

Managing Gender-based Violence Programmes in Emergencies Training Course

GBV Assessment Tools



This booklet contains samples of GBV Assessment tools that have been developed, used, and revised in field sites over time. At present, there is no single assessment tool that is most recommended for humanitarian settings. Rather, GBV Programme Managers are expected to draw from existing and tested materials to develop assessment tools that are appropriate and relevant for use in a specific setting.

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- ◆ **Service Mappings-** *International Rescue Committee, GBV Coordination Handbook*
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- ◆ **Key Informant Interview Guides--** *International Rescue Committee, GBV Coordination Handbook*
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GBV Assessment - Areas of Inquiry

General Information & GBV Basics

- ◆ Demographics (desegregation by age and sex)
- ◆ Types of gender-based violence
- ◆ Risk factors for different types of GBV
- ◆ Survivor profiles, including mothers of children born as a result of sexual violence
- ◆ Perpetrator profiles
- ◆ Survivor needs and preferences for assistance and support

Community Profile

- ◆ Community knowledge, attitudes and practices about gender and gender-based violence
- ◆ Forms of GBV that are occurring; how the community perceives each type; words used to describe these acts
- ◆ Community attitudes and behaviour toward survivors/suspected survivors and perpetrators/suspected perpetrators
- ◆ Traditional/religious beliefs and practices
- ◆ Level of women's participation in decision making
- ◆ Norms around age and gender; e.g.
 - ◆ Roles and opportunities for women; status of women; women's empowerment
 - ◆ Roles and opportunities for men
 - ◆ Status of children; community views about children's participation; school attendance (boys and girls)
- ◆ Community-based protection systems

Accessibility and Safety of services and facilities

- ◆ Mapping of services: village/settlement/camp services and facilities (locations, organisation, accessibility, etc.)
- ◆ Inclusion of women in planning, delivery, and decision making about services

Security Measures

- ◆ Types and numbers of police and security staff/volunteers in and around the setting
- ◆ Proportion of female security staff
- ◆ Methods used for identifying security threats and risks
- ◆ Involvement of community

Disclosure, Help Seeking, and Referral

- ◆ Entry points for survivors to seek help
- ◆ Presence of referral pathways and systems
- ◆ Confidentiality and information sharing
- ◆ Service provider knowledge, attitudes, behavior; application of guiding principles
- ◆ Involvement of community in helping survivors and assisting with referrals

Survivor Support Services

- ◆ Availability, accessibility, quality of:
 - Health care
 - Psychosocial support
 - Security
 - Legal justice
- ◆ Include: traditional practitioners, community-based groups, NGOs, UN's, government
- ◆ Sensitivity, awareness, knowledge and attitudes of service provider staff and volunteers
- ◆ Involvement of community in supporting survivors and their reintegration into the community

GBV Safety Audit Tools

Safety Audit Checklist

Please list any organizations or actors who may have current or planned interventions related to protection, including: child protection activities, psychosocial support activities, GBV prevention and response, women's rights, targeted distributions for women.

Organization/ Actor	Current/planned activities	Contact information

Observations/ Questions:

Registration & Shelter	Yes	No	Comments
Are married women registered separately from their husbands?			
Who receives family ration cards?			
Are single women registered?			
Is there a presence of unaccompanied children?			
Is there a large presence of no-male households?			
Are single women or no-male households located in a special area?			
Are non-related families housed together?			
Mobility	Yes	No	Comments
Are women able to move freely inside the camp?			
Are women able to freely exit and re-enter the camp?			
Are women regularly leaving the camp for livelihood purposes (firewood, water, farming, jobs)?			
Are there particular safety risks for women and girls leaving the camp?			
Decision-Making	Yes	No	Comments
Have camp leaders and/or camp management committees been identified?			

<i>Are women represented in leadership/committees?</i>				
<i>Are govt/UN/NGOs consulting women in planning services?</i>				
<i>Have youth been consulted in planning services (shelter, nutrition, health, WASH, etc)?</i>				
Overall Layout		Yes	No	Comments
<i>Is there any source of night lighting?</i>				
<i>Is overcrowding a problem?</i>				
Security Presence		Yes	No	Comments
<i>Police</i>				
<i>State military</i>				
<i>Other armed actors</i>				
<i>Barriers/checkpoints</i>				
<i>Community security committees</i>				
<i>Women's participation in any community security plans</i>				
<i>Are there known danger points in the camp that pose risk to women and girls?</i>				
NFIs		Yes	No	Comments
<i>Are any NFIs distributed specifically to women?</i>				
<i>Is fuel distributed?</i>				
<i>Are there plans for hygiene kit/ sanitary pad distribution for girls and women?</i>				
<i>Are there plans for personal lighting distribution (torches/flashlights)?</i>				
Facilities		Yes	No	Comments
<i>Are latrines/bathhouses separated by sex?</i>				
<i>Are there internal locks on latrine/bathhouse doors?</i>				
<i>Are latrines/bathhouses safely and easily accessible for women?</i>				
<i>Are water points safely and easily accessible for women?</i>				
<i>Are health facilities safely and easily accessible for women?</i>				
<i>Are food distribution points/ nutrition services safely and easily accessible for women?</i>				

Health Clinic		Yes	No	Comments
<i>Are health services accessible and available 24/7?</i>				
<i>Have there been reported cases of sexual violence?</i>				
<i>Does the facility treat cases of sexual violence? (If not, please comment on referrals)</i>				
<i>Are transportation systems in place for safe referrals to other facilities?</i>				
<i>Are there providers trained in clinical management of rape (CMR)? (If so, please comment how many are male/female)</i>				
<i>Is PEP available?</i>				
<i>Is emergency contraception (EC) available?</i>				
<i>Are other CMR drugs and devices available (antibiotics, painkiller, sutures, forceps, etc)?</i>				
<i>Is a private examination room available?</i>				
<i>Are systems in place to protect confidentiality and security of patients and documents?</i>				
<i>Are referral systems in place for survivors of violence?</i>				
Support		Yes	No	Comments
<i>Are there spaces where women are congregating (informal or designated)?</i>				
<i>Are there any known community services/ focal points for support of vulnerable individuals, women and girls, or survivors of violence?</i>				
<i>Are there any known plans toward initiating support for women and girls?</i>				
<i>Where are women currently seeking support?</i>				



GBV Assessment Tools

Part 1: SAFETY AUDIT

Note: This tool is based upon observation. It may or may not be relevant in all contexts. In areas of insecurity, you should not fill in the questionnaire while walking around the site/community; rather, take mental note of questions and observations and fill in the form later, after leaving the site/community.

Team:

Geographic location:

Overall Layout	Problem?		Comments
<i>Night lighting</i>	Yes	No	_____
<i>Walkways/movement</i>	Yes	No	_____
<i>Overcrowding</i>	Yes	No	_____

Observations related to movements of women and girls outside the camp for water, firewood, etc.:

Water and Sanitation	Problem?		Comments
<i>Water points</i>	Yes	No	_____
<i>Latrines</i>	Yes	No	_____
<i>Showers</i>	Yes	No	_____

Household	Problem?		Comments
<i>Safety/privacy</i>	Yes	No	_____
<i>Cooking spaces</i>	Yes	No	_____

Community	Presence?		Comments
<i>Schools</i>	Yes	No	_____
<i>Markets</i>	Yes	No	_____

Presence of actors	Presence?		Comments
<i>State military</i>	Yes	No	_____
<i>Other armed actors</i>	Yes	No	_____
<i>Barriers/checkpoints</i>	Yes	No	_____

Other Comments

Service Mappings

Part 2: SERVICE MAPPING

Note: This tool is for use during interviews with service providers.

Team:

Geographic location:

1. Organization :
2. Did you provide services before the crisis? Yes No
3. What type of services do you provide to survivors of GBV?
 - Health
 - Psychosocial / case management
 - Legal
 - Protection/ security
 - Sensitization / prevention

Health

Geographic location:

4. What type of medical personnel work for your organization here?
 - Nurses: How many? _____
 - Doctors: How many? _____
 - Midwives: How many? _____
 - Gynecologists: How many? _____
 - Surgeons: How many? _____
5. Do you have GBV focal points? Yes No
6. Have the medical personnel received any specialized training on clinical care for survivors of GBV?
Yes No
7. Have the medical personnel received any specialized training on the provision of care for child survivors of GBV?
Yes No
8. Do you have complete post-rape kits available? Yes No
 - PPE
 - Emergency contraception
 - STI medicines
 - Hepatitis B vaccination
 - Tetanus vaccination
9. Do you have trained social workers on staff? Yes No
10. Do they have a safe, confidential space to receive survivors? Yes No

Psychosocial

Geographic location:

11. What specific services do you provide?

- Basic emotional support
- Case management / psychosocial support
- Group activities
- Other? _____

12. Do you have a safe, confidential space to receive survivors? Yes No

13. Do you have a *maison d'ecoute* to receive survivors? Yes No

14. What specific age groups do your activities serve?

- Children
- Young adolescents (10-14)
- Older adolescents (15-18)
- Adult women (18+)

15. Are your psychosocial services provided by:

- Trained volunteers
- Partners (NGO, CBO, etc.)
- Staff of your organization

16. If you work with local NGOs/CBOs, what organizations are they and how many practitioners do they have on staff?

17. What kind of training have your volunteers and social workers received?

Safety and protection

Geographic location:

18. What specific services do you provide?

- Safety and security planning for survivors
- Safe houses
- Patrols
- Others? _____

19. What specific age groups do your activities serve?

- Children
- Young adolescents (10-14)
- Older adolescents (15-18)
- Adult women (18+)

Difficulties / Challenges

20. What are the significant challenges your organization faces in service provision?

21. Do you turn away women and girls because of a lack of available resources? Yes No

Other Comments

Contact Person for the Organization

Name: _____

Telephone: _____

Email: _____

WHO WHAT WHERE FORM OF GENDER-BASED VIOLENCE PREVENTION AND RESPONSE ACTIVITIES

Please provide specific information under the health, psychosocial, legal and security columns

	WHO		WHAT				CONTACT				
	Organisation	Province	Location	Health	Psychosocial	Legal	Security	Training	Other	Name	Tel/Email
	Provide your organisation name in full	specify the province	specify the location	provide details of activities related to health	provide details of activities related to psychosocial / counselling services	provide details of activities related to legal services	provide details of activities related to security			Full name of contact person	

Focus Group Discussion Guides

Women/Men Focus Group Discussion Guide

Location:

Date of FGD:

Duration (start time and end time):

Name of moderator:

Name of note-taker:

Participant summary (include # of women or men):

Age range of respondents:

Introduction:

My name is _____ and this is my colleague _____. I work for _____ and she/he works for _____. We would like to ask you some questions about the issues affecting women and children in your community so that we can better understand your needs and concerns about these groups.

We are not asking for your specific stories; please do not use any names. We are asking about things that you have heard of or know to be happening. The questions we are going to be asking you today are about the way that you live every day. If you feel uncomfortable at any time you can leave. Participation in the discussion is completely voluntary and you do not have to answer any questions that you do not want to answer.

We have nothing to offer other than listening; there will be no other direct benefits related to this time we spend together today.

We do not want your names and will not be writing your names down. We also will not present any other potentially identifying information in anything that we produce based on this conversation. We will treat everything that you say today with respect, and we will only share the answers you give as general answers combined with those from all the people who speak to us.

We ask that you keep everything confidential, too. Please do not tell others what was said today.

_____ is taking notes to make sure that we do not miss what you have to say. I hope that this is OK with you?

We really want to hear what you have to say, and I want you to answer my questions however you want. There is no wrong answer to any question.

I expect our discussion to last for a maximum time of one hour to one-and-a-half hours.

Do you have any questions before we begin?

First I would like to ask you some general questions about life, or the way you live in your community or in this area.

How do women spend their time in this community? Are they working?

What about girls? Are they in school? Are they working?

What are the problems/challenges that women and girls face when they move around in this community?

(Ask for specific examples)

PROBE: What are the known danger zones in this community (or in this area) where women and girls are at increased risk for violence (water points, taxi terminus, homes, going to the field, going to and from school, or in schools, etc.)? Are there different danger zones for women than for girls? If yes, what are they?

How safe are women and young girls when they leave the community? What kinds of things might put women at risk when they leave the community? What about girls? (PROBE: going to and from school, crossing borders, going to town, visiting another area)

What about boys, are there specific types of violence that they experience? What examples can you provide? Where does it happen?

[If the issue of GBV has not come up use the following, if it has come up skip to the next relevant question]

Without mentioning any names or indicating anyone, can you tell me what kinds of incidents of violence against women and girls take place in your community? *(Ask for specific examples.)*

PROBE: When and where does sexual violence occur in this community/area?

PROBE: How is the problem of sexual violence now? How is it different from last year and previous years?

Without mentioning any names or indicating anyone specific, who are the perpetrators of this kind of violence? (PROBE: people in authority, family members, others)

Without mentioning any names or indicating anyone specific, which groups do you think are most at risk for sexual violence? And, why do you think these groups are more at risk? *(Ask for specific examples.)*

Who is considered powerful in this community? What gives people power in this community? (PROBE: property, spiritual leadership, position of authority, money, having a job...)

Are there ever times when women or girls (or boys or men) have to provide sexual favours to meet their basic needs (school fees, protection, food, housing, health care, etc.)?

Can you give any examples of young girls engaging in sexual relationships with people who are influential/powerful in the home or in this community? *(If needed, you can probe for other individuals such as the omalayisha or magumagama.)*

What about boys -- can you describe situations when this might happen to them?

PROBE: When this type of thing happens are girls or boys ever pushed into doing this by anyone (their family, etc.)?

[If the following issues have not come up use the following questions to explore areas that have been mentioned]

What other types of violence affect women and girls in this community/area?

PROBE:

- *What about violence between married couples or intimate partners?*
- *Can you describe any situations when men and boys say things to girls that make them uncomfortable?*
- *What kinds of cultural practices exist that you think might be harmful to women and girls in this community?*
- *At what age/stage do girls and boys get married in this community? Has this changed this year as compared to previous years?*
- *Can you describe times when girls or women are forced or made to leave the community to find new work or other opportunities?*

Now I want to ask you a few questions about what happens after violence takes place.

If a woman or young girl suffers violence (use the different forms/types that were mentioned) is she likely to tell anyone about it? Who is she likely to talk to (family members, other women, health workers, community leaders, police/security or other authorities or anyone else)?

What about violence experienced by a woman?

If violence is perpetrated against a boy, would he tell anyone? Why or why not?

How comfortable are women and girls in seeking help from service providers (PROBE: health workers, police, etc...)?

If you were going to seek health services in this area where would you go? (PROBE: health centre, traditional healer, faith healer) Please describe any barriers that someone might face.

Without mentioning any names, how are girls or women that are affected by violence treated in this community? Is there ever a situation where girls or women might be blamed for what has happened to them (through their behaviours, dress, etc.)?

What is done to help survivors of sexual violence in this community? What community structures exist to do this? What do you think would improve the safety of women and girls in this community?

What groups are there that women, girls, men or boys can go to for support in this community? How could these services be improved?

What do you think is the most important thing for a person to do after they experience sexual violence and especially rape (female or male)?

Right now, if a person from your community wanted the perpetrator punished, would they be able to do this? Please describe any barriers that they might face.

What could be done to prevent sexual violence from occurring in this community?

What are some things that you could do?

Closing

That is all of my questions for now. Do you have anything you would like to add? Do you have any questions for us? Do you have any questions that you think should be asked of other groups?

As I told you in the beginning, our discussion today is meant to help us learn about the concerns that you have for women and children in your community.

Please remember that you agreed to keep this discussion to yourself. If anyone would like to speak to me or _____ (person taking notes) in private we are happy to talk to you.

THANK YOU FOR YOUR HELP

Adolescent Girls Focus Group Discussion Guide

Location:

Date of FGD:

Duration (start time and end time):

Name of moderator:

Name of note-taker:

Participant summary (include # of women or men):

Age range of respondents:

Introduction:

My name is _____ and this is my colleague _____. I work for _____ and she/he works for _____. We would like to ask you some questions about the issues affecting boys, girls, women and men in your community so that we can better understand your needs and concerns.

We are not asking for your specific stories; please do not use any names. We are asking about things that you have heard of or know to be happening. The questions we are going to be asking you today are about the way that you live every day. If you feel uncomfortable at any time you can leave. Participation in the discussion is completely voluntary and you do not have to answer any questions that you do not want to answer.

We have nothing to offer other than listening; there will be no other direct benefits related to this time we spend together today.

We do not want your names, and we will not be writing your names down. We also will not present any other potentially identifying information in anything that we produce based on this conversation. We will treat everything that you say today with respect, and we will only share the answers you give as general answers combined with those from all the people who speak to us.

We ask that you keep everything confidential, too. Please do not tell others what was said today.

_____ is taking notes to make sure that we do not miss what you have to say. I hope that this is OK with you?

We really want to hear what you have to say, and I want you to answer my questions however you want. There is no wrong answer to any question.

I expect our discussion to last for a maximum time of one hour to one-and-one-half hours.

Do you have any questions before we begin?

First I would like to ask you some general questions about life, or the way you live in your community or in this area.

How are young people spending their time in this community? Are they in school? Are they working?

What problems do young girls face in this community? (*Ask for specific examples.*)

<p>What are the challenges that young girls face when they move around in this community?</p> <p>PROBE: What are the known danger zones in this community (or in this area) where girls are at increased risk for violence? (water points, taxi terminus, homes, going to the field, going to and from school, or in schools, etc.)</p>
<p>How safe are young girls when they leave the community? What kinds of things might put girls at risk when they leave the community? (PROBE: going to and from school, crossing borders, going to town, visiting another area, taxi terminus)</p> <p>What about boys -- are there specific types of violence that they experience? What examples can you provide? Where does it often happen?</p>
<p>[If the issue of GBV has not come up use the following, if it has come up skip to the next relevant question]</p> <p>Without mentioning any names or indicating anyone, can you tell me what kinds of incidents of violence against girls take place in your community? (<i>Ask for specific examples.</i>)</p> <p>PROBE: When and where does sexual violence occur in this community/area?</p> <p>PROBE: How is the problem of sexual violence now? How is it different from last year and previous years?</p>
<p>Without mentioning any names or indicating anyone specific, who are the perpetrators of this kind of violence? (PROBE: people in authority...?)</p>
<p>Without mentioning any names or indicating anyone specific, which groups do you think are most at risk for sexual violence? And, why do you think these groups are more at risk? (<i>Ask for specific examples.</i>)</p>
<p>Who is considered powerful in this community? What gives people power in this community? (PROBE: property, spiritual leadership, position of authority, money, having a job...)</p>
<p>Are there ever times when girls (or anyone else) have to provide sexual favours to meet their basic needs (school fees, protection, food, housing, health care, etc.)?</p> <p>Can you give any examples of young girls engaging in sexual relationships with people who are influential/powerful in the home or in this community? (<i>If needed you can probe for other individuals such as the omalayisha or magumaguma.</i>)</p> <p>What about boys -- can you describe situations when this might happen to them?</p> <p>PROBE: When this type of thing happens are girls or boys ever pushed into doing this by anyone (their family, etc.)?</p>

[If the following issues have not come up use the following questions to explore areas that have been mentioned]

What other types of violence affect women and girls in this community/area?

PROBE:

- *What about violence between married couples or intimate partners?*
- *Can you describe any situations when men and boys say things to girls that make them uncomfortable?*
- *What kinds of cultural practices exist that you think might be harmful to women and girls in this community?*
- *At what age/stage do girls and boys get married in this community? Has the marriage pattern changed this year as compared to previous years?*
- *Can you describe times when girls are forced or made to leave the community to find new work or other opportunities?*

Now I want to ask you a few questions about what happens after violence takes place.

If a young girl suffers violence (use the different forms/types that were mentioned) is she likely to tell anyone about it? Who is she likely to talk to (family members, other women, health workers, community leaders, police/security or other authorities or anyone else)?

PROBE: What might keep a girl from getting help?

How comfortable are girls in seeking help from service providers (PROBE: health workers, police, etc...)?

If you were going to seek health services in this area where would you go? (PROBE: health centre, traditional healer, faith healer) Please describe any barriers that someone might face.

Without mentioning any names, how are girls or women who are affected by violence treated in this community? Is there ever a situation where a girl might be blamed for what has happened to her (through her behaviour, etc.)?

What do you think is the most important thing for a person to do after rape/sodomy?

Right now, if a person from your community wanted the perpetrator punished after rape/sodomy, would they be able to do this? Please describe any barriers that they might face.

What is done to help survivors of sexual violence in this community? What community structures exist to do this? What do you think would improve the safety of girls in this community?

What groups are there that women, girls, men or boys can go to for support in this community? How could these services be improved?

What could be done to prevent violence? What role do you think young people should play in preventing the violence that we have been talking about?

Closing

Thank you. That is all of my questions for now. Do you have anything you would like to add? Do you have any questions for us? Do you have any questions that you think should be asked of other groups?

As I told you in the beginning, our discussion today is meant to help us learn about the concerns that you have for women and children in your community.

Please remember that you agreed to keep this discussion to yourself. If anyone would like to speak to me or _____ (person taking notes) in private we are happy to talk to you.

THANK YOU FOR YOUR HELP

Adolescent Boys Focus Group Discussion Guide

Location:

Date of FGD:

Duration (start time and end time):

Name of moderator:

Name of note-taker:

Participant summary (include # of women or men):

Age range of respondents:

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How are young people spending their time in this community? Are they in school? Are they working?

What are the problems/challenges that young girls and boys face when they move around in this community?

(Ask for specific examples.)

PROBE: What are the known danger zones in this community (or in this area) where girls are at increased risk for violence? (water points, taxi terminus, homes, going to the field, going to and from school, or in schools, etc.)

<p>How safe are young girls and boys when they leave the community? What kinds of things might put girls at risk when they leave the community? (PROBE: going to and from school, crossing borders, going to town, visiting another area, taxi terminus)</p> <p>What about boys, are there specific types of violence that they experience? What examples can you provide? Where does it often happen?</p>
<p>[If the issue of GBV has not come up use the following, if it has come up skip to the next relevant question]</p> <p>Without mentioning any names or indicating anyone, can you tell me what kinds of incidents of violence against girls take place in your community? (<i>Ask for specific examples.</i>)</p> <p>PROBE: When and where does sexual violence occur in this community/area?</p> <p>PROBE: How is the problem of sexual violence now? How is it different from last year and previous years?</p>
<p>Without mentioning any names or indicating anyone specific, who are the perpetrators of this kind of violence? (PROBE: people in authority...?)</p>
<p>Without mentioning any names or indicating anyone specific, which groups do you think are most at risk for sexual violence? And, why do you think these groups are more at risk? (<i>Ask for specific examples.</i>)</p>
<p>Who is considered powerful in this community? What gives people power in this community? (PROBE: property, spiritual leadership, position of authority, money, having a job...)</p>
<p>Are there ever times when girls (or anyone else) have to provide sexual favours to meet their basic needs (school fees, protection, food, housing, health care, etc.)?</p> <p>Can you give any examples of young girls engaging in sexual relationships with people who are influential/powerful in the home or in this community? (<i>If needed you can probe for other individuals such as the omalayisha or magumaguma.</i>)</p> <p>What about boys -- can you describe situations when this might happen to them?</p> <p>PROBE: When this type of thing happens are girls or boys ever pushed into doing this by anyone (their family, etc.)?</p>
<p>[If the following issues have not come up use the following questions to explore areas that have been mentioned]</p> <p>What other types of violence affect women and girls and boys in this community/area? PROBES:</p> <ul style="list-style-type: none"> • <i>What about violence between married couples or intimate partners?</i> • <i>What kinds of cultural practices exist that you think might be harmful to women and girls in this community?</i> • <i>At what age/stage do girls and boys get married in this community? Has the marriage pattern changed this year as compared to previous years?</i> • <i>Can you describe times when girls are forced or made to leave the community to find new work or other opportunities?</i>

Now I want to ask you a few questions about what happens after violence takes place.

If a young boy suffers violence (use the different forms/types that were mentioned) is he likely to tell anyone about it? Who is he likely to talk to (family members, other women, health workers, community leaders, police/security or other authorities or anyone else)?

PROBE: What might keep a boy from getting help?

How comfortable are boys in seeking help from service providers (PROBE: health workers, police etc...)?

If you were going to seek health services in this area where would you go? (PROBE: health centre, traditional healer, faith healer) Please describe any barriers that someone might face.

Without mentioning any names, how are boys who are affected by sexual violence treated in this community?

What is done to help survivors of sexual violence in this community? What community structures exist to do this? What do you think would improve the safety of girls in this community?

What groups are there that women, girls, men or boys can go to for support in this community? How could these services be improved?

What do you think is the most important thing for a person to do after rape/sodomy?

Right now, if a person from your community wanted the perpetrator punished after rape/sodomy, would they be able to do this? Please describe any barriers that they might face.

What could be done to prevent violence? What role do you think young people should play in preventing the violence that we have been talking about?

Closing

Thank you. That is all of my questions for now. Do you have anything you would like to add? Do you have any questions for us? Do you have any questions that you think should be asked of other groups?

As I told you in the beginning, our discussion today is meant to help us learn about the concerns that you have for women and children in your community.

Please remember that you agreed to keep this discussion to yourself. If anyone would like to speak to me or _____ (person taking notes) in private we are happy to talk to you.

THANK YOU FOR YOUR HELP

Part 4: FOCUS GROUP DISCUSSION

Note: This tool should be used during small group discussions. The team should ensure participants that all information shared within the discussion will remain confidential; if the secretary takes down notes, s/he will not have any information identifying or associating individuals with responses. Some of these questions are sensitive. You should take all potential ethical concerns into consideration before the discussion. Ask the group to respect confidentiality and not to divulge any information outside of the discussion. The group should be made of like members – community leaders, women, youth, etc. – should not include more than 10 to 12 participants, and should not last more than one to one-and-a-half hours.

Focus group discussion facilitator:

Secretary (if applicable):

Geographic region:

Date: _____

Location: _____

Translation necessary for the interview: Yes No

If yes, the translation was from _____ (language) to _____ (language)

Sex of FGD participants: Male Female

Age of FGD participants:

- 10-14 years
- 15-19 years
- 20-24 years
- 25-40 years
- Over 40 years

ESSENTIAL STEPS & INFORMATION BEFORE STARTING THE FOCUS GROUP DISCUSSION

Introduce all facilitators and translators

Present the purpose of the discussion:

- General information about your organization
- Purpose of the focus group discussion is to understand concerns and needs for women and girls
- Participation is voluntary
- No one is obligated to respond to any questions if s/he does not wish
- Participants can leave the discussion at any time
- No one is obligated to share names or personal experiences if s/he does not wish
- Be respectful when others speak
- The facilitator might interrupt discussion, but only to ensure that everyone has an opportunity to speak and no one person dominates the discussion

Agree on confidentiality:

- Keep all discussion confidential
- Do not share details of the discussion later, whether with people who are present or not
- If someone asks, explain that you were speaking about the health problems of women and girls

Ask permission to take notes:

- No one's identify will be mentioned
- The purpose of the notes is to ensure that the information collected is precise

QUESTIONS

A. We would like to ask you a few questions about the security of women and girls after the crisis:

1. In this community is there a place where women and girls worry about their security? (Day? Night?) What is it that makes this place dangerous?
2. From whom can women and girls seek assistance in case of a security problem?
3. According to you, what could be done in this community to create a safe environment for women and girls?
4. Describe what kinds of violence women and girls faced during the crisis (not only acts of violence committed by armed actors). *Adapt this question to reflect the specific context.*
5. What happens to the actors of these acts of violence against women and girls? How are they punished ?
6. Without mentioning names or indicating any one means, according to you which group(s) of women and girls feels the most insecure or the most exposed to risks of violence? Why? Which group(s) of women and girls feels the most secure? Why?
7. How does the family treat a woman or a girl who was the victim of rape or sexual assault? How do they support her?
8. What do women and girls do to protect themselves from violence? What does the community do to protect them?

B. We would like to ask you some questions about the services and assistance available since the crisis:

9. When a woman or girl is the victim of violence, where does she feel safe and comfortable going to receive medical treatment?

10. Are there other services or support (counseling, women's groups, legal aid, etc.) available for women and girls that are victims of violence?

C. We would like to ask you questions about a possible incident: *Develop a short, contextually appropriate case study in which a woman is raped and is afraid to tell her family about what happened. Use this to frame the below questions. Be sure that the case study does not use a specific name for the woman, so it is clear that this exercise is hypothetical and is not linked to anyone specific in the community.*

11. How many of you believe women who have experienced violence similar to that experienced by this woman?

12. Why do women and girls hesitate to share experiences like this with other people?

13. Where could this woman go to receive appropriate assistance? What kind of assistance and support could she receive?

CONCLUDE THE DISCUSSION

- Thank participants for their time and their contributions.
- Remind participants that the purpose of this discussion was to better understand the needs and concerns of women and girls since the crisis.
- Remind participants of their agreement to confidentiality.
- Remind participants not to share information or the names of other participants with others in the community.
- Ask participants if they have questions.
- If anyone wishes to speak in private, respond that the facilitator and secretary will be available after the meeting.

Key Informant Interview Guides

Part 3: KEY INFORMANT INTERVIEW

Note: This tool is for use during key informant interviews. The team should identify key informants before beginning the assessment. Individual interviews take time; you should take into account the available resources and time during the prioritization of key informants to be targeted. Some of these questions are sensitive; you should review ethical considerations prior to the interview, particularly considering the security of both parties. It is possible to take out some questions if necessary due to security or other concerns. Fill out the relevant sections in regards to your key informant.

Team:

Interview date: _____

Place of interview: _____

Translation necessary for the interview: Yes No

If yes, the translation was from _____(language) to _____(language)

Key informant's role in the community: _____

Sex of key informant: Male Female

Age of key informant:

Important note: It is extremely unlikely that you will need to or be prepared to involve children in information collection as part of this rapid assessment. Be sure to revisit the WHO guidelines and to think through other means of gathering relevant information regarding the situation for girls under 18.

- 10-14 years
- 15-19 years
- 20-24 years
- 25-40 years
- Over 40 years

General Information

1. Is the concerned population displaced as a result of the crisis? Yes No
2. What kind of community does the concerned population live in since the crisis?
 - Organized camp
 - In a host community
 - Unorganized settlement
 - Public building (school, abandoned building, etc.)
 - Returnees living in village/home of origin
 - Returnees in a secondary displacement

3. If the population lives in an organized camp, the camp is managed by which of the following:

- Government
- Armed forces
- UN agency
- NGO
- Private individual/organization
- Other – If “other,” please specify: _____

4. Are there reports of unaccompanied children in this community? Yes No

Access to Basic Services

5. What services are safely available to adult women in the camp? If relevant, please note the organization offering these services.

- Food aid / food distributions _____
- Shelter _____
- Non-food items _____
- Health care (including reproductive health) _____
- Hygiene/dignity kits _____
- Education _____
- Women-friendly spaces _____
- Clean water _____
- Latrines _____
- Other – If “other,” please specify: _____

6. What services are safely available to child and adolescent girls in the camp? If relevant, please note the organization offering these services.

- Food aid / food distributions _____
- Shelter _____
- Non-food items _____
- Health care (including reproductive health) _____
- Hygiene/dignity kits _____
- Education _____
- Women-friendly spaces _____
- Clean water _____
- Latrines _____
- Other – If “other,” please specify: _____

7. What are some reasons that girl children, adolescent girls, or adult women are unable to access some of these services?
- Priority is given to men
 - No female staff providing services
 - Lack of sufficient medicines at health facilities
 - Unsafe for girls/women to travel to service locations
 - Girls/women not permitted to access their services by their families
 - Not safe for girls/women to travel to the service sites
 - Locations of services are not convenient for girls/women
 - Hours are not convenient for girls/women
 - Other – If “other,” please specify: _____
8. Do girls and women go outside the community to earn income to meet basic needs? Yes No
9. How are women and girls doing to generate income to meet basic needs? (*Select all that apply.*)
- Begging
 - Collecting firewood
 - Collecting straw
 - Having sex in exchange for money
 - Domestic work
 - Other – If “other,” please specify: _____
10. Do women and girls usually travel outside the community in groups or alone?
- Alone/individually
 - In groups

Security and Safety of Women and Girls

11. What are the most significant safety and security concerns facing adult women in this community? (Check all that apply.)
- No safe place in the community
 - Sexual violence/abuse
 - Violence in the home
 - Risk of attack when traveling outside the community
 - Being asked to marry by their families
 - Trafficking
 - Unable to access services and resources
 - Don't Know
 - Other – If “other,” please specify: _____
12. What are the most significant safety and security concerns facing child and adolescent girls in this community? (Check all that apply.)
- No safe place in the community
 - Sexual violence/abuse
 - Violence in the home
 - Risk of attack when traveling outside the community
 - Being asked to marry by their families
 - Trafficking
 - Unable to access services and resources
 - Don't Know
 - Other – If “other,” please specify: _____

13. Has there been an increase in security concerns affecting girls and women since the emergency?
Yes No
14. Has there been a noticeable increase in rape/sexual violence being reported since the emergency occurred?
Yes No
15. What types of violence have women reported?
16. What types of violence have adolescent girls reported, if different from above?
17. What types of violence have girl children reported, if different from above?
18. In what context in the community does rape/sexual violence occur? (Select all that apply.)
- At home
 - When girls/women are traveling to the market
 - At latrines/bathing facilities
 - When girls/women are collecting firewood
 - At school
 - When collecting water
 - When going to access services (food aid, etc.)
 - Don't Know
 - Other – If "other," please specify: _____
19. To whom do women most often go for help, when they've been victims of some form of violence?
- Family member
 - Community leader
 - Police
 - NGO
 - UN Agency
 - Friend
 - Don't Know
 - Other – If "other," please specify: _____
20. To whom do child and adolescent girls most often go for help, when they've been victims of some form of violence?
- Family member
 - Community leader
 - Police
 - NGO working with women
 - Any female aid worker
 - UN Agency
 - Friend
 - Teacher
 - Don't Know
 - Other – If "other," please specify: _____
21. Are there reports of sexual abuse or exploitation of girls and women? Yes No

22. Do any of the following groups have access to the camp or community?
- Military
 - Informal militia groups
 - Police
 - Peacekeepers
 - None of the above
23. If yes, are there reports of sexual abuse or exploitation involving members from any of these groups?
Yes No
24. What safety measures have been put in place by police and/or peacekeeping forces to minimize any potential for risk to girls and women?
- Police/peacekeeping patrols around the community
 - Community safety groups
 - Firewood collection patrols
 - Educating girls/women on how to report incidents
 - Increased number of female staff
 - Don't know
 - Other – If "other," please specify: _____
25. Are there safe shelters or places that adult women can to go to if they feel unsafe? Yes No
26. Are there safe shelters or places that adolescent girls can to go to if they feel unsafe? Yes No
27. Are there safe shelters or places that girl children can to go to if they feel unsafe? Yes No

Health Response to GBV

28. Are health services available for girls and women in the community/ camp? Yes No
29. If yes, do girls and women have access to the health services at anytime? Yes No
30. Are there female doctors, nurses and/or midwives at the health facilities? Yes No
31. What are some reasons that girl or women survivors of GBV may not be able to access health services?
- Fear of being identified as survivors
 - Distance to health facility
 - No female staff
 - No availability of confidential treatment
 - Lack of trained staff
 - Don't know
 - Other – If "other," please specify: _____

Psychosocial Response to GBV

32. Are there psychological and/or social support systems for adult women survivors? Yes No
33. If yes, what kinds of support systems are available to adult women survivors? (Select all that apply.)
- Drop-in Centers
 - Peer Support groups
 - Case management with individual counseling
 - Skills building

- Education
- Income-generating activities/vocational training
- Mental health referrals
- Other – If “other,” please specify: _____

34. Are there psychological and/or social support systems for girl-child and adolescent girl survivors?

Yes No

35. If yes, what kinds of support systems are available to girl-child and adolescent girl survivors? (Select all that apply.)

- Drop-in Centers
- Peer Support groups
- Case management with individual counseling
- Skills building
- Education
- Income-generating activities/vocational training
- Mental health referrals
- Other – If “other,” please specify: _____

36. Is there a functional referral system between health providers and organizations providing psychological or social support? Yes No

37. Are there informal community-based networks of women? Yes No

38. What are some reasons that girl or women survivors of GBV may not be able to access psychosocial support services?

- Fear of being identified as survivors
- Distance to facility
- No female staff
- No availability of confidential support
- Lack of trained staff
- Don't know
- Other – If “other,” please specify: _____

Legal Services Structured Interview Guide

(As the interviewer, introduce yourself, explain the objectives of the interview and request the respondent's consent to be interviewed. Note the respondent's name and job title; describe his or her duties; and enter the institution's name and location and the date of the interview.)

Date of interview: _____

Name of the institution/agency: _____

Name of person interviewed and contact details if they will provide it: _____

Their position in the institution/agency: _____

1. What do the words gender-based violence mean to you? *(If the respondent does not seem to know what GBV is, ask What about sexual violence or domestic violence? to see if they encounter these things.)*

2. What types of cases of gender-based violence do you handle? *(If the respondent lists something other than sexual violence, ask him/her what is the most frequent type of violence against women and girls that he/she handles?)*

3. How often do you handle sexual violence cases? How many per week or month?

4. How often do you handle domestic violence cases? How many per week or month?

5. From what individuals or organizations do you typically receive reports of sexual violence?
(PROBE: victims/survivors, family members, health professionals, etc.)

Who are the main victims/survivors of sexual violence? *(PROBE: who are the main perpetrators, survivors, what are their ages, sex...?)*

6. What legal facilities or personnel exist for victims/survivors of sexual violence or other forms of gender-based violence and punish perpetrators? (e.g., court, local/traditional, or civil authorities)

7. Has anyone in your institution received training on sexual violence or other forms of gender-based violence? If so, what was the training about, who received it, who provided it, and how many days did it last? Are the individuals who were trained still in their post?

8. What services do you provide to victims/survivors of sexual violence or other forms of gender-based violence? *(Try to get the respondent to be as specific as possible, e.g., provision of information on court process, roles and responsibilities of different actors, time frames, etc.)*

<p>9. What kind of documentation is required to facilitate legal proceedings and investigations? What are the major challenges experienced? What is the time period that it takes to finalize a case, and why?</p>
<p>10. Does anyone from this institution accompany, advocate for and support the victim/survivor during any meetings with the police or court officials? <i>(If yes, ask the respondent to describe how this process works and who is responsible for doing this.)</i></p>
<p>11. Who is responsible for providing support to the victim/survivor during the legal proceedings? <i>(PROBE: Liaison with the police? Legal or trial proceedings? Psychosocial support? Logistical support/accommodation and food?)</i></p>
<p>12. Which laws are used in addressing gender-based violence and how are they enforced, and by whom?</p>
<p>13. How do you ensure the survivor's confidentiality and protection (during pre-trial, trial and post-trial)?</p>
<p>14. Do you ever refer survivors to other services such as counselling or healthcare? If yes, where are these services located? How do they provide the referral? How do you ensure that the service is provided?</p>
<p>15. How do you work with other service providers (NGOs, government departments, health facilities, legal, law enforcement, psychosocial (social welfare)) on the issue of gender-based violence?</p>
<p>16. What other structures, activities and forums (or other coordination system) is your institution involved in to address the needs of victims/survivors of sexual violence or other types of gender-based violence?</p>
<p>17. What are some of the challenges that you face in responding to sexual violence or other form of gender-based violence?</p> <p>How do you think these challenges could be addressed?</p>

District Authorities Structured Interview Guide

(As the interviewer, introduce yourself, explain the objectives of the interview and request the respondent's consent to be interviewed. Note the respondent's name, position and job title; describe his or her duties; and enter the institution's name and location and the date of the interview.)

Date of interview: _____

Name of the institution/agency: _____

Name of person interviewed and contact details if they will provide it: _____

Their position in the institution/agency: _____

1. What does gender-based violence mean to you?
(If the respondent does not seem to know ask: What kinds of incidents of sexual violence, or domestic violence between intimate partners do you hear about?)

2. What types of GBV do you think are most prevalent in this community?

What types of cases of gender-based violence are you involved in as a DA? *(If they list something other than sexual violence, ask them what is the most frequent type of violence against women and girls that they handle.)*

How often (if ever) do you see sexual violence cases or other forms of gender-based violence?
How many per week or month?

How often (if ever) do you see domestic violence cases? How many per week or month?

3. What are the commonly used channels for reporting gender-based violence? From what individuals or organizations do you typically receive reports of sexual violence? *(PROBE: victims/survivors, family members, health professionals, etc.)*

4. Have you been trained on sexual violence or other forms of gender-based violence? How long did the training last and who provided it?

5. How do you respond to cases of sexual violence or other forms of sexual violence? For what services do you refer (psychosocial, medical, legal)?

6. Are there places for victims/survivors of gender-based violence (or specifically sexual or domestic violence) to go to when their life is in danger? Where can you refer such clients (shelters, etc.)?

7. Does your police station have the ability to transport or accompany victims/survivors for further services? If no, how do victims/survivors access the services? *(PROBE: sexual violence survivors)*

8. What kind of documentation is required to initiate legal proceedings and investigations (rape kit, medical affidavit)?

How many rape kits do you keep in stock at this station?

9. How would you describe the relationship between this police station and NGOs over rape cases?

10. What policies or laws (national, county-level) are in place for cases of sexual violence or other forms of gender-based violence? How do you use these policies?

Are cases of sexual violence ever handled by village heads/leaders? How do they intervene in these cases?

11. What other structures, activities and forums (or other coordination system) is your institution involved in to address the needs of victims/survivors of sexual violence or other types of gender-based violence?

12. What other challenges are there related to ensuring that survivors of gender-based violence have access to services and in preventing gender-based violence? How do you think some of these challenges could be addressed?

Health Services Structured Interview Guide

(As the interviewer, introduce yourself, explain the objectives of the interview and request the respondent's consent to be interviewed. Note the respondent's name, position and job title; describe his or her duties; and enter the institution's name and location and the date of the interview.)

Date of interview: _____

Name of the health care facility: _____

Level of the health care facility:

Rural Health Facility (level 1)

City Council Clinics (level 1)

District (level 2)

Provincial (level 3)

Other _____

Name of person interviewed and contact details if they will provide it: _____

Their position in the health facility: _____

Service provision

1. What are the most frequent reasons given by women and girls for coming to this health facility?

2. What do the words gender-based violence mean to you?
3. Does your facility treat survivors of gender-based violence (e.g., survivors of sexual violence)? Probe: What are the most common types of violence that women and girls receive services for? Probe: What kinds of services are provided?
4. Is post-exposure prophylaxis (PEP) provided to survivors? If yes, ask: What PEP regimen is prescribed? Is the full course of PEP drugs given all at once? <input type="checkbox"/> three- day starter pack then all of remaining drugs <input type="checkbox"/> All drugs given at one time <input type="checkbox"/> seven-day supply given
5. Does the survivor have to consent to getting an HIV test in order to receive PEP? Do you obtain consent from survivors/victims or parent/guardians of child survivors prior to starting the examination or collecting evidence? If yes, ask how do you obtain consent? <i>Ask them to describe the process and make sure to determine if it is written or verbal. Request a copy of the forms.</i>
6. What pregnancy-related services do you routinely offer the patient after rape? <input type="checkbox"/> None <input type="checkbox"/> Emergency contraceptives (or morning-after pill) <input type="checkbox"/> Pregnancy test <input type="checkbox"/> Abortion counselling/information <input type="checkbox"/> Other _____
7. What STI-related services do you offer the survivor after rape? <input type="checkbox"/> None <input type="checkbox"/> Give prophylactic treatment (Ask what the treatment is) <input type="checkbox"/> Refer to an STD/STI clinic <input type="checkbox"/> Send swab to lab to test for STIs
8. How often do you refer rape survivors/victims for trauma/psychological counselling? Is it possible for survivors/victims to receive counselling in this facility? Do you refer to other service providers, police and courts? Where are the people referred to (NGOs, support groups)? <i>(Try to get the names of the institutions.)</i> How do you follow-up on survivors once they have left the health facility?
9. Do you collect physical evidence from survivors/victims (e.g., clothing, footwear, hair, fibers, or debris, etc.)? If so, where do you store it?

10. Do you use a pre-packaged rape kit when conducting the exam?

If so, do you have a steady supply?

Where do the kits come from? Do you get them from the police?

Where are the kits kept after use?

Protocols/clinical management guidelines

11. Do you keep records of patients who have been examined after rape?

If yes, ask: Where do you keep the files related to cases of sexual violence?

Who keeps the key to these areas?

Are there specific forms that you use? *(Request a copy of all of the forms that they use, including referral forms.)*

12. Does this facility have protocols/guidelines for the management of rape survivors?

If yes, ask: Where do you keep them? And ask to see them.

13. Who makes the decision when reporting a case of sexual violence to the police *(health care providers, the survivors/victims of the violence, parent/guardian)?*

14. What do you do if you have a suspicion that a parent or guardian is involved in the sexual abuse of a child? How do you proceed with managing the safety needs of that child?

Cases of sexual violence

15. How many adult survivors/victims (18 years and older) were examined/treated after sexual violence during the last five months?

of males: _____ # of females: _____

Or, on average, how many adult survivors/victims do you see each month?

If they have records, ask them about the periods of 2007 and 2008.

16. How many child survivors/victims (17 years and younger) were examined/treated after child sexual abuse in the last five months?

What were the ages of the child survivors:

<5 _____

5-9 _____

10-14 _____

15 and > _____

Or, on average, how many child survivors/victims do you see each month?

If they have records, ask them about the periods of 2007 and 2008.

Training

17. Have you or anyone else at this facility received formal training on the management of sexual violence/ rape?

If yes, ask: how many different trainings have you attended, and who provided the trainings? How many days did the training last?

18. What kinds of things were covered in the trainings that you attended? Check anything that applies and/or use list to help you probe.

- Medical treatment
- PEP
- Using an evidence collection kit
- Completing the medico-legal form
- Laws (covering rape and sexual offences)
- Referrals to other services
- Giving evidence in court
- Counselling
- Did your training include meeting the needs of male survivors/victims?
- Did the training include meeting the needs of child survivors/victims?

Attitudes

19. How does the staff know if a woman has been raped?

20. Do you think it is important to treat survivors/victims of rape as urgent?

21. Do you think rape always leaves obvious signs of injuries?

22. Do you think a woman's prior sexual relationships have anything to do with rape? Does rape hurt women who are sexually experienced?

Multi-sectoral services

23. How would you describe the relationship between this health facility and the closest police station over rape cases?

24. How would you describe the relationship between this health care facility and NGOs over rape cases?

25. What other structures, activities and forums (or other coordination system) is your institution involved in to address the needs of victims/survivors of sexual violence or other types of gender-based violence?

Giving evidence in court

26. Are you aware of any of any cases from this facility that have gone to court in the past year?

27. Have you ever given evidence in court?

Other

28. Where do the examinations take place? Is there a private room (with four walls and a door)? How does the staff ensure confidentiality?

29. What are the hours of operation of the facility?

30. How much do the services for sexual violence cost?

Protection Services Structured Interview Guide

(As the interviewer, introduce yourself, explain the objectives of the interview and request the respondent's consent to be interviewed. Note the respondent's name, position and job title; describe his or her duties; and enter the institution's name and location and the date of the interview.)

Date of interview: _____

Name of the institution/agency: _____

Name of person interviewed and contact details if they will provide it: _____

Their position in the institution/agency: _____

1. What does gender-based violence mean to you?
(If they do not seem to know, ask What kinds of incidents of sexual violence or domestic violence between intimate partners do you hear about?)

2. What types of GBV do you think are most prevalent in this community?

What types of cases of gender-based violence do you handle? *(If they list something other than sexual violence, ask them what is the most frequent type of violence against women and girls that they handle.)*

3. How often (if ever) do you handle sexual violence cases or other forms of gender-based violence? How many per week or month?

4. What are the commonly used channels for reporting gender-based violence? From what individuals or organizations do you typically receive reports of sexual violence? *(PROBE: victims/survivors, family members, health professionals, etc.)*

5. Is there someone at the police station specifically trained to provide victim -friendly services? Have they been trained to handle sexual violence or other forms of gender-based violence? How long did the training last and who provided it?

6. Are victims/survivors attended to by same-sex officers? If not, why?

7. How do you respond to cases of sexual violence or other forms of sexual violence? For what services do you refer (psychosocial, medical, legal)?
8. Are you able to help victims/survivors of gender-based violence (or specifically sexual or domestic violence) relocate when their life is in danger? Where can you refer such clients (shelters, etc.)?
9. Does your police station have the ability to transport or accompany victims/survivors for further services? If no, how do victims/survivors access the services? (PROBE: sexual violence survivors)
10. How do you document the victim's statement? Are there specific forms that you use? (<i>Request a copy of all of the forms that they use, including referral forms</i>). How much do the forms cost?
11. What kind of documentation is required to initiate legal proceedings and investigations (rape kit, medical affidavit)? How many rape kits do you keep in stock in this station?
12. Do you or others in your station ever testify in court about investigation findings, if the victim/survivor chooses legal action?
13. Are there any cases where investigating or following-up on cases seems impossible? What are the challenges? How would you describe the relationship between this police station and the closest health facility over sexual violence as well as gender-based violence? How do you work together?
14. How would you describe the relationship between this police station and NGOs over rape cases?
15. What policies or laws (national, county-level or traditional) are in place for cases of sexual violence or other forms of gender-based violence? How do you use these policies?
16. What other structures, activities and forums (or other coordination system) is your institution involved in to address the needs of victims/survivors of sexual violence or other types of gender-based violence?
17. How do you think some of these challenges you face could be addressed?

Psychosocial Services Structured Interview Guide

(As the interviewer, introduce yourself, explain the objectives of the interview and request the respondent's consent to be interviewed. Note the respondent's name, position and job title; describe his or her duties; and enter the institution's name and location and the date of the interview.)

Date of interview: _____

Name of the institution/agency: _____

Name of person interviewed and contact details if they will provide it: _____

Their position in the institution/agency: _____

1. What do the words gender-based violence mean to you? *(If the respondent does not seem to know what GBV is, ask What about sexual violence or domestic violence? to see if they encounter these things.)*
2. What types of cases of gender-based violence do you handle? *(If they list something other than sexual violence, ask what is the most frequent type of violence against women and girls that they handle.)*
3. How often (if ever) do you handle sexual violence cases? How many per week or month?
4. From what individuals or organizations do you typically receive reports of sexual violence? (PROBE: victims/survivors, family members, health professionals, etc.)
5. Is there someone in this organization who is specifically trained to work with sexual violence or other forms of gender-based violence?

What kind of training did they receive, who provided it, and what did it focus on? How many days did it last?
6. How does your organization ensure the survivor's confidentiality?
7. Can you tell me how you document the survivor's statement? Are there specific forms that you use? *(Request a copy of all of the forms that they use, including referral forms.)*
8. Where do you keep the case files for incidents of gender-based violence?
9. What if any, follow-up and/or referral do you provide? Where do you make referrals?
10. What policies or laws (national, provincial, district or traditional) are in place for cases of sexual violence or other forms of gender-based violence?

11. What measures does your organization have in place to protect survivors and their families?
12. How would you describe the relationship between this organization and other service providers (police, courts, health facilities)? What about the relationship between the police and the health care facility?
13. How would you describe the relationship between the closest police station and NGOs over rape cases?
14. What other structures, activities and forums (or other coordination system) is your institution involved in to address the needs of victims/survivors of sexual violence or other types of gender-based violence?
15. What are some of the challenges you face in responding to sexual violence or other forms of gender-based violence? How do you think these challenges could be addressed?

Structured Interview Guide: NGOs Not Engaged Directly in GBV

(As the interviewer, introduce yourself, explain the objectives of the interview and request the respondent's consent to be interviewed. Note the respondent's name, position and job title; describe his or her duties; and enter the institution's name and location and the date of the interview.)

Date of interview: _____

Name of the institution/agency: _____

Name of person interviewed and contact details if they will provide it: _____

Their position in the institution/agency: _____

1. What kinds programmes is your agency implementing? Where are you implementing your programmes? (Try to get specific information on province, districts, wards, etc.)

If they are engaged in food distribution, water and sanitation, etc., try to identify if they do anything to address gender concerns.

2. What types of GBV do you think are most prevalent in this community?

3. What do you think are the major gaps in terms of preventing and responding to gender-based violence?

4. If your staff came across a case of gender-based violence during their work what would they do? (*PROBE: victims/survivors, family members, health professionals etc.*)

5. What kind of mechanisms does your agency have in place to prevent sexual exploitation and abuse?

6. Do you know of any structures, activities and forums (or other coordination system) that exist to address the needs of victims/survivors of sexual violence or other types of gender-based violence?

7. How do you think some of these challenges you face could be addressed?

Key Informants Guide for Individuals Involved in Camp Coordination, Management, Site Planning, Registration, Shelter and Non-food Items

Analysis of gender differences

1. How is your organization gathering information to make decisions related to the setting up of camps, construction of shelters or NFIs? What groups are being consulted and how? Men, women, boys, girls?
2. Are there any specific cultural, practical or security obstacles that women, girls, boys and men might face in accessing registration services?

Design/access

1. What specific aspects of site planning are being considered for women and children?
2. Are public social spaces being considered for different groups where they can discuss issues that are important to them (spaces that might eventually be used for women's spaces, child-centred spaces, etc)?
3. What security issues are being considered (lighting, location of facilities and composition of structures)?
4. If there is an established camp, ask: How many dwellings are there in this camp? How many total people are in the camp? Do you think overcrowding is a problem?
5. How are families selected and placed into the shelters? Are non-related families housed in the same structure?

Registration and NFI

1. To what extent is the registration process designed to minimize discrimination based on gender or age?
2. If there is a process set up, ask: Can you take me through the steps of the registration process? [Try to see if issues of privacy and confidentiality are being considered.]
3. How will/are family entitlement cards/ration cards issued? Will/are women registered separately from their husbands?
4. What systems are in place to make sure that the various groups have equal access to housing and materials?
5. What do you think should be done in the long-term to ensure that everyone (women, men, boys and girls) will enjoy continued access to the registration process and NFI distribution?
6. What kinds of teams will be created for registration? Who will conduct interviews?
7. Where will your organization store registration data? Who will have access to the data?
8. What concerns have been raised by different groups? What concerns do you have for different groups (single-headed households, young group, unaccompanied minors, elderly) in relationship to:
 - Shelter
 - Site planning
 - Registration
 - NFI distribution?

Participation

1. How are women being consulted specifically in planning NFI selection and distribution, information-sharing about entitlements?
2. How will women be involved in camp governance structures? Will there be a target percentage for the participation of women?
3. What kinds of specialized support will be needed to ensure that women and adolescents can participate in decision-making?

<i>Training/capacity-building</i>
<ol style="list-style-type: none"> 1. What kinds of training have you received from your organization on gender issues? Or what kinds of training do you anticipate receiving? 2. What field tools does your organization commonly use in its work? [Try to see if they consult IASC guidelines etc.) 3. Who from the beneficiary community will be trained on camp management issues, registration, construction, NFI distribution or providing information and referral for different groups?
<i>Actions to address GBV/targeted actions</i>
<ol style="list-style-type: none"> 1. What kinds of actions/activities do you think are important in terms of reducing women's and children's vulnerability to violence? 2. How is the site planning process addressing the needs of any special groups differently? 3. What kind of system is in place or will be established to monitor security or instances of abuse or violence? 4. What kind of system is in place for reporting security issues or abuse? 5. What kinds of training and skills programmes are being considered for women and girls to reduce their trading sex for money or shelter?
<i>Monitoring and evaluation</i>
<ol style="list-style-type: none"> 1. What kinds routine data collection do you think will be prioritized?
<i>Coordination</i>
<ol style="list-style-type: none"> 1. What kinds of coordination activities is your organization engaged in? 2. What other organizations/civil society groups is your organization working with in this area?

Key Informant Guide for Individuals Working in Food Security and Distribution and Nutrition
<i>Analysis of gender differences</i>
<ol style="list-style-type: none"> 1. How is your organization collecting information on the roles of women and children in food procurement? 2. How is your organization gathering information to make decisions related to the short- and long-term loss of livelihood assets? What groups are being consulted? 3. What plans are in place to address the changes in women's and men's access and control over land or other resources? 4. Are there any specific cultural, practical or security obstacles that women, girls, boys and men might face in accessing nutritional assistance?
<i>Design/access</i>
<ol style="list-style-type: none"> 1. What steps are being taken to ensure that nutritional support programmes are appropriate to the food culture and nutritional needs of women (including pregnant or lactating women), girls, boys and men? 2. How will access of women, girls, men and boys be monitored to ensure equitable distribution?
<i>Participation</i>
<ol style="list-style-type: none"> 1. How have women, men and adolescent girls and boys been consulted about food security issues? 2. How will it be ensured that both men and women are well-informed and aware of their entitlements (quantity/variety, etc)? 3. How will women be engaged in decision-making, planning and management of food distribution? 4. What steps will be taken to ensure that women and adolescent girls and boys can participate in decision-making?
<i>Training/capacity-building</i>
<ol style="list-style-type: none"> 1. What kinds of training have you received from your organization on gender issues? Or what kinds of training do you anticipate receiving? 2. What field tools does your organization commonly use in its work? 3. Who from the beneficiary community will be trained and employed in food distribution programmes?
<i>Actions to address GBV/targeted actions</i>
<ol style="list-style-type: none"> 1. What should be done to reduce women's and children's vulnerability to violence as they try to access food distribution? 2. What kinds of actions are already being taken to ensure that food distributions are safe and accessible? 3. Which groups will need special assistance with collecting their food? What special mechanisms might be considered to address this? 4. What kind of system is in place or will be established to monitor security or instances of abuse or violence? 5. What kinds of training and skills programmes are being considered for women and girls to keep them from having to trade sex for money, food or education? 6. What kinds of plans are there for community awareness on violence against women and girls, child rights, property rights, etc.?
<i>Monitoring and evaluation</i>
<ol style="list-style-type: none"> 1. Who will be consulted in the process of creating the monitoring and evaluation tools/mechanisms around food distribution? How will gaps and areas for improvements be identified? Who will be consulted? 2. What kind of sex and age-related data will be collected?
<i>Coordination</i>
<ol style="list-style-type: none"> 1. What kinds of coordination activities is your organization engaged in? 2. What other organizations/civil society groups is your organization working with in this area?

Key Informant Interview Guide for Individuals working in Water, Sanitation and Hygiene
<i>Analysis of gender differences</i>
<ol style="list-style-type: none"> 1. How is your organization gathering information to make decisions related to the cultural beliefs and practices in water and sanitation use? What groups are being consulted? 2. What specific cultural, practical and security-related obstacles/issues that you are concerned about?
<i>Design/access</i>
<ol style="list-style-type: none"> 1. How are you ensuring that water sites and distribution systems are accessible to women and other groups that might have mobility limitations? 2. How will it be ensured that communal latrines and bathhouses for women, girls, boys and men are in safe locations, that they are culturally appropriate, that they ensure privacy and are accessible for persons with disabilities? 3. How will different groups be included in monitoring these facilities for safety, etc? 4. What concerns do you have in ensuring that everyone has access to these facilities in a safe way?
<i>Participation</i>
<ol style="list-style-type: none"> 1. How are women and children (adolescent girls especially) being involved in decision-making related to the location and design of water points, bathhouses and latrines? 2. [It if is not possible to observe directly, ask the following] Where are male and female latrines and bathhouses located? Are the facilities centrally located? Do doors have locks on the inside? Is there an adequate lighting system?
<i>Training/capacity-building</i>
<ol style="list-style-type: none"> 1. What kinds of training have you received from your organization on gender issues? Or what kinds of training do you anticipate receiving? 2. What field tools does your organization commonly use in its work? 3. Who from the beneficiary community will be trained on use and maintenance of facilities?
<i>Actions to address GBV/targeted actions</i>
<ol style="list-style-type: none"> 1. What should be done to reduce women's and children's vulnerability to violence as they access water and latrines? 2. What kind of system is in place or will be established to monitor security or instances of abuse or violence? 3. How will facilities and collection points be monitored to ensure that they are safe and accessible? 4. What will be done to ensure that women and adolescent girls and boys can participate in decision-making around water and sanitation issues? 5. How will access to and control over resources for collecting water, containers and storage facilities be monitored to ensure women's and girls' participation? 6. What kinds of training and skills programmes are being considered for women and girls to keep them from trading sex for access to water and sanitation resources?
<i>Monitoring and evaluation</i>
<ol style="list-style-type: none"> 1. What kind of routine data collection related to water, sanitation and hygiene will be prioritized?
<i>Coordination</i>
<ol style="list-style-type: none"> 1. What kinds of coordination activities is your organization engaged in? 2. What other organizations/civil society groups is your organization working with in this area?

Laws, Policies, and Policing: Information Gathering Checklist

for GBV Assessment or Situation Analysis

- Interview police commander
- Interview magistrate or other judge
- Visit/tour police station/post and court – jail, offices, courtroom, chambers, vehicles
- Interview local attorney or national GBV advocacy NGO for legal information and interpretation of the laws

1. Terms, definitions, laws -- national statutes, laws, policies, etc:

a. Types of offenses

- Legal definition of rape; and are there provisions for
 - a) statutory rape ?
 - b) marital rape?
 - c) attempted rape?
- Legal definitions of other forms of gender-based violence
- Statute(s) of limitations?

b. Mandatory reporting laws

- What are the laws/policies concerning GBV cases?
- Health workers must report to police/security forces?
 - a) What kinds of cases
 - b) Who must report (doctors, nurses, all?)
 - c) Any exceptions possible?
 - d) What happens if they do not make the report?
- Others required to report?

c. Legal protections for other forms of gender-based violence

- Abandonment of newborns / infanticide
- Age of marital consent, conditions of consent
- Property ownership rights of women
- Divorce, child custody, and child support
- Inheritance rights of women/widows/daughters

d. Abortion legal? Under what circumstances?

- Evidence needed? Documentation required?
- Protection for doctors performing legal abortions
- Cost of abortion – who pays?

e. Age of majority

2. Police procedures and practices

- a. What types of cases have you seen here? (offer some examples)
 - What happened to those cases?

- Check perceptions that may affect practices; e.g.
 - a) women “drop the charges” when the perpetrator is husband – no need for rigorous investigation
 - b) claims of “rape” are to cover a woman’s promiscuity and shame
- b. Capacity of police station/post
 - Physical layout, available private interview space, location/size of jail, etc.
 - Number of officers and commanders
 - a) Number of female officers
 - b) How are patrols scheduled, routes chosen?
 - Staff rotation schedule for this location (if remote)
 - Vehicles available, fuel, state of repair, etc.
 - Forms, paper, pens, desks, files
- c. Acceptable reporting sources (refugees? NGOs?)
 - Liaison with UN agencies, community security teams, others?
- d. Police knowledge applicable laws
 - Copies of current statutes in police stations/posts?
 - Police officers able to read and apply the laws?
 - Orientation and training about this location for new officers
 - Training in laws, procedures – ongoing training ?
- e. Location of interviews with GBV complainants
 - Private space?
 - Who is present?
- f. Documentation
 - Written complaint – what is needed
 - Medical documentation?
 - a) Standard form?
 - b) Examination findings
 - c) Forensic evidence
 - d) Signature authorization (M.D. only?)
- g. Investigation and arrest
 - Procedures – what are they, are they written?
 - Detention of suspects – physical conditions (food, treatment, water/san, etc.)
 - Writing charges – whose role is this? police? magistrate? prosecutor?
 - Protection of survivor and witnesses

3. Legal proceedings (criminal)

- a. Victim or State responsible for pressing charges in criminal proceedings?
- b. Evidentiary requirements for different types of GBV crimes
 - Witness corroboration required?

- Requisite standard(s) of proof?
- c. Time frame for prosecution from date of charges filed to date of acquittal or conviction?
 - Time frame required by statute?
 - Reasons for delays
- d. Can court proceedings occur *In camera* for these cases? Who decides? Is this standard practice?
- e. Transport, care, protection of witnesses
 - Standard procedures
 - Relevant legal provisions
 - Capacity (vehicles, fuel, staff, etc.)
 - Role of UNHCR if witnesses are refugees; coordination with UNHCR
 - Other organizations involved in witness assistance? (NGOs, others)
- f. What, if any, special provisions are there for minor children
 - victim
 - witness
 - accused person
- g. Sentencing
 - Standard sentencing for certain types of crimes?
 - a) If multiple crimes, are sentences concurrent or consecutive?
 - b) Any special considerations for repeat offenders?
 - c) Discretion of judge?
 - Sentence likely to be carried out?
 - Alternatives, e.g. parole
- h. Capacity of court
 - Staff – number and qualifications of judge/magistrate, clerks, others
 - Statutes, laws available and up to date?
 - Training and continuing education
 - Offices, chambers
 - Equipment (typewriters, computers)
 - Paper, pens, files
 - Vehicles, fuel, drivers, state of repair

4. What are the options for civil proceedings?

- a. Procedures
- b. Use and selection of attorney, costs, payment
- c. Is this option used much?

Health Facility Checklist

Health Facility Checklist

Checklist for Collecting Information on Clinical Capacity for Response to Survivors of GBV
Health Facility or Mobile Health Team Name and Location _____

Date _____

Information Collected by _____

Human Resource Capacity

	Number	Sex	Month/Year of Training	Comments
Providers trained in CMR				
Providers trained in CMR/IPV				
Providers trained in GBV Core Concepts				
Providers trained in patient safeguarding				

Drugs and Devices

	Yes	No	Comments
<i>Is PEP available?</i>			
<i>Are child doses of PEP available?</i>			
<i>Is emergency contraception (EC) available?</i>			
<i>Are other CMR drugs and devices available (antibiotics, pregnancy tests, painkiller, sutures, forceps, etc)?</i>			
<i>Are Hep B or Tetanus vaccines available?</i>			
<i>Are other SRH kits available? (Please list in comments)</i>			

Facility and Referrals

	Yes	No	Comments
<i>Is the facility accessible 24/7?</i>			
<i>Are transportation systems in place for safe referrals to other facilities? (Please comment on</i>			



<i>how a survivor would be expected to transfer to any higher level facility)</i>			
<i>Is a private examination room available?</i>			
<i>Are systems in place to protect confidentiality and security of documents?</i>			
<i>Are referral systems in place for survivors of violence to other sector services, such as psychosocial support?</i>			
<i>Are health staff aware of any other support services for women who experience sexual violence?</i>			

While visiting the health facility, ask a health staff to take you through the process of receiving care—from reception, to waiting time, to examination space, to pharmacy, etc. Imagine you are seeking care after rape. Who do you first meet? What do you need to share, and with whom? What is documented, and where? Would you require interpretation?

Please share any additional comments on challenges or needs.