



FIELD-BASED PREPAREDNESS PROJECT (FBPP)

Quick Start Guide

LOGISTICS CLUSTER FIELD-BASED PREPAREDNESS PROJECT (FBPP) Quick Start Guide

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Who is this document for? FBPP Officers looking to understand in concrete terms how to start an ICS engagement with national stakeholders

What does it contain? A quick list of documents to read and prepared

Prerequisite reading? N/A

Where can I find a softcopy? <https://logcluster.org/document/fbpps-ics-quick-start-guide>

Quick Start Guide

What to know

Make sure you are familiar with the following elements. These are the **minimum indispensable for action** where engagement has already begun and strategic direction, capacity mapping and baseline values have already been determined (or are not up for discussion and entry-points for support have already been agreed to):

- Know 1.** [Fundamentals of Capacity Strengthening](#) (15-minute read): Reminds you of the main premises and challenges of effective institutional capacity strengthening and to drive home the complexity of the capacity strengthening commitment.
- Know 2.** [Capacity Transformation](#) (15-minute read): Reminds you of what your support needs to address to make sure the capacity transferred is sustainably institutionalised.
- Know 3.** [Theory of Change for Institutional Capacity Strengthening \(in brief\)](#) (15-minute read): Briefly describes the range of elements your support should consider (or at least be aware of) from a strategic, political, technical, and operational perspective. This is driven by sector-specific, subject matter expertise.
- Know 4.** [Nine Steps](#) (5-minute read): Reminds you of what the full capacity strengthening process should look like from the moment you receive stakeholder demand for support to finalising a mutually agreed multi-year workplan. ([Worksheet version](#) also available).

If there is need – and stakeholder consensus and desire – to complete a [Capacity Needs Mapping \(CNM\)](#), consult the full guidance package that supports the 9 Steps.

What to do

Use the following worksheets to help you structure your plan:

- Do 1.** [Capacity Outcome statement](#) (15-minute read): Describes the rationale for and process behind developing a clear capacity strengthening objective; best if done with stakeholders but useful even if you can't, and you do it just for yourself to stay coherent and focussed.
- Do 2.** [Entry-points for action](#) (checklist) (5-minute read): Summarises all possible capacity strengthening entry points for support so you can quickly identify which ones are already underway, which should be considered, and which are not applicable. This addresses *what to do* in relation to **Know 3**.
- Do 3.** [Soft and Hard Processes](#) (checklists) (5-minute read): Lists the important steps to providing effective capacity strengthening support and suggests the *how to do* in relation to **Know 2**.
- Do 4.** [Entry-point logframe \(worksheet\)](#) (5-minute read): Reminds you what tangible outputs you should keep track of as you move forward, to inform proper monitoring of your progress.