

SMT 04/12/13				
NCA Ethiopia Standards and Commitments	Formal status of commitment	Implementation Mechanism	Hyper-Links	Working with partners
1. A commitment to Rights (Ref 'Statement of Principles' 4,1)				
1. A: Recognizing the dignity of the people we aim to assist	Compulsory in all projects and programs	Using guideline in R&G and considering National Laws on the assessment planning implementation monitoring and evaluation of Project and Program		NCA Ethiopia Expects partners to Contextualize and use RBA in their work
2. Women's rights and gender equality (Ref 'Statement of Principles' 4,2)				
2. A: Gender-sensitive planning and implementation	Compulsory in all project and programs and for NCA Ethiopia as an organization	ACT Gender Policy Mainstreaming methods Capacity building for NCA Ethiopia and partners in Gender issues	ACT Gender Policy	NCA Ethiopia will promote Gender issues towards all partners NCA Ethiopia partners should include gender principles in their PME standards Partners expected to be involved in, attend and contribute to capacity building and training courses
3. Protection of the environment (Ref 'Statement of Principles' 4,3)				
3.A The work of NCA Ethiopia shall contribute to ensure sustainable livelihood for poor people, without harming the environment	Guiding as part of planning new projects and assessment of existing projects	Mainstreaming Environmental issues in all programs		NCA Ethiopia expects partners to take environmental concerns into consideration in their project work
4. Peace and reconciliation (Ref 'Statement of Principles' 4,4)				
4. A. NCA Ethiopia shall use conflict sensitive approaches and tools	Guiding for our work in conflict zones	Mainstreaming Do no harm in all projects and programs		Encourage and capacitate partners to practice Do no harm in projects
5. Accountability (Ref 'Statement of Principles' 4,5)				
Humanitarian Accountability Partnership (HAP) Six Benchmarks 5A - 5F				
5. A: Accountability: Delivering on commitments HAP Benchmark 1: NCA Ethiopia Ethiopia Contextualized the commitments that we will be held accountable for and how they will be delivered	Compulsory	NCA Ethiopia Accountability Framework (narrative) with Attachments on I: Standards and Commitments (current document) II: List of affiliations	NCA Ethiopia Accountability Framework (Contextualized)	NCA Ethiopia commits working with partners and agreeing on mutual accountability with each other and how we are accountable to those we aim to assist. NCA Ethiopia commits to: - communicate clearly to partners about our commitments to policies and standards as defined in our Accountability Framework. - make clear to each partner what we expect from our commitments and polices and that they also apply to the partner. - jointly identify means for strengthening partners accountability in capacity development and organizational support to our partners. NCA Ethiopia expect partners to: - make clear their commitments to polices and standards to the right-holders, host communities and other stakeholder (incl. NCA Ethiopia) they work with. - make clear if and how they will interact with right holder and host communities
5. B: Accountability: Staff competence HAP Benchmark 2: NCA Ethiopia ensures that staff have competencies that enables them to meet organisational commitments	Compulsory	Contracts and agreements with staff ACT Code of Conduct for the prevention of sexual exploitation and abuse, fraud and corruption and abuse of power. & Code of Conduct for the International Red Cross and Red Crescent Introduction of new staff Staff Performance and Development Reviews Staff training programs Incident Reporting (IR) The HR and management line is responsible for following up that their staff are up to date on the CoC and IR system Code of Conduct part of contract (see 5H) . Incident Reporting (IR) NCA Ethiopia stakeholders informed about NCA Ethiopias Code of Conduct	ACT Code of Conduct Red Cross-Crescent Code-of-conduct	Partner should be informed about NCA Ethiopia's commitment to ACT Code of Conduct and RC/RC Code of Conduct, when signing MoU. NCA Ethiopia will support partners in developing Code of Conduct or ethical standards for own staff NCA Ethiopia commits to: - make sure that any staff in a liaison role with partners understand the implications of the partnership agreements for NCA Ethiopia and the partner NCA Ethiopia expects partners to: - demonstrate transparent government and management and have clear expectations on their own staff's knowledge, skills and attitude - establish or sign up to codes of conduct (standards of behaviour for staff), including prohibition of explorations and abuse, and that applications of this Code of Conduct is monitored.
5. C. Accountability: Transparency HAP benchmark 3: NCA Ethiopia ensures that people we seek to assist and other stakeholders have access to timely, relevant and clear information about us and our activities	Compulsory	Information sharing guideline and plan constantly update NCA Ethiopia web pages	ACT Public Inf Discel Policy	NCA Ethiopia commits to: - Provide information for partners and other stakeholders on programmatic and related issues NCA Ethiopia expects partners to: - provide information to rights holders on activities and support provided. - make clear their commitments to polices and standards to the right-holders, host communities and other stakeholder (incl. NCA Ethiopia) they work with. - make clear if and how they will interact with right holder and host communities
5. D: Accountability: Equality and respect HAP Benchmark 4: NCA Ethiopia listens to people we aim to assist, enabling them to provide regular feedback and influence or make programme decision at different stages.	Compulsory	ACT Code of Good Practise NCA Ethiopia participation Guideline/Plan	ACT Code of Good Practice	NCA Ethiopia commits to: - invite partners to help us identify key issues that NCA Ethiopia should be working on to shape our future plans. - will monitor partners' work in relation to accountability, including how they interact with rights-holders and host communities NCA Ethiopia expects partners to: - prepare participation plan/ Guideline - identify the different groups of right holders they aim to assist, referring to gender, age and specific needs - secure that the different groups of rights-holders participate, are involved and empowered in all stages of a project; assessment, planning, implantation, monitoring and evaluations
5. E: Accountability: Handling complaints HAP Benchmark 5: NCA Ethiopia enables people we aim to assist and other stakeholders to raise complaints and receive a response through and efficient, accessible and safe process	Compulsory	NCA Ethiopia Complaints Handling and incident Reporting System ACT Code of Good Practise	NCA Ethiopia Complaints Handling system	NCA Ethiopia commits to partners: • In agreement with each partner make public at the appropriate level the names of our partners, their main activities and a financial summary of funded programs -inform our partners of their responsibility to hold us to account, especially in regards to our commitments - agree with partners on processes and routines for complains handling mechanisms adapted to each project NCA Ethiopia expect partners to: - develop feedback and complaints handling mechanisms in their projects. - make sure information about NCA Ethiopia as back donor of a project is provided along with information as to how rights-holders can contact NCA Ethiopia.

<p>5. F: Accountability: Learning and continual improvements</p> <p>HAP benchmark 6: NCA Ethiopia learns from experience to continually improve our performance</p>	<p>Compulsory</p>	<p>continous monitoring and periodic evaluation assess progress on commitments and standards (accountability, mainstreaming issues and the like)</p>	<p>ACT Code of Good Practice</p>	<p>NCA Ethiopia commits to: - Regularly monitor and evaluate projects, programs and partnership together with our partners in order to consciously improve the work that we do. ACT Code of Good Practise - include accountability on part of PME process</p> <p>NCA Ethiopia expects partners to: - monitor, evaluate and report on their use of resources and the difference they make in the lives of men and women. -Provide information on expected goals and achieved goals to right-holders and host communities</p>
<p>Accountability: Specific Commitments: 5G - 5J</p>				
<p>5. G: Accountability: Transparency</p> <p>Anti-fraud and corruption</p>	<p>Compulsory in all project and programs and for NCA Ethiopia as an organization</p>	<p>ACT anti-fraud and corruption policy E-learning module - compulsory for all staff Incident reporting External audits</p>	<p>ACT Anti-fraud and corruption policy</p>	<p>NCA Ethiopia expects partners to: - be open and transparent towards right holders and NCA Ethiopia - meet NCA Ethiopia's financial reporting requirements, as specified in the project.</p>

5. H Accountability: Transparency Financial Management and Accounting standards	Compulsory in all NCA Ethiopia work	NCA Ethiopia financial policy and in land financial laws Incident reporting External audits Accounting standards: GAAP standard in the country	Innsamlings kontrollen	NCA Ethiopia Commits to: - secure informative and reliable financial information (such as reports) from all partners - enhance partners' ability to deliver financial reports of high quality NCA Ethiopia expects partners to: - be open and transparent towards right holders and NCA Ethiopia - meet NCA Ethiopia's financial reporting requirements, as specified in the project.
5. I: Accountability : Equality: Work place policy	All staff should be briefed about this standards, support system implemented upon request	All staff brief when signing contract The HR Department is responsible for ensuring that the policy is timely updated and supervised. The Management line is responsible for the implementation and budgeting for necessary activities and actions according to this policy. Terms and conditions for expats as well as national staff available in R & G Ch. 11 & 12 + Personnel Handbook HO NCA Ethiopia work place policy on hiv/aids: ACT Code of Good Practise	ACT Code of Good Practice	Not mandatory for NCA Ethiopia partners
5. J Accountability: Minimum standards in Disaster Response	Compulsory in emergencies	The Humanitarian Charter and Minimum Standards in Disaster Response, the Sphere Project. Briefing and debriefing and TOR Training Part of planning monitoring and evaluations of projects and partners.	The Sphere Handbook	NCA Ethiopia commits to: - work in collaboration with a range of partners working in emergencies - respect standards NCA Ethiopia expects partners - to implement projects in line with standards and involve in different emergency work groups and coordinations
6. Standards covering all or several of NCA Ethiopias five standards and commitments				
6. A: Security Policy	Compulsory for all staff, according R&G chapter 3	NCA Ethiopia Security Policy (link:,,,) Introduction course Personal security training with exercise Security briefings by NCA Ethiopia Representative and Security focal point annually updated security plan Special Hot Spot focus (Security Advisors)	NCA Ethiopia 2014 security plan	NCA Ethiopia Country Security plans reflect an aim to assist partners in developing appropriate security policy and plans.
6. C: Ethical Guidelines for procurement	Compulsory globally	Norwegian Church Aid is member of Ethical Trading Initiative (IEH) and prefers to cooperate with suppliers that seek to reduce ethical risks, promote sustainable development and environmental protection. Ethical Trading Initiative (IEH) Guidelines incorporated in Procurement Guidelines NCA Ethiopia procurement guideline	Ethical Trading Initiative NCA Ethiopia procurement guideline (DCA)	NCA Ethiopia expects partners - to have procurement guideline and abide with it
6. D: Respect national laws and regulations	Compulsory all representations	Charities and Societies Proclamation No 601/2009 Ethiopian Labor Law proclamation No 377/2003 and Proclamation No. 494/2006 Labour (Amendment) Proclamation In land Financial related laws Programme related policies	Charities and Societies Proclamation No 601/2009 Ethiopian Labor Law proclamation No. 377/2003 Proclamation No. 494/2006 Labour (Amendment) Proclamation	Partners are expected to follow national laws and regulations
7. Additional commitments stemming from our ACT Affiliation Standards				
7. A: ACT membership Requirements	Compulsory as part of ACT membership obligations	ACT membership Agreement Membership disciplinary Policy ACT Alliance National/regional Forum Policy Procedure for funding the ACT Alliance	ACT Members. Agreement Membership disciplinary Policy	Partners who are ACT affiliated carry the sama membership obligations as NCA Ethiopia.
7. B: Partnership	Compulsory as part of ACT membership obligations	Principles for Good Partnership Status	Principles of Partnership	
7. C: Protection Policy	Compulsory as integrated and used in all projects and programs.	ACT Protection Policy Part of Act TOR	ACT Protection Policy	Compulsory for all ACT affiliated partners of NCA Ethiopia
7. D: Emergency response	Guiding when implementing ACT Appeals	ACT Alliance Response to an Emergency Policy Guidelines and Tools	ACT Alliance Response to Emergency	Guiding for NCA Ethiopia partners implementing ACT Appeals