

13th IACC

Handbook

Good Practices for Combating Corruption in Humanitarian Assistance

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TRANSPARENCY INTERNATIONAL

I. HANDBOOK OBJECTIVES

Help humanitarian assistance providers to:

- Raise awareness of and anticipate corruption risks
- Suggest best practices for:
 - Overall/institution-wide anti-corruption policies
 - Specific preventive policies and procedures
 - Ways of detecting corrupt practices
 - Dealing with corrupt behaviour when encountered

II. TARGET AUDIENCE

- Primary audience: International Non-Governmental Organisations (INGOs)
 - Senior organisational managers and policy-makers
 - Operational field staff

- Donors

- Other humanitarian stakeholders

III. FORMAT

- Organised based on the Corruption Risk Map
- Tools to be highly operational and hands-on
- User-friendly structure/ language
- Easy access to relevant risks and remedies
- Additional readings and references
- Flexible hard-copy binder for quick access
- USB stick versions

IV. FRAMEWORK

Structure will include all stages of a 'classical' humanitarian assistance programme:

Section I. Programme stages

- Needs assessments and programme design
- Targeting and registering beneficiaries
- Distribution/post-distribution of relief
- Programme monitoring and evaluation

FRAMEWORK (cont)

Section II: Programme support functions

- Procurement
- Supply chain management
- Fleet management
- Human Resources
- Administration and finance

Section III: Intermediaries

- Partners
- Local channels and gate-keepers

FRAMEWORK (cont)

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Section IV: Sectoral Matrix (e.g. food, shelter etc)

Section V: Institutional Policies and Guidelines

- Management leadership
- *Staff training*
- *Emergency preparedness*
- *Compliance and quality assurance*
- *Transparency and accountability*
- *Dealing with the external environment*

V. FORMAT OF TOOLS

1. Assessment

1.1 Risk

1.2 Scale

2. Response

2.1 Objective

2.2 Tool(s)

- Steps
- Required resources
- Potential pitfalls

3. Further reading

VI. NEXT STEPS

- Peer review
- Feedback: 3 additional Inter-Agency meetings
- Advocacy
- Potential third phase project:
 - Handbook adapted for use by other humanitarian providers
 - Companion monitoring toolkit for civil society