

Minimum Requirements for Coordination

Guidance for National Coordination Platforms

May 2023

A practical framework to monitor and improve core coordination, information management functions and accountability to affected populations at the country level

The [mission](#) of the Global WASH Cluster (GWC) is to strengthen system-wide preparedness and coordination of response capacity, providing clear leadership and accountability in humanitarian crises. As a priority, the GWC supports National Coordination Platforms (NCP) in the delivery of the 6+1 core functions of coordination. To achieve this mission the GWC has defined a set of Minimum Requirements (MR) for country level coordination that are derived on the [IASC core functions for cluster coordination](#) and the [5 Minimum Commitments](#) for accountability to affected populations. The result is a list of 54 MRs that constitute the basic package of “services” that an NCP should deliver for/with the partner agencies to ensure effective coordination.

The MRs can be used as a guide for NCPs and are complementary to the Cluster Coordination Performance Monitoring (CCPM) survey and workshop. National and subnational coordinators and information managers can use the MRs to further elaborate and track progress of their cluster workplans as well as identifying specific minimum requirements that require support or improvement. The MRs also forms the basis for a qualitative interview that is conducted between GWC CAST and NCP staff to assess the quality of the coordination platform, identify coordination gaps and help establish the priorities of the NCP (see full methodology in annexes).

The following table(s) are structured according to IASC core functions, with the core function and (sub-functions) named and the MRs listed under their most relevant core function (note that several MR are relevant on under multiple core functions but for the purpose of the interview only come up once). Each MR is then presented as a title and an MR e.g.: Information Management: Information Management framework and workplan is in place and agreed and based on an IM diagnosis.

Core Function 1: To support service delivery by:	
1.1 Providing a platform that ensures service delivery is driven by the Humanitarian Response Plan and strategic priorities	
NCP Staff and Structure	The national-level NCP staff is adequately staffed and trained, with low turnover, and funded
	The NCP has an updated architecture and Terms of Reference outlining specific components for its structure and governance
	Co-leadership arrangements are functioning as needed and outlined in the terms of reference
	Sub-national coordination levels are functioning, staffed and trained as needed and referenced in the Terms of Reference
	The Humanitarian Coordination Team and Inter-Cluster Coordination Group (OCHA and ICCG) are functional and support the NCP as needed
WASH Sector Partnership	The Cluster Lead Agency participates in coordination as a partner agency and financial needs for coordination at national and sub-national level are met (non-staff)
	The host government facilitates or leads the NCP mission as needed
	Donors participate in the coordination, contribute to the HNO and HRP processes and ensure partners report on funding
	Partners are briefed on coordination, regularly contribute to key cluster core functions (SAG, TWG, sub-national) and participate in common assessments., coordination meetings, strategic planning and reporting.

1.2 Developing mechanisms to eliminate duplication of service delivery	
Coordination	Strategic decisions are regularly taken by a group of partners (e.g. Strategic Advisory Group) representing the interest of all the WASH stakeholders.
	Technical Working Groups are operational as needed
	National and sub-national coordination meetings are in line with the coordination functions, organized with minutes recorded and delivered in the appropriate language.
	The Cluster Workplan and timeline has been developed jointly following an annual CCPM survey and workshop
	Localization: Reach out to local organizations to become partners, encourage participation in SAG/TWG and sub-national coordination
	Transition: A transition plan/exit strategy has been jointly developed/agreed, shared, and implemented (when relevant)
Information Management	Information Management framework and workplan is in place and agreed and based on an IM diagnosis.
	Information sharing tools are established and updated, with information regularly shared (e.g. Reliefweb operational website and communications) and available in the appropriate language
	Basic Information Management products (operational presence map, response monitoring dashboards) are available and used for strategic and operational decision making
	An NCP Partner Contact List is up-to-date and publicly accessible, where possible

Core Function 2: To inform the HC/HCT's strategic decision-making by:

2.1: Preparing needs assessments and analysis of gaps (across and within clusters, using information management tools as needed) to inform the setting of priorities

Needs assessment Strategy and Methodology	A needs assessment strategy to collect assessment data, including secondary data review, and primary data collection from partners has been jointly agreed, shared, and partners are trained
	WASH Core Assessment Indicators have been jointly agreed, reviewed, updated and integrated to the multi-sector data collection initiatives
	Cross-cutting and transversal themes have been jointly identified in context and integrated to the assessment
	The affected population input to the assessment through a common and jointly agreed approach

2.2: Identifying and finding solutions for (emerging) gaps, obstacles, duplication and cross-cutting issues

Assessment Implementation	Assessments are implemented for HNO and ad-hoc for emergencies, in lines with assessment methodology
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2.3: Formulating priorities on the basis of analysis

Assessment Analysis	Compile assessment data, reviewed, analyzed and presented to cluster for discussion, prioritization and planning for the HNO (including PIN and Severity Analyses).
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Core Function 3: To plan and implement cluster strategies

3.1: Developing sectoral plans, objectives and indicators that directly support realization of the overall response's strategic objectives

Humanitarian Response Plan / WASH Response Design	The WASH Response Plan (Humanitarian Response Plan, or other) has been jointly revised, agreed, and shared with partners, with key consideration for inter-sectoral projects, AAP and for local actor inclusion
Inter-sectorial	Inter-sectorial synergies have been identified with integration into WASH response plans

3.2: Applying and adhering to common standards and guidelines	
Strategic Operational Framework	Strategic Operational Framework has been revised, jointly agreed, shared, and implemented (with consideration for quality , transition, inter-sectoral, AAP and localization)
	HDPN: Development and durable solutions have been incorporated into coordination strategies, planning, monitoring and review
	Environment: The environmental protection has been incorporated into the Assessment, Strategic Operational Framework and/or the WASH Response Plan
	Cash and Market Based programming: Cash-based interventions have been incorporated into the Assessment, Strategic Operational Framework and/or the WASH Response Plan
Standards	WASH Standards have been developed, revised, jointly agreed
Technical approaches	Technical working groups develop/agree to technical approaches and guidelines
3.3: Clarifying funding requirements, helping to set priorities, and agreeing cluster contributions to the HC's overall humanitarian funding proposals	
Sector Funding – Resource Mobilization	The resource mobilization initiatives including the submission HRP projects/activities are a collective and transparent process led by the Cluster with WASH partners, including local actors.

Core Function 4: To monitor and evaluate performance	
4.1: Monitoring and reporting on activities and needs	
Monitoring Plan and Framework	The monitoring plan and framework have been jointly developed and shared regularly. The monitoring framework includes appropriate data disaggregation in line with cross-cutting and AAP themes
	Inputs data on funding status and partners capacity are regularly collected, analyzed, and shared
	An activity reporting form has been set up and partners regularly report to it as needed
Monitoring quality and accountability	Cluster discuss and agree to a mechanism for monitoring and addressing response quality issues and accountability (e.g. implementation of "AQA" or equivalent).
	Field visits are regularly conducted by the NCP staff jointly with partners and documented, including quality of response
4.2: Measuring progress against the cluster strategy and agreed results	
Response Analysis	Response and needs data are analyzed, including regular communication / information products covering: <ul style="list-style-type: none"> - tracking of progress against WASH Response plan / indicators - tracking of funding status of overall cluster / sector - geographical coverage of the WASH response and gaps
Gap analysis	NCP jointly review response data, discuss gaps, priorities and results are used to inform periodic revisions of key strategic documents and institutionalization of learning
4.3: Recommending corrective action where necessary	
Corrective actions	NCP take on corrective actions based on response and gap analysis to improve the WASH response.

Core Function 5: To build national capacity in preparedness and contingency planning	
5.1: Emergency response preparedness (EPRP) is dependent on country-level coordination structure and risk levels	
Emergency Response Preparedness and Anticipatory Action Planning	The NCP plans/reviews WASH position for EPRP/AA on an annual basis. Including hazards and risk identification, Minimum Preparedness action; and participates in inter-cluster or inter-sector planning
Capacity Mapping	A national sectoral capacity mapping exercise has been undertaken and a capacity development plan has been jointly developed and agreed, and shared with partners

Capacity Development	Capacity development and learning needs for partners are identified, training, resources are made available and learning activities are conducted
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Core Function 6: To support robust advocacy by
6.1: Identifying concerns, and contributing key information and messages to HC and HCT messaging and action

Advocacy Strategy	A joint strategic approach to advocacy is set up and monitored which includes a collective identification of issues, the development of advocacy messages and tactics targeting key stakeholders
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6.2: Undertaking advocacy on behalf of the cluster, cluster members, and affected people

Advocacy Initiatives	Advocacy campaigns, issues and messages are strategically rolled out and shared by the cluster coordination team and cluster partners, including through key complaints and feedback mechanisms for the affected people.
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Core Function 6+1: Accountability to Affected Populations
6+1.1: Appropriate, relevant and timely information

AAP Strategy	AAP strategy has been developed, jointly agreed, shared, and implemented by partners NCP conducted training / workshop on AAP, participate in AAP Inter-Agency Task Force, have AAP as a standing agenda point
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Data disaggregation and access monitoring	Cluster partners disaggregate data to include sex, age, disability and other diversities as part of assessments and regular monitoring and reporting in 4Ws Cluster partners have discussed and developed strategies to reach vulnerable and hard to reach groups (incl. age, gender, disability, youth, HIV/AIDs, protection, human rights and environment concerns)
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6+1.2: Two-way communications channels that facilitate feedback and complaints and provide redress for complaints

Complaints and Feedback Mechanism (CFM)	Safe and Accessible Community Complaints and Feedback Mechanisms (CFM) are available, either by targeted mechanisms in all response areas and/or through inter-agency CFM as appropriate to context (examples can include "complaint boxes, Hotlines, face to face community groups discussions etc. or a mix of 2 or more of those)
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6+1.3: Means to participate in decisions that affect them, including fair and transparent systems of representation

Communication and Participation	Development of systematic communications and participation strategy with affected populations identification of critical (local) capacity, representation, to facilitate monitoring and feedback loops to HNO and HRP
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6+1.4: Creating environments where affected populations are safe and respected

Protection from Sexual Exploitation and Abuse (PSEA)	PSEA is prioritized and measures are taken to demonstrate the zero-tolerance commitment
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ANNEXES

The MR methodology – the data collection, question banks, report templates and interview PPT can all be accessed [here](#).