

Supporting Document 2: Do's and Don'ts Checklist

Field data collector checklist - Sexual and gender based violence in disaster research

Please carry this checklist in the field to remind yourself of the key points from the training.

Ensure your translator is aware and sensitised on these points.

Tips to remember:

- The difference between survivor and victim: Both terms 'survivor' and 'victim' refer to a person who has experienced gender-based violence. The terms can be used interchangeably, however, **'survivor' is the preferred term since it recognises the agency of the person** who has experienced violence and focuses on individual capacity.
- **Remember to follow the principles of a Survivor centred Approach.** All persons from whom data is collected should follow the 4 guiding principles: Safety, Non-discrimination, Respect and Confidentiality (see definitions at the end)
- The types of GBV we are focusing on are **sexual violence, domestic violence and early / child and forced marriage and trafficking**. Please refer to the definitions in your field manual.
- Remember the root cause of gender-based violence is **gender inequality**. Other factors may increase risk, but are not the cause.
- Introduce the research as one looking at **'Community safety and security in disaster affected areas'**
- Although women and girls are disproportionately impacted by gender-based violence (at least 86% according to global research), **our target respondents are men, women, adolescent girls and adolescent boys**. We want to ensure we engage men and boys in the process but also as key respondents.
- Remember we are focusing on female and male respondents from **disaster affected** households, in disaster affected villages
- Make sure to have a debrief at least once a day with your translator and with the field supervisor to ensure you are following the guiding principles and the key do's and don'ts.
- Translators should be practicing 'active listening' and making the respondents feel comfortable.
- Translators should translate verbatim both the questions and the respondents' answers. They should not be judgemental, they should not ask leading questions and they should not interpret the respondents answers.
- Emotional and physical strength is important for your wellbeing and the wellbeing of the respondent. It can be upsetting to hear people's experiences but it is also important that respondents have the opportunity to speak safely and in accordance with the guidance in the Field Manual. Remember key principles of caring for yourself as well as caring for each other. Take time to rest and switch off from work in the evening. Notice if someone in your team is upset or finding the task difficult.

- If you are concerned at any stage during the data collection, please speak to your field supervisor who can support you.

Do's 😊

- ✓ Be aware of the power dynamics, gender roles and expectations in the community. This may impact how easy it is to find the right female and male respondents and how you should interact with the households.
- ✓ Remember 'Active Listening' – ensure your eye contact, body language and non-verbal cues put the respondent at ease and show that you are interested and fully attentive to their answers and stories
- ✓ Make sure you promote a sense of safety for respondents. This includes managing a conversation when a GBV survivor who may be participating in a FGD is disclosing too much personal information in a public forum. Refer to FGD Guide for more hints.
- ✓ Choose a safe place to conduct the survey. This should be far from the house, without other family members or neighbours close by who might overhear the survey.
- ✓ Always introduce yourself, explain why you are there and the objective of the research. Make sure that the respondent understands and always ask for consent from respondent before starting the interview
- ✓ **Provide key referral information packs to each respondent**
- ✓ Remind your respondent that they can leave or pause the survey at any time
- ✓ Build a rapport with the respondent before starting the survey. This will make them feel more at ease and comfortable answering questions.
- ✓ Remember that you might be speaking with respondents of gender-based violence but you are *not* asking for survivors of gender-based violence to identify themselves
- ✓ You need to understand the questions very well. It is also very important that you are comfortable discussing gender-based violence without judgement. Please ask your field supervisor if you need more information

Points to remember about your ODK device

- ✓ Turn off and charge your ODK device every evening
- ✓ During the day turn **ON** flight mode and GPS and turn **OFF** wifi (only turn on wifi when uploading surveys)
- ✓ Do not download apps to your ODK device, take pictures or use the ODK device as a personal phone
- ✓ Do not put a SIM card in the ODK device
- ✓ GPS/location only works **outside**
- ✓ Use **FINAL** version of the survey form

Do not 😞

- ✗ Do not ask leading questions or give suggestive answers, even if the respondent is not sure what to answer. Do not finish the respondent's answers for them. There will be prompts during the survey to help you.

- ✘ **Do not provide advice** or solutions to respondents, even if they ask. Your role is to collect their responses and provide key information based on the referral handouts.
- ✘ Do not promise anything to the respondent or the community, that you or the Red Cross cannot follow through with. You must say to each respondent and the village leader that you are not there to provide goods or services. Be sure to explain why you are there, the purpose of the survey and what will happen next, based on the information given in the survey.
- ✘ Do not speak about the respondents or discuss their answers in the team, when other people are around, including discussing in the car in front of drivers. This will break confidentiality and potentially put the respondent at risk.
- ✘ If older children are present with their caregiver, care must be taken to not expose them to details in discussions which may be distressing. It is best if adults can be interviewed without older children present.
- ✘ You are strongly discouraged from giving any gifts to children, including sweets, as this may expose them to harm from strangers in the future

Remember the Key Elements of the Survivor-Centred Approach for Promoting Ethical and Safety Standards

- 1) Safety:** The safety and security of the survivor and others, such as her/his children and people who have assisted her/him, must be the number one priority for all actors. Individuals who disclose an incident of gender-based violence or a history of abuse are often at high risk of further violence from the perpetrator(s) or from others around them.
- 2) Confidentiality:** Confidentiality reflects the belief that people have the right to choose to whom they will, or will not, tell their story. Maintaining confidentiality means not disclosing any information at any time to any party without the informed consent of the person concerned. It promotes safety, trust and empowerment. Confidentiality is a key ethical principle associated with medical and social service professions and all kind of research involving human beings. Maintaining confidentiality requires that service providers and researchers protect the gathered information and agree only to share information with the explicit permission from the client or respondent. All written information should be kept in locked files and only nonidentifying information should be written down on case files. Maintaining confidentiality about abuse means to never discuss case details with family or friends, or with colleagues whose knowledge of the abuse is deemed unnecessary. However, there are limits to confidentiality while working with children or clients who express intent to harm themselves or someone else.
- 3) Respect:** The survivor is the primary actor, and the role of helpers is to facilitate recovery and provide resources for problem-solving. All actions taken should be guided by respect for the choices, wishes, rights and dignity of the survivor.
- 4) Non-discrimination:** Survivors of violence should receive equal and fair treatment regardless of their age, gender, race, religion, nationality, ethnicity, sexual orientation or any other characteristic.