains to the effect and impact of the two worst disasters they identified in their answers to Q1.

INSTRUCTIONS

1. The facilitator prepares Worksheet No. 1 and explains what a crisis or a disaster situation is.
2. Ask the participants the question above and list the crisis events they are mentioning in the Column 1 of Worksheet No. 1
3. If more than one crisis or disaster has been experienced, ask participants to rank according to level of impact to the community by using a scoring card - severe impact, moderate impact, minimal impact. Count and enter the score card results in the 'severity impact' column.
4. Identify top two disaster events with the highest level of severity according to score card results. Ask participants about the reasons for their scoring and write them on the provided space.

1. Community Context	
Disasters and Severity of Impact	Intensity of Effect of Disaster
Q1: <i>What crisis situation in the community/community of origin (if displaced) have you faced in the past 5 years? Please enumerate and mention what year it happened.</i>	Q2: <i>How did the top 2 disaster/crisis events (identified earlier) affect the community?</i>

Figure No. 18. Set of questions used for Theme 1 (Community Context) of the Community FGD

Worksheet No. 1 (Figure 19) intends To capture the disasters or crises experienced by the participants in the past five years (2016-2020) and the severity of their impact. Severity here refers to the quality of the condition of the affected people as a result of the crisis or disaster. The severity is assessed from the perspective of the participants as to what happened to them, their properties and their community.

Worksheet No. 1 Disaster/Crisis Situation and their Severity of Impact				
Crisis / Disaster (Column 1)	Yr. of Event	Severity of Impact		
		Severe	Moderate	Minimal
Reasons for the Score Card Results				

Figure No. 19. Worksheet No.1 - List of disasters/crisis situations and their severity of impact

Figure 20 shows how Worksheet No. 1 was used in one of the FGDs conducted. The emoticons indicated by participants demonstrated the severity of a disaster event based on the experience or perception of individual participants. This particular group identified COVID-19 pandemic as the disaster were Figure No. 20. Sample use of Worksheet No. 1 in a community FGD in the Eastern Visayas area event that created the most severe impact on their community which was followed by Typhoon Ursula (international name Phanfone) and Typhoon Auring (international name Dujan).

Worksheet No. 1				
Crisis/Disaster	Year of the Event	Severity of Impact		
		Severe	Moderate	Minimal
COVID-19 Pandemic	Mar 2020-2021			
Typhoon Ursula	Dec 2019			
Typhoon Auring	Feb 2021			
Reasons for the score card results:		<ul style="list-style-type: none"> ➤ COVID-19 [pandemic] was the hardest disaster/ calamity that came [to us]. ➤ During Typhoon Ursula the crops and livelihood was largely affected. 		

Legend:

- Severe Impact
- Moderate Impact
- Minimal Impact

Figure No. 20. Sample use of Worksheet No. 1 in a community FGD in the Eastern Visayas area

Worksheet No. 2 (Figure 21) is intended to capture the intensity of the various impacts brought about by the two most severe disasters or crises listed in Worksheet No. 2 and identify who among the vulnerable groups were most affected.

INSTRUCTIONS

1. The facilitator prepares meta cards, pentel pens and Worksheet No. 3.
2. Distribute three-color meta cards to each participant. Ask them to write the names of agencies or groups including those from government who responded to the crisis situation. If they know of more than three, give them more meta cards. Instruct the participants to put up their filled up meta cards on Worksheet 3 and in the column (category of agencies) where they think the particular meta card belongs.

Effects/Impact of the Crisis/Disaster (Focused on the TOP 2 disasters identified in the earlier exercise) [Col 1]	Worksheet No. 2: Crisis/Disaster Impact			Most vulnerable groups affected
	Intensity of Crisis Impact			

Figure No. 21. Worksheet No.2 - List of effects/impacts of disasters/crisis and their intensity

Intensity here refers to the force of a particular impact or effect of a certain crisis/disaster creating a negative condition for the participants.

EXPLANATION MATRIX (EM)

The EM in WS 2 intends to capture two sets of information based on results of the discussion following the Worksheet No. 2. The first set consists of reasons why a disaster was given a particular ranking. The second intends to identify what impact hits most a particular vulnerable group of people.

Reasons for Rating/Ranking of Disaster/Crisis Impact:
Particular Impact of the Disaster/Crisis to Identified Heavily Affected Groups:

Figure No. 22. Explanation Matrix for WS-2

DISCUSSION PROCESS

The discussion of Theme 1 proceeds in the following manner:

1. Each of the questions was explained by the facilitators with emphasis on severity and intensity of the impact.
2. There were questions raised during the FGD about the definition of a disaster as some participants included a multi-billion peso investment scam that victimized many of the participants as among the disasters. Other participants also contended that the definition of a disaster should be limited to the definition used by government.

Some argued that the financial scam, while it created havoc to many families, could not be considered a disaster because it was more

a crime that did not require humanitarian action but thorough law enforcement and judicial action.

The FGD facilitators where the participants included the investment scam in their list allowed the participants to decide on its inclusion in the disaster list and a number did include it because its impact was largely similar to the impact of other disasters.

After agreeing on the definition of a disaster, the participants were asked to enumerate the disasters that they experienced. Members of the facilitating team wrote the disasters on meta cards and pasted them on Worksheet No. 1.

3. The participants assessed the severity of the impact using the score card with three choices: severe, moderate and minimal. Each score card was represented by an emoji.
4. After assessing the severity of the impact of the disasters, the participants were asked to determine the top two most severe disasters. These two disasters were to be used as reference in determining the various disaster impacts and the vulnerable groups that they affected.

Worksheet No. 2: Crisis/Disaster Impact				
Effects/Impact of the Crisis/Disaster (Focused on the TOP 2 disasters identified: COVID-19 pandemic and Marawi siege)	Intensity of Crisis Impact			Most vulnerable groups affected
	☹️	😊	😄	
1. Joblessness/unemployment/nawalan ng trabaha	7	1	-	Men
2. Poverty/Kahirapan	8	-	-	Women
3. Discrimination	1	7	-	Children
4. Loss of livelihood or source of income /Kawalan ng hanapbuhay	2	6	-	PWD
5. Scattered family / Pagkakawatak watak ng pamilya	5	3	-	Senior
6. Trauma among children and parent/na trauma ang mga bata at mga magulang	3	5	-	Citizen
7. Loss of property/nawala ang lahat ng ari-arian at nakikihingi nalang sa mga kamag-anak	-	8	-	Boys
8. Education of children affected/stoppage of children from schooling/naapektuhan ang pag-aaral ng mga bata, nakatigil sila at maaring masira ang kanilang record	-	8	-	Girls LGBTQIE++
Reason for Rating/Ranking of disaster/crisis impact:				
Top 1 Poverty - "Because of what happened (Marawi siege and COVID-19), we have lost everything. The condition changed everything resulting to abject poverty of the affected population."				
Top 2 Loss of Source of Income/Livelihood - "As a result of Marawi Siege that happened in May 2017, we lost all sources of our income and were displaced from our homes and communities. Little by little though, we tried, with some help received, to recover the lost sources of our income; slowly operating again our businesses generating income for our survival. But then, COVID-19 pandemic happened in 2020 that affected much again our efforts that a number were left with no choice but to close all our small business. And again, we have to start from zero."				
Top 3 Joblessness - "Before, we had jobs in Marawi city but today we've lost them. And there is no company/institution in the area, where we are currently taking refuge, wherein we can apply for a job."				
Particular Impact of the disaster/crisis to identified heavily affected groups:				
Family - "Family is the most affected in every crisis and that includes all types of gender."				
Men (Kalalakhian) - "I am one of the breadwinners of my family and due to what happened in Marawi I've lost my small business and it depressed me."				
Women (Kababaihan) - "As women, we also help our husbands in our business, but due to that crisis (Marawi siege) we've lost our only way in supporting our family and until now we can't still forget/move on from what happened."				

Figure No. 23. Sample use of Worksheet 2 in a community FGD in Mindanao

5. Focusing on the top two disasters, participants were asked to enumerate their impact on their family and community. The facilitating team wrote the impacts on meta cards and pasted them on column 1 of Worksheet No. 2. After completing the list, the participants were asked to assess the intensity of the impact using the score card with three choices: severe, moderate and minimal. Their assessments were recorded under columns 2-4 in Worksheet No. 2.
6. After the assessment of the impact, the participants were asked to identify the most vulnerable groups affected and enter such on Column 5.
7. After completing the list, the entries of Worksheet 2 were summarized by the facilitator and the participants were asked why they rated some impacts as severe while others as moderate. From their explanations, they were asked to determine what were impacts were on the most vulnerable people. Their explanations were recorded in the Explanation Matrix.

disaster response actions. It would be good to start the FGD with some basic definitions set by international and national bodies, but participants should be informed that they may go beyond the definitions.

2. The Theme 1 questionnaire posed two questions: Question (Q) 1 is about a “crisis situation” faced by the community in “the last 5 years” and Q2 about the top two “crisis/ disaster.” **Q1 and Q2 should be consistent in the use of terms. Crisis and disaster have similarities but not entirely the same. If the two terms are to be used, there should be a clear definition of their similarities and differences. The two terms should be defined in terms of a continuum where crisis includes processes and events prior, during and after the disaster which should be defined as the event when the community encounters the hazard and thereafter. The two terms should not be expressed as “crisis/disaster” unless it pertains to their similarities. The terms should be used separately or with “and” depending on the context in which they are referred.**

3. The theme 1 questionnaire has two columns labelled “Disaster and Severity of Disaster/ Crisis Impact” and “Intensity of Effect of Crisis/Disaster Impact Disaster.” In the two column labels, there are four terms that need to be clarified: impact, effect, severity and intensity. These terms need to be defined carefully because in the field of climate change, they have different meanings but in the local context, they could be synonymous as in the case of “impact” and “effect.” As to “severity” and “intensity,” these terms do not have a clear equivalent in the local language. The definition should be presented in a glossary of terms that could be used as reference by the facilitators. It is recommended that instead of using “impact” and “effect,” only the term “impact” should be used based on the standard definition by the UN Office of Disaster Risk Reduction (UNDRR).⁸

LESSONS AND RECOMMENDATIONS

From the conduct of the discussion on Theme 1, the following lessons were drawn and some recommendations were enumerated:

1. The Theme 1 questionnaire focused on the “disasters faced by the community, their severity and intensity.” It was noted that participants had different notions of a disaster that included illegal activities that victimized people (e.g., investment scam.) In the Philippines where economic crimes are rampant and enforcement of laws is weak, such crimes often affect families and communities in ways similar to disasters. In this context, communities should be given the prerogative to decide what they should consider as disaster even if it goes beyond the conventional definitions. However, facilitators should also make it clear that what participants would include may not be acceptable and could not qualify for

7 <https://www.undrr.org/terminology/disaster>

4. Question 1 set a time frame of “the last 5 years” which at the time of the FGD’s conduct meant from 2016 to 2020. This could include disasters in 2016 that happened before the Grand Bargain Agreement (GBA). While localization has been discussed many years before the GBA, the FGD intended to look into how localization had been discussed in reference to the GBA, hence, it would be better to focus on disasters that happened after the GBA. It has been recommended that the specific time period should be after the “Grand Bargain Agreement” (September 2016) or simply “from 2017 onwards” in anticipation of future FGDs.
5. The themes identified for the FGD included concerns about capacity of humanitarian actors, funding, etc. In this case, it was necessary that the disasters that would be included were those where the survivors received humanitarian assistance from donors – local, national or international.
6. Under this theme 1, four important terms were to be used – disaster, impact, severity and intensity. These terms should be included in the glossary that would be based on the definitions by the UNDRR and the UN’s International Strategy for Disaster Reduction (ISDR).

THEME 2. PRESENCE / VISIBILITY OF RESPONDERS (10 MINUTES)

EXPLANATORY NOTE

Theme 2 of the FGD-QW focused on “presence and visibility of responders.” “Responders” referred to those who responded during disasters identified under Theme 1 in the community of the FGD participants. Theme 2 has two questions and three worksheets and they were numbered in continuation of the numbering made in Theme 1 as Q3, Q4 and Q5.

In this context, “presence” and “visibility” were understood as closely similar and to some extent interchangeable.

GUIDE QUESTION 3 (4 MINUTES):

WHO ARE THE GROUPS/AGENCIES, GOVERNMENT OR NON-GOVERNMENT, WHO RESPONDED TO THE CRISIS/DISASTER/S IDENTIFIED EARLIER?

INSTRUCTIONS

1. The facilitator prepares meta cards, pentel pens and Worksheet No. 3.
2. Distribute tri-color meta cards to each participant. Ask them to write the names of agencies or groups including those from government who responded to the crisis situation. If they know of more than three, give them more meta cards. Instruct the participants to put their filled-up meta cards on Worksheet 3 and on the column (category of agencies) where they think the particular meta card belongs.
3. After everybody has pasted their meta cards, validate the placement of each meta card.
4. Provide explanation, as necessary, on the difference of each grouping of agencies and their particular mandates. Prepare ahead a list of UN agencies and INGOs operating in the area based on prior information gathered. If the participants remember the agency they failed to identify earlier, add another meta card with the name of that particular agency.
5. Put up the meta card-filled worksheet on the wall for reference in succeeding activities.

Worksheet No. 3: Agencies responding to the crisis / disasters							
Local/ National CSOs	INGOs	Un Agenci es	Foreign Gov't Donor Agencies	National Gov't Agencies	LGU	Business Group	Indivi duals
Note on actual time for the exercise/any remarks							

Figure No. 24. Worksheet 3 - Agencies responding to crisis/disaster.

Note: CSOs include local/national NGOs/networks, faith-based groups, people's organizations and other organized civil society groups as defined by law.

GUIDE QUESTION 4 (2 MINUTES):

HOW DO YOU VIEW THE LEVEL OF VISIBILITY OF EACH GROUP OF RESPONDERS IN YOUR COMMUNITY?

"Visibility would include signages, billboards, vehicles, vests, shirts, flyers and other IEC materials plus radio, TV, social media exposure bearing names and logos of the agencies and title of projects."

INSTRUCTIONS

For each identified major impact (group of specific effects identified), ask the participants to rate the intensity of crisis/disaster impact using a smiley scoring card -

LOW/NO VISIBILITY

"You heard the names of agencies or received assistance from those belonging to that category of agencies but you rarely see visibility of their names and logos"

FAIR VISIBILITY

"You know that they are responding because you know people who received assistance from them or you personally saw some of their visibility/promotional materials bearing with their names and logos."

HIGH VISIBILITY

"You heard the names of agencies or received assistance from those belonging to that category of agencies, but you rarely saw their names and logos."

Count and enter the number of votes for each visibility rating in the column provided. Identify and list in the space provided Name the top three most visible groups of humanitarian agencies according to ranking in number of votes.




Worksheet No. 4: Categories of Responders and Level of Visibility/Presence			
Categories of Humanitarian Responders	Level of Presence / Visibility		
			
1. Local and National CSOs/NGOs/ Society			
2. International NGOs			
3. UN Agencies			
4. Foreign Government Donor Agencies			
5. Local Government Units (Province, City, Municipality, Barangay)			
6. National Government			
7. Business Groups and Business Sector			
8. Individuals/Volunteers			
TOP 3 RESULTS	1. 2. 3.		
Notes/Remarks:			

Figure No. 25. Worksheet 4 - Categories of responders and level of visibility/presence

GUIDE QUESTION 5: IMPORTANCE OF VISIBILITY (4 MINUTES)

WHAT DO YOU THINK IS THE IMPORTANCE OF VISIBILITY MATERIALS AND HOW CAN THE VISIBILITY MATERIALS OF HUMANITARIAN AGENCIES BE IMPROVED TO MAKE IT MORE USEFUL FOR COMMUNITIES WHO ARE RECIPIENTS OF HUMANITARIAN ASSISTANCE?

Visibility like signages, promotion and information materials referring to the humanitarian responders.

Worksheet No. 5: Importance and Improvement of Visibility	
Views on the Importance of Visibility	
Suggestions to Improve Visibility to make it useful for the community	
Note on actual time of the exercise/any remarks	

Figure No. 26. Worksheet 5 - Importance and improvement of visibility

INSTRUCTIONS

1. The concept of visibility in humanitarian action was explained by the facilitator and the participants were given time to clarify.
2. The participants were grouped into sub-groups of three to five. Each sub-group was asked to answer Q3 and list their answer on a meta card. After the sub-groups had written on their meta cards, they were asked to place them in columns on a blank sheet of manila paper.
3. After all the groups had pasted their outputs, the facilitator presented Worksheet 3 and explained the categories. The facilitator asked the sub-groups to paste their meta cards on the columns where they belonged. After they had pasted their meta cards, the facilitators initiated a participatory review based on the earlier discussion and the misplaced ones were moved to the proper category.
4. With all the meta cards in their proper places, the facilitator moved to Q4 and listed the categories of actors under column 1 of Worksheet 4.

The facilitator explained how to assess the level of visibility of each category of actors using meta cards with three options: No/

Low (Red), Fair (Yellow) and High (Green). For each category, the participants made their assessments and the number of votes were recorded on Worksheet 4

5. After all the votes were recorded, the participants were asked to determine the top three most visible categories of actors. The choices were recorded on the allotted space.
6. The facilitator made a summary of the outputs in Worksheet 3 and Worksheet 4 and presented Worksheet 5. The facilitator explained Column 1 (importance of visibility) and column 2 (recommendations for improvement of visibility) then divided the group into smaller sub-groups. Each sub-group was asked to write their inputs on Worksheet 5.
7. After the process and output were collected, the facilitator closed the discussion of the theme

the theme included in the Seven Dimensions Framework. However, if “presence” is also to be discussed, the two terms should not be linked by “/” but by “and” and their difference should be clearly described.

3. There is no standard definition of visibility in humanitarian work but various agencies have their own standards of visibility and ways of achieving it. Given this situation, it is important that the FGD-QW to have its definition to be used for this FGD to serve not as a limiting factor but as a point of reference by participants. Facilitators should be ready with examples of how agencies implement their visibility policies.
4. In using Worksheet 3, it is necessary that the categorization should be explained in the context of the definition of stakeholders as described in the FGD design. This is necessary because there are groups (e.g., religious denominations) which are prominent humanitarian responders but not included in the categories. Some participants view them as separate groups while others regard them as part of civil society. It is important to ensure that the categorization is simple and as inclusive as possible.
5. In Worksheet 4, the system to determine the top three most visible is not clear whether it should be based on the total number of votes, point system or by consensus decision of the participants. It is recommended that a clear system of how to determine the top three be included.

LESSONS AND RECOMMENDATIONS

1. The theme focused on “presence” and “visibility” but the use of “/” conveys the message that in the context of the FGD, they are viewed as the same. However, the three questions in the theme only deal with visibility. Hence, it would be better to use the term “visibility” solely.
2. The heading of the theme “presence/visibility” can lead to confusion as the two have differences and similarities. In practice, some international humanitarian agencies have high visibility but they are not present because their responses are coursed through their partners. Because they have a clear policy on visibility and the local partner has not, the international agency is more visible even if they are not present.

The local groups are not visible despite their presence. It is recommended that only the term “visibility” be used because it is also

THEME 3: FUNDING/ASSISTANCE (QUANTITY, QUALITY, TRANSPARENCY AND ACCOUNTABILITY) (15 MINUTES)

EXPLANATORY NOTE

Theme 3 focused on quantity and quality of Funding/Assistance. This theme is based on the third dimension of the Seven Dimensions Framework. Its theme questionnaire (TQ) has Q6 which is actually a bundle of four questions plus Worksheet 6. Below is TQ Q6 and Worksheet 6.

GUIDE QUESTION 6: TYPE OF ASSISTANCE (15 MINUTES)

WHAT ARE THE FORMS OF ASSISTANCE PROVIDED BY THE HUMANITARIAN RESPONDERS? FROM WHAT GROUP OF AGENCIES? HOW SATISFIED ARE YOU? DID YOU HAVE PARTICULAR IMPORTANT NEED/S NOT RESPONDED TO?

INSTRUCTIONS

1. Facilitator prepares meta cards, pentel pens and Worksheet Nos. 5 and 6.
2. Distribute tri-color meta cards (**RED, YELLOW, GREEN**) to each participant, the number of cards depending on their need. Ask them to write the assistance they have received from which agency in response to the identified top 2 disaster experiences. Instruct participants to put one assistance per card and write in the color of card representing their feeling in terms of quality and quantity of assistance received or not received but much needed as follows:

NOT SATISFIED



"You were not satisfied with what you received either in terms of quality or quantity or other reason."

FAIRLY SATISFIED



"You know that they are responding because you know of people who received assistance from them or you personally saw some of their visibility/promotional materials bearing their names and logos."

VERY SATISFIED



"You know them because you received goods from them, you met their staff and you saw their signages, promotional materials and information about their response."

(Note: In the documentation report, summarize the assistance according to sources – group of agencies, but not to be done during the FGD in order to save time.)

3. Prepare Worksheet 6 and ask the participants to paste their cards according to feeling of satisfaction.
4. Group the cards according to type of assistance received. Put a title on top of the group of cards according to standard humanitarian assistance categorization:

Cash/voucher for individuals/families; Cash/voucher for groups; Food items; Non-Food Items (kitchen utensils, clothing, personal care items); WASH (water, sanitation, hygiene); Shelter kits; Temporary/permanent shelter units; Health and medical assistance; Psychosocial and mental health services; Trainings and capacity development; Livelihood materials; Protection/legal services; Organizing and advocacy; others.

5. Ask about reasons for the rating and note in the column provided. Note any reason related to quality, quantity, relevance, timeliness, transparency and accountability of the response.
6. Then ask for recommendations to improve the responses and note in the space below




Worksheet No. 6: Satisfaction on the Assistance Received		
		
-	-	-
Reasons:	Reasons:	Reasons:
Recommendations:		
Note on the actual time for the exercise/any remarks:		

Figure No. 27. Worksheet 6 - Satisfaction with the assistance received

DISCUSSION PROCESS

1. In the conduct of the FGD, the participants were asked to enumerate the kinds of assistance that they received from humanitarian agencies and write them in meta cards provided. The meta cards were placed on the table and were grouped based on commonalities like food, medicines, farming tools, etc. The participants were asked if they agreed with the groupings.
2. With the participants' agreement, the groupings were entered into the prepared Worksheet 6 at random. After entering the groupings in the worksheet, the participants were asked to assess their level of satisfaction with the assistance that they received using the score cards with three choices: not satisfied (red), fairly satisfied (yellow) and very satisfied (green).
3. The participants were asked for their assessment of each kind of assistance and the number of assessment choices per choice were entered in Worksheet 6.

4. After doing the assessment, the participants were asked about the reasons for their choices and the responses were entered in the assigned assessment column.
5. The last concern asked was the participants' recommendation to improve the methods of providing funding assistance. After the completion of Worksheet 6, the facilitator summarized the process and output and closed the discussion of the theme.

LESSONS AND RECOMMENDATIONS

Funding is an issue at the heart of localization. However, this has varying significance for local humanitarian actors and affected individuals and communities. The Grand Bargain largely refers to quantity of funding. For local actors, just as with international ones, the quality of funding (flexible, longer-term, covering core costs, predictable, maintaining cash flow etc.) is as important as the quantity.

To affected communities, funding means more direct or indirect cash assistance where they have the flexibility to decide how to spend it.

Q6 of Theme 3 is a bundle of four questions but Worksheet 6 only captures two information: the answers to Q1 (forms of assistance) and Q3 (level of satisfaction of the participants). Worksheet 6 does not have a provision for capturing information emanating from Q2 (the groups of agencies

providing the assistance) and Q4 (the needs that were not responded). However, it has a provision for capturing the “reasons for the ratings” and “recommendations” that were not sought in Q6. There is a need to modify Worksheet 6. Below is the suggested modified Q6 and Worksheet 6:

Worksheet No. 6: Satisfaction on the Assistance Received				
Types of Assistance (Col. 1)	Providing agencies or groups (Col 2) (Enter Code #)	Levels of Satisfaction (Col 3)		
		Not Satisfied	Fairly Satisfied	Very Satisfied
Reasons for Rating				
Unmeet Needs				
Recommendations				
Code #'s for groupings of providing agencies (Please use for Column 2)				
1. Local and National CSOs/NGOs/ Society	3. International NGOs	7. Business / Private Groups		
2. Foreign Government Donor Agencies	4. UN Agencies	8. Individuals and Volunteers		
	5. National Government/ Agencies			
	6. Local Government Units			

3. Funding/ Assistance (Quantity and Quality) - Amended

Q6:
 What are the forms of assistance provided by the humanitarian responders? What group of agencies? How satisfied are you? **Provide reasons for your satisfaction rating.** Do you have particular important need/s not responded to (please note as well)? **What are your recommendations to ensure that the unmeet needs will be met?**

Figure No. 28. Amended questionnaire and worksheet for Theme 3 (Funding)

THEME 4: PARTICIPATION IN THE CRISIS RESPONSE (15 MINUTES)

EXPLANATORY NOTE

Theme 4 focused on participation of affected communities in humanitarian response. This theme is based on the principle of “participation revolution” in the Seven Dimensions Framework and largely inspired by the sixth goal of the GBA. Its theme questionnaire (TQ) has Q7 and Q8 and its relevant information are captured by Worksheet 7.

There are four aspects of humanitarian response in which affected communities were expected to participate: planning, implementation, monitoring and evaluation. Q7 determines the different activities where the affected communities were able to participate as the data were captured in Worksheet 7. Q8 guides the participants in formulating their recommendations for improving each aspect of humanitarian response. Both activities and recommendations were captured in Worksheet 7.

GUIDE QUESTION 7 (5 MINUTES):
WHAT PARTICULAR ACTIVITIES CONDUCTED BY THE RESPONSE AGENCIES WERE YOU ABLE TO PARTICIPATE IN?

INSTRUCTIONS TO FACILITATOR

1. Prepare and explain Worksheet 7.
2. Read the question and ask the participants to write their answer on meta cards.
3. Ask the participants to paste their meta cards on the appropriate matrix under any of the following: Planning, Implementation, Monitoring or Evaluation. Validate placement through a discussion if a meta card is found not to be in the right matrix.
4. Ask the participants.

GUIDE QUESTION 8 (10 MINUTES):

WHAT DO YOU WANT TO SUGGEST IN ORDER TO IMPROVE YOUR PARTICIPATION IN PLANNING, IMPLEMENTATION, MONITORING, & EVALUATION OF THE HUMANITARIAN RESPONSE?

Note answer in the particular matrix.

DISCUSSION PROCESS

1. The facilitator explained Q7 and elaborated on the principle of participation of affected communities in humanitarian response based on the Seven Dimensions Framework and that its rooted on the 6th goal of the GBA. The participants were asked to recall and write on meta cards in which specific activities in the humanitarian response they participated.
2. The facilitator explained Worksheet 7 and the four phases of humanitarian response. After the explanation, the participants were asked to determine in which phase did the activities belong. They were asked to paste their meta cards on the prepared Worksheet
3. After all meta cards were posted, the facilitator explained Q8 and the participants were asked about their recommendations to improve the quality of their participation in humanitarian response. Their recommendations were recorded under each of the phases in Worksheet 7.
4. When all the activities and recommendations were captured in Worksheet 7, the process and outputs of the discussion were summarized by the facilitator and the discussion on the theme was terminated.

LESSONS AND RECOMMENDATIONS

1. In Q7, the phrase "response agencies" is better expressed as "responding agencies."

Worksheet No. 7: Participation in Humanitarian Response	
Planning	Implementation
Recommendations:	Recommendations:
Monitoring	Evaluation
Recommendations:	Recommendations:

Figure No. 29. Participation in humanitarian response

Note on actual time for the exercise and any remarks

2. In the discussion on the concept of participation, it is important to emphasize that its aim is a "fuller and more influential involvement of crisis-affected people in what relief is provided to them and how this should be done."
3. When explaining Q7, the phases of humanitarian response – planning, implementation, monitoring and evaluation – should be described with concrete examples. After the activities in meta cards are placed in their respective phases in Worksheet 7, there should be a discussion on what the participants expect in terms of their role in the particular phase. This is important to ensure that the affected populations are prepared to participate especially in phases where they are not used to and with due consideration for systems and processes already in place that are observed by current dominant humanitarian actors.
4. In the discussion of the recommendations, facilitators should make sure that the participants understand clearly why a particular recommendation is put under any one particular phase.

THEME 5: RELATIONSHIPS WITH RESPONDERS AND QUALITY OF SERVICES (15 MINUTES)

EXPLANATORY NOTE

Theme 5 focused on the relationship of affected communities with humanitarian responders and the quality of services. This theme is primarily based on one of the principles of the Seven Dimensions Framework – relationship quality. The theme is also directly linked to Goal 2 and Goal 6 of the GBA.

Following is the theme questionnaire with questions Q9, Q10 and Q11 and Worksheet 8. All responses for the three questions are captured in Worksheet 8.

Worksheet 8 has five columns, of which columns 2 to 4 capture the assessments of the relationship quality while column 5 captures the answers to Q11. The lowest row captures the answers to Q10.

The score card offers three responses: relationship needs improvement (red), fair level of relationship (yellow) and relationship is appreciated much by the community.

INSTRUCTIONS TO FACILITATORS

1. Prepare and explain Worksheet 8. [The relationship shall cover before, during and after the delivery of the humanitarian assistance. This pertains to how the responder communicates exchange information and engage with the survivors/ affected community.]
2. Use a score card to assess the quality of relationship — **Relationship needs improvement**, **Fair level relationship**, **Relationship is appreciated much by the community**. Enter the score in Column 2 of WS8.

GUIDE QUESTION 9: RELATIONSHIP WITH RESPONDERS

HOW DO YOU ASSESS YOUR RELATIONSHIP WITH THE HUMANITARIAN AGENCIES THAT PROVIDED ASSISTANCE IN YOUR COMMUNITIES?

GUIDE QUESTION 10:

WHAT DO YOU THINK ARE THE REASONS BEHIND THE RATING RESULTS, ESPECIALLY OF THE EXTREME RATINGS: THE HIGHEST AND THE LOWEST RATINGS?

After assessing the level of relationship with response agencies ask the guide question 10. Note answers below the columns in WS 8 and probe after.

GUIDE QUESTION 11:

WHAT WOULD YOU LIKE TO SUGGEST IN ORDER TO IMPROVE THE RELATIONSHIP BETWEEN THE RECIPIENT COMMUNITY AND THE PARTICULAR GROUP OF RESPONDERS?

Note answers in the columns.




Worksheet No. 8: Relationship with Responders				
Service Providers	Level of Relationship (Col 2)			Recommendations to Improve relationship
	 Relationship needs improvement	 Fair level of Relationship	 Relationship is appreciated much by the community	
Local and National CSOs/NGOs				
International NGOs				
Foreign government donor agencies				
UN Agencies				
Local Government Units (Province, City, Municipality, Barangay)				
National Government				
Business Groups and Private Sector				
Individual donors				
Reasons for Rating				
Note on actual time of the exercise and any remarks:				

Figure No. 30: Worksheet 8 - Relationship with responders

DISCUSSION PROCESS

1. The discussion of the theme started with the explanation of what “relationship with the humanitarian responders” meant and emphasized that the participants should answer the questions based on their recent actual experience.
2. In the discussion of Q9, the facilitator referred back to the output of Worksheet 4 in Theme 2 where the groupings of humanitarian actors were identified. Each of the grouping was pre-listed in column 1 of Worksheet 8. The facilitator explained the score card choices in Q9 as enumerated earlier. Clarifications were solicited and were clarified. After the clarifications, discussions on Q9 were discontinued.
3. In Q10, the participants were asked to explain their ratings or assessment of each of the grouping of humanitarian actors and the number of votes. The reasons were entered in the lowest row under each of the assessment choices. After all the explanations were gathered
4. After entering the participants’ explanations, the facilitator explained the importance of improving the relationship between affected communities and humanitarian actors in order to improve the quality of humanitarian aid and increase participation of affected populations as stipulated in the sixth goal of the GBA.

LESSONS AND RECOMMENDATIONS

1. In the introductory discussion, it is important to emphasize to the participants that their actual experiences are very significant for the study.
2. When discussing Q9, facilitators should take note that most participants of the affected communities are not very aware of the nature of the groupings of humanitarian actors even if they were already discussed in Worksheet 4 of Theme 2. Given such a situation, it is good to cite again specific agencies or organizations for each of the groupings because they are the actual entities that the participants have encountered.
3. When discussing Q10, it would be important for the participants to cite instances or events that support their ratings. It is important to document how many participants are expressing the same reasons for one or more humanitarian actors. Such reason, especially if referring to actual incidents, could establish some important trends that may need reinforcement to be sustained or actions to be halted.
4. Prior to the discussion of Q11, it is necessary to explain the importance of the relationship of affected communities and humanitarian actors in improving the quality and effectiveness of humanitarian aid delivery. It would be good to give a briefer on this topic in the context of localization of aid as stipulated in the GBA.

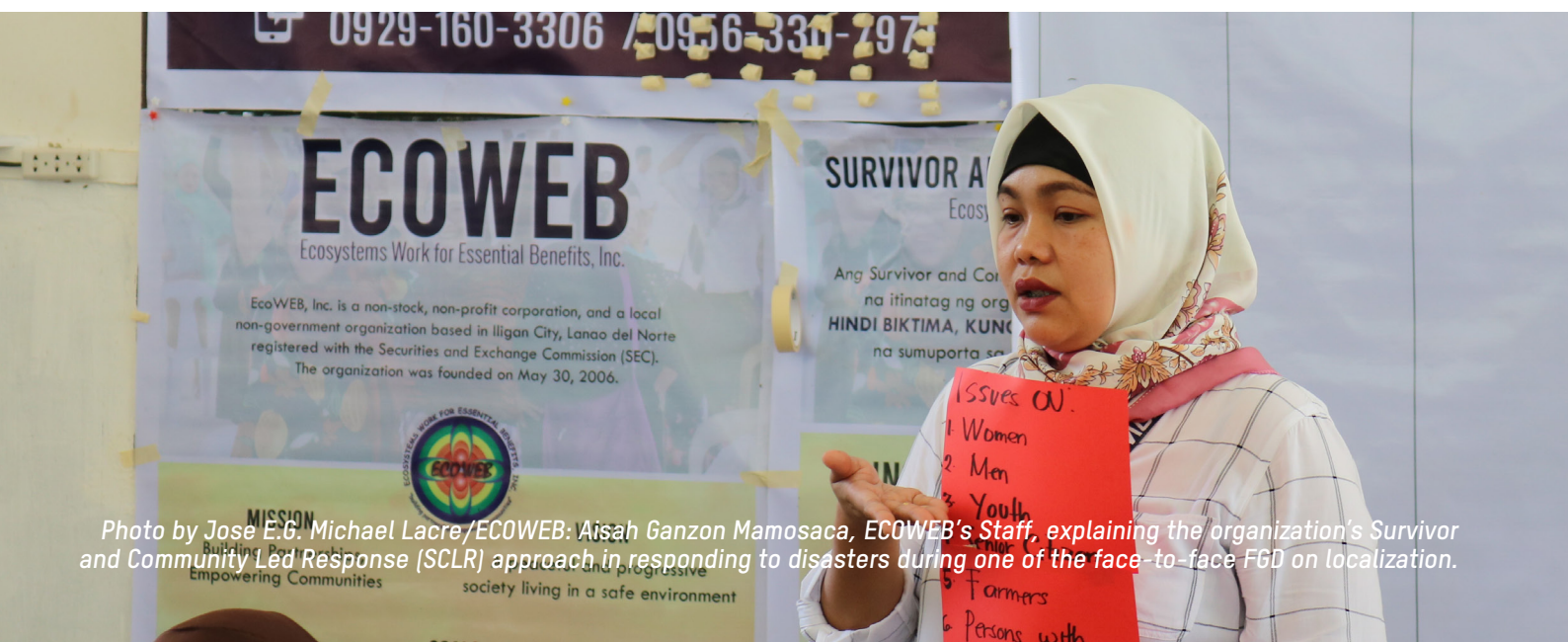


Photo by Jose E.G. Michael Lacre/ECOWEB: Aisah Ganzon Mamosaca, ECOWEB's Staff, explaining the organization's Survivor and Community Led Response (SCLR) approach in responding to disasters during one of the face-to-face FGD on localization.

THEME 6: COORDINATION OF CRISIS RESPONSE (15 MINUTES)

EXPLANATORY NOTE

Theme 6 focused on coordination of humanitarian actors – international, national and local – in the conduct of crisis response. This theme is based on one of the principles of the Seven Dimensions Framework. The theme questionnaire (TQ) has Q12, Q13 and Q14 and the answers are captured in Worksheet 9. Below is the TQ 6 containing Q12, Q13 and Q14, and Worksheet 9.

GUIDE QUESTION 12 (6 MINUTES): AWARENESS OF COORDINATION MECHANISM

WHAT COORDINATION MECHANISMS EXISTED AMONG HUMANITARIAN AGENCIES IN THEIR RESPONSE TO DISASTER/CRISIS SETTINGS THAT YOU HAVE IDENTIFIED EARLIER IN THE TOP TWO DISASTER CONTEXTS? WHAT ARE THE AGENCIES INVOLVED IN SUCH MECHANISM?

GUIDE QUESTION 13 (3 MINUTES):

HOW EFFECTIVE ARE THE CRISIS RESPONSE COORDINATION MECHANISMS THAT YOU HAVE ENUMERATED?

Use a score card to assess effectiveness of coordination using the scale below and enter the no. of votes of participants in Column 3.

NOT SO EFFECTIVE



EFFECTIVE SOMEHOW



HIGHLY EFFECTIVE



NO IDEA



INSTRUCTIONS TO FACILITATORS

1. Prepare and explain Worksheet 9.
2. Ask Question 11 and note answers under columns 1 and 2.
3. After filling out columns 1 and 2, ask Question 12.

GUIDE QUESTION 14 (6 MINUTES):

WHAT ARE THE REASONS FOR THE RATING OF THE PARTICULAR COORDINATION MECHANISM? HOW CAN THE MECHANISM BE IMPROVED TOWARDS BETTER SERVICES FOR THE POPULATION AFFECTED BY THE DISASTER/CRISIS?

Note the answers under Columns 4 and 5.

Worksheet No. 9: Awareness and Recommendations of Coordination Mechanisms						
Description of Coordination [Column 1]	Organizations / Agencies Involved in the Coordination [Column 2]	Effectiveness of Coordination [Column 3]			Reasons [Column 4]	Recommendations [Column 5]

Note on actual time of the exercise and any remarks:

Figure No. 31. Worksheet 9 - Awareness and recommendations of coordination mechanism

DISCUSSION PROCESS

1. The facilitator introduced the theme and emphasized its importance to the GBA particularly in the localization campaign.
2. Q12 was explained that it focused on the coordination mechanisms that existed between and among humanitarian agencies responding to the top two disasters identified through Q2 and captured in Worksheet 2 the results of which were shown.

The participants shared their observations and other members of the team captured the ideas in meta cards and posted them on Column 1 of Worksheet 2 while the names of the agencies involved were posted on Column 2.

3. After all the answers in Q13 guided the actual assessment of each coordination mechanism identified by the participants. The rating choices were: not effective (red),

somehow effective (yellow) and highly effective (green). The answers were captured in Column 3 of Worksheet 9.

- Q14 focused on the reasons for the ratings and recommendations to improve coordination among humanitarian actors. The facilitator explained the importance of the participants' recommendations emphasizing its importance in enhancing the effectiveness of humanitarian response.

The reasons for the ratings were recorded in Column 4 and the recommendations in Column 5 of Worksheet 9.

LESSONS AND RECOMMENDATIONS

The term coordination mechanism is generally new to participants thus this needs to be explained clearly in the local language. It would be good to have some examples of coordination activities like meetings and communication arrangements.

THEME 7: CAPACITY, POLICIES AND STANDARDS IN CRISIS RESPONSE (10 MINUTES)

EXPLANATORY NOTE

Theme 7 focused on two principles in the Seven Dimensions Framework: capacity of humanitarian actors and the policies and standards that were put in place during the response. Its theme questionnaire, Q15, focused on recommendations to humanitarian organizations/agencies in order to address the root causes of vulnerabilities and provide durable solutions. The responses were captured in Worksheet 10.

of humanitarian actors. The discussion was closed after all the recommendations were captured in Column 2.

Worksheet 10: Recommendations for Policies and Standards and Capacity Improvement	
Service Providers [Column 1]	Recommendations [Column 2]
1. Local and National CSOs/NGOs	
2. International NGOs	
3. Foreign government donor agencies	
4. UN Agencies	
5. Local Government Units (Province, City, Municipality, Barangay)	
6. National Government	
7. Business Groups and Private Sector	

Figure No.32. Worksheet 10 - Recommendations for Policies and Standards and Capacity Improvement

GUIDE QUESTION 15 (5 MINUTES): POLICIES AND STANDARDS

BASED ON YOUR PAST EXPERIENCES, WHAT RECOMMENDATIONS DO YOU PROPOSE TO HUMANITARIAN ORGANIZATIONS /AGENCIES IN ORDER TO ADDRESS THE ROOT CAUSES OF VULNERABILITIES AND PROVIDE DURABLE SOLUTIONS?

Use Worksheet 10 for the answers.

LESSONS AND RECOMMENDATIONS

- Theme 7 focused on two aspects: capacities of humanitarian actors and policies and standards. These two dimensions of localization are distinct from each other thus it was deemed better to separate them into two themes as presented in the Seven Dimensions Framework. It is important to discuss the two dimensions separately because they feature a wide disparity between international and local actors which needs to be addressed. It is also important to discuss this matter with affected communities because they will be playing an active role in the envisioned localized humanitarian system.

DISCUSSION PROCESS

- The facilitator recalled the groupings of actors identified in Q2 and captured in Worksheet 2. A prepared Worksheet 10 was shown with the groupings pre-listed in Column 1.
- The participants were asked to share their recommendations for each of the grouping

- 2. Q15 is difficult to answer when the two dimensions are lumped together and when current conditions had not been discussed first. Q15 should be modified in two ways: first, disaggregate Q15 into two separate

questions with each focusing on one dimension; and second, ask participants to describe each of the dimensions before offering their recommendations.

THEME 8: PROCESS EVALUATION

EXPLANATORY NOTE

Theme 8 focused on evaluating the FGD process. This theme is not included in the Seven Dimensions Framework but is essential for the FGD process. Q16 focused on assessing the process, particularly the use of score cards. The assessment was captured in Worksheet 11. Below is Q16 and Worksheet 11.

GUIDE QUESTION 16 (5 MINUTES):
HOW DO YOU VIEW THE PROCESS AND USEFULNESS OF THIS EXERCISE
Use a score card.

NOT HAPPY WITH/DO NOT APPRECIATE THE EXERCISE 

QUITE HAPPY/SOMEHOW APPRECIATE IT 

SO HAPPY/APPRECIATE IT 

EVALUATION PROCESS

1. The purpose of the evaluation was mainly to assess the process and usefulness of the FGD. The facilitator mentioned some aspects to be considered but these were not to be assessed individually. The participants were asked to give their evaluation of the whole process through score cards with the assessment choices enumerated in Q16.
2. The number of participants choosing an option were counted and their number entered in the worksheet.

LESSONS AND RECOMMENDATIONS

Questionnaire 16 focuses on assessing the whole process and usefulness of the FGD. The specific aspects to be assessed were only mentioned by the facilitator including methods (particularly score card), process, facilitation, participation of participants and venue -- implying that there was no standard set of aspects to be considered for assessment. Worksheet 11 only captures the overall assessment of the FGD. It would be good to enumerate the specific aspects in the questionnaire and stipulate them in the worksheet.




Worksheet No. 11: Process Evaluation Documentation				
Score Results	Card			
	score			
	Reason for answer			
Key feedback from the discussions	Note here if there are key reasons mentioned to the score card results. Why?			
Any additional remarks (2 minutes):				
Note for possible Follow-up:				

Figure No. 33. Worksheet No. 11 - Process evaluation documentation

TOOL NO. A6: FGD SCHEDULE, TEAMING AND TASKING (FGD-STT)

The FGD-STT is a matrix that captures the schedule, teaming and tasking for all the FGDs. This is necessary to ensure good preparation, facilitation and teaming for each FGD session. The FGD-STT contains the following elements:

DATE

This is the date of the FGD as agreed upon with the participants.

TIME

This is the time period allotted for the FGD as agreed upon by the host group and the participants. The time allotted is two-and-a-half to three hours. The facilitating team should observe the time frame, particularly for the online FGD.

VENUE

The venue is the place where the FGD is to take place as agreed upon with the participants. Wherever the venue may be, the facilitating team should make the necessary arrangements before the scheduled date to ensure that the minimum required facilities meant for the FGD are available and usable.

MODALITY

This refers to whether the FGD will take place face-to-face, online or a combination of both (hybrid). It is necessary to determine the modality at least three days before the scheduled date in order to make the necessary preparations. The tasking within the facilitation team will slightly differ depending on the modality of the FGD.

TEAM TASKING

The Team refers to the FGD Facilitation Team (FT). The FT should consist of not less than three persons with a team leader and two members. The minimum number could perform the three basic tasks during the actual FGD – facilitation, written documentation and photo or video documentation. If additional persons are available, other specific tasks to be farmed out may include process management and co-facilitation with one person assigned to photo documentation plus another to video documentation.

FGD SCHEDULE AND TASKING							
Date	Time		Venue	FGD Modality	Team Tasking		
	Start	End			Facilitation	Written Documt'n	Photo/ Video Documt'n.

Figure No. 34. Template for FGD-STT

The full document that includes the FGD questionnaire and worksheet is found in Annex C.

B. ONLINE SURVEY ON STATE OF LOCALIZATION IN THE PHILIPPINES

The current state of localization in the Philippines is an important factor to be analyzed before determining how to advance the localization dialogue in the country and how the humanitarian actors working in the country can best contribute to the realization of commitments under Workstreams 2 and 6 of the Grand Bargain Agreement.

The state of localization was assessed through a two-phase process – data gathering and analysis of gathered data and information. The data gathering was done through an online survey

through KOBOLlect. The main informants of the survey were local and national NGOs, private sector groups, international NGOs, UN agencies and government agencies and units.

The main tool used in the data gathering process was the Online Survey Questionnaire (OSQ) which was administered by ECOWEB. The collation of the data was done by KOBOLlect and the analysis of the trend was done by the consortium with ECOWEB and A4EP leading the process.



Photo taken by ECOWEB: A community solidarity group composed of fishermen in Santiago, Iligan City harvesting from their bangus aquaculture project whose livelihood grant was provided by the Marawi Response Project.

TOOL NO. B1: STATE OF LOCALIZATION – ONLINE SURVEY QUESTIONNAIRE (SL-OSQ)

DESCRIPTION

This survey is an initiative of ECOWEB, Alliance for Empowering partnership (A4EP), Oxfam Pilipinas and UNOCHA to map the state of localization in the Philippines. The questions are framed around the Grand Bargain and Charter for Change commitments on localization.

The main tool for the survey is the Online Survey Questionnaire (OSQ). The OSQ has two versions: one for local and national CSOs and the private sector and another for international NGOs (INGOs) and UN agencies.

PURPOSE

The purpose of the online survey is to gather relevant data and information from humanitarian actors and stakeholders on the awareness, current activities and recommendations to advance the localization agenda in the Philippines that could serve as input to national level dialogues.

PROCEDURE

The process of the preparation, actual conduct and analysis of the online survey is broken down as follows:

- 1. Determining the target informants.** The leading consortium did a stakeholder analysis and decided to focus on the humanitarian actors working in the Philippines as survey respondents.

They identified the humanitarian actors and grouped them into two: locals and the internationals. The local actors refer to Philippine-organized and registered humanitarian actors that include local and national NGOs, private sector groups and government agencies. International actors are those that are part of an international organization with or without a registered Philippine entity as well as UN agencies working in the Philippines.

- 2. Designing of the OSQ.** The OSQ has three sections. Section I was designed to generate information about the respondent organization while Section II was to generate information about the level of awareness of the respondent organization on localization. Section III aimed to generate information about the respondent organization's experience in localization in the context of the Seven Dimensions Framework. After deciding on the categorization of the humanitarian actors, the leading consortium designed separate OSQs for each category: one OSQ for local actors and another for international actors.

TOOL VERSION NO. B1.1: SL-OSQ FOR LOCAL ACTORS (OSQ-L)

The OSQ for local actors (OSQ-L) follows the three-section design. It has a total of 63 questions of which nine are under Section I, five are under Section II and 49 are under Section III. The full OSQ is found in Annex C.

The results of the survey were to serve as feedback to humanitarian coordination bodies, agencies, INGOs and CSOs in the country as well as to the Grand Bargain localization workstream. Results are targeted to serve as inputs to donors as well as international and local actors in improving the humanitarian policies, systems and mechanisms towards realizing localization commitments made during the World Humanitarian Summit in 2016 and to put the affected population at the center of humanitarian aid. Such effort will contribute to further dialogue, leading to concrete country-level action plan.

TOOL VERSION NO. B1.2: SL-OSQ FOR INTERNATIONAL ACTORS (OSQ-I)

The OSQ for international actors (OSQ-I) follows the three-section design. It has a total of 54 questions of which six are under Section I, five are under Section II and 44 are under Section III. The full OSQ is found in Annex D.

Like the OSQ-L, the results of the survey were to serve as feedback to humanitarian coordination bodies, UN agencies, INGOs and CSOs in the country as well as to the Grand Bargain Localization Workstream. Results are targeted to serve local and international actors, including donors, in the hope of triggering changes in humanitarian policies, systems and mechanisms towards realizing localization commitments in the Grand Bargain Agreement.

3. Pre-testing. After the two versions of the questionnaire were formulated, it was pre-tested with volunteer local and international actors. The purpose of the pre-testing was to determine the length of time needed and the potential difficulties in answering the OSQ. Following feedback from the pre-testing stage, some adjustments were made on the OSQ.

4. Uploading to KoboCollect. The OSQs were uploaded to KoboCollect on February xx, 2021. The survey questionnaire was opened to humanitarian actors until March 22, 2021. The task of uploading and monitoring the online survey was assigned to ECOWEB

which assigned one of its staff to monitor progress of the survey responses within the prescribed period.

- 5. Informing and encouraging** target respondents. Simultaneous with uploading of the OSQ, notification letters (ST No. A4.1) were also e-mailed to target respondents identified by the consortium members. The members of the consortium also contacted key persons of the target humanitarian actors through social media whenever it was possible. The contacts, who were considered as key movers of national networks, were also encouraged to invite their network members.
- 6. Collating and analyzing the data.** The answers to the OSQ were collated and the raw data were analyzed by KoboCollect. The data analysis results formed the basis of the trend analysis conducted by the team from ECOWEB and A4EP. The collated data and the trend analysis were presented to the consortium members for review. Such data were to be used as inputs in preparation for the conduct of national dialogues.

ANNEXES

- Annex: Online Survey Questionnaire for Local and National NGOs and private sector (OSQ-L)
- Annex: Online Survey Questionnaire for UN Agencies and International NGOs (OSQ-0)
- Annex: State of Localization – Respondent’s Notification Letter (SN-RNL)

TOOL NO. B2: SURVEY PARTICIPANTS NOTIFICATION (SPN)

DESCRIPTION

The RNL is an official letter informing and briefing target participants of the online survey on the state of localization in the Philippines. It states the deadline and offers steps on how to access the online survey tool.

PROCEDURE

The content of the RNL had been agreed upon by the leading consortium's organizations. Key persons representing these leading organizations signed the RNL. In the case of the Philippines, it was signed by the four convenors of the consortium. The RNL

had been sent electronically simultaneous with the uploading of the online survey questionnaire. It was sent to local and international organizations and networks.

Three days after sending the RNL, target respondents were followed up by e-mail and through other electronic messaging systems. The responses were monitored daily.

PURPOSE

The RNL served as the official invitation to target respondents of the online survey.

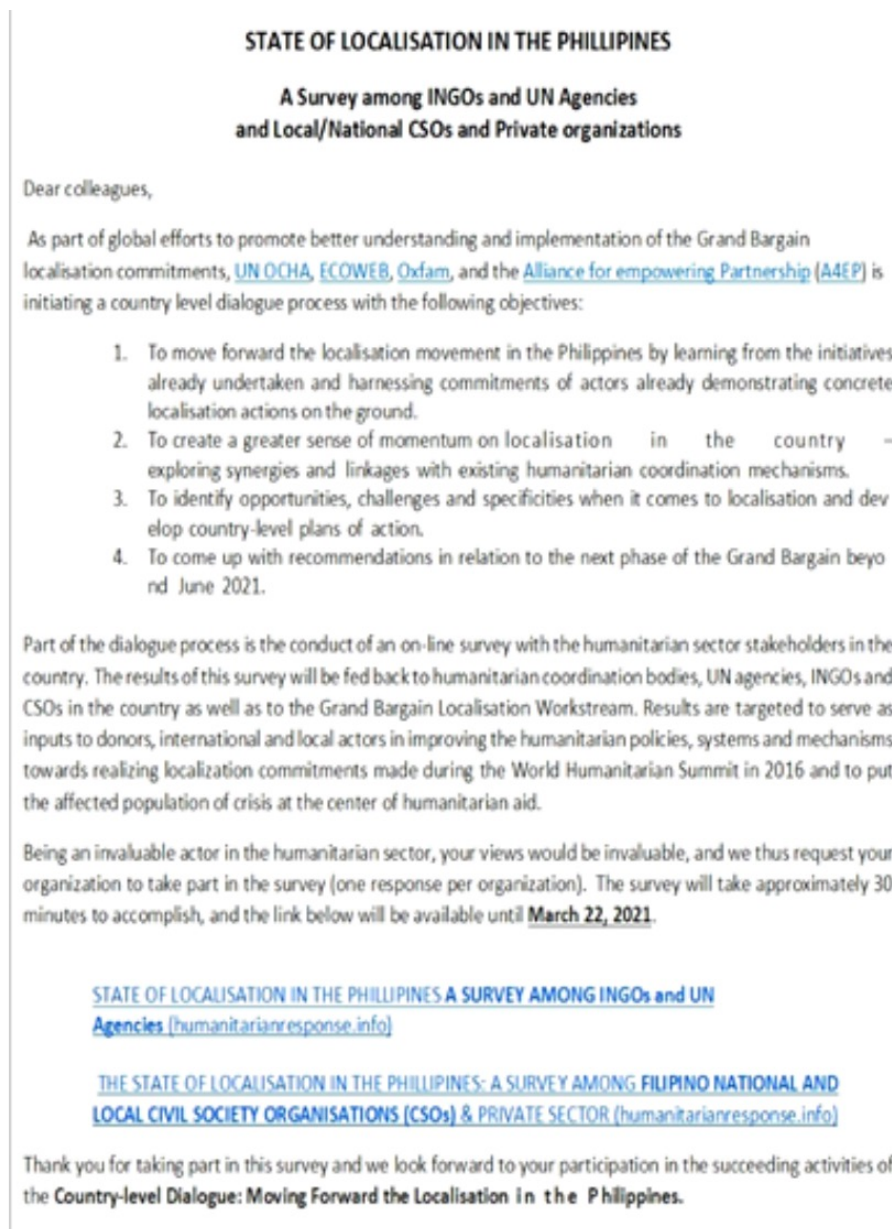


Figure No. 35. A sample Respondent's Notification Letter

C. ONLINE DIALOGUE WITH STAKEHOLDERS (CSO NETWORKS, PRIVATE SECTOR, UN AGENCIES, INGOS AND GOVERNMENT AGENCIES)

DESCRIPTION

The online national dialogue on localization was a planned open dialogue with key stakeholders identified by the leading consortium. They included individuals and networks of local and national CSOs, private sector groups, UN agencies, international NGOs and humanitarian agencies of the Philippine government. The analysis of the outputs of the community FGDs and the online surveys was used as a starting point in the national discussions. The online dialogue was done in 11 inter-network and intra-network sessions.

PURPOSE

The goal of the online national dialogue was to utilize the analysis and insights from the community FGDs and the online survey to develop a roadmap for pushing forward localization commitments in the country, with a defined participatory process of implementation and monitoring. Findings

of the online survey and the community FGDs were presented during the virtual dialogues and participants were given time and space to reflect on their experiences and avail themselves of the opportunity for honest and open conversations. This was achieved through breakout group sessions as well as through plenary discussions. The current and potential long-term impact of COVID-19 was discussed and recommendations to mitigate them were also collected.

PROCEDURE

The online national dialogue was initiated and led by the consortium. Its implementation was coordinated with participating networks. It had three general phases: 1) planning and preparations; 2) actual dialogue sessions; and 3) post-dialogue activities.



Screenshot taken by ECOWEB during a virtual dialogue with UN agencies

PLANNING AND PREPARATION

The conduct of the online national dialogue was part of the overall plan for the Philippine country-level dialogue on localization. Detailed planning commenced when data from all community FGDs and online survey on the state of localization were almost collected and analyzed. At that stage, the localization trends were clearer and the most strategic participants were already identified. The planning and preparations followed the following steps:

- 1. Mapping and identification of the networks and lead partner organizations.** The mapping of the target participants was based on the stakeholder analysis done by the consortium (see Part II-E). The leading consortium decided to prioritize national networks of humanitarian actors to maximize participation.
- 2. Exploratory conversations with key network members.** The four members of the consortium tapped their existing lines with the national networks for exploratory conversations. In the exploratory conversations, most of those contacted were key network members who responded to the online survey on the state of localization.

To generate interest in the national dialogue, some initial findings were initially shared with network members during the exploratory discussions. Hence, it was wise to start the exploratory conversations when initial results of the survey were already available.

- 3. Designing the dialogue sessions and the main tools.** After the exploratory discussions were done, the consortium also started the design of the dialogue session. Several factors were considered, among which were the following: a) COVID-19 pandemic, b) presentation of the results of the State of Localization survey, c) technical-logistical support for an online conference, d) staffing and facilitation, e) budget, and f) design of the sessions.

Among the key design features of the dialogue session are the following: a) it should be online via Zoom; b) it would run for a minimum of two hours and possibly extended by 15 minutes with the agreement of the participants; c) breakout sessions should be no more than 35 minutes, d) results of the State of Localization Survey shall be presented first and the breakout sessions should not be more than four groups focusing on one to two dimensions plus the impact of COVID-19 on localization. ECOWEB was identified as the lead member who will be in charge of organizing the secretariat and recruiting facilitators, documenters and technical staff. The details of the dialogue session design are found in Main Tool No. C1.

- 4. Preparing the summary of the results of the state of localization survey.** An analysis of the results and of the state of localization survey is important for the national dialogues and the initial results are also important to the exploratory conversations. It would be good to have people who would concentrate on this part while others would be concentrating on the other aspects of the preparations.
- 5. Recruiting and organizing the facilitation and documentation secretariat (FDS).** To facilitate and conduct the national dialogue on localization, the consortium requested ECOWEB to lead the process. In response, ECOWEB organized a National Dialogue Secretariat (NDS). The operational structure of the NDS is shown in Figure 1.

The NDS was headed by the national dialogue coordinator. Under the ND coordinator were the lead facilitator and the lead documenter who worked with the facilitators and documenters. Under the direct supervision of the ND coordinator were the administrative and finance Staff as well as the technical support staff. The members of the NDS were ECOWEB staff and volunteers who were recruited for the localization project.

The operational structure above is recommended to ensure a smooth and efficient process. Such structure could be adjusted according to the most realistic

conditions in the country. Figure No. 34 (Table 1) shows the specific responsibilities and deliverables of each unit and individuals named in the structure.

Table 1: Tasks, Functions, and Deliverables for the National Dialogue Session

UNIT/PRESONNEL	TASKS AND FUNCTIONS	DELIVERABLES
National Dialogue (ND) Coordinator	<ul style="list-style-type: none"> • Reports to the leading consortium • Oversees the overall implementation of the national dialogue sessions • Initiates exploratory conversations with network leaders • Leads in designing the dialogue sessions • Signs invitations for the networks 	<ul style="list-style-type: none"> • Dialogue session design • Schedule of dialogue sessions • National dialogue report
Admin/Finance Staff	<ul style="list-style-type: none"> • Facilitates the payments and procurement of supplies and services for the conduct of dialogue sessions • Keeps all the transaction records • Prepares financial reports of activities conducted 	<ul style="list-style-type: none"> • Updated payments of facilities and services for the national dialogue sessions • Financial reports and statements
Technical Staff	<ul style="list-style-type: none"> • Set up the online platform for the dialogue session • Set up the pre-registration system • Administer the online platform during the actual dialogue session 	<ul style="list-style-type: none"> • Effective platform for the dialogue session
Lead Facillitator	<ul style="list-style-type: none"> • Reports to the ND Coordinator • Follows up the networks after the exploratory conversations and, when ready, prepares with them the session plan in collaboration with the Lead Documenter • Coordinates with the admin and finance staff for logistics • Coordinates with the technical staff for technical matters regarding the online dialogue session 	<ul style="list-style-type: none"> • Invitations to networks Final plan and schedule of all dialogue sessions
Lead Documenter	<ul style="list-style-type: none"> • Reports to the ND Coordinator • Coordinates with the Lead Facillitator for the planning of the documentation • Monitors the preregistered participants for each dialogue session 	<ul style="list-style-type: none"> • Collated dialogue session summary report for presentation by the end of the session • Compilation of DSDs
Session Facillitator	<ul style="list-style-type: none"> • Reports to the Lead Facillitator • Coordinates with the technical staff for preparation of the online platform • Supervises and supports the session coordinators in the preparations, actual conduct and post-session activities • Reviews the draft Dialogue Session Documentation (DSD) 	<ul style="list-style-type: none"> • Specific dialogue session plan with time slots, tasking and logistics of sessions for facilitation • Final copy of the DSD

Session Documenter	<ul style="list-style-type: none"> Documents the full dialogue session and produces the following: <ul style="list-style-type: none"> Dialogue Output Summary Report (Main Tool No. C4) after the breakout session Draft DSD three days after the session and submits to the Session Facilitator 	<ul style="list-style-type: none"> Dialogue Output Summary Report (DOSR/Main Tool No. C4) Draft DSD for review and finalization by the Session Facilitator
Break-out Session Facilitator	<ul style="list-style-type: none"> Leads and facilitates the breakout discussion session Assists the breakout session documenter in drafting the Breakout Session Documentation (BSD) 	<ul style="list-style-type: none"> Breakout session attendance or photo of participants
Break-out Session Documenter	<ul style="list-style-type: none"> Documents the breakout sessions using the BSD template (Main Tool No. C3) and submits a quick draft to the Session Documenter Reviews and finalizes the BSD and submits the final version to the Session Documenter 	<ul style="list-style-type: none"> Draft breakout BSD immediately after the breakout session Final BSD two days after the dialogue session

IMPORTANT NOTES

1. The lead facilitator may act as session facilitator or breakout group facilitator when the workload allows and when the need arises.
2. The lead documenter may act as session documenter or breakout group facilitator when the workload allows and when the need arises.
3. All the dialogue sessions, including each breakout session, should be fully recorded. This is very important in preparing the Dialogue Session Documentation (DSD).

Figure No. 37. Table 1 - Tasks, functions and deliverables for the national dialogue session



Photo taken by BirthDev during a workshop with children on localization dialogue using child-friendly materials

6. Orientation session for facilitators and documenters. The ND coordinator organized an orientation session with members of the Facilitating Secretariat that included staff from other members of the consortium who acted as session or breakout session facilitators. ECOWEB's communications team acted as the technical staff. Documenters were recruited from the ECOWEB staff and volunteers.

The facilitators were oriented on their roles during the breakout sessions and the Seven Dimensions Framework was reviewed. The documenters were also instructed on how to use the data capture templates (see Main Tool No. C3 - Break-out Session Documentation Template, Main Tool No. C4 - Dialogue Output Summary (DOS) Report Template and Main Tool No.- C5-Dialogue Session Documentation (DSD) Template). The Lead Facilitator and Lead documenter had ensured that session facilitators and documenters, as well as breakout session facilitators and documenters had copies of the documentation tools.

7. Formal invitation of the participating networks and agencies. The networks and organizations who committed to participate were immediately given invitations (See Main Tool No. C2 - Dialogue Session Invitation Template). The template was drafted by ECOWEB and was validated by the leading consortium.

8. Sending of the Dialogue Plan to networks. After sending the invitation to the networks, a planning session was set and participants were provided a copy of the Dialogue Plan that was also discussed during a meeting which was conducted at least five days prior to the scheduled dialogue session.

9. Setting up the online platform for the dialogue. In preparation for the dialogue session, the conference platform was set up. This entailed registering with Zoom or other service providers. The platform had to

be set up earlier to ensure that participants could preregister. Ideally, preregistration was necessary to allow assignment of participants to breakout groups. When preregistration was not possible due to poor internet connectivity, they could only register during the session, not as preregistered participants. In that case, participants were allowed to choose which breakout groups they could join provided that participants had been equitably distributed.

To ensure the equitable distribution of participants, the lead documenter had to monitor the actual number of participants and make calculations on the number of participants per breakout group as set in the rules below.

ACTUAL DIALOGUE SESSIONS

The actual dialogue was set for two hours. The facilitators and documenters were required to be on-line 10 minutes before the start of the session and a final briefing was done by the national dialogue facilitator.

The actual dialogue session consisted of seven parts with specific duration and assigned facilitators and documenters:

1. Welcome and introductions. This is the formal opening of the dialogue session. This included three elements: formal welcome, introduction of participants and showing of pictures of past activities of the CLD. This part was allotted 10 minutes.

The session facilitator signaled the start of the session, formally welcoming all the participants. The national dialogue coordinator also acted as session facilitator. The introduction of participants was done by networks or groups with the help of the co-facilitator. The lead documenter showed photos as a situationer on the ongoing CLD process.

2. Presentations. The presentations included the following: 1) briefer on the background of the Grand Bargain Agreement and an overview of localization, 2) results of the community FGD, and 3) results/findings of the State of Localization Survey. The presentations were allotted 20 minutes with each presentation lasting 6 to 7 minutes.

3. Breakout session briefing. The briefing session discussed the process, the groupings and the guide questions for the sessions. There were three questions for discussion in the breakout groups: 1) What needs to change? 2) What obstacles can be anticipated 3) How to overcome them?

4. Actual breakout session. The breakout sessions were designed for participants to provide insights and information pertaining to the seven dimensions of localization. Each breakout session was allotted 35 minutes. The number of breakout sessions depended on the total number of participants registered at the briefing session. The lead documenter was primarily responsible for determining the ideal number of breakout groups based on the following rules:

- A.** One group for every five participants
- B.** Three as the minimum number of participants for a breakout group
- C.** Seven groups when total participants reached 35 or more

The above rules allow the session facilitator and the lead documenter some flexibility to decide on the number of participants per breakout group, provided that all aspects of the Seven Dimensions are discussed. Depending on the number of breakout groups, dimensions shall be divided and assigned to a particular group. Below is an example of the assignment of the dimensions for a four-group breakout session

- Break-Out Group 1: Quality of relationship and partnership; Funding and financing + COVID-19

- Break-out Group 2: Participation of the affected population; Humanitarian Standards and Policy + COVID-19
- Break-out Group 3: Capacity, Visibility and Coordination + COVID-19

The documenter of each breakout group had to document the discussion of each dimension using the Breakout Session Documentation (BSD) template. The BSD had to be as clear and concise as possible and given to the session documenter immediately after the breakout session to enable him/her to prepare the Dialogue Output Summary (DOS).

While the lead documenter was preparing the DOS, another documenter had to document the reporting and the plenary session.

5. Reporting of breakout session outputs. The reporting of the breakout session had to be done by the rapporteur chosen by members of the breakout group. The reporting ranged from 20 to 35 minutes. The report was based on the BSD prepared by the breakout session documenter. Each group was given a maximum of five minutes to report. This means that in the case of more than four breakout groups, an extension of five minutes was necessary, thus allowing a 15-minute extension for a session with seven breakout groups.

In case a session had no more than five participants, there would be no breakout group session and the lead documenter would take care of the entire documentation. The presence of another documenter would be welcome since it would allow the lead documenter to concentrate on capturing and summarizing the insights and information in the DOS while the other documenter concentrated on documenting the details of the discussions by capturing it in the BSD. Instead of having a reporting session, a summation of the discussion could be done by the lead documenter.

6. Sharing of insights. The sharing of insights was found to be an effective way of soliciting feedback on the dialogue session from the facilitating group and the participants. It was recommended that at most three persons share their insights: one each from the leading consortium, the leaders of the network and the participants. Each sharer would be given a maximum of three minutes to share their insights.

7. Summary and next steps. The summary had to be done by the lead documenter or the session facilitator using the DOS. This was important in giving the participants an overview of what was achieved in the dialogue. During the breakout session, there were three questions guiding the discussion. The summary of the answers to these questions should be highlighted in the DOS and these answers should be the bases for the formulation of the proposed next steps. These steps should directly address the following questions: 1) What needs to change; 2) What obstacles can be anticipated; and 3) How to overcome them?

The proposed next steps are very important because they would provide assurance of continuity to the participants. The next steps would also be presented to the multi-sectoral dialogue. These next steps could be adopted by the network or the individual organization as their concrete action to advance the localization dialogue.

POST-DIALOGUE ACTIVITIES

The post-dialogue activity had three levels of work:

1. Review and finalization of the session documents. Further enhancement of the DOS was the primary responsibility of the session documenters. In cases where there were more than one session documenter, the lead documenter immediately initiated a meeting of all session documenters to plan and set realistic deadlines. The immediate production of the DOS was necessary in allowing the document to be submitted to the lead documenter for use as input in the planning for the multi-sectoral national dialogue session.

The session documenters also had to review the DSD and submit the final version to the lead documenter for finalization and compilation. The lead documenter had to ensure the accuracy and completeness of the documents because they would become the primary sources for the report to be prepared for the multi-sectoral dialogue and other future discussions on localization.

2. Preparation and analysis of the National Dialogue Report (NDR). The executive summary of the NDR was the main output of the multi-sectoral dialogue while the final full documentation would be the main input in the drafting of the final report for the country-level dialogue on localization.

TOOL NO. C1: LOCALIZATION DIALOGUE DESIGN (LDD)

DESCRIPTION

The LDD serves as the guiding framework in planning the dialogue sessions and in collecting data and information. The LDD has two main parts: the basic information and the activity and tasking guide. The first part provides the most important information on the participating groups along with the date and time of the session. The second part outlines the activities, the time slot and the

people responsible for the activities. The LDD can be modified to suit the context and needs of a particular country provided that it shall serve the same purpose.

PURPOSE

The LDD ensures that the national dialogue has a standard process of conduct in terms of facilitation and collection of the needed information. The

design also outlines the system of tasks and responsibilities that ensures the delivery of outputs

PROCEDURE

- The LDD is to be formulated and approved by the entity leading the national dialogue session which, in the case of the Philippines, is the consortium consisting of A4EP, ECOWEB, Oxfam Pilipinas and UNOCHA-Philippines.
- The LDD shall be presented to all facilitators and documenters at different levels – national,

session and break-out sessions. It shall be used by the session team composed of the session facilitator, the documenters and other support staff.

- The localization dialogue plan (LDP) for a specific session shall be captured in the LDD for comments and approval by the lead facilitator and documenter. Figure No. 37 is an example of an LDP used in the Philippine country-level dialogue.

Annexes: Annex G1 – Example of Localization Dialogue PLAN (LDP)

Tool No. C1: LOCALIZATION DIALOGUE DESIGN			
A. BASIC INFORMATION			
Stakeholder/s	<i>Refer to the stakeholders' analysis in Part II-E. Could be multi-stakeholders.</i>	Group/Network	<i>An existing network that have members that are humanitarian organizations</i>
Date	<i>The date agreed with the network</i>	Time Allotment	<i>Minimum of 2 hours and can be extended for 20 mins.</i>
B. ACTIVITY and TASKING GUIDE			
Time Slot	Activity and Topic Guide	Person/s In-charge	Remarks
Time Slot (E.g. 1:00 – 1:15) Time allotment (E.g. 15 mins)	1. Welcome and Introduction <ul style="list-style-type: none"> • Welcome message • Introduction of participants • Photo/video update of CLD activities 		
Recommended: 20 mins	2. Presentations: <ul style="list-style-type: none"> • Context of Localisation/Grand Bargain Background • Results of Community FGDs • Findings of the Localisation survey 		
Recommended: 10 mins)	3. Break-out Session Mechanics		
Recommended: 35 mins	4. Break-out sessions <i>Guide question for all:</i> <ul style="list-style-type: none"> • What needs to change? • What obstacles can be anticipated? • How to overcome them? <i>Break-out groups and assigned themes</i> <i>(The number of break-out groups depend on the number of participants who registered during the actual session. The theme assignment depends on the number of break-out groups.)</i>		(Rules of Break-out groupings: a. One (1) group for every five participants b. Three (3) is the minimum number of participants for a break-out group c. Seven (7) groups when total participants reached 35 or more. d. Lead facilitator decides the number of break-out groups other than documenter's computation and the theme assignments.)
Recommended: Min: 20 mins Max: 35 mins	5. Plenary reporting (5 mins per group) Limit: min of 5 mins per break-out group	Group appoints their rapporteur.	
Recommended: 10 mins	6. Sharing of Key insights Focus on learning and reflections of the activity and how this could improve localization.	--from session organizer, network and participants	
Recommended: 10 mins	7. Conclusions and Next Steps <ul style="list-style-type: none"> • wrap-up, thanks, proposed next steps 	Session Facilitator	

Figure No. 37. Tool No. C1 - Localization Dialogue Design

LOCALIZATION DIALOGUE PLAN (Sample)			
A. BASIC INFORMATION			
Sector	Multi-sectoral	Group/Network	DRR Response Network
Date	May 20, 2021	Time	1:00 – 3:00 PM
B. ACTIVITY and TASKING GUIDE			
Time Slot	Activity and Topic Guide	Person/s In-charge	Remarks
1:00 – 1:15 (15 mins)	1. Welcome and Introduction <ul style="list-style-type: none"> Welcome Introduction of the Participants Picture 	Session Facilitator Co-Session Facilitator Lead Documenter	OCHA Reminder of recording, online registration
1:15 – 1:35 (20 mins)	2. Presentations: <ul style="list-style-type: none"> Context of Localisation/Grand Bargain Background Results of Community FGDs Findings of the Localisation survey 	Session Facilitator Co-Session Facilitator Lead Documenter	(10mins) (10mins) (10mins)
1:35 – 1:45 (10 mins)	3. Break-out Session Mechanics <ul style="list-style-type: none"> Details, instructions and clarifications Discuss the guide questions 	Co-Session Facilitator	
1:45 – 2:20 (35 mins)	4. Break-out sessions <i>Guide question for all:</i> What needs to change? What obstacles can be anticipated and how to overcome them? Plenary Discussions – 35 minutes Group 1: <i>On Quality of relationship and partnership; Funding and financing + COVID</i> Group 2: <i>On Participation of the affected population; Humanitarian Standards and Policy + COVID</i> Group 3: <i>On Capacity and Coordination + COVID19</i> Group 4: <i>Visibility and impact of Covid-19</i>	Co-Session Facilitator Break-Out Facilitator: Documenter: Facilitator: Documenter: Facilitator: Documenter: Facilitator: Documenter:	Group to have facilitator and documenter Documenter to use the Break-out Session Reporting Template (BSRT)
2:20 – 2:40 (20 mins)	5. Plenary reporting (5 mins per group)	Session Facilitator and Groups	Assign rapporteur per group
2:40 – 2:50 (10 mins)	6. Sharing of Key insights <ul style="list-style-type: none"> from workshop from participants 	Co-Session Facilitator From consortium Local Network pax	1 from consortium and 2-3 pax; 3 minutes/pax
2:50 – 3:00 (10 mins)	7. Conclusions and Next Steps <ul style="list-style-type: none"> wrap-up, thanks, proposed next steps 	Session Facilitator	

Figure No. 38. Sample of Localization Dialogue Plan

TOOL NO. C2: DIALOGUE SESSION INVITATION (DSI) TEMPLATE

DESCRIPTION

The DSI is the standard invitation to the localization dialogue for networks and their members. This is formulated and agreed upon by the leading consortium. It contains the basic information of the dialogue session including the purpose, objectives and specific details such as the date and time of the activity. It also identifies the representatives of the entities leading the national dialogue sessions. The DSI can be modified to suit the context and needs of a particular country.

PURPOSE

The DSI aims to formally invite the network and its members and inform them of the basic details of the session.

PROCEDURE

1. The DSI should be first agreed upon and approved by the leading body to ensure clear messaging. The names and signatures

of the persons leading the members of the consortium or other entities should appear as the inviters.

2. The DSI should be sent to the leadership of a network or to a particular organization upon their expression of commitment during the exploratory conversations.
3. The invitation should be followed up to make sure that it has also been sent to network members.
4. The DSI should be sent through the agreed medium of communication e.g., email or courier service. When sent electronically, it should be done in a format that cannot be altered. Below is an example of the DSI used during the Philippine country-level dialogue.

[Put the names and logo of the leading organizations here.]

Philippines Country-level Dialogue on Localisation

Invitation to (name of Sector/Organization)
Date and Time: (May 27, 2021, 1:00 to 3:00 PM)

We have the pleasure to invite you to the country level dialogue on localization. The initiative to map the state of localization in the Philippines and country level dialogue is part of global efforts to promote better understanding and implementation of the Grand Bargain localization commitments. The process is a collaboration of initiating agencies (Site names of initiating organizations) and actual conduct done in cooperation with various CSOs and networks to include CDP-DRR COP, among others.

The objective for the country dialogue process is to promote and institutionalize the implementation of Grand Bargain commitments on localization at the country level. It will help to create a greater sense of momentum and provide the space to explore synergies and linkages with existing humanitarian coordination mechanism, donors and Philippines INGO networks, private sector and local and national CSOs. It will assist in identifying opportunities and challenges to localization and to develop a county level plan of action and tracking mechanism. The aim is to finish the process by June 2021 and share the learning and recommendations from the process nationally and with the Grand Bargain signatories and beyond.

The online dialogue session will take place on (Date), (time to time – state if AM or PM). We will present the key highlights from 25 focus group discussions that were conducted in 6 regions with the people affected by crisis. We will also share with you the key issues coming out of the online survey carried out during March/ April with CSOs and private sector, INGOs and UN agencies. The aim is to have a forward looking discussion on how to make progress on localization commitments. Your experiences and perspectives are very valuable to this process. It will contribute towards developing a collective action plan for localization in the Philippines.

(State the sector or organization) participants can pre-register and join the session with the following link: [Zoom link for Localization Discussion with the \(State the sector or organization\)](#)


You will need a steady internet access. If you need assistance in that please let us know. The dialogue will be interactive with small group discussions so you are able to have quality conversations.

We very much hope you will join us for this dialogue.

Yours sincerely,

On behalf of the initiating partners (Site names of initiating organizations)

(Name of lead convener)
(Position)
(Organization)



Invitation to NAPC VDC and Basic Sectors doing Humanitarian Work
Philippines country level dialogue on Localisation
Date and Time: May 24, 2021, 1:00 to 3:00 PM

We have the pleasure to invite you to the country level dialogue on localization. The initiative to map the state of localization in the Philippines and country level dialogue is part of global efforts to promote better understanding and implementation of the Grand Bargain localization commitments. The process is a collaboration of initiating agencies UN OCHA, ECOWEB, Oxfam and Alliance for Empowering partnership (A4EP) and actual conduct done in cooperation with various CSOs and networks to include CDP-DRR COP, among others.

The objectives for the country dialogue process is to promote and institutionalise the implementation of Grand Bargain commitments on localisation at the country level. It will help to create a greater sense of momentum and provide the space to explore synergies and linkages with existing humanitarian coordination mechanism, donors and Philippines INGO networks, private sector and local and national CSOs. It will assist in identifying opportunities and challenges to localisation and to develop a county level plan of action and tracking mechanism. The aim is finish the process by June 2021 and share the learning and recommendations from the process nationally and with the Grand Bargain signatories and beyond.

The online dialogue session with NAPC VDC and Basic sectoral reps doing humanitarian work will take place on **May 24, 2021, 1:00 to 3:00 in the afternoon**. We will present the key highlights from 25 focus group discussions that were conducted in 6 regions with the people affected by crisis. We will also share with you the key issues coming out of the online survey carried out during March/ April with CSOs and private sector, INGOs and UN agencies. The aim is to have a forward looking discussion on how to make progress on localisation commitments.

Your experiences and perspectives are very valuable to this process. It will contribute towards developing a collective action plan for localisation in the Philippines.

NAPC VDC and Basic Sectors participants can pre-register and join the session with the following link: [Zoom Link for Localisation Dialogue with NAPC-VDC and Basic Sectors](#)

You will need a steady internet access. If you need assistance in that please let us know. The dialogue will be interactive with small group discussions so you are able to have quality conversations.

We very much hope you will join us for this dialogue.

Yours sincerely,
On behalf of the initiating partners OCHA, ECOWEB, OXFAM and A4EP



Regina "Nahette" Salvador-Antequisa
Executive Director
ECOWEB, Inc.

Figure No. 39. Annex H1 - Example of Dialogue Session Invitation (DSI)

TOOL NO. C3: BREAKOUT SESSION REPORT (BSR) TEMPLATE

DESCRIPTION

The BSR is a brief report capturing the answers to the three questions posed to each breakout group, the recommendations for each of the humanitarian actors and the common recommendations for all actors. The recommendations for each and all humanitarian actors come from the discussion of Question 3 – How to overcome the obstacle in Question 2

PROCEDURE

The purpose of the BSR template is to capture the answers of the breakout group to the three questions and their recommendations for humanitarian actors.

PROCEDURE

1. All breakout session documenters should have a copy of the BSR template for each dimension that will be tackled during the breakout sessions.
2. The key points of the answers should be captured in the BSR template to come up with a BSR that will be submitted to the session documenters immediately after the breakout session for their review and concurrence.
3. All names of the members of the breakout group should be recorded in the template while the breakout session facilitator and documenter should affix their signatures prior to submission to the session facilitator.
4. The session documenter should incorporate the BSR to the Dialogue Output Summary Report using Main Tool No. C4.

BREAK-OUT SESSION REPORT (BSR) TEMPLATE			
A. Basic Information			
Break-Out Session No.		Group or Network	
Date		Time Start	Time End
Localization Dimension			
B. Key Findings and Insights			
<i>1) What needs to change?</i>			
<i>2) What obstacles can be anticipated?</i>			
<i>3) How to overcome them?</i>			
Names of Participants			
1)		4)	
2)		5)	
3)		6)	
Name and Signatures of Documenter and Facilitator			
Role	Name	Signature	Date
Brk-out Session Documenter			
Brk-out Session Facilitator			
Lead Documenter			
Session Facilitator			

Figure No. 40. Annex I - MT No. C3 - Breakout Session Report (BSR) template

TOOL NO. C4: DIALOGUE SESSION REPORT (DSR) TEMPLATE

DESCRIPTION

The DSR is a simple tool that summarizes the output of a particular dialogue session. The DSR relies on the inputs from the BSR and the discussions during the plenary reporting. The DSR is to be accomplished during the session and presented in the last part of the dialogue session. However, if it is not realistic to produce the DSR at the end of the session, it can be done in a few days after the session and sent immediately to the lead documenter since it is needed to produce the State of Localization situationer that will serve as an input to the multi-stakeholder online dialogue.

PURPOSE

The purpose of the DSR is to summarize the main outputs of the dialogue session and put it in a simple matrix for quick appreciation.

PROCEDURE

The session documenter shall collect all the e-copies of the breakout session report (BSR). The BSR shall be quickly studied and the common points shall be summarized and entered in the DSR. The DSR shall be presented to the plenary in the last part – Conclusions and Next steps – of the session.

The DSR shall be reviewed by the session documenter and the final document shall be submitted to the Lead Documenter input for the State of Localization Situationer. It shall also be provided to the session documenter to serve as reference and annex to the Dialogue Session Documentation Report (DSDR).

DIALOGUE SESSION REPORT (DSR)			
A. Basic Information			
Network / Sector			
Date	Time Started	Time Ended	
B. Key Findings and Insights			
Seven Dimensions +COVID	1) What needs to change?	2) What obstacles can be anticipated?	3) How to overcome them?
1. Quality of Relationship			
2. Participation Revolution			
3. Funding			
4. Capacities			
5. Coordination Mechanisms			
6. Visibility			
7. Policy and Standard			
8. COVID-19 Pandemic			
Name and Signatures of Documenter and Facilitator			
Role	Name	Signature	Date
Session Documenter			
Session Facilitator			
CONCURRED BY:			
Lead Documenter			
Lead Facilitator			

Figure No. 41. Annex J - MT No. C4 - Dialogue Session Report (DSR) template

TOOL NO. C5: DIALOGUE SESSION DOCUMENTATION (DSD) TEMPLATE

DESCRIPTION

The DSD template is the format used for the full documentation of a dialogue session. This is the detailed form of the DSR. It captures the details of who were the persons involved in the process, the summary of the participants by gender and the details of trends and observations of the Seven Dimensions. In addition to the seven are the themes on COVID-19 and Looking Forward. The last one is about the recommendations on advancing the localization agenda in the country. All the data presented in the DSR are elaborated upon in the DSD.

PURPOSE

The purpose of the DSD is to capture the details of the discussions during the breakout sessions and the plenary. For the future, this shall serve as one of the reference documents of the report for the Country-Level Dialogue on Localization.

PROCEDURE

All session documenters should have a copy of the DSD either in hard file or electronic. The hard copy can serve as the discussion capture document when technical problems arise. It is highly recommended that when resources allow, there would be two session documenters: one for the electronic and the other for the manuscript.

DIALOGUE SESSION DOCUMENTATION TEMPLATE						
Please fill in this section it is mandatory						
A. BASIC INFORMATION						
Date of Consultation:					Time of consultation:	
Medium: Skype Phone Zoom						
Recording link:						
Facilitators	1					
	2					
	3					
Name of documenter/s	Overall Documenter					
	1					
	Breakout Groups					
	2					
Participating Humanitarian Actors						
Contact Details of Facilitating Group						
Number of Organizations Present						
Attendance By Gender						
Gender	Women	Men	Boys	Girls	LGBTQ+	
Number						
B. DOCUMENTATION DETAILS						
Please fill in all sections as issues come up in the consultation. Please make concise notes and analyze key issues that came up in the consultation in each section and fill in the summary key observations						
Dimensions	Details of Trends and Observations				Summary of Key Observations	
1. Relationship Quality						
2. Participation Revolution						
3. Funding and Financing						
4. Capacity						
5. Coordination Mechanisms	5.1. Governmental					
	5.2. International					
	5.3. Interaction of gov't and international coordination					
	5.4. Coordination among Philippine CSO's					
	5.5. Leadership					
6. Visibility						
7. Policy and Standard-setting Influence						
8. COVID-19 Pandemic						
9. Looking Forward						
Follow up						
Name and Signatures of Documenters and Facilitator						
Role	Name	Signature	Date			
Session Facilitator						
Ass't. Session Facilitator						
Lead Documenter						

Figure No. 42. Annex III-C7 – Dialogue Session Documentation (DSD) template

D. MULTI-STAKEHOLDER ONLINE DIALOGUE, MOVING FORWARD LOCALIZATION AT THE COUNTRY LEVEL

TOOL NO. D1: STATE OF LOCALIZATION SITUATIONER AND RECOMMENDATIONS (SLSR)

DESCRIPTION

The SLSR is the tool that concisely captures the state of localization in the country and the specific recommendations for each dimension in the Seven Dimensions Framework. It is based in the DSRs prepared by the session documenters. It has four parts: basic information, key findings, recommendations for each stakeholder and common recommendations to all stakeholders.

PURPOSE

The purpose of the SLSR is to have a concise document that will capture the main agenda of the multi-stakeholder online dialogue.

PURPOSE

The lead documenter shall be responsible for preparing the SLSR and shall ensure electronic and hard copies of the following:

- Community FGD Survey Report
- Online Survey Report
- Dialogue Session Report

The DSR shall be submitted to to the lead documenter not later than two days after the dialogue sessions and the DSDs within a week, if possible.



Photo taken by ECOWEB during an FGD with the Indigenous Abaca Farmers in Rogongon, Iligan City

STATE OF LOCALIZATION SITUATIONER AND RECOMMENDATIONS (SLSR)							
A. Basic Information							
1. Number of Respondents by Stakeholder							
Local CSOs		Church-based Orgns		International NGOs			
National CSOs		Local Gov't Units		UN Agencies			
Private Sector Group		National Agencies		Donors			
Others				TOTAL			
2. Period of Survey		From		Until			
3. Number of Dialogue Sessions Conducted							
4. Participating Stakeholders							
B. Key Findings and Insights on Philippines Localization							
Seven Dimensions + 2	Where are we now?	What needs to change?	What obstacles can we anticipate & how will we overcome them?	What would success look like?	What progress markers can tell us whether we are advancing?		
1. Quality of Relationship							
2. Participation Revolution							
3. Funding							
4. Capacities							
5. Coordination Mechanism							
6. Visibility							
7. Policies & Standards							
8. COVID Pandemic							
9. Moving Forward							
C. Major Recommendations to Humanitarian Actors							
Local CSOs	National CSOs	Local Gov't Units	Nat'l Gov't Agencies	Private Sectors	Int'l Agencies/ NGOs	UN Agencies	Donors
D. Common Recommendations to All Humanitarian Actors							
Name and Signatures of Responsible Persons							
Role	Name			Signature		Date	
Lead Documenter							
Lead Facilitator							
CLD Coordinator							

Figure No. 43. State of Localization Situationer and Recommendations (SLSR) template

TOOL NO. D2: PROGRAM AND INVITATION OF THE MULTI-STAKEHOLDER ACTION PLANNING (PI-MSAP)

DESCRIPTION

The Program and Invitation of the Multi-Stakeholder Action Planning (PI-MSAP) is a brief presentation of the program for the multi-stakeholder action planning activity and which also serves as an invitation to all prospective participants. The PI-MSAP is designed for an online activity, thus it contains basic information for such kind of activity which includes the following:

- 1. Title header:** The title header contains two sets of logos: the left-hand set and righthand set. The left-hand set contains all the logos of the groups or agencies leading the whole localization dialogue in the country (in the case of the Philippines, the four collaborating agencies). The right-hand set contains the groups or agencies taking part in leading and funding the Multi-Stakeholder Action Planning (MSAP) activity.
- 2. Invitee:** This part specifically mentions the invited agency or group or network of agencies or organizations. In the case of a group, the same invitation can be sent to all members of the group or network.
- 3. Title of activity:** This part specifically mentions the title of the activity. In the case of the Philippines Country Dialogue, it was officially titled: "Multi-Stakeholders/ Inter-Agency Collective Action Planning to define the Roadmap on Localization of Humanitarian Action in the Philippines." The title of the activity shall be decided by the leading agencies and cooperating agencies
- 4. Date and time:** This part tells the exact date and time of the activity.
- 5. Online meeting details:** This part should include the following: meeting ID, passcode, the link for the meeting and the link for pre-registration.
- 6. Program of the activity:** This part has two columns: time and activity and topic. The time column specifies the start and end of

the specific activity. The activity and topic column provides the title and brief description of the sub-activity and the topics that will be tackled in the sub-activity.

- 7. Name and signature:** This part contains the names of representatives of the leading agencies or name of the lead person elected by the leading agencies.

PURPOSE

The PI-MSAP has two purposes: first, to formally invite a particular organization or network of organizations, and second, to brief the target participants on the sub-activities and topics that will be tackled in the activity. For those who have a part in a particular topic, the PI-MSAP serves as a confirmation of their role.

PROCEDURE

The PI-MSAP shall be prepared by the MASP secretariat immediately after the collaborating or leading agencies finalize the plan for the MSAP including the date and the program of the activities and sub-activities along with key persons who will deliver messages. In case there are some delay in confirming key persons that should be included, a preliminary PI-MSAP (containing no names but with details such as the time, sub-activities and topics should be sent on time. The final PI-MSAP may be sent later.

The final draft of the PI-MSAP, whether the initial and the final one, should be approved by the coordinating or leading agencies of the MSAP or by a particular person assigned by the agencies.

The preliminary PI-MSAP should be sent out not less than 10 working days before the scheduled date and the final PI-MSAP with names of specific persons should be sent not less than the days before the actual date.

Title Header
(logos of the leading agencies on the left and the cooperating agencies on the right)

The invitee (Use the statement : *This serves as an invitation to:*)

Title of Activity:

Date and Time:

Online Meeting Details

- Meeting ID:
- Passcode:
- Link to the Meeting:
- Link for Pre-Registration

Time	Activities and Topics

Name/s and Signature/s or Logos of Inviting and Donor Entities supporting the MSAP

Figure No. 44. General format of program and invitation for Multi-Stakeholder Action Planning



THIS SERVES AS AN INVITATION: TO ALL NDRRMC RESPONSE CLUSTER MEMBERS

Activity: Multi-Stakeholders/Inter-Agency/Collective Action Planning
to define the Road Map on Localisation of Humanitarian Action in the Philippines

Date/Time: June 10, 2021, 2-4 PM

Via Zoom: Meeting ID: 972 7505 1241

Passcode: 412043

or you may click the link <https://tinyurl.com/InterAgencyLocalisation>

Note: same zoom link for pre-registration

Time	Activity/Topic
2:00 – 2:20	Opening Remarks Gustavo Gonzales, UN Resident Coordinator and Humanitarian Coordinator
	Welcome Message Usec Ric Jalad, Administrator OCD, Exec Director, NDRRMC Acknowledgment and Introductions of participants & Partners Kissy Pearlman, Moderator
2:20 – 2:35	Presentation of the Recommendations on the 7 Dimensions of Localisation from Community FGDs, Online Survey and (by network) Localisation Dialogue series involving CSOs, private sector, government, INGOs, and UN agencies
2:35 – 2:40	Polls on the recommendations Q & A
2:40 – 3:00	Break-out Discussions on the 7 dimensions of localisation : <ul style="list-style-type: none"> • Identify 3 key actions: Collective level, Strategic level, Agency level, Operational level (with reference to the recommendations presented earlier) <i>to ensure effective, efficient and accountable humanitarian actions.</i> Group 1: Quality of relationship and partnership Group 2: Coordination Group 3: Funding and financing Group 4: Participation of the affected population Group 5: Standards and Policy Group 6: Capacity Group 7: Visibility Group 8: Specific To COVID-19 Pandemic
3:00 – 3:30	Plenary discussion with 3 minutes reporting per group
3:30 – 3:50	Sharing of Insights on how to effectively engage the major humanitarian sectors in moving forward the localisation in the country 2-minutes sharing for each representative from major humanitarian stakeholders: local and national CSOs, Basic Sector, Private Sector, LGU, BARMM, NDRRM Response Cluster leads
	Wrap-up/next steps/Closing from Collaborating Agencies: International Partners: - A4EP - OXFAM - OCHA Local Partner: - ECOWEB
3:57-4:00	Closing Remarks Sindy Obias, DRRNet, Representative to HCT

In cooperation with:
HCT, MHT, PINGON, PDRF, SAFER, BALIK LOKAL, PHISSA, DRRNet, CDNR, PMPI, GROWTH, CLEARNet, BMC SOP, RB-MERN, WEVNet, NAPC-VDC, OCD, NDRRMC Response Cluster

With support from:

Figure No. 45. Example of PI-MSAP used during the Philippine localization dialogue

LIST OF ANNEXES

- ANNEX I-A:** The Humanitarian System
- ANNEX I-B:** Briefer of the Grand Bargain Agreement
- ANNEX III-A1:** Tool No. A1 - FGD process guide
- ANNEX III-A2:** Tool No A2 - Community Score Card
- ANNEX III-A3:** Tool No. A3 - Participant's Consent Form for In-Person FGD
- ANNEX III-A4:** Tool No. A4 - Participant's Consent Form for Online FGD
- ANNEX III-A5-1:** Tool No. A5 - Localization FGD questionnaire and worksheets
- ANNEX III-A5-2:** Presentation of Main Tool A5 - Localization FGD Questionnaire and Worksheet
- ANNEX III-A6:** Tool No. A6 - FGD Schedule, Teaming and Tasking (FGD-STT)
- ANNEX III-B1:** Tool No. B1-1 - Localization Online Survey Questionnaire for Local CSOs
- ANNEX III-B2:** Tool No. B1-2 - Localization Online Survey for INGOs and UN Agencies
- ANNEX III-B3:** Tool No. B2 - Survey participant's notification
- ANNEX III-C1:** Tool No. C1 - Localization Dialogue Design (LDD)
- ANNEX III-C2:** Example of Dialogue Session Plan (DSP) based on LDD
- ANNEX III-C3:** Tool No. C2 - Dialogue Session Invitation (DSI) template
- ANNEX III-C4:** Example of MT C2 - Dialogue Invitation
- ANNEX III-C5:** Tool No. C3 - Breakout Session Report (BSR) template
- ANNEX III-C6:** Tool No. C4 - Dialogue Session Report (DSR) template
- ANNEX III-C7:** Tool No. C5 - Dialogue Session Documentation (DSD) template
- ANNEX III-D1:** Tool No. D1 - State of Localization, Trends and Recommendations
- ANNEX III-D2:** Tool No. D2 - Program and invitation for Multi-Stakeholder Dialogue Plan (PI-MSAP)
- ANNEX III-D3:** Example of program invitation for Multi-Stakeholder Action Planning (PI-MSAP)



OXFAM



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Oxfam is an international confederation of 20 organizations working together with partners and local communities in more than 90 countries. Oxfam has been working in the Philippines for 30 years to address poverty's underlying causes through its various programs on economic justice, conflict transformation, gender justice, and humanitarian response.

ANNEX I-A - The Humanitarian System

SOURCE: The Harmonised Training Package (HTP): Resource Material for Training on Nutrition in Emergencies, Version 2 (2011). NutritionWorks, Emergency Nutrition Network, Global Nutrition Cluster.

What is the international humanitarian system?

The international 'humanitarian system' includes a wide range of organisations, agency groupings and inter-agency processes that all combine to enable international humanitarian assistance to be channeled to those locations and peoples in need of it. However, there is no formal 'humanitarian system' as such; it is a term commonly used to capture the diversity of actors and mechanisms that contribute to the humanitarian effort. A wide range of organisations are often included in reference to 'the humanitarian system', including United Nations (UN) agencies, the International Red Cross Movement, nongovernmental organizations (NGOs) and donor agencies. These organisations are guided by certain humanitarian principles: humanity, impartiality, independence and neutrality which arise from international humanitarian law (IHL):

Humanity. "The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle, which should be enjoyed by all citizens of all countries."

Impartiality. "Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone."

Independence. "Humanitarian aid is not a partisan or political act and should not be viewed as such. Aid will not be used to further a particular political or religious standpoint... Humanitarian NGOs shall endeavour not to act as instruments of government foreign policy. Humanitarian NGOs are agencies which act independently from governments."

Neutrality. "Humanitarian assistance should be provided without engaging in hostilities or taking sides in controversies of a political, religious or ideological nature."

These humanitarian principles are not common to all agencies. For example, humanity, impartiality and independence are upheld by most whilst neutrality is claimed by the UN, Red Cross Movement and a small minority of NGOs only.

What is humanitarian coordination?

Whatever the context of an emergency, and whatever the specific mix of actors involved, there is always going to be a need for some level of coordination in order to maximise the efficiency and effectiveness of the humanitarian effort. Coordination is thus a means to creating an enabling environment where independent organisations can collaborate as necessary according to the specific context. In order to create this enabling environment, it is helpful to have some general guidance and generic procedures, and these are described in this module. However, much will depend on the specific situation of the emergency. In each case, specific difficulties will have to be overcome in order to reach those in greatest need. Overcoming these difficulties requires contextually appropriate judgements to be made by those responding. Thus, the role of international co-ordination mechanisms is about creating the environment where those judgements can be made.

Who is responsible for humanitarian coordination?

Ultimate responsibility for the provision (and coordination) of relief rests with the authority controlling the territory affected by the disaster, be it a national government or occupying power. This is a fundamental principle of humanitarian action, yet one which is often undervalued or even undermined during early stages of response. It needs to be recognised at all times, even in situations where that responsibility has been delegated, or assumed, by other actors.

Where the government cannot or will not undertake this responsibility, then the UN has a responsibility to intervene. A Humanitarian Coordinator (HC) is then designated to lead and coordinate humanitarian efforts.

Coordination Processes, Mechanisms and Tools

The Cluster Approach The Cluster Approach operates at two levels. At the global level, the aim is to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies by designating global Cluster Leads and ensuring that there is predictable leadership and accountability in the main sectors. At the country level, the aim is to ensure a more coherent and effective response by mobilising agencies to respond strategically across all key sectors.

The Nutrition Cluster's lead agency is UNICEF. The Global Nutrition Cluster Coordination Team focus on coordination, capacity building, emergency preparedness, assessment, monitoring, surveillance and response triggers and supplies. There are also Country Nutrition Cluster Coordinators, working with national and international partners on agreed priorities such as joint assessments, emergency preparedness and improving coverage of nutrition programmes.

Funding Mechanisms for Humanitarian Response

There are two main funding mechanisms for response to an emergency:

Consolidated Appeals Process (CAP)

The CAP is a tool to help plan, coordinate, fund, implement and monitor aid responses to emergencies. The CAP is used to solicit donor support, including 'Consolidated Appeals' or 'Flash Appeals' for urgent needs in the short-term. Critics of the CAP argue that it is a UN-focused fundraising mechanism. Appeals are often regarded as being inflated and therefore the CAP often fails to receive full funding from international donors.

Central Emergency Response Fund (CERF)

The CERF is a grant facility with up to US\$450 million. It has 3 primary objectives:- Promote early action and response to reduce loss of life; Enhance response to time-critical requirements; and Strengthen core elements of humanitarian response in underfunded crisis. Food and nutrition programmes have received the largest slice, 35% of CERF funds.

Sphere Standards on Coordination

The Sphere Handbook places a great deal of emphasis on coordination – both inter-agency and inter-sectoral coordination. Every technical chapter has references to coordination, and these are underscored by one of the Core Standards presented at the beginning of the Handbook:

Sphere Core Standard 2: Co-ordination and Collaboration

Humanitarian response is planned and implemented in coordination with the relevant authorities, humanitarian agencies and civil society organisations engaged in impartial humanitarian action, working together for maximum efficiency, coverage and effectiveness.

The 'Principles of Partnership'

Five basic principles were endorsed by UN and non-UN humanitarian actors to support efforts to address common challenges. These are: Equality, Transparency, Result-orientated approach, Responsibility and Complementarity.

Collaborative Groupings within the Humanitarian System

The United Nations.

The Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator (ERC) is a high level position in the UN. The ERC is responsible for oversight of all emergencies requiring UN humanitarian assistance, and acts as the central focal point for Governmental, intergovernmental and nongovernmental relief activities. The ERC is the head of OCHA (the UN's Office for the Coordination of Humanitarian Affairs). OCHA is responsible for coordinating the UN's response to (large) complex emergencies and natural disasters.

Inter-Agency Standing Committee (IASC)

Chaired by the ERC, the IASC is an inter-agency forum established in 1992 for coordination, policy development and decision-making. The IASC aims to ensure a coherent interagency response to complex emergencies and natural or environmental disasters. The IASC comprises the main UN agencies and other actors involved in humanitarian assistance.

Good Humanitarian Donorship (GHD) Initiative

Launched in 2003, the GHD initiative includes 37 representatives of donor organisations. By establishing principles and good practice of humanitarian donorship, the GHD can be seen as an example of donor coordination. It provides a framework to guide official humanitarian aid and a mechanism for encouraging greater donor accountability.

United Nations Standing Committee on Nutrition (SCN)

The UN's SCN is neither an operational nor a humanitarian body, but is a forum to harmonise the food and nutrition policy of the UN. The SCN convenes a Working Group on Nutrition in Emergencies and supports several publications, including the NICS Report (Nutrition Information in Crisis Situations)*

Roles and Responsibilities of some Specific Actors UN Agencies

The main UN actors involved in nutrition in emergencies are:

- United Nations High Commissioner for Refugees (UNHCR)
- World Food Programme (WFP)
- United Nations Children's Fund (UNICEF)
- World Health Organization (WHO)
- Food and Agriculture Organization (FAO)

Each of these supports a range of nutrition-related activities in emergencies. Many of them also have memoranda of understanding (MoU) to help clarify their specific roles and responsibilities – such as the MoU between WFP and UNHCR, or that between WFP and UNICEF

Donors

The European Union and ECHO

Since the Treaty of Lisbon entered into force in December 2009, the European Union has been undergoing important changes, including within the Commission. The Humanitarian Aid and Civil Protection functions have been merged into a new Directorate General – The European Commission's Humanitarian Aid and Civil Protection Office (ECHO). Whether and how this amalgamation affects ECHO's humanitarian mission remains to be seen.

USAID and OFDA

The United States Agency for International Development (USAID) provides economic, development and humanitarian assistance in support of the foreign policy goals of the United States. USAID houses the Bureau for Democracy, Conflict and Humanitarian Assistance (DCHA), which supports the coordination of USAID's democracy programmes, international disaster assistance, food aid (emergency and development), aid to manage and mitigate conflict, and volunteer programmes. Within DCHA is the Office of U.S. Foreign Disaster Assistance (OFDA), which coordinates and provides relief, rehabilitation and reconstruction assistance

The International Red Cross and Red Crescent Movement

The International Committee of the Red Cross (ICRC) and the International Federation of Red Cross and Red Crescent Societies (IFRC) and National Red Cross and Red Crescent Societies are collectively known as The International Red Cross and Red Crescent Movement (or more simply the Red Cross Movement). However, the three are independent bodies.

National Societies are found in almost every country. They act as auxiliaries to the public authorities of their own countries in the humanitarian field and provide a range of services including disaster relief, health and social programmes. The IFRC is the world's largest humanitarian organisation, with 187 member National Societies, a Secretariat in Geneva and over 60 country delegations. It also includes tens of millions of volunteers world-wide. The role of the IFRC is to coordinate and direct international assistance to disasters in non-conflict situations, working primarily through National Societies. The ICRC is mandated by the international community to be the guardian and promoter of international humanitarian law. The ICRC's humanitarian mission is: "to protect the lives and dignity of victims of war and internal violence and to provide them with assistance". ICRC has offices in around 80 countries with over 12,000 staff worldwide.

NGOs

There is no easy characterization of NGOs. The term encompasses a wide variety of agencies, with different missions, ethical frameworks, competencies and approaches to emergencies.

Military

It has become increasingly common for humanitarian agencies to be operating in contexts in which international military are also deployed. High-profile conflicts have seen humanitarian language being used to justify international military intervention. Also, there has been a trend of military carrying out projects that would normally be regarded as the work of humanitarian agencies. This

has emerged as a critical area of humanitarian policy, concerned with clarifying the interface between military and aid actors.

Private Companies

The private sector has played an increasingly important role in humanitarian action – not only as contracted agents for specific goods and services, but also as actors with the logistical reach and timely positioning for early humanitarian response

About the Grand Bargain¹

Origin and concept of the Grand Bargain

As part of the preparations for the World Humanitarian Summit (WHS) in 2016, the High-Level Panel on Humanitarian Financing sought solutions to close the humanitarian financing gap. Their report made recommendations to shrink the needs, deepen and broaden the resource base for humanitarian action, and to improve delivery. In relation to the latter recommendation, the report suggested "*a Grand Bargain between the big donors and humanitarian organisations in humanitarian aid*".

The Grand Bargain, launched during the WHS in Istanbul in May 2016, is a unique agreement between some of the largest donors and humanitarian organisations who have committed to get more means into the hands of people in need and to improve the effectiveness and efficiency of the humanitarian action.

Evolution of the Grand Bargain

As the Grand Bargain entered its fifth year in 2021, the Signatories made a decision on the evolution of the process moving forward. Ahead of the Grand Bargain Annual Meeting 2021, the Signatories endorsed the [Framework and the annexes for the Grand Bargain 2.0](#).

The structure and membership of the Grand Bargain

Initially thought as a deal between the five biggest donors and the six largest UN Agencies, the Grand Bargain now includes [63](#) Signatories (25 Member States, 22 NGOs, 12 UN agencies, two Red Cross movements, and two inter-governmental organisations), which represent around 84% of all donor humanitarian contributions donated in 2019 and 69% of aid received by agencies.

The Signatories are working across eight workstreams to implement the commitments:

¹ <https://interagencystandingcommittee.org/about-the-grand-bargain>

1. [Greater Transparency](#) (Co-convenors: The Netherlands, World Bank)
2. [More support and funding tools to local and national responders](#) (Co-convenors: IFRC, Switzerland)
3. [Increase the use and coordination of cash-based programming](#) (Co-convenors: UK, WFP)
4. [Reduce Duplication and Management costs with periodic functional reviews](#) (Co-convenors: Japan, UNHCR)
5. [Improve Joint and Impartial Needs Assessments](#) (Co-convenors: ECHO, OCHA)
6. [A Participation Revolution: include people receiving aid in making the decisions which affect their lives](#) (Co-convenors: USA, SCHR)
7. & 8. [Enhanced quality funding](#) (Co-convenors: Canada, Sweden, UNICEF, ICRC, OCHA, NRC)
9. [Harmonize and simplify reporting requirements](#) (Co-convenors: Germany, ICVA)

The tenth work-stream, [Enhance engagement between humanitarian and development actors](#), has been closed as an independent work-stream and it has been mainstreamed as a cross-cutting commitment.

STRUCTURE

Eminent Person

The Grand Bargain is championed by an Eminent Person, Mr Jan Egeland (Secretary-General of the Norwegian Refugee Council), responsible for promoting and advocating for the advancement of the Grand Bargain commitments.

Facilitation Group

A Facilitation Group has been established to provide continued momentum to the overall Grand Bargain process. The composition of this group is reflective of the different Grand Bargain constituencies (two donors, two UN agencies, IFRC/ICRC, NGO consortia).

2020/2021 Facilitation Group: ECHO, UK, OCHA, WFP, IFRC, SCHR

2019/2020 Facilitation Group: ECHO, UK, OCHA, WFP, ICRC, SCHR

2018/2019 Facilitation Group: USA, Sweden, OCHA, UNICEF, IFRC and InterAction
 2017/2018 Facilitation Group: Germany, United Kingdom, OCHA, UNHCR, ICRC and InterAction
 2016/2017 Facilitation Group: ECHO, Switzerland, WFP, OCHA, UN Women, IFRC and SCHR

Workstream Co-convenors

Each workstream is co-convened by one donor government representative and one humanitarian agency or organisation.

Grand Bargain Secretariat

The Grand Bargain process is supported by a light two-person Secretariat, responsible for coordination and communication. In 2021, the Grand Bargain Secretariat is supported by ECHO and hosted by the Norwegian Refugee Council/NORCAP.



Monitoring the progress

Grand Bargain progress is assessed in an [Annual Independent Report](#), based on self-reports submitted by the Signatories and workstream Co-convenors. The progress and next steps are agreed upon at an Annual Meeting, which brings together all the Signatories.

Translating the Grand Bargain commitments into reality

As needs of affected people are increasing, the humanitarian community has to find better ways to respond to crises. As one of the three recommendations of the High-Level Panel on Humanitarian financing, the Grand Bargain helps to overcome this gap by making humanitarian aid more efficient.

The [Annual Independent Report 2021](#) identified some successes:



**GRAND BARGAIN
ACHIEVEMENTS 2016-2021**

Huge expansion in monetary volume, the number of beneficiaries, the breadth of objectives and the geographic coverage of **cash assistance**, providing greater dignity and autonomy to people affected by conflict and crisis

Source: Grand Bargain Annual Independent Report 2021



**GRAND BARGAIN
ACHIEVEMENTS 2016-2021**

The Grand Bargain has been the principal driver of change in **localisation**, increasing access to international funding for local and national responders bilaterally and through pooled funds, and increasing long-term investments in quality partnerships.

Source: Grand Bargain Annual Independent Report 2021



GRAND BARGAIN ACHIEVEMENTS 2016-2021

Creation, testing and interagency endorsement of the Joint Intersectoral Needs Analysis framework (JIAF), resulting in quantitative **improvement in interagency needs analysis**

Source: Grand Bargain Annual Independent Report 2021



GRAND BARGAIN ACHIEVEMENTS 2016-2021

Creation, pilot testing, finalisation and subsequent partial roll out of the so-called '8+3' **harmonised template for narrative reporting**

Source: Grand Bargain Annual Independent Report 2021

[Read here](#) the examples of the Grand Bargain commitments implemented in practice.

Contact

For information about the Grand Bargain, please contact the [Grand Bargain Secretariat](#) in Geneva.

Grand Bargain²

The Grand Bargain is an agreement between some of the largest donors and aid providers, which aims to get more means into the hands of people in need.

The Grand Bargain was first proposed by the former UN Secretary General's High-Level Panel on Humanitarian Financing in its report "Too Important to Fail: addressing the humanitarian financing gap" as one of the solutions to address the humanitarian financing gap.

The Grand Bargain includes a series of changes in the working practices of donors and aid organisations that would deliver an extra billion dollars over five years for people in need of humanitarian aid. These changes include gearing up cash programming, greater funding for national and local responders and cutting bureaucracy through harmonised reporting requirements.

The Grand Bargain commits donors and aid organizations to providing 25 per cent of global humanitarian funding to local and national responders by 2020, along with more un-earmarked money, and increased multi-year funding to ensure greater predictability and continuity in humanitarian response, among other commitments. Further information can be found in the official website of the Grand Bargain, <https://interagencystandingcommittee.org/grand-bargain-hosted-iasc/>.

Goals

To get more means into the hands of people in need and to improve the effectiveness and efficiency of humanitarian action, the Grand Bargain sets out 51 commitments distilled in 9 thematic work streams and one cross cutting commitment:

1. Greater Transparency
2. More support and funding tools to local and national responders
3. Increase the use and coordination of cash-based programming
4. Reduce Duplication and Management costs with periodic functional reviews
5. Improve Joint and Impartial Needs Assessments
6. A Participation Revolution: include people receiving aid in making the decisions which affect their lives
7. Increase collaborative humanitarian multi-year planning and funding
8. Reduce the earmarking of donor contributions
9. Harmonize and simplify reporting requirements

Enhance engagement between humanitarian and development actors

²<https://agendaforhumanity.org/initiatives/3861>

GUIDANCE NOTE FOR THE PLANNING AND CONDUCT OF FOCUS GROUP DISCUSSION (FGD) ON LOCALIZATION

STEPS IN PLANNING AND CONDUCTING AN FGD



Step 1: Goal and Topic of the FGD

The goal of the FGD is to *find out about the experiences of the community, their insights, views and perspectives regarding the humanitarian responses done by governmental/ local/ national CSO/ International agencies/ UN agencies, private sector, among other responders to the crisis and disasters affecting vulnerable population in the target communities.*

The FGD will tackle 8 topics that covers the 7 dimensions of Localisation:

1. Community context
2. Visibility of Humanitarian Responders
3. Modality of Assistance
4. Participation
5. Capacity of Responders
6. Relationship of Responders and Survivors
7. Coordination among Responders

8. Policies and Standards

Step 2: Target participants

The target participants of the FGD are internally-displaced persons or affected population of humanitarian crisis. Each FGD group shall be composed of 7-10 persons representing either an organized or unorganized affected population in target areas. Target groups shall be representing different disaster contexts, as possible: armed conflict; typhoon; flooding; landslide; earthquake; volcanic eruption; drought; and others. As much as possible FGD will be inclusive of women, men, youth, elderly, children, IDP and non-IDP disaster affected, IP and affected in both rural and urban contexts.

Step 3: Preparing the FGD Guide

The FGD Guide is drafted following the 7 dimensions of Localisation developed by the Global Mentoring Initiative and cooperation with Start Network and other CSO networks advocating for localisation. The guide consists of guide questions, worksheets, guide for facilitators and documenters.

This guide is developed by ECOWEB and A4EP based on the consultations with ECOWEB staff and partners with humanitarian experience. The draft guide was tested by ECOWEB with groups of IDPs from the Marawi IDPs in Iligan City, Philippines. The learning from the test run served as basis in the preparation of this Localisation FGD guide with communities affected of humanitarian crisis.

To facilitate efficient conduct of the guided FGD, prepared worksheets and pre-identified titles is advised to be prepared ahead including identified titles of topics that could be written in meta-cards.

Facilitators to also prepare the necessary materials in the checklist:

- Prepared Worksheets and pre-identified titles of topics
- Blank manila paper, metacards, masking tape, pentel pens
- Name tags
- Stand for manila paper and that could serve as wall for metacards
- Health protection supplies and materials as required under the pandemic condition

Step 4: Location of the FGD

The venue should be conducive for a group discussion, ideally in the community where the participants are coming from. It should have a space where participants of FGD numbering 7-10 could sit around to face each other with the facilitators and documenter. A space where participants could focus in the discussion without disturbance is ideal. A space for posting of prepared Worksheets is also advisable so participants can visually see results of the discussion.

But when face to face is not possible especially this pandemic and when there is no facilitator that can be tapped in the target area, virtual FGD can also be facilitated in two

possible settings: 1) facilitator and documenter meeting virtually participants who would gather in one place with one community-based facilitator to assist; 2) participants spread from different areas with good access to wifi connection and facilitator to facilitate the FDG virtually. Approach could be adjusted between face to face, blended approach and virtual approach.

Step 5: The Actual Participants (incentives)

The actual participants who would be attending would be provided with meal/snacks, and transportation allowance, when needed or communication allowance for virtual FGD.

Step 6: Actual Conduct of the FGD Session

Actual conduct will have the following parts:




- 1) Preliminaries and Introduction, to include
 - Greetings, prayers and any other culturally-required start-up activity
 - Introduction of the facilitating and documenting team
 - Introduction of participants
 - Reminders on the protocols/COVID-19 precautions as a requirement under the pandemic condition: physical distancing, face mask, hand washing, alcohol, etc.
 - Start with a smiley temperature check of the participants.
 - Provide background and purpose of the FGD (as part of the country-level dialogue process to input into global localisation discussion – refer concept paper)
 - o highlight that their contribution through the FGD will hopefully help improve the humanitarian system through their inputs that would be shared to various stakeholders in the humanitarian sector including the local/national CSOs, INGOs, UN agencies, private groups and the government;
 - o Introduce the sponsoring/facilitating organisations of the FGD (ECOWEB, A4EP, OXFAM, OCHA – their brief background and roles in the localisation movement – refer to the Country-level concept paper)
 - Inform participants that attribution of results of the discussion would be made confidential, unless they agree to be quoted. Facilitator will ask signed consent from participants for audio and written documentation of the proceedings and for documentation of answers in the worksheet/ manila paper posted on the wall for visual capture of discussions; photo documentation, their signed attendance, and for the consent for citing stories and quotes when necessary that could be made anonymous when preferred.
 - Orientation of the process flow for the next two hours – the estimated time frame of the FGD
 - Use of Magic ball/wand for time management: Agree with the participants that it is only the magic ball/wand that can allow them to speak. Remind them that the magic ball/wand will explode if they hold it very long 😊. The ideal time of holding the magic ball/wand is only one minute. After speaking, one shall pass the magic ball/wand to the next speaker. If none of the participants is going to speak, return the magic ball/wand to the facilitator. The facilitator can also hold and point the magic wand or pass the ball to one the facilitator would like to speak.

- Focus group discussion to follow the prepared guide questions and make use of the worksheets in the following section. Guide for documenter is also indicated in the guide.
- Each section is allocated a number of minutes. As much as possible, process of discussion shall be mindful of the time to be able to finish the FGD in around 2 hours time.
- The process would be including score card on views, feelings and perspective on certain question or statement. Some deepening follow-up questions are to be asked to gather reasons, examples and particular experience in relation to the score card result or initial view shared in response to questions asked.
- Each session shall be ended by a summary of results to bridge to the next topic/question.
- At the final end of the 2-hour FGD, facilitators shall thank the participants for their time, willingness and openness to share in the discussion. Remind them of the purpose of the FGD and how the results will be used.
- Facilitate feedbacking about the process and content of the FGD using a smiley temperature.
- Make a final closure observing cultural practice in the community.

Step 7: Report Preparation

1. Include documentation consent
2. Signed attendance sheet
3. Written and photo documentation (for filing purposed and for possible reference to report if consent is given to allow quotation or referencing of particular important experience/story)
4. Proceedings and highlights/summary of the FGD results including feedback from the participants regarding the process and content of the FGD

ANNEX III-A2 – Tool No. A2 – Community Score Card

Worksheet No. x:				
<i>(Specific Items for Scoring) (Column 1)</i>	<i>(Description of Items)</i>	<i>(Factor to be Scored by Score Cards)</i>		
		 Severe	 Moderate	 Minimal
<i>Reasons for the Score Card Results</i>				

NOTE: Other Worksheet may have many items for scoring consideration and there could be more than one factor to be scored, hence there could be more rows and columns in the Worksheet.

FGD Participant Consent Form

I, *{full name of participant}*, after being informed of my rights to privacy of any data and information that I know under Republic Act No. 10173 or Philippines Data Privacy Act of 2012, give consent to the following acts:

(Check only those that you agree.)

- Makunan ako ng litrato. *[I could be photographed.]*
- Maibahagi ang aking litrato. *[Photos of me can be shared.]*
- Makunan ng video. *[I could be videoed.]*
- Kunan ng salaysay o interbyu. *[I can give statements or be interviewed.]*
- Pwedeng ibahagi ang aking larawan o video sa mga social media accounts o website ng ECOWEB at hindi magagamit sa masama o kumalat na ikakapanganib ng aking pagkakakilanlan. *[My photos or video could be shared in ECOWEB's social media accounts or website provided that it shall not be spread or used in the manner that will endanger my person and integrity.]*
- Ang lahat ng pahayag ko o ano mang impormasyon na aking sasabihin ay mananatiling kumpidensyal at mananatiling pribado. *[All my statement or information that I provided shall be confidential and shall remain private.]*

Name and Signature of Participant

CONSENT FORM FOR ONLINE FGD PARTICIPANT/S

I am **{full name}**, member/officer of **{name of organization}**, an organization registered with the **{full name of registering authority}** in **{the year of registration}** with present address at **{address of the organization}**.

I confirm that I could clearly hear and see the facilitator and other participants of the FGD.

I confirm that our organization received the invitation for the FGD last {state the date or week} and we decided to fully participate.

I am using a **{laptop, smart phone, etc.}** to participate in the FGD.

And after being informed of my rights to privacy of any data and information that I know under Republic Act No. 10173 or Philippines Data Privacy Act of 2012, give consent to the following acts:

(Check only those that you agree.)

- Makunan ako ng litrato. *[I could be photographed.]*
- Maibahagi ang aking litrato. *[Photos of me can be shared.]*
- Makunan ng video. *[I could be videoed.]*
- Kunan ng salaysay o interbyu. *[I can give statements or be interviewed.]*
- Pwedeng ibahagi ang aking larawan o video sa mga social media accounts o website ng ECOWEB at hindi magagamit sa masama o kumalat na ikakapanganib ng aking pagkakakilanlan. *[My photos or video could be shared in ECOWEB's social media accounts or website provided that it shall not be spread or used in the manner that will endanger my person and integrity.]*
- Ang lahat ng pahayag ko o ano mang impormasyon na aking sasabihin ay mananatiling kumpidensyal at mananatiling pribado. *[All my statement or information that I provided shall be confidential and shall remain private.]*

Name and Signature of Documenter

NOTE: *The statement of agreement for each or all of the items should be recorded and a control sheet recording the agreement or disagreement shall also be filled-up by the documenter.*

GUIDE FOR THE ACTUAL CONDUCT OF THE FGD

FGD CONDUCT DATA SHEET			
Date of FGD:		Time of FGD: Start: _____	End: _____.
Province:		City/Mun:	
Barangay:		Purok/Settlement:	
Medium (Skype/ Zoom / F2F or in person):			
Recording (please check):	written (X)	photo (X)	video () other: _____
Name of main facilitator			
Name of co-/asst facilitator			
Name of community facilitator			
Name of main Documenter			
Name of assistant Documenter			
Other FGD team members			
In attendance	Please refer form for attendance sheet		
Attendance (No.)	Female _____	Girls _____	Male ____ Boys _____
Age Range			
Disability of Participants			

Introduction (10 minutes):

Introduce the facilitating team and their respective role.

Say briefly about ECOWEB, A4EP, OXFAM and OCHA. Refer to the concept note of the Localisation Dialogue for the Philippines. **If done in cooperation with local/other organisation, please mention and document.**

Guide for introducing purpose, topics and process of the FGD:

*“The purpose of this FGD is to find out about your **experiences of response** by governmental/ local/ national CSO/ International agencies and other institutions **to the crisis and disasters** that you face. We are **not here to provide aid** but we want **to learn from** you what works and how it can **be improved overall**.*

*We will take about **two hours** to do that. We will keep the information you share with us confidential and will not share any name, unless consent is given for quote of experience and insights.*

*We are interested in **key issues and challenges** and **your ideas about the solutions**. We would like your **honest feedback**. We are going to do this though posing some key questions.*

*We want to make sure that **everyone has a chance to contribute** so we will go around and let everyone have a say. We will use some **score cards** to get the discussion going. We would like to*

*document this process so would like your **permission to record the conversation even by electronic recorder**. We would also like to **take some photographs**. Please let us know if you are not comfortable with this.*

*The information we will get from you will be analysed in a report. We will not be mentioning any names, unless you would permit us to. But will identify key issues from this focus discussion. We may use some quotes to emphasise key issues and recommendations you share with us. We will not attribute the quotes to individuals unless we have your expressed permission. Your **recommendations will be shared with the international community and other stakeholders and used to improve the future international and local response.***

Inform the participants on the rules of the session especially the role of the Magic ball/wand (please see notes on the conduct of the FGD section above).

Note: Remind the participants to sign the consent form with the attendance sheet. Attendance sheet would include Name, Gender, Age, Ethnicity, Disability information, membership to any organisation.

I. Community Context (15 minutes) – Types of disaster/crisis situation community is facing and social issues and concerns have been experiencing.

Guide Question 1 (5 minutes):

“What crisis situation the community/community of origin (if displaced) have faced in the past 5 years? Please, enumerate and mention what year it happened.”

Instructions:

1. The facilitator prepares Worksheet No. 1 and explains what is crisis situation.
2. Ask the participants the question above and list the crisis they are mentioning in the Column 1 of Worksheet No. 1
3. If more than 1 crisis/disaster experienced, ask participants to rank according to level of impact to the community by using a **scoring card** – 😞 **sever impact**, 😐 **moderate impact**, 😊 **minimal impact**. Count and enter the score card results in the ‘severity impact’ column.
4. Identify top 2 disaster events with highest level of severity according to score card results. Ask participants on the reasons of their scoring and write the reasons in the space under each level of severity.

Worksheet No. 1				
Crisis / Disaster (Column 1)	Yr. of Event	Severity of Impact		
		😞	😐	😊
				-
				-

Reasons for the Score Card Results				
Note on actual time for this exercise/any remarks:				

Guide Question 2 (10 minutes):

“How did the top 2 disaster/crisis events (identified earlier) affected the community?”

Instructions:

1. The facilitator prepares Worksheet No. 2.
2. Ask the participants Question No. 2 above. *[When needed, provide deepening questions to gather effects of disaster/crisis around their socio-cultural condition, access to basic services, economic situation, exercise of political/human rights, environment, peace and security, among others]*
3. Let them write the mentioned effects/impact of disaster in meta cards. And ask them to paste on the blank wall or on the floor or on the table, whichever is appropriate.
4. Group the meta cards of identified effects according to theme.
5. Provide a thematic title of similar group of effects. When agreed upon, list the titles of the grouped effects/impact in the Column 1 of Worksheet No. 2
6. For each identified major impact (group of specific effects identified), ask the participants to rate the Intensity of Crisis/Disaster Impact using a smiley **scoring card** – 😞 severe impact, 😐 moderate impact, 😊 minimal impact (score card colored – red, yellow, green). Count and enter the number of vote for each impact level in the column provided.
7. Rank disaster impacts according to number of scores. Ask the reason of the rating and ranking. Note the answer below.
8. Ask the participants who were the most affected group/s from the community and write in the column provided. Just list down all vulnerable/affected groups mentioned. Ask particular impact to affected group mentioned and write in the space provided below.

Worksheet No. 2: Crisis/Disaster Impact				
Effects/impact of the Crisis/Disaster (Focused on the TOP 2 disasters identified: COVID-19 pandemic and Marawi siege)	Intensity of Crisis Impact			Most vulnerable groups affected
	😞	😐	😊	

Ranking of disaster/crisis impact and Reasons cited (translated in English):

Note on actual time for the exercise or any remarks:

II. Presence / Visibility of Responders (10 minutes)

Guide Question 3 (4 minutes): *Who are the groups/agencies, government or non-government, who responded to the crisis/disaster/s identified earlier?*

Instructions:

1. The facilitator prepares metacards, pentel pens and Worksheet No. 3.
2. Distribute 3- metacards to each participant. Ask them to write the names of agencies or groups including those from government who responded to the crisis situation. If they know of more than 3, give them more metacards. Instruct the participants to put their filled-up metacards in Worksheet 3 and in the column (category of agencies) where they think the particular metacard belong.

Worksheet No. 3: Agencies responding to the crisis / disasters							
Local/ National CSOs	INGOs	Un Agenci es	Foreign Gov't Donor Agencies	National Gov't Agencies	LGU	Business Group	Individ uals

Note on actual time for the exercise/any remarks




Note: CSOs include local/national NGOs/networks, faith-based groups, People's Organisations and other organised civil society groups as defined in the law

3. After everybody has pasted their metacards, validate the placement of the metacard.
4. Provide inputs/explanation, as necessary on the difference of each grouping of agencies – and their particular mandates. *Prepare ahead list of UN agencies and INGOs operating in the area based on prior information gathered.* If they have identified an agency they missed to identify, add another metacard with the name of agency added.




5. *Paste meta card-filled Worksheet on the wall at the side for reference in the succeeding activities.*

Guide Question No. 4 (2 minutes)– *“How do you view the level of visibility of each group of responders in your community? Visibility would include signages/ billboards/ vehicles/vest/shirts/ flyers/IEC materials including radio, TV, social media with names and logos of the agencies and title of projects.”*

Instruction: For each identified major impact (group of specific effects identified), ask the participants to rate the Intensity of Crisis/Disaster Impact using a smiley **scoring card** –

-  **low/no visibility** – You heard the names of agencies or receive assistance from those belonging to that category of agencies but you rarely see visibility of their names, logo or projects
-  **fair visibility** – You know that they are responding because you know of people who received assistance from them or you personally see some of their visibility/promotional materials with their names and logo.
-  **high visibility** – You know them because you received goods from them, you meet their staff and you see their signages, promotion materials and information about their response.

Count and enter the number of votes for each Visibility rating in the column provided. Identify and list in the space provided below Top 3 most visible groups of humanitarian agencies according to ranking in number of votes.

Worksheet No. 4: Categories of Responders and Level of Visibility/Presence			
Categories of Humanitarian Responders	Level of Presence / Visibility		
			
1. Local and National CSOs/NGOs/ Society			
2. International NGOs			
3. UN Agencies			
4. Foreign Government Donor Agencies			
5. Local Government Units (Province, City, Municipality, Barangay)			
6. National Government			
7. Business Groups and Business Sector			
8. Individuals/Volunteers			
TOP 3 RESULTS	1.		
	2.		
	3.		
Notes/Remarks:			




Guide Question No. 5: Importance of Visibility (4 minutes) - *“What do you think are the importance of visibility materials like signages, promotion and information materials of the humanitarian responders? And how could the visibility materials of humanitarian agencies be improved to make it more useful for the recipient communities of humanitarian assistance?”*

Views on the Importance of Visibility	Suggestions to Improve Visibility to make it useful for the community
Note on actual time of the exercise/any remarks	

III. Funding/ Assistance (Quantity, Quality, Transparency and Accountability) (15 minutes)

Guide Question 6 (15 minutes): Type of Assistance – “What are the forms of assistance provided by the humanitarian responders? From what group of agencies? How satisfied are you? Do you have particular important need/s not responded to (please note as well)?

Instructions:

1. Facilitator prepares metacards, pentel pens and Worksheet Nos. 5 and 6.
2. Distribute **3-color metacards (RED, YELLOW, GREEN)** to each participant, number of cards depending on their need. Ask them to **write the assistance they have received from what agency** in response to the identified **Top 2 disaster experiences**. Instruct **one assistance per card and write** in the color of card representing their feeling in terms of quality and quantity of assistance received or not received but much needed as follows:
 -  **Not satisfied** – “You were not satisfied of what you received either in terms of quality or quantity or other reason. Or you have not but much needed.
 -  **Fairly Satisfied** – You know that they are responding because you know of people who received assistance from them or you personally see some of their visibility/promotional materials with their names and logo.
 -  **Very satisfied** – You know them because you received goods from them, you meet their staff and you see their signages, promotion materials and information about their response.

(Note: In the documentation report, summarize assistance according to sources – group of agencies, but not to be done during the FGD to save time.)
3. Prepare Worksheet No. 6 and ask the participants to paste their cards according to feeling of satisfaction.
4. Group the cards according to type of assistance received. Put a title on top of the group of cards according standard humanitarian assistance categorization: **Cash/Voucher for individuals/families; Cash/voucher for groups; Food items; Non-Food Items (kitchen utensils, clothing, personal care, etc); WASH (water, sanitation, hygiene); Shelter Kits; Temporary/permanent shelter units; Health and Medical assistance; Psychosocial and Mental Health services; Trainings and Capacity development; livelihood materials; Protection/Legal services; Organizing and Advocacy; other: _____)**
5. Ask for reasons of the rating and note in the column below. *Note any reason related to quality, quantity, relevance, timeliness, transparency, and accountability of the response.*
6. Then ask for recommendations to improve or make better the responses and note in the space below.

Worksheet No. 6: Satisfaction on the Assistance Received		
☹️	😐	😊
	-	-
Reasons:	Reasons:	Reasons:
Recommendations: -		
Note on the actual time for the exercise/any remarks:		

IV. Participation in the Crisis Response (15 minutes)

Guide Question 7 (5 minutes): *“What particular activities conducted by the response agencies that you were able to participate?”*

Instruction to Facilitator:

1. Prepare and explain Worksheet No. 7.
2. Ask the Question and ask the participants to write their answer in meta cards.
3. Ask the participants to paste their metacards in the appropriate matrix whether it is under: Planning, Implementation, Monitoring, Evaluation. Validate placement in a discussion if a meta card is found not in the right matrix.
4. Ask the participants

Guide Question 8 (10 minutes): *“What do you want to suggest to improve your participation in planning, implementation, monitoring and evaluation of the humanitarian response.”* Note answer in the particular matrix.

Worksheet No. 7: Participation in Humanitarian Response	
Planning	Implementation

Recommendations:	Recommendations:
Monitoring	Evaluation
Recommendations:	Recommendations:
Note on actual time for the exercise and any remarks	

VI. Relationships with Responders and Quality of Services (15 minutes)

Guide Question 8: Relationship with Responders. *“How do you assess your relationship with the humanitarian agencies that provided assistance in your communities.*

Instruction to Facilitator:

1. Prepare and explain Worksheet 8. [The relationship shall cover before, during and after the delivery of the humanitarian assistance. This pertains to how the responder communicates, exchange information and engage with the survivors/affected community.]
2. Use a score card to assess quality of relationship - 😞 Relationship needs improvement, 😐 fair level relationship, 😊 Relationship is appreciated much by the community. Enter the score in Column 2 of WS8.

Guide Question No.9: After assessing the level of relationship with response agencies, ask **“What do you think are the reasons for the rating results, especially of the extreme ratings: the highest and the lowest ratings?”** Note answers below the columns in WS 8 and ask further after,

Guide Question No. 10: **“What would you like to suggest to improve the relationship between the recipient community and the particular group of responders.?”** Note answers below the columns.

Worksheet No. 8: Relationship with Responders				
Service Providers	Level of Relationship (Col 2)			Recommendations to Improve relationship
	😞 Relationship needs improvement	😐 Fair level of Relationship	😊 Relationship is appreciated much by the community	
Local and National CSOs/NGOs				

International NGOs				
Foreign government donor agencies				
UN Agencies				
Local Government Units (Province, City, Municipality, Barangay)				
National Government				
Business Groups and Private Sector				
Individual donors				
<i>Reasons for Rating</i>				
Note on actual time of the exercise and any remarks:				

VII. Coordination of Crisis Response (15 minutes)

Guide Question 11 (6 minutes): Awareness of Coordination Mechanism.

“What particular Coordination Mechanisms that have existed between and among humanitarian agencies during their response to the disasters/crisis settings you have identified earlier – in the Top 2 disaster contexts? What are the agencies involved in such mechanism?”

Instruction to Facilitator:

1. Prepare and explain Worksheet No.9.
2. Ask question no. 11 and note answers under Columns 1 and 2.
3. After filling out columns 1 and 2, ask Question No. 12.

Guide Question 12 (3 minutes)

“How effective is the crisis response coordination mechanism that you have enumerated? Use a score card to assess effectiveness of coordination using the scale below and enter the number of votes of participants in Column 3.





 not so effective,
  somehow effective,
  highly effective,
 or
  NO IDEA

Guide Question 13 (6 minutes)

“What are the reasons to the rating of the particular coordination mechanism. What do you suggest to improve the mechanism to effectively result to better services to the affected population of the disaster/crisis?”

Note the answers under Columns 4 and 5.

Worksheet No. 9: Awareness and Recommendations of Coordination Mechanisms

Description of coordination [Column 1]	Organizations / Agencies Involved in the Coordination [Column. 2]	Effectiveness of Coordination [Col. 3]				Reasons [Column 4]	Recommendations [Column 5]
							

Note of actual time of the exercise and any remarks:

VIII. Capacity, Policies and Standards in Crisis Response (10 minutes)

Guide Question 14 (10 minutes): Policies and standards. *“Based on your past experiences, what recommendations do you propose to humanitarian organizations /agencies to in order to address durable solutions and the root causes of vulnerabilities.” Use Worksheet 10 for the answers.*




Worksheet 10: Recommendations for Policies and Standards and Capacity Improvement	
Service Providers [Column 1]	Recommendations [Column 2]
1. Local and National CSOs/NGOs	
2. International NGOs	
3. Foreign government donor agencies	
4. UN Agencies	
5. Local Government Units (Province, City, Municipality, Barangay)	
6. National Government	
7. Business Groups and Private Sector	

Guide Question 15 (5 minutes):

*“How do you view the **process and usefulness of this exercise?**”*

Use a score card – 😞 not happy with/do not appreciate the exercise, 😐 quite happy/somehow appreciate the process/exercise, 😊 so happy/appreciate the exercise

For documentation:

Score Card Results			
score	-	-	8
Reason for answer			

Key feedback from the discussions

Note here if there are key reasons mentioned to the score card results. The Why?

Any additional remarks (2 minutes):

GUIDANCE NOTE FOR THE PLANNING AND CONDUCT OF
FGD ON LOCALIZATION

Note for possible Follow-up:

CERTIFICATE OF APPEARANCE



ECOSYSTEMS WORK FOR ESSENTIAL BENEFITS (ECOWEB) INC.
 #0001 Toribia St. Lluch Compound, Tubod, Iligan City

CERTIFICATE OF APPEARANCE

This is to certify the EcoWEB staff whose names and designations are shown below, appeared in this office as indicated and for the purpose stated.

NAME	DESIGNATION
Salahudin Ombawa	CDF
Hanifah Acmad	CDF
Rakila Mamosaca	CDF
Siffenayo T. Apud	CDF

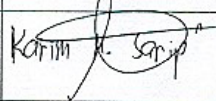
DATE	OFFICE/VENUE	PURPOSE	CERTIFIED BY (signature over printed name)	DESIGNATION
March 10, 2021	Baloi (Matampay)	Focus Group Discussion on Localization	 Karim A. Saip	CSG Member
March 10, 2021	Prato-i Baloi	Focus Group Discussion on Localization	- Hania Hania Landong	

PHOTO DOCUMENTATION







Community FGD Questionnaire and Worksheets

Localisation Community FGD Guide

1. Community Context




Disasters and Severity of Impact




Q1:
What crisis situation the community/community of origin (if displaced) have faced in the past 5 years? Please, enumerate and mention what year it happened.

Intensity of Effect of Disaster

Q2:
How did the top 2 disaster/ crisis events (identified earlier) affected the community?

Worksheet No. 1 Disaster/Crisis Situation and their Severity of Impact




Crisis / Disaster (Column 1)	Yr. of Event	Severity of Impact		
		 Severe	 Moderate	 Minimal
Reasons for the Score Card Results				

Worksheet No. 4: Categories of Responders and Level of Visibility/Presence			
Categories of Humanitarian Responders	Level of Presence / Visibility		
			
Local and National CSOs/NGOs/ Society			
International NGOs			
UN Agencies			
Foreign Government Donor Agencies			
Local Government Units (Province, City, Municipality, Barangay)			
National Government			
Business Groups and Business Sector			
Individuals/Volunteers			
TOP 3 RESULTS			

Worksheet No. 5: Importance and Improvement of Visibility	
Views on the Importance of Visibility	Suggestions to Improve Visibility to make it useful for the community

3. Funding/ Assistance (Quantity and Quality) - Amended

Q6:
 What are the forms of assistance provided by the humanitarian responders? What group of agencies? How satisfied are you? **Provide reasons for your satisfaction rating.** Do you have particular important need/s not responded to (please note as well)? **What are your recommendations to ensure that the unmet needs will be met?**

Worksheet No. 6: Satisfaction on the Assistance Received				
Types of Assistance (Col. 1)	Providing agencies or groups (Col 2) (Enter Code #)	Levels of Satisfaction (Col 3)		
		 Not Satisfied	 Fairly Satisfied	 Very Satisfied
Reasons for Rating				
Unmet Needs				
Recommendations				
Code #'s for groupings of providing agencies (Please use for Column 2)				
1. Local and National CSOs/NGOs/ Society	3. International NGOs	7. Business / Private Groups		
2. Foreign Government Donor Agencies	4. UN Agencies	8. Individuals and Volunteers		
	5. National Government/ Agencies			
	6. Local Government Units			

3. Funding/ Assistance (Quantity and Quality) - Amended

Q6:
 What are the forms of assistance provided by the humanitarian responders? What group of agencies? How satisfied are you? **Provide reasons for your satisfaction rating.** Do you have particular important need/s not responded to (please note as well)? **What are your recommendations to ensure that the unmet needs will be met?**

Worksheet No. 6: Satisfaction on the Assistance Received				
Types of Assistance (Col. 1)	Providing agencies or groups (Col 2) (Enter Code #)	Levels of Satisfaction (Col 3)		
		Not Satisfied	Fairly Satisfied	Very Satisfied
Reasons for Rating				
Unmet Needs				
Recommendations				
Code #'s for groupings of providing agencies (Please use for Column 2)				
1. Local and National CSOs/NGOs/ Society	3. International NGOs	7. Business / Private Groups		
2. Foreign Government Donor Agencies	4. UN Agencies	8. Individuals and Volunteers		
	5. National Government/ Agencies			
	6. Local Government Units			

4. Participation of Affected Communities

Q7:
 What particular activities conducted by the response agencies that you were able to participate?

Q8:
 What do you want to suggest to improve your participation in planning, implementation, monitoring and evaluation of the humanitarian response?

Worksheet No. 7: Participation in Humanitarian Response

Planning	Implementation
Recommendations:	Recommendations:
Monitoring	Evaluation
Recommendations:	Recommendations:

5. Relationship with Responders and Quality of Services

Q9: *How do you assess your relationship with the humanitarian agencies that provided assistance in your communities?*

Q11: *What would you like to suggest to improve the relationship between the recipient community and the particular group of responders*

Q10: *What do you think are the reasons for the rating results, especially of the extreme ratings: the highest and the lowest ratings?"*

Worksheet No. 8: Relationship with Responders				
Service Providers	Level of Relationship (Col 2)			Recommendations to Improve relationship
	Relationship needs improvement	Fair level of Relationship	Relationship is appreciated much	
<i>Reasons for Rating</i>				

Worksheet No. 8: Relationship with Responders				
Service Providers	Level of Relationship (Col 2)			Recommendations to Improve relationship
	Relationship needs improvement	Fair level of Relationship	Relationship is appreciated much by the community	
Local and National CSOs/NGOs				
International NGOs				
Foreign government donor agencies				
UN Agencies				
Local Government Units (Province, City, Municipality, Barangay)				
National Government				
Business Groups and Private Sector				
Individual donors				
<i>Reasons for Rating</i>				

6. Coordination of Crisis Response

Q12: What particular Coordination Mechanisms that have existed between and among humanitarian agencies during their response to the disasters/crisis settings you have identified earlier - in the Top 2 disaster contexts? What are the agencies involved in such mechanism?

- **Q13:** How effective is the crisis response coordination mechanism that you have enumerated? Use a score card to assess effectiveness of coordination using the scale below and enter the number of votes of participants in Column 3.

Q14: What are the reasons to the rating of the particular coordination mechanism. What do you suggest to improve the mechanism to effectively result to better services to the affected population of the disaster/ crisis

Worksheet No. 9: Awareness and Recommendations of Coordination Mechanisms

Description of coordination [Column 1]	Organizations / Agencies Involved in the Coordination [Column 2]	Effectiveness of Coordination [Col. 3]			Reasons [Column 4]	Recommendations [Column 5]

7. Capacity, Policies and Standards in Crisis Response

Q15:

Based on your past experiences, what recommendations do you propose to humanitarian organizations /agencies to in order to address durable solutions and the root causes of vulnerabilities.” Use Worksheet 10 for the answers.

Worksheet 10: Recommendations for Policies and Standards and Capacity Improvement	
Service Providers [Column 1]	Recommendations [Column 2]
Local and National CSOs/NGOs	
International NGOs	
Foreign government donor agencies	
UN Agencies	
Local Government Units (Province, City, Municipality, Barangay)	
National Government	
Business Groups and Private Sector	
Individuals	

8. Process Evaluation

Q16: *How do you view the process and usefulness of this exercise*

Use a score card –

☹️ not happy with/do not appreciate the exercise,

😊 quite happy/somehow appreciate the process/exercise ,

😄 so happy/appreciate the exercise

Worksheet 11: Process Evaluation				
Score Card Results		☹️	😊	😄
	score			
	Reason for answer			

National CSOs and Private Sector

THE STATE OF LOCALISATION IN THE PHILIPPINES A SURVEY AMONG FILIPINO NATIONAL AND LOCAL CIVIL SOCIETY ORGANISATIONS (CSOs) & PRIVATE SECTOR

This survey is an initiative by ECOWEB, Alliance for Empowering partnership (A4EP), Oxfam and OCHA to map the state of localization in the Philippines. The questions are formulated around the Grand Bargain and Charter for Change commitments on localisation.

The results of this survey will be fed back to humanitarian coordination bodies, UN agencies, INGOs and CSOs in the country as well as to the Grand Bargain Localisation Workstream. Results are targeted to serve as inputs to donors, international and local actors in improving the humanitarian policies, systems and mechanisms towards realizing localization commitments made during the World Humanitarian Summit in 2016 and to make the affected population of crisis at the center of humanitarian aid. It will contribute to further dialogue, leading to concrete country level action plan.

The humanitarian action being referred here includes emergency response, early recovery, recovery and rehabilitation of the affected communities of disasters and crisis.

The survey will be online until March 20, 2021.

CONFIDENTIALITY AND CONSENT

The information you provide will be kept confidential and only be used for analysis. We will not use individual respondent or agency name unless we have your expressed permission to share example of good practice.

Thus, if you wish to agree that your agency be mentioned in the report as an example, please tick consent below, otherwise, we assure that your identity will be kept confidential.

Expression of Consent for name of agency represented:

- to be cited in the whole report as participant of the survey
- to be cited in particular experience as example
- to remain anonymous in the report/not to be mentioned in the whole report just in the total number of the respondents

SURVEY COMPONENTS

The survey is comprised of multiple choice questions, please pick the answers that apply. There is space also to elaborate your answers or make additional comments.

Section I asks for some information about your organization and context in which you work.

Section II asks about your awareness of localization commitments

Section III asks about your experience according to the [seven dimensions of localization](#). In 2017, the Global Mentoring Initiative (GMI) developed the ‘seven dimensions’ framework for localisation during its work with the START Fund of the START Network, and identified a set of ‘emerging indicators’ during its subsequent work with the Disasters and Emergencies Preparedness Programme (DEPP) of the START Network. The seven dimensions framework draws on the Grand Bargain commitment 2 to localisation and commitment 6 to a participation revolution, Charter4Change

commitments, and consultations with local, national and international actors as presented in the figure below. as presented in the figure below.

RELATIONSHIP QUALITY	PARTICIPATION REVOLUTION	FUNDING & FINANCING	CAPACITY	COORDINATION MECHANISMS	POLICIES AND STANDARDS	VISIBILITY AND CREDIT SHARING
<ul style="list-style-type: none"> • respectful and equitable • reciprocal transparency and accountability 	<ul style="list-style-type: none"> • deeper participation of at-risk & affected populations 	<ul style="list-style-type: none"> • better quality • greater quantity 	<ul style="list-style-type: none"> • sustainable organisations and collaborative capacities • stop undermining capacities 	<ul style="list-style-type: none"> • national actors greater presence and influence 	<ul style="list-style-type: none"> • national actors can contribute to and influence global and national policy and standards-development, and their application in their contexts 	<ul style="list-style-type: none"> • roles, results and innovations by national actors are given credit and communicated about by international actors

The survey may take 30 minutes of your time to complete.

Thank you for taking the time and your valuable contribution.

Section I

Q1: Name of the CSO and geographical location (following information is necessary for possible follow-up for clarification but rest assured that information will remain confidential unless expressed otherwise in the consent section above)

- Name of the CSO: _____
- Name of the respondent: _____
- Location of CSO _____
- Email Contact details: _____

Q2: What type of CSO are you:

- National NGO _____
- National CSOs Network _____
- Sub-national (regional) NGO _____
- Sub-national (regional) CSOs Network _____
- Local NGO _____
- Local CSOs Network _____
- Community-based Organization (CBO) _____
- Faith-Based Organization (FBO) _____
- Sectoral Organization _____
- Volunteer-based Organization _____
- Cooperative _____
- Private Foundation _____
- Private sector _____
- Research institute/think tank: _____
- Trust _____
- Other (Please Specify): _____

Q3: Please tick roles that your organization is engaged in (you may select more than 1 answer)

- Developmental Initiatives _____
- Humanitarian Response _____
- Social Service delivery _____
- Peacebuilding work _____
- Technical Services _____

- Advocacy/Lobbying _____
- Advisory/Policy dialogue _____
- Research _____
- Other (Please Specify) _____

Q4: What was the annual budget size of your organization in 2020 (PhP)?

- Less than 1 million _____
- 1 million to 3 million _____
- > 3 million to 5 million _____
- > 5 million to 10 million _____
- >10 million to 15 million _____
- >15 million to 20 million _____
- >20 million to 30 million _____
- >30 million to 50 million _____
- >50 million to 100 million _____
- >100 million to 500 million _____
- More than 500 million _____
- N/A (voluntary, no funding) _____

Q5: Number of paid staff in your organization?

- Less than 10 _____
- 10 - 20 _____
- 21 - 30 _____
- 31 - 50 _____
- 51 – 70 _____
- 71 – 100 _____
- 100 plus _____
- N/A (voluntary) _____

Q6: Number of volunteers supporting your organization?

- None _____
- Less than 10 _____
- 10 - 20 _____
- 21 - 30 _____
- 31 - 50 _____
- 51 – 70 _____
- 71 – 100 _____
- 100 plus _____

Q7: In which sector(s) do you mainly work? Please tick up to FIVE main sectors in which you have a significant focus

- Agriculture, rural development, forestry, or fishing _____
- Food aid or food security _____
- Peace and security _____
- Education _____
- Emergency relief and disaster management _____
- Psychosocial/ Mental health _____

- Disaster Risk Reduction _____
- Environmental protection, climate change _____
- Water and sanitation _____
- (Renewable) Energy _____
- Health _____
- Human rights _____
- Legal aid _____
- Poverty Reduction, community livelihoods _____
- Microcredit, micro finance _____
- Public administration reform, social dialogue, policy advocacy _____
- Trade, private sector development and/or business support _____
- Human trafficking _____
- Social Protection _____
- Gender equality and women empowerment _____
- Other (Please Specify): _____

Q8: With which target group do you mainly work? Please tick up to FIVE main target groups on which you have a significant focus

- Children _____
- Youth _____
- Women _____
- Elderly _____
- Persons with Disability _____
- Indigenous People _____
- Farmers and rural workers _____
- Fisherfolks _____
- Urban Poor _____
- Workers in the Informal Sector _____
- Labor (including migrant workers) _____
- Affected/Victims of Disaster and Calamities _____
- Cooperative _____
- MSMEs/enterprises _____
- Local government _____
- Other (Please Specify) _____

Q9: Your major source(s) of funding are (you may select more than 1 answer)

- Direct International funding/ foreign aid _____
- International Donor INGO operating in Philippines _____
- UN Agencies operating in Philippines _____
- Pool fund for NGOs _____
- Donations from individuals _____
- Donations from corporate sector _____
- Donations as contribution to Corporate Social Responsibility _____
- Membership fees _____
- Enterprise/income generating/commercial activities _____
- National Government/state budget _____

- Local Government budget _____
- Other (Please Specify) _____

Section II

LOCALISATION COMMITMENTS TO HUMANITARIAN AID

Q10: Have international agency/ies your organisation collaborates with informed you about the Grand Bargain commitments agreed at the World Humanitarian Summit in 2016, and in particular the practical meaning of the localisation commitment?

- None of them ever mentioned it
- Some mentioned about it but didn't provide much explanation
- Several mentioned about it but I don't yet fully understand what it means for local/national organisations
- Many international agencies we work with mentioned it, and I am very clear what it means for local/national organisations
- N/A – no collaboration with international agency

You may please elaborate your answer _____

Q 11: Do you agree with the statement, “International humanitarian agencies that come to Philippines to help have supported and reinforced non-governmental organisations so that soon we will manage most of our humanitarian work with our own local/national capacities.”

- I totally disagree with this statement
- I disagree somewhat with this statement
- I agree somewhat with this statement
- I totally agree with this statement
- Prefer not to answer

You may please elaborate your answer _____

Q12: Do you agree with the statement, “International humanitarian funding support is needed, but international expertise should be provided more on demand and explicit request of local/national actors.”

- I totally disagree with this statement
- I disagree somewhat with this statement
- I agree somewhat with this statement
- I totally agree with this statement
- Prefer not to answer

You may please elaborate your answer _____

Q 13: Do you agree that branches of international agencies or members of an INGO alliance that are also locally registered in the Philippines should be considered as ‘Philippine CSOs’?

- I totally disagree with this statement
- I disagree somewhat with this statement
- I agree somewhat with this statement
- I totally agree with this statement
- Prefer not to answer

You may please elaborate your answer _____

Q 14: How do you view the statement “Competition is the best way to ensure quality humanitarian services will be offered to those who need it”?

- Yes, competition is the best way. Current internal competition among Philippines CSOs is healthy and lead to better outcomes for the people whose lives we want to improve.
- Some competition practices are helpful but some create negative results.
- Internal competition among CSOs **is not** helpful and **does not** lead to better results.
- Internal competition weakens the whole civil society structure.
- Competition is not the way but complementation.
- Another view: _____
- Prefer not to answer

You may please elaborate your answer _____

Section III

RELATIONSHIP

Q15: Is your organisation cooperating with/receiving support from international agency? (you may select more than 1 answer)

- One INGO
- Two INGOs
- Three INGOs
- Four INGOs
- More than four INGOs
- One UN agency
- Two UN agencies
- More the two UN agencies
- Indirectly cooperating only with INGOs (through partner local/national CSO)
- Indirectly cooperating only with UN agencies (through partner local/national CSO)
- No cooperation with any INGO/UN agency

Q16: Does your organisation co-design humanitarian projects/programs with your partner international agency?

- Never
- Rarely with some of our partner international agencies
- Rarely with all our partner international agencies
- Sometimes with some of our partner international agencies
- Sometimes with all our partner international agencies
- Oftentimes with some of our partner international agencies
- Oftentimes with all our partner international agencies
- Always with some of our partner international agencies
- Always with all our partner international agencies
- N/A - No collaboration with any international agency

You may please elaborate your answer _____

Q 17. Do you feel that equal relationships characterize your collaboration with international agencies in designing and implementing humanitarian programs?

- Never with all
- Rarely with some of our partner international agencies
- Rarely with all our partner international agencies
- Sometimes with some of our partner international agencies
- Sometimes with all our partner international agencies
- Oftentimes with some of our partner international agencies
- Oftentimes with all our partner international agencies
- Always with some of our partner international agencies
- Always with all our partner international agencies
- N/A - No collaboration with any international agency

You may please elaborate your answer _____

Q 18. Does your agency and the national/local CSO you collaborate with, proactively discuss possible risks (financial, reputational, legal, safety and security, conflict, environmental, Preventing Sexual Exploitation and Abuse (PSEA)) in the humanitarian project/programme you jointly implement? (You may select more than 1 answer).

- None of these risks is ever discussed proactively
- Some of these risks are discussed but not with all partner international agencies
- Some of these risks are discussed with all partner international agencies
- The financial risks are discussed proactively, the other risks are not
- The PSEA risks are discussed proactively, the other risks are not
- The PSEA and financial risks are discussed proactively, the others are not
- Most of these risks are discussed proactively but not with all partner international agencies
- Most of these risks are discussed proactively with all partner international agencies
- We intentionally assess all possible risks together and discuss how we can reduce or manage these risks but not with all partner international agencies
- We intentionally assess all possible risks together and discuss how we can reduce or manage these risks with all partner international agencies
- N/A – no collaboration with any national/local partner international agencies

You may please elaborate your answer _____

Q19. Does your organisation and the international agency you collaborate with spend time building trust and identifying common humanitarian goals?

- Not at all
- Yes, with one/few of our partner international agencies
- Yes, with most of our partner international agencies
- Yes, with all our partner international agencies
- N/A – no collaboration with any international agency

You may please elaborate your answer _____

Q20. How do you define the relationships between your agency and the national/local CSOs you collaborate with on humanitarian action? Is it more sub-contractual (i.e local/national CSOs act as implementors of projects designed by your agency) or partnership (project co-designed or your agency supporting locally initiated actions)?

- All sub-contractual relationship
- More sub-contractual, one or few partnership

- Some sub-contractual, some partnership
- More partnership, one or few sub-contractual
- All partnership
- N/A – no collaboration with any international agency

You may please elaborate your answer _____

Q21. Does your organisation have long-term strategic partnerships with international agency/ies you collaborate with on humanitarian action?

- None with any of our international partners
- Yes, with one or few of our international partners
- Yes, with all international partners
- N/A – no collaboration with any international agency

You may please elaborate your answer _____

Q22. What statement/s below demonstrate the cooperation between your organisation and your partner international agencies during the Covid-19 pandemic? (You may select more than 1 answer).

- Partner international agencies have allowed flexibility in project timelines
- Partner international agencies allowed flexibility in project budget lines
- Partner international agencies provided additional funds to cope with new needs
- Partner international agencies provided support for extra communication costs
- Partner international agencies provided support for PPE and staff well-being
- One/few international partners put on hold the implementation of our project cooperation
- Mostly international partners put on hold the implementation of our project cooperation
- Got new international partner providing support for COVID-19 response
- Experienced difficulty in accessing funding support for COVID-19 response
- No COVID-19 response action made by any of our international partner
- Our organisation has not initiated/requested support for COVID-19 response
- Other (please specify) _____
- N/A – no collaboration with any international agency

You may please elaborate your answers _____

PARTICIPATION REVOLUTION

Q 23. Does your organisation seek the active participation of people affected by crises in your programming/planning, implementation, monitoring and evaluation of humanitarian actions?

- Never in all aspects (planning, implementation, monitoring and evaluation)
- Rarely in few aspects
- Rarely in all aspects
- Sometimes in few aspects
- Sometimes in all aspects
- Most of the time in few aspects

- Most of the time in all aspects
- Always in few all aspects
- Always in all aspects
- N/A – No program for crisis affected population

You may please elaborate your answer _____

Q 24. Does your joint programme or project with international agency actively seeks out the views, priorities, and preferences of the populations you seek to assist?

- Never with all international agencies we collaborated with
- Rarely but with some of our partner international agencies
- Rarely with all our partner international agencies
- Sometimes with some of our partner international agencies
- Sometimes with all our partner international agencies
- Oftentimes with some of our partner international agencies
- Oftentimes with all our partner international agencies
- Always with some of our partner international agencies
- Always with all our partner international agencies
- N/A - No collaboration with any international agency

You may please elaborate your answer _____

Q 25. Does your joint humanitarian project/programme with international agency actively seek out the views, priorities, and preferences of the people you seek to assist?

- Never with all our partners international agencies
- Rarely with some of our partner international agencies
- Rarely with all our partner international agencies
- Sometimes with some of our partner international agencies
- Sometimes with all our partner international agencies
- Oftentimes with some of our partner international agencies
- Oftentimes with all our partner international agencies
- Always with some of our partner international agencies
- Always with all our partner international agencies
- N/A - No collaboration with any international agency

You may please elaborate your answer _____

Q 26. How do you view the statement , “We, with our partner international agencies, practice transparency and accountability to the populations we seek to assist.”

- We both are completely accountable and transparent
- We both make ourselves fairly accountable and transparent
- We both try to be accountable and transparent, but don’t do it very well
- We feel our organisation is accountable and transparent, but our international partners are not
- Our international partners are highly accountable and transparent but not our organisation
- We both are not demonstrating accountability and transparency
- N/A - No collaboration with any international agency

You may please elaborate your answer _____

Q 27. Do your international partners support your organisation in designing and implementing community led crisis response programmes where the community/target groups are actively involved throughout the project cycle?

- None of our international partners
- One or few of our international partners
- All international partners
- N/A - No collaboration with any international agency

You may please elaborate your answer _____

Q28. Do your international partners support your organisation to have safeguarding practices in place in humanitarian actions?

- None of our international partners
- One or few of our international partner
- All international partners
- N/A - No collaboration with any international agency

You may please elaborate your answer _____

Q 29. How do you assess your organisation's response to COVID-19 pandemic? (you may select more than 1 answer)

- No COVID-19 response
- Limited area coverage and Limited COVID-19 response
- Limited area coverage and Multiple COVID-19 responses
- Wide area coverage and Limited COVID-19 response
- Wide area coverage and Multiple COVID-19 responses
- N/A – not a humanitarian organisation

You may please elaborate your answer _____

Q 30 During Covid-19 pandemic do you find it hard to respond to community needs because of (you may select more than 1 answer):

- Lack of access to the community
- Lack of expertise;
- Lack of staff,
- Lack of financial resources
- Lack of logistical resources;
- Lack of readiness of international partners to respond to people's expressed needs
- Lack of own program for COVID-19 response
- Lack of permit for movement by the authorities
- Staff well-being
- Other (please specify) _____
- N/A - not a humanitarian organisation/no intention to make COVID-19 response

You may please elaborate your answer _____

FUNDING

Q 31: In the past 5 years, what are the sources of funding of your organisation's work? (You may select more than 1 answer):

- Directly from International/foreign donors
- Via International NGOs based in the Philippines
- Via UN agency based in the Philippines
- Via intermediary national/local NGO
- From local/other sources in the form of cash support
- From local/other sources in the form of in-kind support
- N/A

You may please elaborate your answer _____

Q32: Do your international partners provide organisational core/overhead costs in addition to the direct project implementation costs in your humanitarian grants?

- Never
- Rarely with some international agency partners
- Rarely with all international agency partners
- Sometimes with some international agency partners
- Sometimes with all international agency partners
- Most of the time with some international agency partners
- Most of the time with all international agency partners
- Always with some international agency partners
- Always with all partner international agency partners
- N/A - No humanitarian grant received

You may please elaborate your answer _____

Q33: What percentage of the total project cost does your partner international agencies provide for your organisational/core/overhead cost?

- Zero – not covered at all
- Less than 5%
- 6%- 10%
- 11% - 20%
- 21% - 30%
- 31% - 50%
- More than 50%
- N/A – no funding received

Q34: Does your organisation receive flexible grants from your international partners for your self-identified organisational and operational needs?

- Never
- Rarely
- Sometimes
- Oftentimes
- All the grants we receive from international partners have a flexible component
- N/A – no funding received

You may please elaborate your answer _____

Q35: In the past five years, what has been the trend of your access to international humanitarian funding?

- Significantly Decreasing
- Slightly decreasing
- No change
- Slightly increasing
- Significantly Increasing
- N/A – no international funding received

Please share with us the reason for this? _____

Q36: Does your organization receive multiple year funding from your international partner/s for humanitarian action?

- Yes from one/few
- Yes from all
- No
- N/A – no international partner

Please share with us the reason for this? _____

Q37: What do you suggest for enhancing your organisation's access to international humanitarian funding? (you may select more than 1 answer)

- Lowering the barriers to access funding
- Simplify bureaucratic processes
- Simplify reporting requirements
- Establish country-based pooled fund mechanism with percentage earmarked for national and local CSOs?
- Provide institutional support to increase and sustain capacity to access funding
- Make funding easily available to consortia of local smaller organisations
- Make funding less competitive and more complementary
- Make funding demand-driven not donor driven
- Lobby government to change regulations that hinder access of local CSOs to international
- Other (please specify) _____

You may please elaborate your answer _____

Q38: How do you compare the quality of funding your organization receive during COVID-19 pandemic compared to pre-COVID 19? (you may select more than 1 answer)

- It is easier now to access funding with support for core administrative cost of our organisation
- We are getting extra budget from our existing international partners for communications and communication equipment
- We are getting extra funding from our existing international for COVID19 response or needs arising as a result of the pandemic
- There is greater speed in funding decisions
- We are getting more offer for COVID-19 response from new funding partners
- There are delays in funding decisions
- It is harder now to access funding with support for core administrative cost of our organization

- It is getting harder to access funding in general
- Our funding is reduced by funder due to the pandemic
- We have funding cancelled or cut by international partner due to the pandemic
- No change, remain the same
- Other (please specify) _____
- N/A – no funding received

What do you think are their main causes for the situation? _____

Q 39: If your organization has raised flexible funding in the past whether from own locally-generated or international sources, what did you use it for?

- Overhead and core cost of the organization
- Programme Personnel/Staffing cost
- Humanitarian services
- Development projects for communities
- Other (please specify): _____
- N/A – no flexible fund generated

You may please elaborate further your answer _____

CAPACITIES

Q 40: Do you feel that your international partners value the experience and expertise of your organisation?

- Not at all
- Slightly for a few international partners
- Slightly for all international partners
- Quite well for a few International partners
- Quite well for all International partners
- Very much for a few International partners
- Very much for all International partners
- N/A – no engagement with international agency

You may please elaborate your answer _____

Q41: How effective the support provided by your international partner in increasing your organisational capacity in a sustainable manner?

- No support received from international partners for organisational capacity development
- Support not effective
- Support slightly effective, but needs much improvement
- Support fairly effective, helped somehow in improving capacity of our organisation
- Support very effective, took us to a higher level of organisational strength
- N/A – No international partner

You may please elaborate your answer _____

Q42: In the past five years, have you lost some of your experienced staff to international agencies because they offer higher salaries and more benefits.

- We lost no staff to international agencies
- We lost between 1-5 staff to international agencies
- We lost between 6-10 staff to international agencies
- We lost more than 10 staff to international agencies
- N/A – we have no full-time staff

You may please elaborate your answer _____

Q43: How do you view your over-all organisational effectiveness in designing, implementing and monitoring humanitarian program?

- Highly effective, no need for technical support
- Effective, just need a little more capacity development support
- Not effective, need significant capacity development support
- N/A – No humanitarian program

You may please elaborate your answer _____

Q44: How do you view your organisational current capacity in implementing community-based approaches in humanitarian programming?

- Highly effective, no need for technical support
- Effective, just need a little more capacity development support
- Not effective, need significant capacity development support
- N/A – No humanitarian program

You may please elaborate your answer _____

Q45: How do you view your organisational current capacity in implementing cash and voucher humanitarian assistance programming?

- Highly effective, no need for technical support
- Effective, just need a little more capacity development support
- Not effective, need significant capacity development support
- N/A – No humanitarian program

You may please elaborate your answer _____

Q46: Overall, in this COVID-19 situation your level of activity is significantly

Decreased Same as before Somewhat increased Significantly increased

You may please elaborate your answer _____

Q 47: What has been the impact of the pandemic on your projects and programmes that were running before the COVID-19 situation?

- We run them all as originally planned
- We run them mostly as originally planned
- We run some as originally planned
- We run few as originally planned
- We run none as originally planned
- N/A – no project running before the pandemic

You may please elaborate your answer _____

Q 48: Innovative approaches during Covid-19 response.

- Have your organisation come up with any innovative approaches to respond to the pandemic?

Yes () No () N/A ()

- If you did, did others replicate your approach (possibly with some modifications)?

Yes () No () Don't know () N/A ()

- If you did, did others give you explicit credit for it?

Yes () No () Don't know () N/A ()

Q 49. Is your current humanitarian programming already integrating nexus approach (linking humanitarian to peace and development)?

- Yes () No () Don't know () N/A ()

If yes, please elaborate your answer _____

COORDINATION SPACES

Q50: Has your organisation able to participate and contribute effectively in the inter-agency humanitarian coordination platforms at national level?

- We decided not to participate
- We cannot participate
- We participate occasionally but don't feel we can contribute much
- We participate regularly, and can contribute a bit
- We participate all the time, and our contributions are listened to and have influenced decisions
- N/A – not a humanitarian organisation

You may please elaborate your answer _____

Q 51: Has your organisation able to participate and contribute effectively in the inter-agency humanitarian coordination platforms at sub-national/local level?

- We decided not to participate
- We cannot participate
- We participate occasionally but don't feel we can contribute much
- We participate regularly, and can contribute a bit
- We participate all the time, and our contributions are listened to and have influenced decisions
- N/A – not a humanitarian organisation

Please elaborate your answer _____

Q 52: What do you think are the biggest challenges of your organisation's participation in inter-agency humanitarian coordination platforms? (please check all that applies):

- Language _____
- Geographical Location where meetings are held _____
- Lack of human resource/staff capacity to attend meetings _____
- Lack of funds to attend meetings _____

- Lack of confidence _____
- Our voices are not heard _____
- Waste of time as we cannot influence decisions _____
- Lack of space to share honestly/ openly _____
- Fear of retaliation _____
- Others (please specify) _____
- N/A – not a humanitarian organisation

You may please elaborate your answer _____

Q 53: How effective do you rate the current government coordination during COVID-19 Response?

- Not effective at all
- Modestly effective
- Very effective
- Don't know

You may please elaborate your answer _____

Q 54: How would you describe the coordination of COVID-19 responses among international humanitarian actors? (You may select more than 1 answer)

- The coordination is grounded with a good understanding of the actual needs and priorities of affected people
- The coordination effectively provided information to the government about the situation of the affected population
- The coordination provided space for voice of the affected population to be heard
- The coordination enabled effective local CSO participation in the coordination conversations
- The coordination enabled contribution of local actors in the regular review of policies, plans, programs and their implementation and monitoring of their impacts
- Other (Please specify): _____
- Don't know

Please elaborate your answer _____

Q 55: What do you think are the necessary changes/improvements to be made for humanitarian coordination platform to become more effective? (you may select more than 1 answer)

- No need to change, just sustain the practice of international agency leadership
- Need more balanced and complementary leadership between international and national/local CSOs
- Need to change leadership to local/national CSOs with international as support to enable effective local leadership and participation of local actors
- Need to totally change the leadership of the coordination to the government
- Need more space for honest and open conversations
- Need to enhance sharing of information, facilitation for cooperation and complementation
- Other (please specify) _____
- N/A – not a humanitarian organisation

You may elaborate further your answer _____

Q 56: Is your organisation's name and contribution to a programme or project are explicitly and correctly mentioned in reports by your international partners to donors?

- We never see copies of the reports that our international partners send to donors
- Our name and contribution do not get much attention in these reports to donors
- Our name and contribution get some attention in these donor reports, but not as much as we feel we deserve
- Our name and contribution in these donor reports correctly reflects our roles and achievements in the joint project/programme
- N/A – No international Agency partner

You may please elaborate your answer _____

Q 57: Is your organisation's name and contribution to a programme or project are explicitly and correctly mentioned in reports by your international partners to media and their supporters?

- Our name, contribution and achievements are well reflected in the communication of our international partners to the media and their supporters
- Our name and contribution get some attention in the communication of our international partners to the media and their supporters, but not as much as we deserve
- Our name and contribution do not get attention in the communication of our international partners to the media and their supporters
- N/A – No International Agency Partner

You may please elaborate your answer _____

Q 58: In the COVID-19 response, what institutions have you observed to have acknowledged national/local CSOs' contribution and commitment? (you may select more than 1 answer)

- The media
- Local and/or national authorities
- International organisations
- UN agency
- Other local/national organisations/networks
- Community partners
- No recognition by any
- N/A – No COVID-19 response

POLICIES & STANDARDS

Q 59: Do you think the humanitarian policies and standards required by international agencies in the Philippines are appropriate for the Philippines context?

- Yes
- No
- Some of it
- Don't know
- N/A – don't have international partner

You may please elaborate your answer _____

Q 60 How do you view the statement, “Members of Philippine civil society work together with the Philippine government on improving humanitarian policies, standards and programmes.”

- Not very often in general
- This happens with some government departments/units
- This happens with most government departments/units
- It is a systematic practice that civil society and relevant government authorities work together on policies, programmes and standards
- No idea

Please elaborate your answer _____

Q 61: How do you view your organisational current capacity during Covid-19 to address Protection concerns in humanitarian action?

- Highly effective, no need for technical support
- Somewhat effective, need some capacity development support
- Not effective, need more capacity development support
- No experience
- N/A – Not involved in protection

You may please elaborate your answer _____

Q 62: How do you view your organisational current capacity during Covid-19 to address sexual exploitation and abuse concerns in humanitarian action?

- Highly effective, no need for technical support
- Somewhat effective, need some capacity development support
- Not effective, need more capacity development support
- No experience
- N/A – not involved in PSEA

You may please elaborate your answer _____

Q 63. For any more comment, feedback, recommendation on the issue of localisation? Please indicate in the space below:

THANK YOU for taking part in this survey!

STATE OF LOCALISATION IN THE PHILLIPINES A SURVEY AMONG INGOs and UN Agencies

This survey is an initiative by ECOWEB, Alliance for Empowering partnership (A4EP), Oxfam and OCHA to map the state of localization in the Philippines. The questions are formulated around the Grand Bargain and Charter 4 Change commitments on localisation.

The results of this survey will be feed back to humanitarian coordination bodies, UN agencies, INGOs and CSOs in the country as well as to the Grand Bargain Localisation Workstream. Results are targeted to serve as inputs to donors, international and local actors in improving the humanitarian policies, systems and mechanisms towards realizing localization commitments made during the World Humanitarian Summit in 2016 and to make the affected population of crisis at the center of humanitarian aid. It will contribute to further dialogue, leading to concrete country level action plan.

The survey will be online until March 10, 2021.

CONFIDENTIALITY AND CONSENT

The information you provide will be kept confidential and only be used for analysis. We will not use individual respondent or agency name unless we have your expressed permission to share example of good practice.

Thus, if you wish to agree that your agency be mentioned in the report as an example, please tick consent below, otherwise, we assure that your identity will be kept confidential.

Expression of Consent for name of agency represented:

- to be cited in the whole report as participant of the survey
- to be cited in particular experience as example
- to remain anonymous in the report/not to be mentioned in the whole report just in the total number of the respondents

SURVEY COMPONENTS

The survey is comprised of multiple choice questions, please pick the answers that apply. There space also to elaborate your answers or make additional comments.

Section I asks for some information about your organization and context in which you work.

Section II asks about your awareness of localization commitments

Section III asks about your experience of the seven dimension of localization.

The survey may take ___ minutes of your time to complete.

Thank you for taking the time and your valuable contribution.

Section I

Q1: Name of the CSO and geographical location (following information is necessary for possible follow-up for clarification but rest assured that information will remain confidential unless expressed otherwise in the consent section above)

- Name of the agency: _____
- Name of the respondent: _____
- Location of agency: _____
- Email Contact details: _____

Q2: What type of UN/INGO are you:

- Philippine based UN agency _____
- Overseas UN agency with Program in the Philippines _____
- Philippine-based INGO _____
- Overseas INGO with program in the Philippines _____
- Other (Please Specify): _____

Q3: Please tick roles that your organization is engaged in (you may select more than 1 answer)

- Developmental Initiatives _____
- Humanitarian Response _____
- Social Service delivery _____
- Peacebuilding work _____
- Technical Services _____
- Advocacy/Lobbying _____
- Advisory/Policy dialogue _____
- Research _____
- Other (Please Specify) _____

Q4: In which sector(s) do you mainly work? Please tick up to FIVE main sectors in which you have a significant focus

- Agriculture, rural development, forestry, or fishing _____
- Food aid or food security _____
- Peace and security _____
- Education _____
- Emergency relief and disaster management _____
- Disaster Risk Reduction _____
- Environmental protection, climate change _____
- Water and sanitation _____
- (Renewable) Energy _____
- Health _____
- Human rights _____
- Legal aid _____
- Poverty Reduction, community livelihoods _____
- Microcredit, micro finance _____
- Public administration reform, social dialogue, policy advocacy _____
- Trade, private sector development and/or business support _____
- Human trafficking _____

- Social Protection _____
- Gender equality and women empowerment _____
- Other (Please Specify): _____

Q5: With which target group do you mainly work? Please tick up to FIVE main target groups on which you have a significant focus

- Children _____
- Youth _____
- Women _____
- Elderly _____
- Persons with Disability _____
- Indigenous People _____
- Farmers and rural workers _____
- Fisherfolks _____
- Urban Poor _____
- Workers in the Informal Sector _____
- Labor (including migrant workers) _____
- Affected/Victims of Disaster and Calamities _____
- Cooperative _____
- MSMEs/enterprises _____
- Local government _____
- Other (Please Specify) _____

Section II

LOCALISATION COMMITMENTS TO HUMANITARIAN AID

Q6: Has your agency informed your national/local partners about the Grand Bargain commitments agreed at the World Humanitarian Summit in 2016, and in particular the practical meaning of the localisation commitment?

- No
- Some of our national and local partners
- All of our national and local partners
- Indirectly, thru coordination mechanism
- N/A – no collaboration with national/local organisations

You may please elaborate your answer _____

Q 7: Do you agree with the statement, “International agencies that come to Philippines to help have supported and reinforced local/ national non-governmental organisations so that soon they will manage most of the humanitarian work with their own local/national capacities.”

- I totally disagree with this statement
- I disagree somewhat with this statement
- I agree somewhat with this statement
- I totally agree with this statement
- Prefer not to answer

You may please elaborate your answer _____

Q 8: Do you agree with the statement, “International funding support is needed, but international expertise should be provided on demand and explicit request of local/national actors “

- I totally disagree with this statement
- I disagree somewhat with this statement
- I agree somewhat with this statement
- I totally agree with this statement
- Prefer not to answer

You may elaborate your answer _____

Q 9: Do you agree that nationally registered CSOs, that are branches of international agencies or members of an INGO alliance, should be considered ‘Philippines CSOs’.

- I totally disagree that they can be considered ‘national Philippines CSOs’
- I disagree somewhat that they can be considered ‘national Philippines CSOs’
- I agree somewhat that they can be considered ‘national Philippines CSOs’
- I fully agree that they can be considered ‘national Philippines CSOs’
- Prefer not to answer

You may please elaborate your answer _____

Q 10: How do you view the statement “Competition is the best way to ensure quality of services will be offered to those who need it”?

- Yes, competition is the best way. Current internal competition among Philippines CSOs is healthy and led to better outcomes for the people whose lives we want to improve.
- Some competition practices is helpful but not all, some created negative results.
- Internal competition among CSOs **is not** helpful and **does not** lead to better results.
- Internal competition weakens the whole civil society structure.
- Competition is not the way but complementation.
- Another view: _____
- Prefer not to answer

You may please elaborate your answer _____

Section III

RELATIONSHIP

Q11: Is your agency cooperating directly with national/local CSOs? how many? (you may select more than 1 answer)

- Directly with One CSO
- Directly with Two CSOs
- Directly with Three CSOs
- Directly with Four CSOs
- Directly with more than four CSOs
- Indirectly cooperating only with CSOs - through other INGOs
- Indirectly cooperating only with CSOs – through government agencies
- No cooperation with any CSO

Q12: Does your agency works closely with national/local CSOs you collaborate with on the conceptualisation and design of project/programme that you implement together?.

- Never with all
- Rarely but only with one/few of our partner CSOs
- Rarely with most of our partner CSOs
- Rarely with all our partner CSOs
- Sometimes but only with one/few of our partner CSOs
- Sometimes with most of our partner CSOs
- Sometimes with all our partner CSOs
- Oftentimes but only with one/few of our partner CSOs
- Oftentimes with most of our partner CSOs
- Oftentimes with all our partner CSOs
- Always but only with one/few of our partner CSOs
- Always with most of our partner CSOs
- Always with all our partner CSOs
- N/A - No collaboration with any CSO

You may please elaborate your answer _____

Q 13. Does your agency feel being equal partner in your collaboration with the national/local CSOs that you work with in designing and implementing programs?

- Never with all
- Rarely but only with one/few of our partner CSOs
- Rarely with most of our partner CSOs
- Rarely with all our partner CSOs
- Sometimes but only with one/few of our partner CSOs
- Sometimes with most of our partner CSOs
- Sometimes with all our partner CSOs
- Oftentimes but only with one/few of our partner CSOs
- Oftentimes with most of our partner CSOs
- Oftentimes with all our partner CSOs
- Always but only with one/few of our partner CSOs
- Always with most of our partner CSOs
- Always with all our partner CSOs
- N/A - No collaboration with any CSO

You may please elaborate your answer _____

Q 14. Does your agency and the national/local CSO you collaborate with, proactively discuss possible risks (financial, reputational, legal, safety and security, conflict, environmental, PSEA) in the project you jointly implement? (You may select more than 1 answer).

- None of these risks is ever discussed proactively
- Some of these risks were discussed but not with all partner CSOs
- Some of these risks were discussed with all partner CSOs
- The financial risks are discussed proactively, the other risks are not
- The PSEA is discussed proactively, the other risks are not
- The PSEA and financial risks are discussed proactively, the others are not
- Most of these risks are discussed proactively but not with all CSOs
- Most of these risks are discussed proactively with all CSOs

- We intentionally assess all possible risks together and discuss how we can reduce or manage these risks but not with all CSOs
- We intentionally assess all possible risks together and discuss how we can reduce or manage these risks with all CSOs
- N/A – no collaboration with any national/local CSO

You may please elaborate your answer _____

Q15. Does your agency and the national/local CSOs you collaborate with spend time building trust and identify common goals you want to achieve together?

- Not at all
- Yes, but only with one/few of our partner CSOs
- Yes, with most of our partner CSOs
- Yes, with all our partner CSOs
- N/A – no collaboration with any CSO

You may please elaborate your answer _____

Q16. How do you define the relationship between your agency and the national/local CSOs you collaborate with?

- All sub-contractual relationship
- More sub-contractual, one or few real partnership
- Some sub-contractual, some real partnership
- More real partnership, one or few sub-contractual
- All real partnership
- N/A – no collaboration with any CSO

You may please elaborate your answer _____

Q17. Is your agency having long term strategic partnerships with national/local CSO you collaborate with?

- None of our partner CSO
- With one or few of our partner CSOs
- With all CSO partners
- N/A – no collaboration with any CSO

You may please elaborate your answer _____

Q18. What statement/s below demonstrate the state of cooperation of your agency with national/local CSOs during Covid-19 pandemic? (You may select more than 1 answer).

- We allowed flexibility in timeline
- We allowed flexibility in budget line
- We provided additional funds to cope with new needs
- We provided support for extra communication costs
- We provided support for PPE and staff well being
- We put on hold the project cooperation
- Our agency did not provide support for COVID-19 response
- Other (please specify) _____
- N/A – no collaboration with any national/local CSO

You may please elaborate your answers _____

PARTICIPATION REVOLUTION

Q 19. Does your agency always endeavour active participation of population affected of crisis in your programming/planning, implementation, monitoring and evaluation of crisis response actions?

- Never in all aspects (planning, implementation, monitoring and evaluation)
- Rarely but not in all aspects
- Rarely in all aspects
- Sometimes but not in all aspects
- Sometimes in all aspects
- Most of the time but not in all aspects
- Most of the time in all aspects
- Always but not in all aspects
- Always in all aspects
- N/A – No program for crisis affected population

Please elaborate your answer _____

Q 20. Does your joint programme or project with national/local CSO actively seeks out the views, priorities, and preferences of the populations you seek to assist?

- Never with all our partner CSOs
- Rarely but only with one/few of our partner CSOs
- Rarely with most of our partner CSOs
- Rarely with all our partner CSOs
- Sometimes but only with one/few of our partner CSOs
- Sometimes with most of our partner CSOs
- Sometimes with all our partner CSOs
- Oftentimes but only with one/few of our partner CSOs
- Oftentimes with most of our partner CSOs
- Oftentimes with all our partner CSOs
- Always but only with one/few of our partner CSOs
- Always with most of our partner CSOs
- Always with all our partner CSOs
- N/A - No collaboration with any CSO

You may please elaborate your answer _____

Q 21. Does your joint programme with national/local CSOs involves members of the populations it seeks to assist in important project decisions that will affect them?

- Never with all our partner CSOs
- Rarely but only with one/few of our partner CSOs
- Rarely with most of our partner CSOs
- Rarely with all our partner CSOs
- Sometimes but only with one/few of our partner CSOs
- Sometimes with most of our partner CSOs
- Sometimes with all our partner CSOs
- Oftentimes but only with one/few of our partner CSOs

- Oftentimes with most of our partner CSOs
- Oftentimes with all our partner CSOs
- Always but only with one/few of our partner CSOs
- Always with most of our partner CSOs
- Always with all our partner CSOs
- N/A - No collaboration with any CSO

You may please elaborate your answer _____

Q 22. How do you view the statement , “We, with our partner Filipino CSOs, practice active accountability to the populations we seek to assist.”

- We are completely accountable to the populations we seek to assist with one or few of our partner CSOs
- We are completely accountable to the populations we seek to assist with all our partner CSOs
- We make ourselves fairly accountable with one or few of our partner CSOs
- We make ourselves fairly accountable with all our partner CSOs
- We both try to be accountable with one or few of our partner CSOs, but don’t do it very well
- We both try to be accountable with all our partner CSOs, but don’t do it very well.
- We feel our organisation is accountable to population we seek to assist but not our partner CSOs
- Our partner CSO/s demonstrate high accountability to population we seek to assist but our agency is still developing our capacity
- We (both our agency and all partner CSOs) are not demonstrating accountability to the populations we seek to assist
- N/A - No collaboration with any CSO

You may please elaborate your answer _____

Q 23. Does your agency supports your partner national/local CSOs in designing and implementing community led programmes where the community/target groups are actively involved throughout the project cycle?

- None of our partner CSO
- With one or few of our partner CSOs
- With all CSO partners
- N/A – no collaboration with any CSO

You may please elaborate your answer _____

Q24. Does your agency supports your partner CSOs to have safeguarding practices in place?

- None of our partner CSO
- With one or few of our partner CSOs
- With all CSO partners
- N/A – no collaboration with any CSO

You may please elaborate your answer _____

Q 25. During COVID-19 pandemic, how do you assess your agency's response action? (you may select more than 1 answer)

- No COVID-19 response
- Limited area coverage and Limited COVID-19 response
- Limited area coverage but Multiple COVID-19 responses
- Limited responses made but wide area of coverage
- Multiple COVID-19 responses in wide area of coverage
- N/A

You may please elaborate your answer _____

Q 26 During Covid-19 pandemic do you find it hard to respond to community needs because of (you may select more than 1 answer):

- Lack of access to the community
- Lack of expertise;
- Lack of staff,
- Lack of financial resources
- Lack of logistical resources;
- Lack of readiness of CSO partners to respond to people's expressed needs
- Lack of permit for movement by the authorities
- Staff well-being
- Other (please specify) _____
- N/A - no intention to make COVID-19 response

You may please elaborate your answer _____

FUNDING

Q27: Does your agency provides organisational core/overhead costs to your partner CSOs in addition to the direct project implementation costs in your humanitarian grants?

- They are never covered
- Only rarely they are covered and only with some partner CSOs
- Only rarely they are covered and with all partner CSOs
- Most of the time they are covered, but only with some partner CSOs
- Most of the time they are covered and with all partner CSOs
- They are always covered, but only with some partner CSOs
- They are always covered and with all partner CSOs
- N/A - No humanitarian grant provide

You may please elaborate your answer _____

Q28: How much percentage of the total project cost does your agency provide to partner CSOs for organisational core/overhead?

- Zero – not covered at all
- Less than 5%
- 6%- 10%
- 11% - 20%
- 21% - 30%
- 31% - 50%

- 51% – 70%
- 71% - 90%
- Fully funded
- N/A

Q29: Does your agency provides flexible grant to partner CSOs for their organisational functioning and operation based on their need?

- No grant provided with flexibility
- Only rarely our agency provides flexible funding
- It happens quite regularly that we provide flexible funding to partners
- All the grants we provide have at least flexible part of it, that we can allocate as we wish
- N/A – no funding received

You may please elaborate your answer _____

Q30: In the past 5 years, what has been the trend of your funding provided through CSOs?

- Significantly Decreasing
- Slightly decreasing
- No changes
- Slightly increasing
- Significantly Increasing
- N/A

Please share with us the reason for this? _____

Q31: What do you suggest for enhancing CSOs' access to international funding? (you may select more than 1 answer)

- Lowering the barriers to access funding
- Simplify bureaucratic processes
- Simplify reporting requirements
- Safeguarding % funding in local pooled funding mechanism for smaller organisation
- Provide institutional support to increase and sustain capacity to access funding
- Make funding easily available to consortium of local smaller organisations
- Make funding less competitive and more complementary
- Make funding demand-driven not donor driven
- Lobby to government to change regulations
- Other (please specify) _____

Please elaborate your answer _____

Q32: What is the quality of funding your agency provided to national/local CSOs? Compared to pre-COVID-19,

- It is easier now for CSOs to access funding with support for core administrative cost
- Partners CSOs are getting extra budget for communications and communication equipment
- Partner CSOs are getting extra funding for COVID-19 response or needs arising as a result of the pandemic
- There is greater speed in funding decisions
- There are delays in funding decisions
- It is harder now for CSOs to access funding with support for core administrative cost of our organization
- It is getting harder to access funding in general

- Our funding for CSOs has reduced due to the pandemic
- We have cancelled funding to CSOs due to the pandemic
- No change, remain the same
- Other (please specify) _____
- N/A – no funding received

What do you think are their main causes for the situation? _____

CAPACITIES

Q 33: Does your agency value the experience and expertise of your partner CSOs?

- Not at all
- Only a little bit of few CSO partners only
- Only a little bit of all CSO partners
- Quite well of few CSO partners only
- Quite well of all partner CSOs
- Very much of our few partner CSOs
- Very much of all our partner CSOs

N/A – no engagement with national/local CSOs

Please elaborate your answer _____

Q34: Do your agency feel that the support you provided for local/national CSO's organisational development (s) has increased the organisational capacity in a sustainable manner?

- Not at all
- A little bit but it needs to be sustainably institutionalised
- Fairly well, most of it is being sustainably institutionalised
- The support has been very effective, and took the CSOs to a higher level of organisational strength
- N/A – no CSO partner

Please elaborate your answer _____

Q35: In the past 5 years, has your agency hired staff who were with national/local CSOs prior to hiring?

- We hired no staff from national/ local CSOs
- We hired between 1-5 staff from national/ local CSOs
- We hired between 6-10 staff from national/ local CSOs
- We hired more than 10 staff from national/ local CSOs

Please elaborate your answer _____

Q36: How do you view your local/national CSO partners' over-all organisational effectiveness in designing, implementing and monitoring humanitarian program?

- Highly effective, no need for further capacity development support
- Effective but still need additional capacity development support in some aspect
- Not so effective, needing more capacity development support
- Not effective at all
- No experience at all
- N/A – no a humanitarian response organisation

Please elaborate your answer _____

Q 37: How do you view your partner CSOs' current capacity in implementing community based approaches in humanitarian programming?

- Highly effective, no need for further capacity development support
- Effective but still need additional capacity development support in some aspect
- Not so effective, needing more capacity development support
- Not effective at all
- No experience at all
- N/A – No humanitarian program

Please elaborate your answer _____

Q38: How do you view your partner CSOs' organisational current capacity in implementing cash and voucher humanitarian assistance programming?

- Highly effective, no need for technical support
- Somewhat effective, just needing little capacity development support
- Not effective, need more capacity development support
- Not effective at all
- No experience at all
- N/A – No humanitarian program

Please elaborate your answer _____

Q39 Overall, in this COVID-19 situation your agency's level of activity is significantly

Decreased Same as before Somewhat increased Significantly increased

Q 40 What has been the impact of the pandemic on your agency's projects and programmes that were running before the COVID-19 situation?

- We run them all as originally planned
- We run them most as originally planned
- We run some as originally planned
- We run few as originally planned
- We run none as originally planned
- N/A – no project running before the pandemic

You may please elaborate your answer _____

Q 41: Innovative approaches during Covid-19 response.

- Has your local/ national CSO partner agencies able to come up with any innovative approaches to respond to pandemic?

Yes () No ()

- If they did, did others replicate the approach (possibly with some modifications)?

Yes () No () Don't know () Don't mind ()

- If they did, did you or others give them explicit credit for it?

Yes () No () Don't know () Don't mind ()

Please elaborate your answer _____

COORDINATION SPACES

Q42: How do you assess national/local CSOs' participation in the inter-agency humanitarian coordination platforms at **national level**?

- CSOs cannot participate
- CSOs participate occasionally but do not contribute much
- CSOs participate regularly, and can contribute a bit
- CSOs participate all the time, and their contributions are listened to and have influenced decisions
- N/A

Please elaborate your answer _____

Q 43: How do you assess national/local CSOs' participation in the inter-agency humanitarian coordination platforms at **sub-national/local level**?

- CSOs cannot participate
- CSOs participate occasionally but do not contribute much
- CSOs participate regularly, and can contribute a bit
- CSOs participate all the time, and their contributions are listened to and have influenced decisions
- N/A

Please elaborate your answer _____

Q 44: What do you think is/are the biggest challenges to local/national CSO's participation in inter-agency humanitarian coordination platforms? (please check all that applies):

- Language _____
- Geographical Location where meetings are held _____
- Lack of Resource Capacity to attend meetings _____
- Lack of Confidence _____
- Our voices are not heard _____
- Waste of time as we can't influence decisions _____
- Lack of space to share honestly/ openly _____
- Fear of retaliation _____
- Others (please specify) _____

Please elaborate your answer

Q 45: How effective do you rate the current government coordination during COVID-19 Response

- Not effective at all
- Modestly effective
- Very effective
- don't know

You may elaborate your answer _____

Q 46: How does the international humanitarian coordination of the COVID-19 and other disaster response impact the affected population of crisis? (You may select more than 1 answer)

- The coordination is grounded with a good understanding of the actual needs and priorities of affected people
- The coordination effectively provided information to the government about the situation of the affected population
- The coordination provided space for voice of the affected population to be heard
- The coordination enable effective local CSO participation in the coordination conversations
- The coordination enable contribution of local actors in the regular review of policies, plans, programs and their implementation and monitoring of their impacts
- I have no idea
- N/A

Please elaborate your answer _____

Q 47: What do you think are the necessary changes/improvements to be made for humanitarian coordination platform to become more effective?

- No need to change, just sustain the practice of international agency leadership
- Need more balanced and complementary leadership between international and national CSOs
- Need to change leadership to local/national CSOs with international as support to enable effective local leadership and participation of local actors
- Need to totally change the leadership of the coordination to the government
- Need more space for honest and open conversations
- Need to enhance sharing of information, facilitation for cooperation and complementation
- Other (please specify) _____
- N/A – not a humanitarian organisation

You may elaborate further your answer _____

VISIBILITY

Q 48: Does your agency explicitly and correctly mentioned your partner CSOs' contribution to a programme or project in your reports to donors? (you may select more than 1 answer)

- Partner CSOs contribution do not get attention in our report to donors
- Partner CSOs get some attention in our report to donor, but not as much as they deserve
- Partner CSOs' name, contribution and achievements are well reflected report to donors
- Partner CSOs contribution do not get attention in our communication to the media
- Partner CSOs get some attention in our communication to the media, but not as much as they deserve
- Partner CSOs' name, contribution and achievements are well reflected to the media
- Partner CSOs contribution do not get attention in our communication to our supporters
- Partner CSOs get some attention in our communication to our supporters, but not as much as they deserve
- Partner CSOs' name, contribution and achievements are well reflected to our supporters
- N/A – partner CSOs

Please elaborate your answer _____

Q 49: During Covid-19 response what institutions have you observed to have acknowledged national/local CSOs' contribution and commitment? (you may select more than 1 answer)

- The media
- your local and/or national authorities
- international organisations
- UN agency
- Other local/national organisations/networks
- Community partners
- No recognition by any
- N/A – No COVID-19 response

POLICIES & STANDARDS

Q 50: Do you think the policies and standards required by international agencies in the Philippines are appropriate for the Philippines context?

- Yes
- No
- Some of it
- No idea
- N/A

Please elaborate your answer _____

Q 51: How do you view the statement, "Members of Philippines civil society work together with the Philippines government on policies, standards and programmes they have experience and expertise on."

- Not very often in general
- This happens with some government departments/ministries/units but not with others
- This happens with most government departments/ministries/units
- It is a systematic practice that civil society and relevant government authorities work together on policies, programmes and standards
- No idea

Please elaborate your answer _____

Q52: How do you view the national/local CSOs capacity during Covid-19 to address Protection concerns?

- Highly effective, no need for technical support
- Somewhat effective, need some capacity development support
- Not effective, need more capacity development support
- No experience
- N/A

Please elaborate your answer _____

Q53: How do you view the national/local CSOs capacity during Covid-19 to address sexual exploitation and abuse concerns?

- Highly effective, no need for technical support

- Somewhat effective, need some capacity development support
- Not effective, need more capacity development support
- No experience
- N/A – not involved in PSEA

Please elaborate your answer _____

Q 54. For any more comment, feedback, recommendation on the issue of localisation? Please indicate below

ANNEX III-B3 – Tool No. B2 – Survey Participant’s Notification

(Logos of the Collaborating or Leading Agencies)

**STATE OF LOCALISATION IN THE PHILLIPINES
A Survey among INGOs and UN Agencies
and Local/National CSOs and Private organizations**

Dear colleagues,

As part of global efforts to promote better understanding and implementation of the Grand Bargain localisation commitments, [UN OCHA](#), [ECOWEB](#), [Oxfam](#), and the [Alliance for Empowering Partnership \(A4EP\)](#) is initiating a country level dialogue process with the following objectives:

1. To move forward the localisation movement in the Philippines by learning from the initiatives already undertaken and harnessing commitments of actors already demonstrating concrete localisation actions on the ground.
2. To create a greater sense of momentum on localisation in the country – exploring synergies and linkages with existing humanitarian coordination mechanisms.
3. To identify opportunities, challenges and specificities when it comes to localisation and develop country-level plans of action.
4. To come up with recommendations in relation to the next phase of the Grand Bargain beyond June 2021.

Part of the dialogue process is the conduct of an on-line survey with the humanitarian sector stakeholders in the country. The results of this survey will be fed back to humanitarian coordination bodies, UN agencies, INGOs and CSOs in the country as well as to the Grand Bargain Localisation Workstream. Results are targeted to serve as inputs to donors, international and local actors in improving the humanitarian policies, systems and mechanisms towards realizing localization commitments made during the World Humanitarian Summit in 2016 and to put the affected population of crisis at the center of humanitarian aid.

Being an invaluable actor in the humanitarian sector, your views would be invaluable, and we thus request your organization to take part in the survey (one response per organization). The survey will take approximately 30 minutes to accomplish, and the link below will be available until **March 22, 2021**.

[STATE OF LOCALISATION IN THE PHILLIPINES A SURVEY AMONG INGOs and UN Agencies \(humanitarianresponse.info\)](#)

[THE STATE OF LOCALISATION IN THE PHILLIPINES: A SURVEY AMONG FILIPINO NATIONAL AND LOCAL CIVIL SOCIETY ORGANISATIONS \(CSOs\) & PRIVATE SECTOR \(humanitarianresponse.info\)](#)

Thank you for taking part in this survey and we look forward to your participation in the succeeding activities of the **Country-level Dialogue: Moving Forward the Localisation in the Philippines.**

Sincerely,

*(Names, Designation and Signatures of
Representatives of Leading Agencies)*

ANNEX III-C1: Localization Dialogue Design (with sample entry)



OCHA

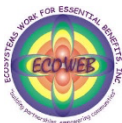


Tool No. C1: LOCALIZATION DIALOGUE DESIGN			
A. BASIC INFORMATION			
Stakeholder/s	<i>Refer to the stakeholders' analysis in Part II-E. Could be multi-stakeholders.</i>	Group/Network	<i>An existing network that have members that are humanitarian organizations</i>
Date	<i>The date agreed with the network</i>	Time Allotment	<i>Minimum of 2 hours and can be extended for 20 mins.</i>
B. ACTIVITY and TASKING GUIDE			
Time Slot	Activity and Topic Guide	Person/s In-charge	Remarks
Time Slot (E.g. 1:00 – 1:15) Time allotment (E.g. 15 mins)	1. Welcome and Introduction <ul style="list-style-type: none"> Welcome message Introduction of participants Photo/video update of CLD activities 		
Recommended: 20 mins	2. Presentations: <ul style="list-style-type: none"> Context of Localisation/Grand Bargain Background Results of Community FGDs Findings of the Localisation survey 		
Recommended: 10 mins)	3. Break-out Session Mechanics		
Recommended: 35 mins	4. Break-out sessions Guide question for all: <ul style="list-style-type: none"> <i>What needs to change?</i> <i>What obstacles can be anticipated?</i> <i>How to overcome them?</i> Break-out groups and assigned themes <i>(The number of break-out groups depend on the number of participants who registered during the actual session. The theme assignment depends on the number of break-out groups.)</i>		(Rules of Break-out groupings: <ol style="list-style-type: none"> One (1) group for every five participants Three (3) is the minimum number of participants for a break-out group Seven (7) groups when total participants reached 35 or more. Lead facilitator decides the number of break-out groups other than documenter's computation and the theme assignments.)
Recommended: Min: 20 mins Max: 35 mins	5. Plenary reporting (5 mins per group) Limit: min of 5 mins per break-out group	Group appoints their rapporteur.	
Recommended: 10 mins	6. Sharing of Key insights Focus on learning and reflections of the activity and how this could improve localization.	--from session organizer, network and participants	
Recommended: 10 mins	7. Conclusions and Next Steps <ul style="list-style-type: none"> wrap-up, thanks, proposed next steps 	Session Facilitator	

ANNEX III-C2: Example of a Localization Dialogue Plan (LDP) based on the LDD (Tool No.C1)



OCHA



a4ep
Alliance for Empowering Partnership



PHILIPPINE
PREPAREDNESS
PARTNERSHIP



LOCALIZATION DIALOGUE PLAN (Sample)			
A. BASIC INFORMATION			
Sector	Multi-sectoral	Group/Network	DRR Response Network
Date	May 20, 2021	Time	1:00 – 3:00 PM
B. ACTIVITY and TASKING GUIDE			
Time Slot	Activity and Topic Guide	Person/s In-charge	Remarks
1:00 – 1:15 (15 mins)	1. Welcome and Introduction <ul style="list-style-type: none"> Welcome Introduction of the Participants Picture 	Session Facilitator Co-Session Facilitator Lead Documenter	OCHA Reminder of recording, online registration
1:15 – 1:35 (20 mins)	2. Presentations: <ul style="list-style-type: none"> Context of Localisation/Grand Bargain Background Results of Community FGDs Findings of the Localisation survey 	Session Facilitator Co-Session Facilitator Lead Documenter	(10mins) (10mins) (10mins)
1:35 – 1:45 (10 mins)	3. Break-out Session Mechanics <ul style="list-style-type: none"> Details, instructions and clarifications Discuss the guide questions 	Co-Session Facilitator	
1:45 – 2:20 (35 mins)	4. Break-out sessions <i>Guide question for all:</i> What needs to change? What obstacles can be anticipated and how to overcome them? Plenary Discussions – 35 minutes Group 1: <i>On Quality of relationship and partnership; Funding and financing + COVID</i> Group 2: <i>On Participation of the affected population; Humanitarian Standards and Policy + COVID</i> Group 3: <i>On Capacity and Coordination + COVID19</i> Group 4: <i>Visibility and impact of Covid-19</i>	Co-Session Facilitator Break-Out Facilitator: Documenter: Facilitator: Documenter: Facilitator: Documenter: Facilitator: Documenter:	Group to have facilitator and documenter Documenter to use the Break-out Session Reporting Template (BSRT)
2:20 – 2:40 (20 mins)	5. Plenary reporting (5 mins per group)	Session Facilitator and Groups	Assign rapporteur per group
2:40 – 2:50 (10 mins)	6. Sharing of Key insights <ul style="list-style-type: none"> from workshop from participants 	Co-Session Facilitator From consortium Local Network pax	1 from consortium and 2-3 pax; 3 minutes/pax

2:50 – 3:00 (10 mins)	7. Conclusions and Next Steps <ul style="list-style-type: none"><li data-bbox="443 230 906 259">• wrap-up, thanks, proposed next steps	Session Facilitator	
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ANNEX III-C3: Tool No C2 - Dialogue Session Invitation (DSI) Template

[Put the names and logo of the leading organizations here.]

Philippines Country-level Dialogue on Localisation

Invitation to (name of Sector/Organization)

Date and Time: (May 27, 2021, 1:00 to 3:00 PM)

We have the pleasure to invite you to the country level dialogue on localization. The initiative to map the state of localization in the Philippines and country level dialogue is part of global efforts to promote better understanding and implementation of the Grand Bargain localization commitments. The process is a collaboration of initiating agencies (**Site names of initiating organizations**) and actual conduct done in cooperation with various CSOs and networks to include CDP-DRR COP, among others.

The objective for the country dialogue process is to promote and institutionalize the implementation of Grand Bargain commitments on localization at the country level. It will help to create a greater sense of momentum and provide the space to explore synergies and linkages with existing humanitarian coordination mechanism, donors and Philippines INGO networks, private sector and local and national CSOs. It will assist in identifying opportunities and challenges to localization and to develop a county level plan of action and tracking mechanism. The aim is to finish the process by June 2021 and share the learning and recommendations from the process nationally and with the Grand Bargain signatories and beyond.

The online dialogue session will take place on (**Date**), (**time to time – state if AM or PM**). We will present the key highlights from 25 focus group discussions that were conducted in 6 regions with the people affected by crisis. We will also share with you the key issues coming out of the online survey carried out during March/ April with CSOs and private sector, INGOs and UN agencies. The aim is to have a forward looking discussion on how to make progress on localization commitments. Your experiences and perspectives are very valuable to this process. It will contribute towards developing a collective action plan for localization in the Philippines.

(State the sector or organization) participants can pre-register and join the session with the following link: [Zoom link for Localization Discussion with the \(State the sector or organization\)](#)

You will need a steady internet access. If you need assistance in that please let us know. The dialogue will be interactive with small group discussions so you are able to have quality conversations.

We very much hope you will join us for this dialogue.

Yours sincerely,

On behalf of the initiating partners (**Site names of initiating organizations**)

(Name of lead convener)
(Position)
(Organization)

ANNEX III-C4 - Example of MT C2 - Dialogue Invitation



Invitation to NAPC VDC and Basic Sectors doing Humanitarian Work Philippines country level dialogue on Localisation

Date and Time: May 24, 2021, 1:00 to 3:00 PM

We have the pleasure to invite you to the country level dialogue on localisation. The initiative to map the state of localisation in the Philippines and country level dialogue is part of global efforts to promote better understanding and implementation of the Grand Bargain localisation commitments. The process is a collaboration of initiating agencies UN OCHA, ECOWEB, Oxfam and Alliance for Empowering partnership (A4EP) and actual conduct done in cooperation with various CSOs and networks to include CDP-DRR COP, among others.

The objectives for the country dialogue process is to promote and institutionalise the implementation of Grand Bargain commitments on localisation at the country level. It will help to create a greater sense of momentum and provide the space to explore synergies and linkages with existing humanitarian coordination mechanism, donors and Philippines INGO networks, private sector and local and national CSOs. It will assist in identifying opportunities and challenges to localisation and to develop a county level plan of action and tracking mechanism. The aim is finish the process by June 2021 and share the learning and recommendations from the process nationally and with the Grand Bargain signatories and beyond.

The online dialogue session with NAPC VDC and Basic sectoral reps doing humanitarian work will take place on **May 24, 2021, 1:00 to 3:00 in the afternoon**. We will present the key highlights from 25 focus group discussions that were conducted in 6 regions with the people affected by crisis. We will also share with you the key issues coming out of the online survey carried out during March/ April with CSOs and private sector, INGOs and UN agencies. The aim is to have a forward looking discussion on how to make progress on localisation commitments.

Your experiences and perspectives are very valuable to this process. It will contribute towards developing a collective action plan for localisation in the Philippines.

NAPC VDC and Basic Sectors participants can pre-register and join the session with the following link: [Zoom Link for Localisation Dialogue with NAPC-VDC and Basic Sectors](#)

You will need a steady internet access. If you need assistance in that please let us know. The dialogue will be interactive with small group discussions so you are able to have quality conversations.

We very much hope you will join us for this dialogue.

Yours sincerely,
On behalf of the initiating partners OCHA, ECOWEB, OXFAM and A4EP


Regina "Nanette" Salvador-Antequis
Executive Director
ECOWEB, Inc.

ANNEX III-C5: Tool No. C3 - BREAK-OUT SESSION REPORT (BSR) TEMPLATE

BREAK-OUT SESSION REPORT (BSR) TEMPLATE			
A. Basic Information			
Break-Out Session No.		Group or Network	
Date		Time Start	Time End
Localization Dimension			
B. Key Findings and Insights			
1) <i>What needs to change?</i>			
2) <i>What obstacles can be anticipated?</i>			
3) <i>How to overcome them?</i>			
Names of Participants			
1)		4)	
2)		5)	
3)		6)	
Name and Signatures of Documenter and Facilitator			
Role	Name	Signature	Date
Brk-out Session Documenter			
Brk-out Session Facilitator			
Lead Documenter			
Session Facilitator			

ANNEX III-C6: Tool No. C4 - DIALOGUE SESSION REPORT (DSR) TEMPLATE

DIALOGUE SESSION REPORT (DSR)			
A. Basic Information			
Network / Sector			
Date		Time Started	Time Ended
B. Key Findings and Insights			
Seven Dimensions +COVID	<i>1) What needs to change?</i>	<i>2) What obstacles can be anticipated?</i>	<i>3) How to overcome them?</i>
1. Quality of Relationship			
2. Participation Revolution			
3. Funding			
4. Capacities			
5. Coordination Mechanisms			
6. Visibility			
7. Policy and Standard			
8. COVID-19 Pandemic			
Name and Signatures of Documenter and Facilitator			
<i>Role</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Session Documenter			
Session Facilitator			
CONCURRED BY:			
Lead Documenter			
Lead Facilitator			

ANNEX III-C7: Tool No. C5 - DIALOGUE SESSION DOCUMENTATION TEMPLATE

DIALOGUE SESSION DOCUMENTATION TEMPLATE					
Please fill in this section it is mandatory					
A. BASIC INFORMATION					
Date of Consultation:		Time of consultation:			
Medium: Skype Phone Zoom					
Recording link:					
Facilitators	1				
	2				
	3				
Name of documenter/s	Overall Documenter				
	Breakout Groups	1			
		2			
		3			
4					
Participating Humanitarian Actors					
Contact Details of Facilitating Group					
Number of Organizations Present					
Attendance By Gender					
Gender	Women	Men	Boys	Girls	LGBTQI+
Number					
B. DOCUMENTATION DETAILS					
Please fill in all sections as issues come up in the consultation. Please make concise notes and analyze key issues that came up in the consultation in each section and fill in the summary key observations.					
Dimensions	Details of Trends and Observations			Summary of Key Observations	
1. Relationship Quality					
2. Participation Revolution					
3. Funding and Financing					
4. Capacity					
5. Coordination Mechanisms	5.I. Governmental				

	5.2. International		
	5.3. Interaction of gov't and international coordination		
	5.4. Coordination among Philippine CSO's		
	5.5. Leadership		
6. Visibility			
7. Policy and Standard-setting Influence			
8. Looking Forward (Additional Remarks)			
Follow up			
Name and Signatures of Documenters and Facilitator			
<i>Role</i>	<i>Name</i>	<i>Signature</i>	<i>Date</i>
Session Facilitator			
Ass't. Session Facilitator			
Lead Documenter			

ANNEX III-D1: Tool No. D1 – State of Localization Situationer and Recommendations (SLSR)
Template

STATE OF LOCALIZATION SITUATIONER AND RECOMMENDATIONS (SLSR)							
A. Basic Information							
1.Number of Respondents by Stakeholder							
Local CSOs		Church-based Orgns		International NGOs			
National CSOs		Local Gov't Units		UN Agencies			
Private Sector Group		National Agencies		Donors			
Others				TOTAL			
2. Period of Survey		From		Until			
3. Number of Dialogue Sessions Conducted							
4. Participating Stakeholders							
B. Key Findings and Insights on the State of Localization							
Seven Dimen-sions	Where are we now?	What needs to change?	What obstacles can we anticipate & how will we overcome them?	What would success look like?	What progress markers can tell us whether we are advancing?		
1. Quality of Relationship							
2. Participation Revolution							
3. Funding							
4. Capacities							
5. Coordina-tion Mechanism							
6. Visibility							
7. Policies & Standards							
8. COVID-19 Pandemic							
C. Major Recommendations to Humanitarian Actors							
Local CSOs	Nationa l CSOs	Local Gov't Units	Nat'l Gov't Agencies	Private Sectors	Int'l. Agencies/ NGOs	UN Agencies	Donors
D. Common Recommendations to All Humanitarian Actors							

	Name and Signatures of Responsible Persons			
<i>Role</i>	<i>Name</i>	<i>Signature</i>		<i>Date</i>
Lead Documenter				
Lead Facilitator				
CLD Coordinator				

ANNEX III-D2: Tool No. D2 – Program and Invitation for Multi-Stakeholder
Action Plan (PI-MSAP)

(Insert here the Logos of leading Agencies)

(Insert here the Logos of cooperating agencies.)

In cooperation with

THIS SERVES AS AN INVITATION:

Activity:

Date/Time:

Via Zoom: Meeting ID:

Passcode:

or you may click the link [https:](https://.....)

Note: same zoom link for pre-registration

Time	Activity/Topic
2.00 – 2.20	Opening Remarks
	Welcome Message
	Acknowledgment and Introductions of participants & Partners
2.20 – 2.35	Presentation of the Recommendations on the 7 Dimensions of Localisation from Community FGDs, Online Survey and (by network) Localisation Dialogue series involving CSOs, private sector, government, INGOs, and UN agencies
2:35 – 2:40	Polls on the recommendations Q & A
2.40 – 3.00	Break-out Discussions on the 7 dimensions of localisation: <ul style="list-style-type: none"> • identify 3 key actions: Collective level, Strategic level, Agency level, Operational level (with reference to the recommendations presented earlier) to ensure effective, efficient and accountable humanitarian actions. Group 1: Quality of relationship and partnership Group 2: Coordination Group 3: Funding and financing Group 4: Participation of the affected population Group 5: Standards and Policy Group 6: Capacity Group 7: Visibility Group 8: Specific To COVID-19 Pandemic
3:00 – 3:30	Plenary discussion with 3 minutes reporting per group
3.30 – 3.50	Sharing of Insights on how to effectively engage the major humanitarian sectors in moving forward the localisation in the country 2-minutes sharing for each representative from major humanitarian stakeholders: local and national CSOs, Basic Sector, Private Sector, LGU, BARMM, NDRRM Response Cluster leads
	Wrap-up/next steps/Closing from Collaborating Agencies: International Partners:

	Local Partner:
3:57-4:00	Closing Remarks

In cooperation with:

(List here other cooperating agencies)

With support from:

(Put here the Logo/s of Donor Agencies funding the activity)

ANNEX III-D3 - Example of Program Invitation for Multi-Stakeholder
Action Planning (PI-MSAP)



THIS SERVES AS AN INVITATION: TO ALL NDRRMC RESPONSE CLUSTER MEMBERS

**Activity: Multi-Stakeholders/Inter-Agency Collective Action Planning
to define the Road Map on Localisation of Humanitarian Action in the Philippines**

Date/Time : June 10, 2021, 2-4 PM

Via Zoom: **Meeting ID: 972 7505 1241**

Passcode: 412043

or you may click the link <https://tinyurl.com/InterAgencyLocalisation>

Note: same zoom link for pre-registration

Time	Activity/Topic
2.00 – 2.20	Opening Remarks Gustavo Gonzales, UN Resident Coordinator and Humanitarian Coordinator
	Welcome Message Usec Ric Jalad , Administrator OCD, Exec Director, NDRRMC
	Acknowledgment and Introductions of participants & Partners Kissy Pearlman, Moderator
2.20 – 2.35	Presentation of the Recommendations on the 7 Dimensions of Localisation from Community FGDs, Online Survey and (by network) Localisation Dialogue series involving CSOs, private sector, government, INGOs, and UN agencies
2:35 – 2:40	Polls on the recommendations Q & A
2.40 – 3.00	Break-out Discussions on the 7 dimensions of localisation: <ul style="list-style-type: none"> <u>identify 3 key actions:</u> Collective level, Strategic level, Agency level, Operational level (with reference to the recommendations presented earlier) to ensure effective, efficient and accountable humanitarian actions. Group 1: Quality of relationship and partnership Group 2: Coordination Group 3: Funding and financing Group 4: Participation of the affected population Group 5: Standards and Policy Group 6: Capacity Group 7: Visibility Group 8: Specific To COVID-19 Pandemic
3:00 – 3:30	Plenary discussion with 3 minutes reporting per group
3.30 – 3.50	Sharing of Insights on how to effectively engage the major humanitarian sectors in moving forward the localisation in the country 2-minutes sharing for each representative from major humanitarian stakeholders: local and national CSOs, Basic Sector, Private Sector, LGU, BARMM, NDRRM Response Cluster leads

	Wrap-up/next steps/Closing from Collaborating Agencies: International Partners: <ul style="list-style-type: none"> - A4EP - OXFAM - OCHA Local Partner: <ul style="list-style-type: none"> - ECOWEB
3:57-4:00	Closing Remarks Sindhy Obias, DRRNet, Representative to HCT

In cooperation with:

HCT, MHT, PINGON, PDRF, SAFER, BALIK LOKAL, PhilSSA, DRRNet, CDRN, PMPI, GROWTH, CLEARNet, BMCSOP, RB-MERN, WEVNet, NAPC-VDC, OCD, NDRRMC Response Cluster

With support from:

