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)

Section III: Intermediaries
- Partners
- Local channels and gatekeepers

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