**SGBV risk assessment**

**QUESTIONNAIRE**

**KEY INFORMANT INTERVIEWS (KIIs) with staff**

Use questions under general section for all sectors/service providers, complement with specific questions linked to type of service. Unless otherwise specified, possible answers are: Yes/No/Don't know. Record all answers on tablet.

**General**

1. Do you have a complain mechanism for SEA (sexual exploitation and abuse by humanitarian workers) in place?
2. Do you have a code of conduct that specifies interdiction for staff to engage in sexual exploitation and abuse of beneficiaries?
3. Is information provided to persons who access your services/sector services on how and where to report incidents and concerns of PSEA (Protection from Sexual Exploitation and Abuse)?
4. Have all your staff been trained on PSEA (Protection from Sexual Exploitation and Abuse) in the past two years?
5. Which types of SGBV were survivors who accessed your services mostly subjected to?

Rape, sexual assault, physical assault, forced marriage, denial of resources, emotional violence/don’t know

1. Which challenges have been reported by survivors when accessing your services?
2. Are centres where your organization provides services accessible to persons with reduced mobility, visual impairment?
3. Do procedures at your centres ensure that survivors are not stigmatized?
4. Does your centre have confidential rooms?
5. Does your sector have SoPs/strategy in place?
6. If yes, is there a section on responding to SGBV incidents/mitigating risks of SGBV?
7. If yes, have women and girls been consulted on the SoP’s/strategy?
8. Has your sector included an indicator on SGBV risk mitigation in funding appeal processes?
9. Have services for survivors of SGBV been discussed in your WG in last 6 months?

Health, protection, basic needs, education, livelihoods, WASH, shelter, food security

1. Have services for survivors of SGBV been discussed in your SWG in last 6 months?

RH, CP, tertiary education, MHPSS

1. Have joint briefings/discussions been organized by SGBV SWG and your sector/subsector co-chairs in last 6 months?
2. What is the % of female staff working involved in direct service provision in your sector/organization?
3. What is the % of frontline workers who were trained on SGBV safe referrals in the past two years?
4. What is the percentage of refugee volunteers who have been trained on SGBV safe referrals in the past two years?
5. Have SGBV risks linked to accessing your organization/sector services been assessed in the past one year?
6. Are non-stigmatizing questions on SGBV included in your organization /sector’s assessments?
7. Are non-stigmatizing questions on risks of SGBV included in post distribution questionnaires/client feedback surveys?
8. Are the results analysed and recommendations jointly designed/implemented with SGBV/protection colleagues?
9. If yes, what was the overall feedback provided by female beneficiaries?

Excellent/good/poor/very poor

1. Have women and girls been consulted on the design of your services?
2. Are you/your staff aware of the survivor centred approach? *(dignity, rights and wishes of survivors are respected throughout all programming)*
3. If yes, it is applied throughout your service provision?
4. Are you/your staff aware of data protection standards for SGBV? *(documents are password protected, password shared separately, name of survivor does not appear on e-mail/documents which contains information about SGBV incidents, need to know principle: information is only shared with focal point, only info required for service provision, with prior informed consent of survivor, all documents in locked cabinets)*
5. Are these standards respected by your organization/sector during referrals?
6. What is the general attitude within your organization towards women who are pregnant without being married and facing risks of honor killing?

Provide services in non-judgmental manner/ don’t provide services /judge

1. What is the general attitude within your organization towards intimate partner violence: are there situations where a husband should be considered as having legitimate reason to use violence against his wife?
2. What is the general attitude within your organization towards family violence against LGBTI persons: can family members be considered as having legitimate reason to use violence against their son/daughter if there are gay?

**SGBV coordination**

1. Is an inter-agency SGBV coordination mechanism in place?
2. Is a standalone SGBV strategy in place or strategy integrated in the Protection and Solutions strategy?
3. Do SGBV SOPs exist?
4. If yes, were women and girls consulted during the development of the SOPs?
5. Does the SGBV referral pathway exist?
6. If yes, were women and girls consulted during the development of the referral pathway?
7. Have all or most frontline SGBV staff been trained on safe referrals (incl. SGBV guiding principles and survivor centred approach) in the past two years?
8. Is a protocol in place to guide the safe and ethical collection, storage, analysis and sharing of SGBV data and case information?
9. Which of the following sector/ services are included in the referral pathway?

Health/Mental health and psychosocial support/Legal assistance/Safety and security/Livelihoods/ None of the above/Other

1. Is there a SGBV information management system in place?
2. If yes, what type of information and case management system is in place?
3. Are case management services available for all survivors of SGBV?
4. Is information on response services available to the community?
5. Are there women's friendly spaces in the site?
6. What % of total women persons of concern in the site have access to a dedicated women's friendly space?
7. Is an SGBV safety audit conducted at least once per calendar year in this site?
8. If yes, are the safety audit results shared with sector leads for action?
9. If yes, is a multisectoral review conducted following each safety audit?

**SGBV case management service providers and safe shelter service providers**

1. Do you use a survivor centred attitude scale during recruitment process (or other tools to look at attitudes of applicants towards SGBV survivors)?
2. Are more than 80% of your SGBV case manager female staff?
3. Do you have an internal SoPs in place?
4. Have all or most SGBV case managers been trained on SGBV case management in the past two years?
5. Have all or most SGBV case managers been trained on working with child survivors in the past two years?
6. Are SOPs for management of emergency safe shelter in line with survivor-centred approach?
7. Is emergency accommodation or alternative care available for all SGBV survivors?
8. If yes, does emergency accommodation permit all dependent children to stay?
9. For survivors who are not at imminent risk, are there services who provide an alternative to institutionalization (help to find flat and cash to cover rent)?

**Protection (incl. registration,RSD,RST) and legal service providers**

1. Is free legal assistance available for survivors of SGBV?
2. Is the court and judicial infrastructure within accessible distance?
3. Do domestic legal and policy standards pertaining to SGBV align with international human rights principles and instruments?
4. Do laws include clauses that may limit the willingness or ability of SGBV survivors to report incidents?
5. Do laws include clauses that may limit the willingness or ability of male SGBV survivors specifically to report incidents?
6. Do women have the option to be interviewed by a female interviewer during the registration process at any time?
7. Do women have the option to be interviewed in the presence of a female interpreter?
8. Do women and girls receive individual registration documentation to the same standards as men and boys?
9. Do all registration forms allow for a 'third gender' or 'other' gender?

**Social service providers (PWSN, PWD, community centres)**

1. How could access to SGBV services be enhanced for persons with disabilities?
2. How could access to SGBV services be enhanced for other marginalized groups?
3. How could access to SGBV services be enhanced for non-Syrian refugees?

**Education**

1. What is the reenrolment rate for female learners at secondary level?
2. What is the retention rate for female learners at secondary level?

**CBI service providers**

1. What is the percentage of female cash collectors within families composed of both spouses on cash distribution list?
2. Have women raised concerns over tensions with intimate partner violence for decisions regarding use of cash?
3. What has been done to mitigate risks of intimate partner violence linked to cash? What else should be done?
4. What has been done to mitigate other risks of SGBV? What else should be done?

**Child protection and youth development**

1. Have SGBV safety risks been identified related to child friendly facilities?
2. Are SEA complain mechanism child friendly?
3. Is information related to SGBV services shared in a child friendly manner?
4. Have SGBV safety risks been identified related to youth friendly facilities?

**Health service providers**

1. Do national policies or protocols exist on clinical management of rape?
2. If yes, do national policies or protocols align with international WHO clinical handbook on 'health care for women subjected to intimate partner violence or sexual violence'?
3. If yes, are the protocols actually implemented in health facilities?
4. Are clinical management of rape services available in this site?
5. Does preparedness and contingency planning include Minimum Initial Service Package (MISP)?