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# CHECKLIST FOR PROMOTING ETHICAL CONSIDERATIONS IN MONITORING, EVALUATION, AND LEARNING PROCESSES FOR GENDER-BASED VIOLENCE PROGRAMMING

**Working with survivors of violence and vulnerable communities in Monitoring, Evaluation, and Learning (MEL) processes requires additional attention and risk mitigation to support survivors' safety and needs.** This job aid for Implementing Partners provides a checklist of considerations when drafting Activity Monitoring, Evaluation, Learning Plans (AMELPs), Standard Operating Procedures, and data collection tools to ensure that GBV processes are ethical, survivor-centered, and do-no-harm.



## What is gender-based violence and why is it important to implement safeguards and risk mitigation strategies?

GBV is any harmful threat or act directed at an individual or group based on actual or perceived sex, gender, gender identity or expression, sex characteristics, sexual orientation, and/or lack of adherence to varying socially constructed norms around masculinity and femininity. Survivors of GBV face stigma, potential retaliation, and heightened risk when reporting incidents of GBV.

Data collection during GBV programming poses many risks including compromising the safety of survivors by exposing their identity or causing retraumatization. It is important that USAID staff verify that MEL processes and tools address and account for survivors' diverse intersectional identities and have appropriate safeguarding practices. MEL processes should be guided by [the core principles of GBV programming](#) including but not limited to do-no-harm, survivor-centered, accountable, and led by women's rights organizations and other local groups working on GBV and human rights. (CARE-GBV, 2022b)



Credit: USAID

The following pages outline steps and information to review in AMELPs to build survivor-centered data collection processes.

# CONSIDERATIONS IN REVIEWING IMPLEMENTING PARTNERS' AMELPs



## Planning Phase

### RISK/BENEFIT ASSESSMENT

- ❑ Allocate adequate budgets and human resources to collect indicators, conduct evaluations, and strategically collaborate, learn, and adapt on gender issues.
- ❑ Identify stakeholders and roles and responsibilities for collecting and analyzing gendered data and learnings.
- ❑ Include a schedule of tasks for when and how gender-related data and feedback will be collected, analyzed, reported, and utilized for CLA.
- ❑ Consider if collecting data from direct service providers instead of survivors can provide meaningful information or perspectives.



Consult technical experts on data collection with youth and GBV to review data collection protocols.

### COLLABORATION AND STAKEHOLDER ENGAGEMENT

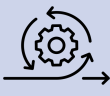
- ❑ Solicit input from GBV technical experts, community experts, and local organizations. This may include early child development, trauma, disability, and LGBTQI+ experts.
- ❑ Engage locally led women's rights organizations working on GBV and human rights.
- ❑ Identify inclusive processes for safe and confidential community feedback, especially from marginalized groups.

### GENDER ANALYSIS INTEGRATION

- ❑ Consult gender analysis findings to understand risks faced by marginalized groups in the geographic area and meaningfully address these risks within the AMELP. Special attention should be paid to the rights of LGBTQI+ populations given high levels of stigma and criminalization.
- ❑ Confirm that primary data does not exist or there is a particular need for the data to be collected as part of the Activity's implementation and in line with global best practices.
- ❑ Identify legal or institutional standards or mandates around required reporting, as well as potential risks to participants.

### RESOURCE IDENTIFICATION

- ❑ Identify qualified enumerators with experience in GBV data collection and that reflect the diversity of participants in the community.
- ❑ Allocate sufficient funds and resources to develop inclusive M&E materials and activities, including developing referral networks and mapping of available GBV service providers.
- ❑ Allocate resources for safeguarding collected data (e.g. locked file cabinets, software to encrypt data).



# Methodology and Design Phase

## DATA COLLECTION TOOLS

- ❑ Review data collection tools for do-no-harm considerations.



If questions lead to respondents sharing personal stories of GBV, train interviewers on safe referral practices and provide information on available services.

- ❑ Develop a clear process for informed consent, including parental consent and age appropriate child assent forms as necessary.
- ❑ Review tools to verify age-appropriate language.
- ❑ Avoid questions about experiences of violence within MEL tools and surveys unless absolutely necessary and in a way that minimizes the risk of re-traumatization or reprisals against the respondent.
- ❑ Rightsize M&E activities to align resources, processes, and method, and data collection needs.
- ❑ Ensure that data collection methodologies, locations, and approaches are accessible for persons with disabilities.

## REFERRAL MECHANISMS

- ❑ Develop GBV referral mechanisms and resources for participants that have been vetted for safety and accessibility.

## STANDARD OPERATING PROCEDURES (SOP)

- ❑ Develop SOP and include safety protocols outlining how to safeguard vulnerable populations.
- ❑ Outline in the SOP how confidentiality and privacy of individuals will be maintained, including in the collection, storage, anonymization, and access of data.



When working with LGBTQI+ populations, individuals should be asked where they feel comfortable to meet, or if they prefer virtual platforms. Photos should not be taken without explicit consent.



When working with youth, adhere to local laws for data storage, ensuring security and confidentiality.

## TRAININGS FOR ENUMERATORS

- ❑ Train enumerators on safe and ethical GBV data collection and guiding principles on working with survivors of violence, including maintaining confidentiality, informed consent, and respecting a survivor's right to disclose and choice to seek care.



## Data Collection Phase

### STAFF SUPPORT AND CARE

- ❑ Support enumerators to reduce likelihood of vicarious trauma, including identifying mental health professional and implementing pauses in data collection.

### DATA COLLECTION PRACTICES

- ❑ Train and hold regular sessions with enumerators on the SOP.
- ❑ Provide enumerators a space to reflect on problems or challenges and course correct.
- ❑ Limit personally identifiable information (PII) in collected data and ensure PII is stored in a secure location accessible only to authorized staff.
- ❑ Require passwords and encryption for electronic information as necessary (Review this [resource](#) on data storage and protection).
- ❑ Conduct checks for quality control and assurance.



## Data Analysis and Publication Phase

### ANALYSIS AND REPORTING

- ❑ Conduct validation sessions with GBV experts and local organizations to analyze and contextualize the collected data.
- ❑ Report on standard gender indicators and outcome level indicators and disaggregate by sex as required, and where possible, age and disability status, and where safe, gender diversity.
- ❑ Include people level indicators and allow for disaggregation by age and disability status, and only when safety can be guaranteed and the data is relevant, disaggregate by LGBTQI+ populations.
- ❑ If data is to be shared with partners not involved in the activity, develop data sharing agreements explicitly stating what the data will be used for.
- ❑ Engage GBV experts in the development of any publications or public communications.
- ❑ Verify that publicly distributed data is non-identifiable and removes any individual level data.

## ADDITIONAL RESOURCES

- [Making Cents: How to Implement a Survivor-Centered Approach in GBV Programming](#)
- [WHO Ethical and Safety Recommendations for Researching, Documenting, and Monitoring Sexual Violence in Emergencies](#)
- [Toolkit for Monitoring and Evaluating GBV Interventions Alongside the Relief to Development Continuum](#)
- [The Inter-agency Minimum Standards for Gender-Based Violence in Emergencies Programming](#)
- [How to Embed Self and Collective Care in Organizations Addressing GBV](#)
- [Safety/Security-Sensitive and Trauma-Informed Stakeholder Consultations with Members of Marginalized Groups](#)
- [Gender-based Violence Research, Monitoring, and Evaluation with Refugee and Conflict-Affected Populations](#)