BEYOND NUMBERS

IMPROVING THE GATHERING OF GENDER-BASED VIOLENCE DATA TO INFORM HUMANITARIAN RESPONSES

UNFPA

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THE KNOWLEDGE SERIES

The UNFPA Knowledge Series products aim to provide all stakeholders in the humanitarian community with simple, effective, and replicable information or approaches that can aid humanitarian responses. These are based on lessons learned from UNFPA operations in the Arab States Region and are meant to serve as practical tools to inform responses or enable actors to adapt successful approaches to suit their contexts.

FOREWORD

One of the core foundations of effective humanitarian response is the ability to exchange knowledge and expertise readily and easily. This is precisely why the UNFPA Arab States Regional Office (ASRO) has embarked on supporting a wealth of products designed to communicate insights and best practices, all of which are being delivered as part of the UNFPA Knowledge Series.

Today, more than any time in the history of this region, the need for innovative and collaborative solutions is urgent. We are therefore pleased to share with humanitarians worldwide this latest addition to our Knowlege Series products, which encapsulates a variety of lessons learned and best practices in the gathering of gender-based violence data to improve humanitarian responses. The information presented in this guide is based on years of experience in the development of *Voices from Syria* — one of the most lauded in-depth analyses of gender-based violence in a humanitarian context, and one that has been hailed as a global best practice. We hope the insights provided will help inform and shape similar initiatives in other contexts around the world and to inspire new, innovative approaches to GBV data analysis.

UNFPA is grateful to all humanitarian actors and partners who have contributed to the development of both *Voices from Syria* as well as this guide. Most of all, we are grateful to the courageous women and girls who have generously offered their time and feedback to help humanitarian actors better understand their challenges and contexts and deliver programmes that directly address them. Our hope is that this continued sharing of experiences will help improve future humanitarian responses in various settings.

Lauy Shabaneh

Luay Shabaneh
UNFPA Regional Director, Arab States
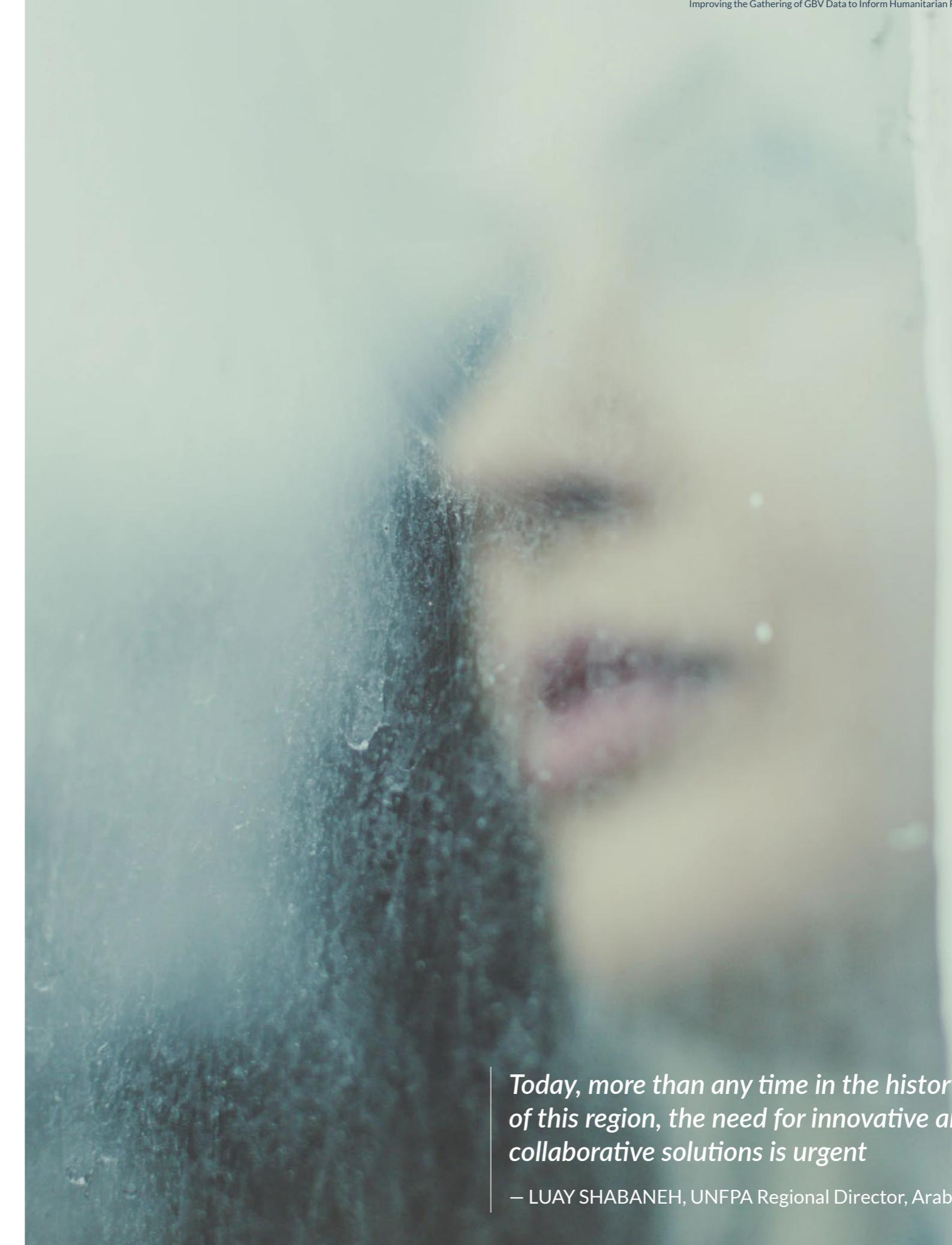
Today, more than any time in the history of this region, the need for innovative and collaborative solutions is urgent

— LUAY SHABANEH, UNFPA Regional Director, Arab States

I. SUMMARY

This Knowledge Series guide provides a roadmap for producing in-depth gender-based violence analyses to inform humanitarian responses.

It is widely acknowledged that prevalence data is *not* necessary for establishing effective gender-based violence responses. As such, this guide aims to inform gender-based violence (GBV) responders, GBV coordinators, and humanitarian actors on how to collect GBV data safely to inform humanitarian responses, especially in contexts where available information on GBV is limited.

The content of this guide is based on the experience of the Whole of Syria GBV Area of Responsibility (AoR) which, over the six years prior to the publication of this guide, has annually produced one of the most positively-reviewed and evaluated in-depth analyses of gender-based violence in a humanitarian context, called *Voices from Syria*.

Produced within the context of the Humanitarian Programme Cycle, the *Voices from Syria* publication offers an essential look into the lives of the women and girls in Syria, serving as a guide to aid agencies in delivering an informed response to gender-based violence nationwide. The publications are primarily based on qualitative research, driven by the understanding that this provides the most nuanced view of gender-based violence within a given community. The reports also include extensive analyses of both qualitative and quantitative data from various sources, and as such, provide a viable blueprint for evidence-based examinations of gender-based violence in challenging contexts.

This guide covers the essential steps taken to gather GBV data - from conducting assessments, analysing data and producing the report. Included in the guide is an in-depth description of the methodology that can be used to collect qualitative data, the reasons for adopting said methodology, and a detailed description of the key role that a publication like *Voices from Syria* can serve in informing programme design and advocacy. Challenges and lessons learned throughout the process have also been shared to help inform any replication of the methodology. Lastly, a section for COVID-19 has been added at the end of the guidance to provide recommendations on how to adapt data collection in light of the various restrictions and considerations brought about by the pandemic.

The guide is for gender-based violence coordinators or specialists who need to gather information on gender-based violence, particularly through the use of qualitative data. The data gathered can be fed into humanitarian needs overviews (HNOs), which in turn can inform the whole humanitarian response, be it protracted or acute.

Most importantly, this guide can help in the development of products that serve to amplify the voices of women and girls and ensure that these voices directly inform the programmes that are designed to serve them.

Despite the pain that I and many like me have been through, I still believe in the possibility of a better world.

— an adolescent girl from Qamishli

II. PURPOSE AND OBJECTIVES

This publication outlines how GBV coordinators or responders can safely gather GBV data in a humanitarian setting (be it onset or protracted) to better inform the overall response. The insights provided in the coming chapters serve to ensure that specialised GBV services are available, that prevention interventions are targeted, and that the risks of GBV are mitigated throughout the response. The data collected also informs donor priorities and leadership advocacy on GBV.

Background

In 2013, UNFPA scaled up operations to respond to the humanitarian crisis in Syria, establishing a regional response hub that allowed for more effective UNFPA representation at the different humanitarian coordination forums. As per its Inter-Agency Standing Committee (IASC) mandate, UNFPA leads GBV coordination mechanisms, including across the Whole of Syria, which encompasses operations managed from Damascus and Turkey (and from Jordan between 2015-2018).

In 2015, when the first Syria Humanitarian Response Plan (HRP) was being developed, little to no information existed on gender-based violence in this context. While it is widely recognised and accepted that GBV is underreported and that prevalence figures are not needed to establish a GBV response, having an analysis that includes information on the types of GBV taking place, the specific demographics it is impacting, and the evolution of trends over time does help ensure a tailored, targeted, and more effective response. Therefore, GBV coordinators developed an assessment framework to safely collect GBV data within the context of the humanitarian programme cycle to inform both the GBV and overall humanitarian response in Syria.

This assessment framework has evolved over time as both capacities as well as the numbers of GBV actors grew, particularly in light of emerging and diverse challenges. The approach has also undergone several revisions to adapt to rolling requirements.

In 2018, an independent evaluation of UNFPA's response to the Syria crisis identified the Whole of Syria[1] GBV coordination (and the use of gender-based violence qualitative data to inform responses) as a global best practice that should be replicated in other countries responding to gender-based violence in humanitarian crises.

Having an in-depth analysis of gender-based violence has proven beneficial when informing the HNO and guiding humanitarian organisations on how to respond. The analysis has also supported increased visibility and funding for gender-based violence programmes while simultaneously providing information that is conducive to results-oriented programming. The in-depth GBV analysis in *Voices from Syria* also demonstrated that qualitative data can (and should) be used as a reliable source of information in humanitarian crises, especially when quantitative data is not available.

The *Voices from Syria* publication has served two key objectives: (i) to inform the development and implementation of the Syria HRP, which humanitarian programmes have used to prevent and respond to gender-based violence across the Whole of Syria; and (ii) to identify the risks of gender-based violence that need to be mitigated throughout the response by all humanitarians. Specifically, gender-based violence and other humanitarian stakeholders have been able to leverage the publication to identify GBV risks faced by target populations within their respective sector/cluster interventions, which has led to improved indicators and actions to address GBV within both the HNO and the HRP.

This, in turn, has led to improved service provision and better-quality and safer programmes.

Ultimately, *Voices from Syria* constitutes a tool to serve humanitarians in making their interventions safer for beneficiaries who are both at risk or survivors of gender-based violence. The GBV analysis has also served as a valuable resource for donors to ensure a thorough understanding of the needs, gaps, and priorities when making funding decisions. Lastly, a GBV analysis report published independently of the HNO can also help highlight the issues surrounding gender-based violence in a way that may not always be possible within a standard HNO.

How to Approach this Guide

This guide has been structured to accurately and intuitively communicate the scope, tools, experiences, and lessons learned throughout the data collection and analysis process. Points worth considering have been provided at the beginning of each section, followed by additional insights on what has worked in the past as well as general recommendations for replication.

With that in mind, GBV actors are nonetheless encouraged to take liberties when adapting the methodology to suit their own contexts. Moreover, quotations by women and girls, such as those that are directly obtained during such analysis, have been provided throughout the document to illustrate the value of and insights gained by implementing effective GBV analyses.

1   In September 2014, UNOCHA operations in Syria, Turkey, and Jordan were brought together into a single response framework, and drafted the 2015 Humanitarian Needs Overview (HNO) and the 2015 Syria Strategic Response Plan (SRP). A united appeal for Syria was launched, and in February 2015, the Whole of Syria (WoS) approach was formalised with the implementation of the 2015 SRP.

"The fact that the GBV issues have been explored, analysis done and coordinated is an assurance that we (donors) are going in the right direction. Voices from Syria provides this sense of comfort, that we (donors) are in a safe area. The fact that this report exists helps us in taking decisions."

— Major Gender-Based Violence Donor

III. METHODOLOGY

This section describes the process by which GBV data can be collected. It offers an in-depth overview of the types of data that can be obtained and the methodology that can be used for data collection. With little or no information on gender-based violence, it is important to identify the contributing factors that increase the risk of violence within a specific context, which in turn allows for a more thorough understanding of the context and of the most effective preventative measures.

Points to consider when collecting data

- If available, data from the Gender-Based Violence Information Management System (GBV IMS) can inform the response. However, it is not recommended to collect quantitative information on GBV incidents through other types of assessments (e.g. multisectoral), as this may further traumatise and/or endanger survivors, their families, and/or the enumerators.

- Do not collect information that could harm survivors or the response. **Example:** Collecting data on perpetrators may put women and girls at significant risk of retaliation.

- In order to guide the process of qualitative data collection, identify clear indicators to ensure a harmonised approach to information collection, especially if data is collected from many different locations and by different actors. The indicators should be chosen based on information and knowledge gaps that need to be filled to best serve the response.

- Consider whether or not to change the indicators over time, based on the benefits and drawbacks outlined in this report.

- Consider being inclusive when designing collection tools and collecting data. Engage the protection cluster and AoR coordinators (such as Child Protection and Mine Action) and, where possible, other sector coordinators. This inclusivity can help ensure all humanitarian actors are invested in the findings and plan on using them in the design of interventions, mitigation of GBV risks, and in advocating for issues related to gender-based violence in humanitarian contexts.

When we experience violence, we don't always ask for help. This is because we're afraid that this will lead to more violence, even by our families and caregivers.

In humanitarian settings, the primary objective of gender-based violence assessments is to understand which types of violence exist, who is most affected, and the factors that increase the risk of violence. It is not the intent to focus on the prevalence of gender-based violence, as this has already been well-documented elsewhere. In fact, obtaining prevalence and/or incidence data on gender-based violence in emergencies is *not* advisable due to a number of considerations, including (i) the methodological and contextual challenges related to undertaking population-based research on gender-based violence in emergency settings (e.g. security concerns for survivors and researchers, lack of available or accessible response services, etc.); and (ii) shifting the focus towards prevalence data takes significant time and resources away from the actual response to a crisis. As such, the majority of information about the nature and scope of gender-based violence in humanitarian contexts can be derived from qualitative research, anecdotal reports, humanitarian monitoring tools, service delivery statistics, and the GBV IMS, if available.

What Has Worked

The type of information collected was based on identified information gaps and organised around indicators. Indicators were selected based on identified information gaps that needed to be bridged in order to better inform the response. These indicators were also selected based on global gender-based violence assessment guidelines, such as the Handbook for Coordinating Gender-Based Violence Interventions, the 2015 IASC GBV Guidelines, and Managing Gender-Based Violence Programmes in Emergencies. Each year, the current context in Syria was taken into consideration.

The following indicators have informed the *Voices from Syria* reports since 2016:

1. Types of gender-based violence in Syria, including changes and new trends (where applicable);
2. Populations most at risk of different gender-based violence types (beyond just women and girls - for example, widows, divorced, displaced, etc.);
3. Availability of specialised services for gender-based violence survivors;
4. Coping mechanisms adopted by women and girls (including negative ones);
5. Movement restrictions imposed upon women and girls; and
6. Risks to women and girls when accessing aid or services.

The Indicator Dilemma

When developing indicators for data collection to be used over time and across multiple assessments, GBV coordinators have two choices: to maintain fixed indicators over the course of these assessments, or to adapt the indicators to changing contexts. There are advantages and disadantages to each approach.

The advantage of using the same indicators across multiple assessments is that trends can be identified over time, allowing actors to respond accordingly, and adequately, in the design and implementation of their gender-based violence programming/intervention.

Like the GBV IMS,[1] if consistent indicators are used, it becomes easier to make a comparison from month-to-month, quarter-to-quarter, and on an annual basis.

Example: When adolescent girls consistently emerged as a subgroup of the population particularly at risk of violence and of facing challenges in accessing services, an Adolescent Girls Strategy was developed specifically to address the needs of this subgroup throughout the Syria response. New indicators supported gender-based violence actors in their efforts to respond in an immediate and specific way, thus improving the overall response.

Conversely, the disadvantage of using the same indicators over time is that they remain fixed on existing information rather than adapting as the context changes. For example, assessments may invariably identify forms of gender-based violence that are typically endemic year after year (intimate partner violence, early/forced marriage, child labour, etc.), making data collection about them superfluous. Instead, investigating new trends or evolution in gender-based violence types from previous assessments may provide greater context.

As explained in greater detail in the following sections, a decision was taken to employ a hybrid approach that explores, within the same indicator, more nuanced information to understand certain issues in greater depth. For example, instead of asking about gender-based violence types over time, the focus has slowly shifted to asking about changes from the previous year and new trends, or where a specific type of gender-based violence might happen more frequently. The development of tools was done in collaboration with multiple sectors, including Protection, Child Protection, and Mine Action. This served to strengthen buy-in with regards to the data, increase the reach of data collection, and ensure that the risks of gender-based violence were mitigated.

1 The GBV IMS was created to harmonise data collection on gender-based violence in humanitarian settings, to provide a simple system for gender-based violence project managers to collect, store, and analyse their data, and to enable the safe and ethical sharing of reported gender-based violence incident data. The intention of the GBV IMS is to both assist service providers to better understand the gender-based violence cases being reported as well as to enable actors to share data internally across project sites and externally with agencies for broader trends analysis and improved gender-based violence coordination. To know more about the GBV IMS, visit http://www.gbvims.com.

QUALITATIVE DATA

Given that qualitative data constitutes the cornerstone of an effective gender-based violence strategy, it is imperative that the approaches taken to secure the data are meticulously identified, planned, and coordinated throughout the process. Taking a proactive approach that anticipates challenges and maps out the process will go a long way toward minimising potential hurdles, resulting in a smoother, safer, and replicable data collection methodology. This section focuses on the different data points and tools for acquiring qualitative data, in addition to the methods used for sampling, training, and data collection and entry.

QUALITATIVE DATA SOURCES AND TOOL DEVELOPMENT

It is important to consider how data and information will be collected. Security issues, remote management, government permissions, and lack of trust between actors are all challenges that may need to be overcome, in addition to restrictions that may exist due to public health emergencies like COVID-19.

What Has Worked

In its approach to qualitative research, the Whole of Syria GBV AoR adopted an array of tools that not only traversed common challenges but also contributed significantly to the GBV analysis. These were:

Community Focus Group Discussions (FGDs): Conducted at the community level with women, adolescent girls, adolescent boys, and men.

Expert FGDs: This includes GBV service providers, GBV programme managers, and GBV coordinators, all using the Delphi method.

Key Informant Interviews (KIIs): Conducted with service providers to obtain a direct perspective.

Secondary Data Sources: If available, these complement the information collected.

COMMUNITY FGDs

Community FGDs allow for information and quotes to be collected directly from the community. The voices of women, men, adolescent girls, and adolescent boys then instantly inform the analysis.

Points to consider when carrying out community FGDs

- Ensure that FGDs are carried out in the local language, separated by age and sex. Hold FGDs exclusively for women, adolescent girls, boys, and men, with 6 to 12 participants per FGD.

- Ensure that the tool is in the local language.

- Ensure that FGDs are conducted by gender-based violence/protection staff.

- Adapt the FGD tools to each group, especially to adolescents.

- Partnering with the Protection cluster and AoRs to carry out the FGDs can increase the number of organisations that can carry out FGDs and can increase interest in the data.

- It is useful to provide training and detailed guidance on how to conduct FGDs (for facilitators and notetakers). Ensure specific considerations for FGDs with adolescents.

- Facilitators and note takers should be of the same sex as the focus group participants.

- Include a glossary of gender-based violence and protection terms in English and the local language to avoid misinterpretation, with a focus on those referenced in the FGD tools.

- Conduct FGDs in locations where participants can be able to freely and safely participate over a period of two to four hours (e.g. Women and Girls Safe Spaces, or community centres).

- Annex II contains a sample FGD Tool that can be used as reference.

What Has Worked

The qualitative tool used for the community FGDs captures the perceptions of women, men, adolescent girls, and adolescent boys at the community level. As the need arose, questions were adapted to capture the specific viewpoints of adolescents and other subgroups in a respectful and safe manner. The FGDs were carried out with other protection actors, and as such the general protection, child protection, and mine action coordinators also contributed to the tool by adding specific questions related to their cluster/sector. This had the added benefit of engaging more organisations in the process and therefore securing more data.

The tool also provides detailed guidance on key stages of the process, including criteria for selecting participants, facilitators, and notetakers, in addition to insights on notetaking, introducing the FGD, and managing expectations.

Specific guidance is also included on interviewing adolescents and obtaining caregiver/parental consent. The first section of the tool captures metadata such as location, age groups, status of participants (IDP, Host Community, etc.), and number of participants, which can be used for geographical or gender/age specific analysis. The remainder of the tool is made up of relevant questions for programming. The questions included are based on the indicators aligned with the HNO/HRP as described earlier, with probing questions that would allow for more detailed information (for example, questions focusing on particular sub-populations at risk of gender-based violence, such as persons with disabilities or adolescent girls). Thus, the questionnaire addresses interpersonal violence, community coping strategies, access to humanitarian assistance (mainly distributions) and services (protection services), explosive hazards, freedom of movement, civil documentation, housing, land and property, unaccompanied and separated children, and changes that adolescents hoped to see (exclusive for adolescent FGDs). Other questions, subject to change based on events during the crisis, reflected the trends or concerns raised by sector/cluster members.

> *We girls (adolescents) cannot move freely. We can go to school, but we cannot move as often as we like, because our parents prevent us. When they see one of us out on our own, people start talking about her as being disrespectful. That's the way of our culture, especially for girls.*
>
> **— an adolescent from Raqqa, Syria**

EXPERT FGDS

Focus groups with gender-based violence experts can help triangulate the information collected through other sources. Experts can be gender-based violence actors or coordinators from international or national organisations involved in gender-based violence programming and interventions. The advantage of having gender-based violence expert focus groups is that

they are able to further verify emerging trends that result from the community FGDs. The effect of having both community and expert FGDs identifying the same trends is that it adds another layer of credibility when advocating to other humanitarian actors and donors.

Points to consider when carrying out expert FGDs

- Consider developing clear criteria for defining "experts" (see Annex III). Consider involving both technical experts as well as experts who are frontline responders and in regular contact with beneficiaries for a richer discussion.

- Use a reputable method to build consensus among experts. The Delphi method can be particularly useful if differences in opinion are expected. However, other methods, such as a traditional FGD, can also be considered.

- Develop the tool in a way that uses expert FGDs to triangulate findings and provide further evidence around main advocacy points. The development of the statements used during the FGD should be done based on the same information points as the community FGDs and can be fine-tuned based on emerging trends provided during sector/cluster monthly meetings.

- Conduct the FGD in the local language or with simultaneous translation. Use two or more note takers to help capture and debrief on the FGD.

- Use an independent facilitator to lead the FGDs, such as OCHA.

- Consider putting resources aside to cover expert FGD expenses (travel, translation, etc.) as needed.

- Annex III provides an example of FGD statements and methodology for the Delphi Method.

What Has Worked

The Delphi method can be used for expert FGDs, as it is a method that is especially well-suited to consensus building. GBV coordinators draft the statements based on the indicators. Technical experts and frontline responders can be involved as experts in the FGDs, to ensure a richer discussion. If consensus building is not a priority, then regular FGDs can also be held.

Expert FGDs can take place in different ways to overcome challenges. FGDs should ideally be held in person, with participants and the facilitator meeting at a single, secure location. Alternatively, if the context calls for it, part of or the entire FGD can be held online, with the facilitator, experts, and participants being at different locations. It is worth noting that some approaches are more costly than others and can therefore have implications on the budget.

Guidance to participants in advance of the expert FGD:

Participants are advised to be specific in their answers and to avoid generalisations. For example: if a participant knows that something happened in a specific location, they should state that and specify how they know it. Nobody is allowed to interrupt and everyone takes a turn speaking.

1. The facilitator reads a statement.

2. Each expert takes a turn to provide a response to the statement, individually (e.g. Expert 1, then Expert 2, and so on, or in the order set out by the facilitator).

3. The facilitator may present follow-up questions that experts are now allowed to ask. Each expert then provides a response to the follow-up questions, individually.

4. The facilitator rephrases original statement based on her/his understanding of responses provided by experts at the end of the round.

5. The expert provides their comments in turn to the revised statement.

6. The facilitator then concludes that round and proceeds to the next statement and continues in this manner until all statements are shared and responded to.

KEY INFORMANT INTERVIEWS (KIIS)

Points to consider for KIIs

- Before deciding to conduct specific gender-based violence KIIs, check the availability and capacity of data collection actors, as well as the added value in terms of new information versus the resource and time investment.

- KIIs can be useful in particular to interview gender-based violence service providers or health service providers.

- Consider using other sectors' information collected through the HNO Multisectoral Needs Assessments (MSNA) as proxy indicators if relevant, but the pros and cons of the information need to be weighed. For example, how was the information collected and was it collected in coordination with protection actors? This will help to determine the level of trust in the results.

> *Some cases of sexual violence occur through the trafficking of wives and sisters. In such cases, men exploit the bodies of female family members in order to generate profits by forcing them to engage in prostitution.*
>
> **— expert from the Turkey Cross-Border Hub, during an expert FGD**

What Has Worked

The WoS GBV AoR did not consistently conduct gender-based violence/protection specific KIIs, but KIIs were part of the HNO MSNA coordinated by OCHA. The development of the KII questions was done in collaboration with OCHA and humanitarian coordinators. Some years, decisions were taken not to add specific gender-based violence questions due to safety issues for both respondents and enumerators, as well as high probability of respondents not answering honestly due to fear of stigma or reprisal.

However, gender-based violence coordinators reviewed and included proxy questions specific to trends identified within the GBV AoR. Thus, in many instances, questions were added to provide a gender perspective where this was absent.

Example: "Which of the following statements best describes the situation of the female public employees in the location (note: this includes civil servants, teachers, nurses, law enforcement, etc.)", with another question referring to male public employees.

The data collected through KIIs and analysed by the different sectors has been used in the framework of *Voices from Syria* as proxy indicators and also triangulated to underline specific concerns of the vulnerable population.

SECONDARY DATA SOURCES

Secondary data sources, if available, can complement the information collected. These can encompass cluster member gender-based violence assessments, safety audits, UN commission of inquiry reports, human rights reports, or even reliable media coverage. They are particularly useful when certain trends or issues are known through other data sources but have not necessarily come up in the FGDs. Secondary sources can be used to bridge that gap.

Points to consider on secondary data sources

- It is important to set a clear criteria for other secondary data sources.

- Ensure the data corresponds to the indicators that need to be answered.

- It is important to code the secondary data in the same way that other qualitative data is coded.

> *My husband divorced me and deprived me of my children. After tolerating beatings, insults, and [the stigma of] divorce, I faced the great violence within my community as well as verbal abuse by family. One relative told me: "I wish you died and did not return to us divorced."*
>
> **— a woman from Eastern Ghouta**

METHODOLOGY

What Has Worked

There may be situations where no secondary sources of information are available or, if present, partners may be hesitant to share them. In such situations, secondary sources can be protected and only used for the analysis. Other reports that can be useful as secondary assessment include reports from the Office of the High Commission for Human Rights (OHCHR), Commissions of Inquiry (if applicable); inter-agency assessment missions, among others. What is important is to streamline the coding and analysis with the other qualitative and quantitative data sources to safeguard the integrity of the analysis.

TRAINING OF PARTNERS

To ensure full understanding, harmonisation, and streamlining of the data collection, it is important to ensure that partners are trained on how to conduct FGDs. This also serves as an opportunity for reviewing the tool and ensuring that the content and safety considerations are understood by all partners conducting FGDs. However, protection organisations should always be used to carrying out FGDs.

Points to consider when training partners

- Train partners on how to conduct FGDs, including safety and ethical considerations for all persons involved (participants, facilitators, notetakers, etc.). It is important to reinforce safety considerations, especially those related to safeguarding the anonymity of participants;
- Ensure facilitators and notetakers understand key gender-based violence and protection concepts;
- Include specific considerations for interviewing adolescents — and get informed consent from caregivers;
- Ensure facilitators are clear on how and where to refer gender-based violence survivors, in case they receive disclosure;
- Remotely train partners if face-to-face is not possible (for instance, due to security or COVID-19 related measures);
- See Annexes for additional guidance on how to conduct FGDs, the FGD tool template, and a list of key protection and gender-based violence terminology).

What Has Worked

Due to access constraints, a remote training package was developed to guide FGDs and, in certain locations, a Training of Trainers (ToT) was organised with managers/supervisors of FGD facilitators based in remote or inaccessible locations. The package included a step-by-step presentation on how to conduct a FGD, the FGD tool template, and a list of definitions of key protection and gender-based violence terminology. Facilitators were trained on both the English and Arabic tools.

Each section of the questionnaire was reviewed to explain how to use it, including guidance on consent (see Annexes) and to allow prospective facilitators and notetakers an opportunity to ask questions. Partners were also given specific guidance on how to conduct a FGD with adolescents. This served as an opportunity to re-emphasise the safety considerations referenced in the FGD tool (anonymity, voluntary participation, clear referral points for gender-based violence disclosure, etc.).

DATA COLLECTION

Data collection should follow all safety and ethical data collection guidelines and be carried out by those with a gender-based violence or — at minimum — a protection background. Data collection should also be informed by global guidelines, such as the World Health Organisations's ethical and safety recommendations for researching, documenting and monitoring sexual violence in emergencies, and should take into consideration all guidelines pertaining to data collection during COVID-19.

Points to consider for data collection in general

- Always ensure safe and ethical collection of qualitative data. When collecting data on gender-based violence (and protection in general), it is best if the actors involved are protection partners.
- Notetakers and facilitators must be of the same sex as the focus group participants, possess a protection background, and have been trained on how to collect gender-based violence data and conduct FGDs.
- Data collection should be carried out within a specific timeframe (unless otherwise specified).
- Create a data management, data collection, data translation, and data entry plan from the start of the process to ensure rolling translation and data entry. This will not only save time but also facilitate the tracking of the process.

What Has Worked

Having only protection partners involved in the data collection was important as it meant that the basic tenants around safety, confidentiality, and referrals were consistent. **For community FGDs,** facilitators and notetakers were of the same sex as the FGD participants and were selected on the basis of previous training in key areas, including protection issues, responding to disclosures during or after the FGD, and guiding principles of respect, confidentiality, non-discrimination, and safety. **For gender-based violence expert FGDs,** experts were invited from different operational locations and in some cases travel had to be arranged. An independent facilitator was used such as OCHA, the global GBV AoR, or a senior UNFPA staff. Simultaneous translation was sometimes used and there were always up to three notetakers. In the first year, the gender-based violence expert FGD was organised over a day, then shortened to five hours in subsequent years. Expert FGDs were also organised remotely or online when in-person

FGDs were not feasible. It proved beneficial to have a debrief session between the facilitator and notetakers to ensure a shared understanding. After the discussions had taken place, the facilitator and notetakers debrief and review the notes to ensure a common understanding.

A tracking system was organised for all FGDs, which proved helpful in managing the large quantities of data that needed to be translated and coded.. The notes from FGDs (both expert and community level) were submitted to a central location that organised the translation and data entry. Focal points were identified in each location where the data collection was taking place and an online filing system (like Google Drive or Dropbox) was organised for each focal point to share the completed FGDs. This system allows for the central hub's focal point to review each FGD in order to ensure that the metadata was accurately compiled, such as location, age groups, status of participants (as IDP, host community, etc.), and number of participants. The review process also serves as an additional measure to ensure anonymity, allowing reviewers to delete names of participants if they were mistakenly written down. Each file was also provided with a code to track (using OCHA P-codes) the location of and participants within the FGD (i.e. women, men, adolescent girls, or adolescent boys).

Example: *HUB NAME_Governorate_Sub-District_SEX_AGE GROUP: TUR_SY070201_C3987_F_18+_English*

TRANSLATION

If translation is needed, a system should be put in place to ensure translations are done on a rolling basis. Each time a FGD was conducted it would be sent to the translator. This is important to ensure that the process of translating does not delay the data entry and analysis. For Whole of Syria, translators were then given access to the folders created and used the same coding system when translated. The FGD — now ready for analysis — were placed in another folder to be entered into the qualitative analysis software.

DATA ENTRY — QUALITATIVE

Points to consider when entering data

- Ensure the availability of a budget for translation (if needed), data entry, and analysis. Do not underestimate the time that is needed for data entry and analysis. It is strongly suggested that consultants are hired for this process.
- Consider purchasing / subscribing to professional qualitative analysis software. Using non-specialised analysis software (such as Word or Excel) can be time consuming and more prone to human error.
- If professional software is used, a coding tree will be needed. This coding tree will help facilitate the analysis and should be done through a similar collaborative effort with the protection cluster and AoRs to ensure relevant information is captured.

- The GBV AoR should consider leading the data entry for all qualitative data. The fewer people involved in data entry, the better, as it ensures consistency in the data entry. This also provides a service to the protection sector / cluster and facilitates the use of qualitative data by other protection actors.
- **Annex V** contains an example of a code tree for qualitative analysis.

What Has Worked

For the *Voices from Syria* series, following data collection in Arabic, the raw data was translated into English and data entry was done using a qualitative software called MAXQDA. The methodology used for entering qualitative data depended on the context in which it was collected and the human and financial resources available. For example, the first analysis of the data (conducted for the 2016 Humanitarian Needs Overview) was entered by gender-based violence, general protection, and child protection coordinators using a spreadsheet template developed in Excel (similar to how data is entered for the 4Ws), and the workload was shared. In subsequent years, a professional analysis application was used and consultants were hired by the GBV sector/cluster to support data entry and analysis for all FGDs.

While the Whole of Syria gender-based violence coordinators chose MAXQDA for professional analysis, there are several other applications that offer similar functionality at various budgets.

A coding tree supported the analysis and was applied to all the FGDs and secondary data sources. Thus, the coding tree, like the questionnaire, was a collaborative effort with protection, child protection, and mine action coordinators. The final coded FGDs were shared with coordinators to allow for independent analyses for their respective Area of Responsibility. Moreover, the coding tree was first based on the overarching themes (indicators), such as violence risk factors and types of violence. Second layers of coding or (sub-codes) represented more detailed information under the overarching theme. For example, under violence risk factors (main code), there were themes such as poverty, overcrowding, and gender/social norms (sub-codes). Coding could also take place along other categorisation systems that are already established, such as the six classifications of gender-based violence in the GBV IMS (if used in the country of operation).

The coding tree enabled those conducting the analysis to assess how many FGDs identified — for example — a specific gender-based violence risk or vulnerable group across geographical locations, thus allowing a trend to emerge. The code tree also allows for multiple layers of analysis as it can easily identify when multiple codes apply to the same sentence. For example:

"As an adolescent girl, I am scared to go to school. So are my parents. Boys always say dirty things to me. This is why girls get married early."

In this example, one can apply codes related to stress/pressure, gender norms/custom, school, sexual harassment, early/forced marriage, adolescent, female, and age (ticking the age group found in the metadata). The community and expert FGD notes

were entered in MAXQDA and also coded based on the same tree. During the coding, quotes provided by participants were linked and categorised in line with the trends identified (gender-based violence risks, coping mechanisms, etc.) and organised in a master spreadsheet to further support the development of the report. In the case of the Whole of Syria GBV AoR, the indicators (points of information) as described earlier, along with key trends identified through the coding system, were used to organise the report and conduct the analysis. Quotes were also used to support the analysis.

SAMPLING

Community FGD Sampling

It is important to make the sampling as robust as possible so that the integrity of the data is unquestionable. However, as in all qualitative research, flexibility and expert judgment will also be needed throughout the process. Any limitations will need to be noted.

Points to consider when undertaking community FGD sampling

- Set a minimum and maximum number of FGDs by geographical location.

- Conduct one FGD per the number of disaggregated groups selected (women, men, adolescent girls, and adolescent boys), with possible further disaggregation of adolescents to address developmental differences between younger and older adolescents (12 versus 17 year-olds). Such a disaggregation ensures that participants feel more comfortable discussing sensitive issues amongst their peers. It is worth noting that increasing the number of FGDs with the same demographic characteristics in one location will not improve the data quality; it will only increase the workload and skew overall findings.

- Develop a sampling criteria that will work within the context being assessed. To the greatest extent possible, community FGDs should be conducted in geographical areas that will provide an adequate snapshot of the country as a whole. As such, if a country is divided by state/district, consider that four FGDs should be conducted in in each district. If further geographical sub-divisions exist, then, where feasible, community FGDs should be based at those levels, depending on access and capacity. Consider using population data, displacement data, and severity scales to make those determinations. A good balance between geographical coverage and quality of data needs to be considered, given that one of the aims of qualitative data is to delve deeper into issues that quantitative data cannot adequately capture. While the sampling criteria should be as robust as possible, the sampling criteria may be limited to where services are or to areas that are accessible.

- If the data is being collected and analysed in unison, it is recommended that the same sampling criteria be used throughout

- If available, GBV Information Management (IM) Officers should be involved in developing a sound sampling criteria.

- As a good practice, each FGD should consist of 6 to 12 participants who constitute a representative sample of the targeted group. Different types of people, professions, and backgrounds within the geographical area should be selected, with the shared characteristic of being impacted by the crisis as an IDP or host community member.

- Annex IV provides an example of a sampling methodology.

What Has Worked

A variety of sampling approaches can be used, which can also depend on the dynamics of the crisis, the type of information available, and the number of partners working on on GBV. With a limited number of partners and limited access, FGDs can be carried out in locations where partners are willing to participate in the exercise. When more robust sampling is possible, criteria such as displacement numbers, population numbers, and severity ranking data can be considered. In the WoS, locations were sampled by:

- Identifying areas with the highest percentage of IDPs in relation to the overall numbers of IDPs;
- Using the protection cluster severity scale to target the locations in the highest severity scales;
- Using the protection monitoring task force severity index which measures protection threats;
- Population size;
- Areas that received the most IDPs in the last 3 - 6 months; and
- Partners' capacity to carry out FGDs.

In each location chosen, protection actors conducted four community FGDs (in some cases, six in which adolescent groups were further disaggregated). The FGDs were disaggregated by sex and age: women, men, adolescent girls (ages 12-14 and 15-17), and adolescent boys (ages 12-14 and 15-17).

Adolescents were divided into two age groups to take into consideration their differential needs at two critical junctures of development. For example, the older bracket of adolescents allowed gender-based violence actors to understand some of the issues faced during early or forced marriage, while the younger cohort allowed actors to see if early or forced marriage (as well as other forms of gender-based violence) were occurring at an earlier age, and why. It also allowed actors to identify the familial and communal factors faced by this younger cohort and which can lead to early or forced marriage,

in addition to further understanding how interventions could be designed to mitigate this violence from occurring. Younger adolescents were also asked about aspirations for the future.

> *The community FGDs were conducted in places such as Women and Girls Safe Spaces (WGSS) and community centres, as these offered locations where participants were free and safe to participate over two to four hours.*

Different types of people, professions, and backgrounds within the geographical area were selected, but with the shared characteristic of being impacted by the crisis as an IDP or host community member. The community FGDs were conducted in places such as Women and Girls Safe Spaces (WGSS) and community centres, as these offered locations where participants were free and safe to participate over two to four hours. Over the years, with notes sometimes ranging from 10 to 70 pages (if they were recorded and transcribed), the number of community FGDs have ranged from 100 to 200 FGDs, .

Limitations of Qualitative Data

- Collection and analysis of qualitative data is time-consuming and labour intensive: conducting the FGDs, translating if necessary, and coding and recoding the data of each FGD can take weeks to months to complete;

- Interpretations of the data is linked to personal experience and technical knowledge of interviewers, facilitators, and notetakers. This influences observations and conclusions, leaving room for possible bias; and

- Results cannot be verified.

In light of the numerous challenges faced by gender-based violence and protection actors when collecting quantitative data, the limitations on qualitative data were considered reasonable. Most importantly, FGDs gave space to participants to share experiences, opinions, and feelings that they otherwise would not within their families and communities. This gave them a clearer sense of agency over how these elements are expressed and then applied in services and interventions that will impact their lives.

METHODOLOGY

QUANTITATIVE DATA

Over the years, **Voices from Syria** *has used quantitative data to corroborate qualitative findings. The quantitative data was mostly taken from the Multi-Sector Needs Assessments (MSNAs), which are often organised by OCHA to inform HNOs. These assessments, largely quantitative, bring together different sectors to capture as much information as possible on the needs to inform the humanitarian responses.*

Points to consider when collecting data

Where possible and available, use qualitative data with quantitative data in order for it to identify linkages or related trends / observations.

- Carefully assess ethical considerations and enumerators' capacity before including gender-based violence questions in the MSNA.

- It is important to carefully consider which GBV-type questions could be included in the MSNA (See GBV AoR IM toolkit for guidance).

- If possible, consider training enumerators on GBV, gender, and protection issues.

- Consider reviewing the overall MSNA tool to ensure that questions related to gender or related to the risks of GBV are mainstreamed in other sectors, including ensuring questions that are disaggregated by age and sex.

- Use the MSNA and other quantitative data collected by other sectors' actors as proxy indicators to corroborate qualitative findings.

- If possible, triangulate qualitative data with trend analysis and GBV IMS data (where available).

What Has Worked

For the Whole of Syria response, the HNO has been informed by MSNAs, which over the years have been conducted through KIIs or household surveys. The Whole of Syria GBV AoR has limited the number of gender-based violence related questions in the MSNA due to the sensitivity of issues being addressed by the sector as well as the limited protection training or expertise of the enumerators.

Throughout the years, it was not always clear if all gender-based violence questions had been asked due to a variety of factors that are difficult to control. For instance, enumerators may have been uncomfortable asking certain questions or broaching certain topics in detail, or they may have posed questions in a manner that discouraged a respondent from answering honestly or providing full disclosure for fear of judgement, harassment, or other forms of social stigma.

Additionally, it was not always possible to match beneficiaries with interviewers of the same sex (that did, however, improve over the years). As an alternative measure, coordinators reviewed the MSNA questionnaire and provided comments on sections of the tool developed by other sectors to ensure gender-based violence risks were mainstreamed within the assessment to the greatest possible extent. When gender-based violence was mainstreamed in assessments produced by other sectors, the GBV AoR was able to use the data collected with the MSNA as proxy indicators to triangulate findings or to underline sector-specific issues.

Limitations of Quantitative Data

- Prevalence data is difficult to collect in acute humanitarian settings and is ultimately not necessary to provide GBV services.

- It is recommended that a risk assessment be conducted prior to collecting quantitative data — particularly of risks to respondents who participate — and the realistic mitigation strategies in a given setting. Only if the potential benefits outweigh the risks and can meet the minimum ethical standards for this type of research should prevalence data be collected.

- If data collection is carried out by non-protection specialists, questions related to gender-based violence become harder and more unsafe to ask within multi-sectoral assessments. The interviewer or respondent may either fail to ask or respond to the necessary questions.

- Quantitative data does not always allow for a nuanced understanding of the issues. For instance, ingrained social norms on certain gender-based violence issues, like sexual harassment and rape, can lead to enumerators not asking the question because they are uncomfortable with the theme or issue, or to ask the question in a way that discourages the respondent from answering honestly due to stigma, or fear of being judged/harassed.

- Same sex interviewers/interviewees are not always used, which may compromise the quality of responses received due to social stigma, discomfort, or lack of understanding.

I heard a story about someone who was always shouting at his mother, who was of old age, and they were always loud. In the end, the only solution he could come up with was to kick her out of the house and so she ended up sleeping in the street, with no one to shelter her.

— an adolescent girl from Rural Damascus

METHODOLOGY

IV. ANALYSIS & REPORT

Not all data is born equal. In all assessments, it is important to consider which information carries more weight in terms of contributing to the analysis and its conclusions. It is important to set clear criteria for the weighting of the data to ensure a solid analysis of the information being obtained and to increase the overall credibility of the research. Meanwhile, how the information is presented to target audiences is also a fundamental aspect of effectively communicating qualitative findings. It is essential to deliver information in a manner that is most beneficial for respondents and to decide on such presentation before finalising the first draft of the report. It is also equally essential to construct the report with a significant amount of quotes to help create a representative, detailed narrative that highlights all viewpoints.

Points to consider when analysing and producing the report

- Consider developing a system that measures the weighting of all available data sources in order to allow for a more nuanced and representative analysis.

- Use expert judgement to conduct the analysis and determine the validity and reliability of data sources, and agree on the relative weight of information before initiating the analysis process. This will help ensure a more consistent and reliable process.

- If the process illustrated in this document has been followed, consider giving more weight to the qualitative data which, as stated earlier, gives much more nuanced information about GBV.

- Ensure that the target audience and the intended purpose of the report are clear. Consider adding a disclaimer about the use of the information contained, underscoring that it is not intended for journalists. This helps guarantee that data is not misinterpreted or misused by the media. It is also important to highlight that the report does not provide data on the prevalence of gender-based violence.

- Presentation matters; Investing in an aesthetically attractive, coherent, and well structured report that is carefully edited will facilitate information sharing and retention.

- For subsequent versions, consider conducting an evaluation with gender-based violence actors, donors, and other sectors/clusters to gather feedback on the format and content of the publication. This helps in the development of future reports.

When we girls are exposed to violence, we cannot respond in kind. All we can do is resort to someone we trust and some girls resort to other methods to reduce violence such as submission and acceptance. Anything to keep the violence at bay.

— an adolescent girl from Aleppo

WEIGHTING OF INFORMATION

As in all rigorous analysis, it is important to consider the data sources and how much weight they should carry.

In the case of GBV, qualitative data has the benefit of providing nuanced information directly for women, men, girls, and boys. While it is often the case that qualitative data does not represent large population groups, it does usually provide more information than quantatitve data. This is especially true in emergency contexts where not all enumerators that may participate in a large data gathering exercise are trained on GBV. It would also be unsafe and/or unethical to include many GBV questions in a large quantitative exercise as it may lead to greater risks for both facilitators and participants. However, it may make sense to give equal weight to qualitative data that comes from FGDs and quantitative data that comes from the GBV IMS.

What Has Worked

For the WoS GBV AoR, qualitative sources have been more heavily weighted than quantitative data, as the former has produced richer, more nuanced, and more reliable information compared to data collected through quantitative means. Specifically, qualitative data allows for more questions (including set questions and follow-up questions) to cover a topic in a more comprehensive way. For example, a quantitative data question could ask:

Do you know of any one that has experienced intimate partner violence in the last 12 months?

Allowing the respondent to answer:

1. *Yes, all the time*
2. *Yes, some of the time*
3. *Yes, one time*
4. *No.*

In this case, both the question and potential answers are limited in scope and fail to address the far-reaching ramifications and nuances of an issue as complex as intimate partner violence, particularly if follow up questions are not possible. MSNA questionnaires often do not leave a lot of room for numerous questions on GBV. Moreover, asking such a direct question would violate established ethical standards when working with persons who are survivors or at risk of gender-based violence.

Important: qualitative data will allow the facilitator to probe and identify the specific nuances of the context, behaviour, or circumstances that led to or triggered the violence, while quantitative data does not.

Across the Whole of Syria AoR and other sectors/clusters, information management officers (IMOs) also received MSNA raw data and reviewed it. For GBV, the IMOs looked at proxy indicators within the MSNA that could be used to support the occurrence of gender-based violence, such as 1) civil documentation, 2) housing, land, property, and 3) kidnapping and abduction. Together with the gender-based violence coordinators from each hub, the IMOs reviewed the qualitative and the MSNA data and determined the validity and reliability of all data sources based on their expert knowledge and field experience.

OVERALL ANALYSIS

Points to consider

- Before the analysis starts, a report outline should be developed. The findings should be analysed based on the indicators but often other types of information emerge, leading naturally to other points of inquiry. These can be triangulated through other sources.

- Depending on the information needs and data collection, analysing the data by region can also be helpful or focusing on specific topics / emerging trends (for example, on a specific type of violence or on groups most at risks of GBV, such as adolescent girls).

- It is useful to analyse the risks of GBV that are identified in other sectors/clusters. This can be a separate section in the report which can support advocacy for increasing GBV risk mitigation actors in other sectors/clusters.

- Avoid irrelevant controversial issues, such as polarising politics or religion, as these could distract from the core message. When these emerge, facilitators should instead shift back the focus to basic human rights.

- Ensure that all the analysis is reviewed and validated by a select group (for example GBV coordinators) to ensure sound analysis. This is particularly important if consultants have been contracted to write the report.

Ensure that all the analysis is reviewed and validated by a select group (for example GBV coordinators) to support and validate the analysis.

What Has Worked

The *Voices from Syria* report did not include any information on perpetrators as such information could not be verified and, in the grand scheme of things, was not the primary intention of the report. For example, facilitators were not trained in investigation, and therefore could not ask follow-up questions when certain FGDs referenced rapes being committed by "armed groups", the "military", or the "government". As the analysis proceeded and the report was developed, it was shared with gender-based violence coordinators in each hub to provide comments at an early stage to ensure the analysis is on track.

REPORT & PUBLICATION

Points to consider

- Present the information in a way that is most useful for the respondents (i.e. by indicators, geographical location, or even by HNO heading). This should be decided before the analysis starts.

- Ensure the report is constructed using a significant amount of quotes to support each conclusion. Quotes should be used as collected in the FGDs to ensure that the voices of women, girls, men, and boys are amplified and communicated accurately. Their statements should inform both the analysis and the HNO.

- It is recommended to be very open about the limitations and strength of the methodology and the data.

- Ensure the report is in the language that is most appropriate for the response. Consider translating the report to the local language for local organisations (and in line with the *Accountability to Affected Populations* report).

- Have a copy editor review the document to avoid typos.

- Produce the publication using a professional, intuitive design, and employ infographics to illustrate the key messages.

- Ensure that the target audience and the intended purpose of the report are clear. Consider adding a disclaimer about the use of the information contained, underscoring that it is not intended for journalists. This helps guarantee that the data is not misinterpreted or misused by the media. It is also important to highlight that the report does not provide data on the prevalence of gender-based violence.

- Include a section on achievements. This is even more relevant in later versions in order to highlight how the data is being used to make a difference.

- Consider developing an accompanying advocacy brief, such as a shorter version of the report (two to four pages) to target donors and policy makers.

- Make sure the report is signed off by senior management staff.

- For subsequent versions, consider conducting an evaluation with gender-based violence actors, donors, and other sectors/clusters to gather feedback on the format and content of the publication. This helps shape future reports.

What Has Worked

The publication was named *Voices from Syria* in order to underscore that it amplifies the voices of Syrian women and girls by capturing their experiences and risks of gender-based violence, the challenges they face in accessing services, and the coping mechanisms they have adopted. The title also encompasses the inherent benefit of qualitative data in that it communicates the very words of those who participated in the focus group discussions, whose voices have been suppressed by the factors and institutions that contribute to their experiences.

> *Ensure that the report is constructed using a significant amount of quotes to support each conclusion. Quotes should be used as collected to ensure that the voices of women, girls, men, and boys are amplified and communicated accurately.*

The content of the *Voices from Syria* publications from 2016-2019 has been structured according to the indicators identified (types of violence, coping mechanisms, access to services, etc.) and by geographical location which, for Syria, is divided by Governorate, District, and Sub-district). This makes it easier for organisations to target their programming. Over time, however, the report has changed, and it now attempts to bring a feminist perspective to the overall analysis.

> *The publication was named* Voices from Syria *in order to underscore that it amplifies the voices of Syrian women and girls by capturing their experiences and risks of gender-based violence, the challenges they face in accessing services, and the coping mechanisms they have adopted.*

The *Voices from Syria* reports have generally included an overall analysis of the gender-based violence landscape in Syria, providing an analysis at the governorate level by indicator. Not only did this provide a bigger picture of the situation but also more details per geographical area, thus allowing for more targeted programming. While more recent versions of *Voices from Syria* have not always included more detailed geographical information, this should nonetheless be the preferred option for the abovementioned reasons.

This format does bear certain challenges. For instance, more data may have been captured in one geographical area than another due to security or other reasons, which in turn means that some geographical sections may be less informative than others.

The report is published in both English and Arabic so that it can be used by all the cluster and sector members involved in the language that is most appropriate, which facilitates the design and implementation of programmes/interventions. *The design of the publication reflects the brand colours and visual identity of the GBV AoR and, given that visual communication is often more effective, has been complemented by infographics to highlight various key messages of the publication.* The publication also includes a section that defines the intended use of the report

and notes that findings in the publication do not represent prevalence data on gender-based violence, which serves as a disclaimer for journalists. Such a disclaimer bears an important message for journalists and limits liability in contexts where such information may be politicised. Journalists, however, are invited to contact UNFPA or the coordination mechanisms for more information, which allows for continued communication on these critical issues in a more controlled and contextualised manner.

> *The publication also includes a section that defines the intended use of the report and notes that findings in the publication do not represent prevalence data on gender-based violence, which serves as a disclaimer for journalists.*

The Advocacy Brief

Consider producing a shorter advocacy brief with key highlights targeting decision makers and the donor community. The advocacy brief should enable gender-based violence actors to share key highlights and recommendations for action with donors, senior management, and humanitarian leadership, providing guidance on gender-based violence funding priorities.

DISSEMINATION

Points to consider when disseminating the report

- Develop a dissemination plan with clear target audiences and a clear timeline. If the HNO is politically sensitive, and the report is meant to complement the HNO, it is best not to release it in advance of the HNO.

- Consider posting it on ReliefWeb or similar platforms, which remain one of the key sources of information for humanitarian actors and for general visibility.

- Organise a donor briefing to communicate key messages.

- Present the report to all coordination mechanisms, such as gender-based violence sub-clusters and inter-sector group meetings with a focus on gender-based violence risks in other sectors, and organise a briefing for humanitarian leadership.

- Consider briefing human rights organisations. While they will not be able to use this information given the lack of data verification, they often find it useful as an additional verification mechanism. The data is also useful for informing the Special Representative Report on Sexual Violence in Conflict.

What Has Worked

The *Voices from Syria* report has been published in line with the HNO timeline and, when possible, has been published on the same day. However, due to delays in publishing the HNO in the past two years, *Voices from Syria* has sometimes been published in draft form before the HNO. Once the HNO is published, *Voices from Syria* is shared with OCHA for circulation and publishing on the agency's website alongside the HNO, in addition to being published on the Whole of Syria GBV AoR pages on ReliefWeb.

> *The* Voices from Syria *report has been published in line with the HNO timeline and, when possible, has been published on the same day.*

The *Voices from Syria* reports were circulated as part of the protection cluster package for the development of HRP projects and were regularly cited in cluster members' HRPs, Humanitarian Funds, and UNFPA project submissions. They were also shared through all the relevant cluster/sector coordination mechanisms in the Whole of Syria and at hub levels. It was presented during gender-based violence sub-cluster meetings, at inter-sector working groups, and at the equivalent of Humanitarian Country Teams. Given that risks of gender-based violence were identified in other sectors, presentations were made to specific sectors and/or the inter-sector group to communicate these findings. Informal meetings were also held with human rights groups who reached out for additional information.

> *Given that risks of gender-based violence were identified in other sectors, presentations were made to specific sectors and/or the inter-sector group to communicate these findings.*

Moreover, in light of the sensitivities surrounding the data, there were no formal launches with media engagements. Rather, specific targeted meetings and specific donor meetings were organised at the Whole of Syria level and in Geneva.

BUDGET

Points to consider when developing the budget

- The costs of the publication will vary greatly depending on the context and the amount of information needed.
- The below activities should be considered:
  - **The time and effort:** If the coordinator or IMO intend to write the analysis, additional time should also be taken into consideration.
  - **One to two consultants** to support the data entry, analysis, and report writing. The time frame for data entry (coding) and analysis is often short, especially if aligned to the HNO. Therefore, consider having external support, even if in-house resources dedicated to this task are available (estimate 30 days, plus staff time). The consultant must have a background in gender-based violence (or protection), and excellent analysis and writing skills **(See Annex IX)**. The analysis is a time intensive process and will require numerous technical reviews, therefore the time and financial commitment should be included in the Terms of Reference and individual work plans of staff.
  - **Translation**: This includes that of FGDs (if they are conducted in a different language than the final report), and the final report itself. Translation can prove to be the largest cost to the project budget.
  - Qualitative coding **software license**.
  - Costs related to **copy editing**.
  - Costs related to **design and production** of the publication.
  - **Printing** and dissemination.

What Has Worked

The greatest cost related to the development of the gender-based violence analysis *Voices from Syria* was translation, as all FGDs were conducted in Arabic. Specifically, the more FGDs conducted, the higher the translation costs. The final report was also translated into Arabic. Over the course of time, it became evident that a consultant was crucial for supporting data entry and analysis.

TIMELINE

Points to consider when establishing the timeline

- From start to finish the process could take up to six months (if aligned to the HPC process) or as little as a few months if the sample size is small and the need for information is immediate. This includes discussions around the indicators, tool development, organising the sampling, data collection, analysis, and report writing.
- In order to save time, and if translation is needed, it may prove beneficial to organise a rolling process for data collection, translation, and analysis.
- If the GBV analysis process is aligned to the humanitarian programme cycle, then a good indication of when to start is before the multi-sectoral needs assessment begins.

What Has Worked

The timeline used for the *Voices from Syria* report is aligned to the HNO. The process generally begins in March and April, which are allocated for the development of the data tools based on the guidelines and recommendations established in the Methodology section of this report. Once finalised, the next stage involves the translation of the tools, the development of training materials, the development of sampling criteria, and the selection of actors conducting the FGDs — all of which take place during May and June.

> *From start to finish the process could take up to six months (if aligned to the HPC process) or as little as a few months if the sample size is small and the need for information is immediate. This includes discussions around the indicators, tool development, organising the sampling, data collection, analysis, and report writing.*

The month of July is dedicated to conducting the community and expert FGDs, which are in turn translated to English. By August, the process of data entry and analysis is initiated. By September, the development of the first draft of the report will have commenced, with a final draft in circulation for approval, translation, and production by October.

> *Consider aligning to the Humanitarian Programme Cycle (HPC) process, although the gender-based violence analysis processes should start before the MSNA.*

TIMELINE ALIGNED TO THE HPC PROCESS

The timeline used for the Voices from Syria report is aligned to the HNO, and as such might experience slight variations every year based on the development trajectory of the HNO.

MARCH / APRIL

Development of the data tools based on the guidelines and recommendations established in the Methodology section.

MAY/ JUNE
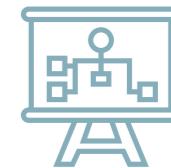
Translation of the tools
Development of training materials
Development of sampling criteria
Expression of Interest and selection of actors conducting FGDs

JULY / AUGUST

Conducting community and expert FGDs
Translation

AUGUST / SEPTEMBER

Translation of FGDs
Data Entry
Data analysis
First draft report

OCTOBER

Several rounds of report review
Final report
Translation
Design and production

ANALYSIS & REPORT

V. IMPACT & CHALLENGES

The publication is a useful and thorough report and covers every question that would come up on gender-based violence and gender in relation to our work on humanitarian responses, especially as there are recommendations that can be used as reference.

— A MAJOR GBV DONOR ON *VOICES FROM SYRIA*

As noted below, the impact of the Voices from Syria publication has been underscored by partners, the donor community, and the humanitarian community. The key benefits derived from the report include:

- *Advancing the approaches and standards of GBV analysis and providing a sustainable, replicable model for other organisations to replicate.*

- *Increased visibility for women and girls, and especially adolescent girls, who are often invisible in humanitarian responses.*

- *Findings from the gender-based violence analysis provide qualitative evidence to humanitarian leadership on the protection situation of women and girls in Syria. This allows for stronger and more informed advocacy for improved gender-based violence and gender mainstreaming, and for positioning gender-based violence as a non-negotiable issue that must be addressed by all humanitarian actors.*

- *The analysis led to a targeted response based on an improved understand of gender based violence tends and risks. Increased gender-based violence risk mitigation measures throughout the response.*

- *It increased buy-in by humanitarian leadership.*

- *It led to additional funding and support by the donor community.*

I've been attending activities at this safe space for years and I would never consider stopping if I had the choice. It has had a positive impact on my life and this can be seen by everyone around me.

— an adolescent girl from Aleppo

The Whole of Syria Approach

Gender-based violence actors in the Whole of Syria AoR have helped to bring more visibility around gender-based violence and the reality of women and girls in Syria. Consequently, using *Voices from Syria* as an advocacy tool with humanitarian actors and donors has led to an improved response on gender-based violence risks and services for survivors. *Voices from Syria* has also supported the humanitarian leadership in advocating gender-based violence as a non-negotiable issue to be addressed by all humanitarian actors in line with the peer-to-peer guidance on gender-based violence. Marking the International Day for the Elimination of Violence Against Women, Panos Moumtzis, the former Regional Humanitarian Coordinator (RHC) for the Syria Crisis, said: *"Gender-based violence continues to undermine the health, dignity, security, and autonomy of its victims in Syria. It's imperative we do more."*

> *Voices from Syria has also supported the humanitarian leadership in advocating gender-based violence as a non-negotiable issue to be addressed by all humanitarian actors in line with the peer-to-peer guidance on gender-based violence.*

Having an in-depth analysis of GBV has informed both donor protection policies and donor funding priorities. One donor has said:

> *The publication is a useful and thorough report and covers every question that would come up for gender-based violence and gender for our work on humanitarian responses.*

Another also described it as:

> *...a useful evidence source, as there is a lack of evidence on gender-based violence issues before the crisis as well as during the crisis. We use Voices from Syria to demonstrate the huge need in Syria on these issues.*

Another donor noted that *"it is complementary, digestible for non-gender-based violence actors and action oriented and is basically hitting the nail on the head."* Lastly, one donor identified the following need: *"decision makers want to see that there is something that is solid, that is a good background, to serve as an attachment to the decisions — something that makes them comfortable to make decisions. Voices from Syria provides this sense of comfort, that we donors are in a safe area. We understand that you are professional experts that have produced a well-structured and articulated document to contribute to decision-making. The fact that it exists helps us in taking decisions".*

Leading the qualitative data collection also provides a service to the protection sector, as it increases the collaboration amongst the protection actors and strengthens the authority of the gender-based violence sector within the response.

Below are some examples of the benefits of having an in-depth and coordinated GBV analysis report.

- Informing the annual WoS gender-based violence framework, which is the more detailed HRP gender-based violence strategy.

- Listen, Engage, and Empower: a strategy to address the needs of adolescent girls in the Whole of Syria was developed as a result of findings from *Voices from Syria* 2017, which highlighted the risks and harmful coping mechanisms to which adolescent girls were exposed, and lack of sexual and reproductive health and gender-based violence services to meet their specific needs.

- The **Whole of Syria Gender-Based Violence Risk Mitigation Strategy**, which emphasises the collective responsibility of humanitarians to address gender-based violence is also a result of the *Voices from Syria* series.

- **Gender-based violence risk mitigation key priorities in eight sectors** were developed at the Whole of Syria level in a consultative manner with sector coordinators.

- Capacity building initiatives, such as the GBV Awareness Raising Toolkit developed by the Turkey Cross-Border GBV sub-cluster, have been a direct result of findings and recommendations made in the *Voices from Syria* series.

An evaluation of the publication, involving gender-based violence actors, donors, and members of other clusters, gathered feedback on the content and format of the publication. Cluster members found that it:

- *Helped design and/or adapt interventions (86% of respondents);*

- *Helped with advocacy on important gender-based violence issues (89%);*

- *Helped inform donors (80%);*

- *Supported donors in informing partners to identify types of violence (100%);*

- *Helped inform partners to identify affected populations (93%);*

- *Helped inform partners to identify coping mechanisms (77%); and*

- *Helped inform partners to identify areas to improve interventions (87%).*

CHALLENGES

Some of the challenges in producing the *Voices from Syria* report are outlined below. These are highlighted to demonstrate how it can also be replicated in a variety of contexts.

Lack of approval: A specific challenge encountered in the development of the gender-based violence analysis process has been the lack of approval to conduct protection assessments in government-controlled areas of Syria. One way around this has been the use of organisational/agency programme monitoring data to complement the information.

Security issues: A number of security issues emerged as challenges, such as active hostilities and bombings that impacted data collection. This was overcome by conducting trainings remotely through digital methods, including video conferences and messaging platforms. In addition, having trained staff on-site who can be in contact with communities, such as national staff who are members of a specific community, can help support field-based capacity building.

Access: As in other crises, access to certain areas is a particular challenge in the Syrian context, and can be specifically defined to gender-based violence actors in certain locations. However, service providers using mobile units do have access. As such, working with such colleagues to collect gender-based violence data can be a possible workaround, while teams that have a gender-based violence focal point to facilitate gender-based violence qualitative research can also provide meaningful support.

Delays in the HPC process: *Voices from Syria* has been aligned to the HNO/HRP timeline. In the last two publications (2019 and 2020), the HNO and HRP were delayed. To overcome this, the timelines of the gender-based violence analysis process were revised. However, a report or presentation highlighting the main findings was shared with cluster members to ensure that the data and information gathered could still serve the overall response.

LESSONS LEARNED

Voices from Syria has evolved since its inception in 2016. Initially, the report was used to understand what types of violence have occurred and to identify gaps in services with the aim of supporting gender-based violence actors, as there were few actors covering a large geographical area. Over time, *Voices from Syria* has grown to formulate an accurate picture of the gender-based violence needs that should be addressed by GBV actors and the humanitarian community at large. The findings have supported programme design and interventions on gender-based violence while identifying affected populations with more nuanced information. *Voices from Syria* now highlights the multi-layered roles that women and girls must occupy within families and communities: mothers, daughters, wives, divorced, widowed, head of household, child labourers, etc.

> *A number of security issues emerged as challenges, such as active hostilities and bombings that impacted data collection. This was overcome by conducting trainings remotely through digital methods, including video conferences and messaging platforms*

The quotes that are captured through the FGDs are now also shared with OCHA so that they can be used within the HNO/HRP under other sectors/clusters that did not directly collaborate on producing *Voices from Syria* (e.g. WASH, Health, Education, etc.).

The intended audience for the report should be made clear. Gender-based violence is a controversial issue and information related to gender-based violence can be extracted and misused to support sensational reporting in the media and/or other political agendas. This risk explains the importance of including a clearly-worded disclaimer at the beginning of the report and when sharing the report with gender-based violence and protection actors, as this helps remind them of the primary purpose and objectives of the report. The findings should also be shared with communities either directly or by taking the findings highlighted to improve programming and interventions in order to adhere to principles of Accountability to Affected Populations.

Consider collecting information throughout the year instead of during a short three- to four-week time period. Such data collection would be richer, more nuanced, and could provide a baseline to shorter assessment periods specific to the HNO/HRP. *Voices from Syria* has been based on the HPC timeline, which is a twelve-month cycle, and data collection takes place during one specific time period during the year that informs the whole year. Other options include considering lighter but more frequent data collection points to produce the gender-based violence analysis and inform the HNO.

> *The intended audience for the report should be made clear. Gender-based violence is a controversial issue and information related to gender-based violence can be extracted and misused to support sensational reporting in the media and/or other political agendas.*

Likewise, it has been proven beneficial to collect feedback from gender-based violence actors and donors on how they used the report and what could be improved. This is important to ensure the continued evolution of the content and format of the report to better suit its audience. In the case of *Voices from Syria*, the feedback collected resulted in innovative solutions, such as including a shorter supplement (advocacy brief), better framing recommendations, reducing the length of the report, working on a new design, among others.

> *There are many children who are [forced into] participating in hostilities, including girls and boys, especially in the current situation. We see many girls. These actions are no longer limited to boys.*
>
> — an adolescent girl from northwestern Syria

IMPACT & CHALLENGES

VI. COVID-19 CONSIDERATIONS

In the unprecedented context created by COVID-19, there is a need to ask additional questions regarding safe data collection on gender-based violence.

> *During COVID, we have seen more cases of intimate partner violence. Our female staff have been exposed to such abuses as they were forced to work from home. The abuse started with emotional abuse and grew into physical violence and spousal rape.*
>
> — a GBV Coordinator during an Expert FGD

LESSONS LEARNED

Since the onset of the COVID-19 pandemic, movement restrictions and forced quarantine measures are exposing women and girls to greater gender-based violence risks, especially intimate partner violence and other types of family violence. They are also reportedly impeding access of gender-based violence survivors to relevant services, significantly impacting their individual safety plans. Schools, community centres, and women and girls safe spaces in many countries had to scale down, affecting the ability of survivors to cope with stressful situations.

> *Since the onset of the COVID-19 pandemic, movement restrictions and forced quarantine measures are exposing women and girls to greater gender-based violence risks, especially intimate partner violence and other types of family violence.*

Globally, gender-based violence actors are bridging the gap by introducing innovative solutions, including remote services (especially case management and individual counselling). However, the discontinuation or altered modalities of certain services that were accessed by women and girls (e.g. recreational and empowerment activities) and the overall precautions and fears linked to COVID-19 measures have made it more difficult for women and girls to disclose incidents and seek gender-based violence services.

In this unprecedented scenario, there is a need to ask ourselves additional questions regarding safe data collection on gender-based violence. As mentioned throughout the document, considerations of ethical standards for data collection, the choice of enumerators with backgrounds in protection, gender-based violence, or child protection, the proper training of enumerators, and adherence to basic principles were all needed even before COVID-19.

> *In this new and unprecedented context, there is a need to ask ourselves additional questions regarding safe data collection on gender-based violence. Before beginning to consider how to gather information, it is fundamental to consider why — what are the reasons and what will be the primary use of the data that is collected.*

While these were carefully followed in the example of the *Voices from Syria* series, they are now even more important, as remote data collection will need to be considered given the limited options for in-person gatherings. Below are a few considerations to keep in mind prior to initiating data collection:

Why do you need to collect this data?

Before beginning to consider how to gather information, it is fundamental to consider why — what are the reasons and what will be the primary use of the data. It is important to measure the value of the information being gathered with the risks to which women and girls may be exposed when engaged in remote surveys, KIIs, etc. Data should be collected only when doing so can be done safely and when it has a clear, demonstrable value. During the COVID-19 pandemic, it is even more important to know what alternative sources of information on gender-based violence are available in order to avoid — as much as possible — the risk of duplicating data collection efforts and information. These include the use of secondary datasets, administrative data, and interviews with community members, frontline workers, and service providers.

> *During the COVID-19 pandemic, it is even more important to know what alternative sources of information on gender-based violence are available in order to avoid the risk of duplicating data collection efforts and information.*

How to collect data?

Given the various restrictions impeding visits to communities, access to women and girls safe spaces, and public gatherings in general, data collection through community FGDs has become far less feasible. There is a need to consider options for remote data collection, which in turn bring with them heightened risks in terms of safety and confidentiality. Below are some considerations on methods and associated risks:

1. **Expert FGDs:** this method could still be used by adapting it to a remote format. During COVID-19, all of the FGD participants and facilitators connected to a shared platform from different locations. As such, the methodology used for expert FGDs could also be replicated and extended to other gender-based violence frontline workers, engaging them more consistently in similar remote FGDs.

2. **Community FGDs:** In cases where women, girls, men, and boys are still reachable at women and girls' safe spaces, community centres, or other locations, gender-based violence actors should consider the possibility of conducting community FGDs with smaller groups (3 or 4 people each), taking into consideration all infection prevention and control measures. Specific guidelines on remote FGDs should be developed and included in the training of facilitators.

3. **Remote, phone-based KIIs:** Gender-based violence actors will have to consider organising remote KIIs with women, men, girls, boys, and key community members. Additional safety and confidentiality measures should be considered (see *What information to collect?*).

4. **Hotlines/Helplines analysis:** Many gender-based violence actors have scaled up remote case management through the establishment of hotlines/helplines. The analysis of types and number of calls received during the COVID-19 could also complement the qualitative analysis collected through other methods.

> *Many gender-based violence actors have scaled up remote case management through the establishment of hotlines/helplines.*

5. **Non-interviewer-facilitated options:** These methodologies may also be used to gather data during a lockdown. Examples of these include computer-assisted online surveys through platforms such as Survey Monkey or mobile instant messaging interviews (MIMIs) using platforms like WhatsApp. It is important to adapt questions and sampling to the necessary survey administration mode. For example, questions administered over the phone could be simplified, particularly with regard to response options, while questions based on internet administration could include additional visual components. New technologies bring opportunities to reach people who are often beyond reach, but they also bring with them a host of ethical issues. For example, the use of commercial platforms to conduct sensitive research on topics like violence is ethically complex and raises ethical questions about the safety and well-being of participants, linkages to care, confidentiality, data protection, and data ownership.

For all these methodologies, online trainings on data collection and related tools could be used if in-person trainings are not a viable option.

The first set of conditions to consider when conducting remote interviews and data collection relate to confidentiality and informed consent.

Ensuring Safety and Confidentiality

1. **The first set of conditions to consider when conducting remote interviews and data collection relate to confidentiality and informed consent**. Instead of conducting the interview ad-hoc whenever a respondent picks up the phone, consider scheduling interviews with respondents based on their availability and the times during which they can be in a quiet, private place. It is worth noting that privacy may be particularly challenging during times of quarantine. As interviewers are less likely to observe the space participants are in, protecting confidentiality may include a discussion to ensure respondents cannot be overheard by anyone.

    As outlined in this UNICEF guide, this includes understanding that "safety means not having toddlers or other children able to overhear a discussion or read texts (older children) – this could place children in a difficult and unsafe situation, for example, if the abusive partner demands that the child disclose what mom was talking or texting about."

2. **Surveys and interviews should have embedded reminders for respondents to maintain privacy during the interview.** Therefore, if possible, the survey/interview protocol should be framed with the assumption that the respondent's partner is sitting next to her. The respondent should never be encouraged to say anything aloud explicitly referencing violence. Enumerators should have prepared scripts to safely explain the survey/interview to anyone who takes the phone from the respondent, and offer several ways to provide referral information (verbally, SMS, etc.).

Women and girls are less likely to have access to communication technology. Even if they are still be reachable, ingrained sexism around technology access may mean they are less likely to have the technical literacy needed to manage their privacy.

3. **Enumerators must also be trained** on what to do if they ever believe a respondent is in danger of immediate harm, and whom to contact if this happens.

4. **Another aspect to take into consideration is the importance of rapport-building during phone conversations, and in texts or email communications for follow-ups or check-ins.** This could include building breaks into the survey/interview, including inspirational messaging, asking participants to take a moment, or reassuring participants that their answers are appreciated and will be important to inform policy.

5. **Finally, women and girls are less likely to have access to communication technology.** Even if they may still be reachable over mobile phones, ingrained sexism around technology access may mean they are less likely to have technical literacy to manage their privacy. This challenge is often compounded by abusers' attempts to limit women's and girls' ability to communicate.

What information to collect?

This document has extensively described the type of information that qualitative surveys should explore. However, because of the unprecedented nature of this pandemic, collecting information after a proper risk analysis offers opportunities to better understand the needs, experiences and strategies women and girls are using to survive, and what organisations can do to prevent and respond to violence. In particular, data collection priorities could include:

- How COVID-19, including mitigation efforts, affects gender-based violence risks, and what resilience measures women and girls are using;

- If, and how, women and girls are able to seek help;

- How COVID-19 has impacted on gender-based violence services and which programming efforts are effective.

VII. ANNEXES

I have always wanted to live in a world where my choices are fully mine. I do not think I will ever know this feeling.

— an adolescent girl from Palmyra, Syria

ANNEX I

EXAMPLE OF GBV HNO ASSESSMENT FRAMEWORK

HNO 2018 –Assessments and Methodologies | Whole of Syria Gender-Based Violence (GBV) Sub-Sector

Overview of GBV Data Sources and Assessments

Assessment	Led By	Level of Data	Tool1	Type of Data	# of Sub-Districts	# of Communities
Multi-sectoral Assessment	OCHA	Community / Neighborhood Level	Questionnaire	Quantitative	272	All communities in Syria (across all hubs)
Syria Hub Protection Sector Assessments	Syria Hub Protection Sector	Community / Neighborhood Level	Structured Group Discussions	Quantitative	TBD	All communities with static centers operated by the Syria Hub protection sector
		Community / Neighborhood Level	Community Sources	Quantitative	TBD	TBD; communities in areas with Syria Hub protection sector reach
		Community / Neighborhood Level	Community Direct Observations by Partners	Quantitative	TBD	TBD; communities in areas with Syria Hub protection sector reach
		Sub-district Level	Expert Group Discussions	Quantitative	All Syria Hub sub-districts	N/A
Community Focus Group Discussions	Protection Sector, GBV-AoR-Lead	Community / Neighborhood Level	FGD Guidance Note	Qualitative	40+	40+
GBV Expert Focus Group Discussions	GBV AoR	N/A	Delphi Method GBV statements drafted by GBV coordinators/IMs	Qualitative	N/A	N/A
Secondary Data Desk Review	GBV AoR	N/A	N/A	Qualitative	N/A	N/A

Analysis of GBV Data

The overall analysis of GBV issues will cover the following themes:

- Different types of GBV
- Availability of specialized services for GBV survivors
- Negative coping mechanisms affecting women and girls
- Movement restrictions for women and girls
- Restricted access to services for women and girls
- Risks to women and girls when accessing aid

However, other themes might emerge in the analysis, depending on the data coming from the qualitative assessments.

Multi-Sector Assessment | OCHA-Led

Timeline, Partners and Sampling

- The assessment was conducted by multiple partners in July and August 2017.
- Partners include: Needs and Population Monitoring (IOM), REACH, DYNAMO (ACU), Syria Relief Network (SRN), and other partners identified by OCHA.
- All communities in Syria were covered by the assessment.
- Data collected from government controlled areas – may or may not be collected or used depending on agreement from Protection Agency Representatives (UNFPA, UNHCR, UNICEF)
- Data Collection
- One, standard data collection tool, agreed by sectors across hubs, was developed to collect sector and cross-cutting inter-sectoral information.
- Inter-sector questions related to population and IDP estimations are not included in the questionnaire.
- An electronic form of the questionnaire was developed on KoBo, a mobile and web based data collection tool, to ensure data quality and reporting consistency. Paper questionnaires are also provided, if necessary.
- Concerted efforts was made to increase female participation.

Output and Analysis

- Output will be one, final community-level dataset that will directly inform the sector severity scales of those sectors which require coverage of key information gaps. Two data sets will be provided to the sectors that opt-in to the multi-sector assessment: one raw dataset and one community-level dataset. The community-level dataset will be cleaned and aggregated, providing one record per community covered by the assessment exercise.
- The analysis of quantitative data will be done by sector, and in the special case of the Protection Sector also by Area of Responsibility (AoR).

Community Focus Group Discussions | Protection Sector, GBV AoR-Led

Sampling Details

- Around 150 FGDs in total (based on lessons learned and available capacity of translation and data entry)
- Selection criteria for sub-districts above:

  1. % of IDPs in sub-district in relation to overall number of IDPs in Syria
  2. Population size of sub-district
  3. Coverage of all governorates was ensured (noting that Quneitra might be added by Amman hub).

4. Each hub reviewed the list of SD and identified capacities of partners, access, feasibility of conducting FGD (another SD could be chosen within the Governorate)

- Four FGDs per sub-district with participants disaggregated by sex and age:

  1. Adolescent girls (age 13-17)
  2. Adolescent boys (age 13-17)
  3. Adult women (age 18 above)
  4. Adult men (age 18 above)

- Each FGD includes between 6 to 10 participants, who constitute a representative sample of the sub-district, i.e. different types of people, professions and backgrounds within the sub-district
- For Syria hub: data were gathered within UNFPA regular assessments-focusing only on GBV

Preparation: Training

- Facilitators were trained on the Arabic tool and glossary during preparation for the roll-out
- ToT training package in Arabic was provided, including tool, annexes and templates (e.g. consent form)

Data Collection: FGD Tool and Modality

- Streamlined Arabic tool across WoS hub for joint analysis
- Annexed protection terminology glossary in English and Arabic
- FGD was based on humanitarian principles of humanity, impartiality, independence and neutrality and on the 'Do No Harm' principle; participants are told that by engaging in the discussion, humanitarian aid would not be delivered in exchange for information
- Participants were given the opportunity to make an informed decision about their potential participation in the focus group discussions and informed consent was obtained by the facilitators
- Privacy of participants and confidentiality of data was ensured
- Particularly effective, and ethical method for research on sensitive topics, such as forms of violence, since participants can choose which questions to answer
- FGDs also allow participants to shift between being active participants and passive observers

Data Collection: Facilitation and Note-taking

- Facilitators and note-takers were of the same sex as the FGD participants
- Facilitators were selected on the basis of having had training on protection issues, on how to respond to disclosures during or after the FGD and on guiding principles of respect, confidentiality, non-discrimination and safety

Raw data, Data entry and Analysis

- Raw data in Arabic was sent by hub focal points to GBV AoR at WoS level for translation
- Data entry was done by WoS GBV (with the support of a consultant with expertise in protection).
  1. Minimum code taxonomy was provided by GBV, general protection, child protection, mine action in advance;
  2. coding will comprise geographical data points as well as age and sex disaggregation, if available
- Analysis will be done by each protection sector (gender-based violence, general protection, child protection, mine action) at WoS level.
- Hub level analysis workshops will be held to discuss inter sectionalities of the information gathered.

GBV Expert Focus Group Discussions (GBV AoR-Led)

Methodology

- The aim of the Expert Focus Group Discussions (FGD) was to agree upon several expert statements on the impact of the crisis with regards to GBV inside Syria. The expert statements complement the data coming from the Community Focus Group Discussions, the quantitative assessments as well any other secondary data sources.
- There was one Expert FGD conducted at Whole of Syria level and Hub level GBV Expert FGDs (Damascus, Homs, Allepo), Turkey (Gaziantep).
- The Delphi Method was used, which is a widely used technique for gathering data from respondents within their domain of expertise. It is a method which is especially well-suited for consensus-building and it has the objective of developing agreed-upon, joint statements of experts on specific issues.
- Facilitator profile: Protection experts, in particular on GBV. He/she is neutral, has an understanding of the Syria Crisis context and previous experience in facilitation of this type of FGD.
- WOS GBV expert FGD: 3-4 participants from each hub (max. 12 in total); participants in this FGD were GBV experts and staff from organisations working on the Syrian crisis, with a good mix between experts from the different hubs, Syrian nationals and international staff.
- The Expert FGD at WoS-level was held in Arabic or English (with simultaneous translation provided).
- Notes were taken in Arabic and English.
- All discussion and information shared is anonymized. Nothing said will be attributed to a person or organisation.
- The raw data of the notes taken in all Experts FGDs as well as the notes of the debrief sessions will be utilised for analysis only. The raw data will not be made public. It will be used and kept for cross-referencing with other data.

Debrief Sessions and Analysis

- Expert FGD at WoS-Level: A first analysis of this Expert FGD was done by the observers, note-takers and facilitators at the end of the day. Hereby, specific findings from the discussion were discussed and noted. This first analysis discussion formed the basis for identifying statements for discussion at the subsequent Expert FGDs at hub-level.
- Expert FGD at Hub-Level: A first analysis of these Expert FGDs was done by the observers, note takers as well as the facilitators at the end of the day. This analysis was shared with the WoS Coordination for triangulation with the findings coming from the Expert FGD at WoS-Level as well as the other hub-level Expert FGDs.
- The raw data of notes taken during all Expert FGDs at WoS and hub levels will be taken into account in the overall analysis of all GBV data received through assessments at WoS level.

Secondary Data Desk Review

- A secondary data (SDR) review will be carried out as a desk study in August and September with the aim of compiling all available 2017 data on GBV inside Syria.
- Data will be limited to include only 2017 data to ensure up-to-date and thus relevant data that informs the analysis.
- Information for the SDR will be gathered by the GBV coordinators of all three WoS hubs as well as the WoS GBV Focal Point.
- Sources of information for the SDR include among others: various sector assessment reports from partners working inside Syria, in particular from the health and protection sectors; UN Inter-Agency Mission Reports of convoys into besieged and hard-to-reach areas; OHCHR reports.
- Data entry to done by WoS GBV HNO consultant and or WoS GBVIM.

Data Analysis Process

Overall analysis and development of the HNO and HNO GBV analysis

- Data entry of all community and expert FGDs and secondary data
- Providing guidance to quantitative data analysis during IMO workshop
- Compilation of qualitative and quantitative data
- Producing top level analysis / headlines from the GBV data points in collaboration / consultation with the Amman, Gaziantep and Damascus hubs
- Producing HNO GBV Analysis – WoS overview and analysis by governorate (as per 2017 HNO GBV analysis format)

HNO IM workshop

Overall objectives:

- Aggregation of all available quantitative datasets, namely:
  1. OCHA multi-sector questionnaire ("common floor");
  2. Damascus hub protection assessments;
  3. Quantitative data pulled out from the data set of the Jordan, Turkey and NES FGDs (very small data-set).
- Analysis of all quantitative data (at community and partly neighbourhood level) and development of graphs for all questions of the Protection Sector common-floor questionnaire.

GBV AoR focus:

- Visualisation of analysis of questions relating to GBV and that are cross-cutting (especially relating to women and girls). The questionnaire with the specific questions to focus on is provided to the GBV IMOs in advance.
- As last year, this analysis will overlap significantly with that of GP and CP; hence the IMOs will divide the data-points and analysis between them during the workshop (as last year).
- End-products of this workshop will be graphs. Any further visualisation (e.g. through maps) can be done at a later point in time, following a first review of the charts by the GBV coordinators.

Timeline

For all timelines, please refer to the shared GBV HPC Calendar.

ANNEX II:

COMMUNITY FGD TOOL

Protection: Focus Group Discussion Tool for Communities

INTRODUCTION

The purpose of this protocol is to guide focus group discussions (FGD) with adolescents and adults in Syria representing both displaced and host communities on protection issues (including gender-based violence (GBV), mine action, child protection, and general protection issues), around safety, security and access to services. Definitions for these terms can be found in the attached glossary. FGDs conducted with adolescents (12-17 years) require a specific set of skills and questions. Only organisations and facilitators with experience working with this age group should conduct FGDs with adolescents. Throughout this tool specific guidance for conducting FGDs with adolescent (12-17 years) is denoted with the symbol.

FGD PREPARATION

Participants:

- Should constitute a reflection of the different groups in the respective community, e.g. different types of people/ professions/ background within the community/ people living with disabilities/ elderly people/ etc. At the same time, the group should be as homogenous as possible with regards to social status of participants, given that this has proved more successful in past FGDs.
- Consider issues of inclusion such as adolescents with disabilities and out-to-school adolescents
- The focus groups should ideally be between 6 to 10 people maximum and last between 45 and 90 minutes.
- The focus groups must be separated between male and female and age (separated FGDs for girls, boys, women and men). If these requirements are not met, the FGD will have to be interpreted separately/differently and weight of findings adjusted accordingly.

Criteria for Selecting the Facilitator:

- While noting the capacity constraints, the facilitator must be experienced in community contacts, awareness and mobilisation and should be trained on protections, which includes child protection and/or GBV issues, and understand the guiding principles of respect, confidentiality, non-discrimination and safety. Considering the type of issues addressed, she/ he should be a person from an agency/ actor with a consolidated presence in the community, with established links, that may inspire confidence.
- The FGD should in principle be conducted in safe and confidential environments to provide the necessary privacy and facilitate the sharing of information on all the topics, including the most sensitive. Community Centres, Child Friendly Spaces, Women and Girls Safe Spaces can provide such an environment.
- The facilitator should be trained (or have an understanding) on how to respond to any disclosures during or after the discussion group. The facilitator should know where to refer, if possible.
- The facilitator should be of the same sex of the FGD participants in order to make them feel as comfortable as possible.
- The facilitator needs to be aware that the FGD is: not a group counselling session, not an awareness session, not a PSS support session, and should communicate this to participants.

Notes on Facilitation:

- Facilitators should strictly follow the FGD guidelines, be familiar with the tool before conducting the interviews and receive appropriate training. They must not provide their opinion, influence the conversation or argue a point with participants, even if they feel that the participant is wrong.

- While guiding the discussion, facilitators should first of all be good listeners. They should ensure that all participants are heard, without pressurising those who prefer not to talk. Facilitators should also ensure that the opinions and views of all participants are respected.

- The facilitator should try to always get a sense of who the participants are talking about (if it is women, men, girls or boys). If you cannot, ask them to clarify e.g. "Just to clarify, are you talking about women?" Or " Are you talking about adolescent widows?" Or "Are you talking about out of schoolboys?"

- The facilitator should also be careful to pay attention to any non-verbal communication, including tone of voice, facial expression (use encouraging nods and smiles) and eye contact.

- It is preferable to arrange participants in a circle for a friendly and interactive setting. Discussion will take place in a safe, comfortable and confidential location.

- The facilitator should try to ensure a relaxing and comfortable environment; controlling his/her voice, body language and choosing the culturally appropriate language.

- All facilitators should be familiar with their organisation's procedures if a participant (adolescent or adult) is identified with specific protection needs. Facilitators should know what services are available and how to make a referral. If it is not immediately possible to link a participant to the needed services, they may be referred to relevant agency who can facilitate this access.

- It is important that the facilitator plans ahead what questions need to be asked and ensures that all questions are safe, necessary, and appropriate to each gender and age group.

Notes on Note-Taking:

- The facilitator should be accompanied by a person – of the same sex of the group - who takes notes during the discussion and also supports the facilitator in compiling the FGD report.

- It will be of importance to write up detailed notes of the discussions, not summaries or interpretations.

- When possible and not causing harm – recording the discussion should be considered, with the consent of participants, as this usually leads to more accurate note-taking.

- Notes should not contain any names of participants. Confidentiality has to be ensured.

Key Tips for Communicating with Adolescents:

- Stop an activity or discussion if an adolescent feels upset.

- Be sensitive to identify when an adolescent might need additional support and attention, and refer this to your adolescent safety focal point, or within your team.

- Be sensitive to the mood and energy of the group. Quick breaks or energizers can be added in between themes, if needed.

Caregiver/Parental Consent:

- It is important to ask caregivers/parents for agreement for their adolescents to participate in the FGDs. This must take place before the FGDs are conducted.

- Parents/caregivers should clearly understand the purpose of the FGDs, voluntary nature of participation and issues around confidentiality.

- Consent may be verbal and signed depending on your context.

FGD IMPLEMENTATION

Introduction for Adult FGDs (above 18 years):

- Welcome participants: Good morning/afternoon. Thank you for taking the time to join us for this discussion today.

- Introduce yourself and your role: My name is _____, and I'm here on behalf of _____ (organisation), working on _____ (field).

- We would like to ask you some questions about protection issues that may affect your community so that we can better understand your needs and concerns. The information resulting from this exercise will help inform the protection programs and interventions that are being implemented in your communities.

- Explain purpose: We are conducting a series of discussions to learn from each other about safety and security concerns and/or different types of violence and other protection issues possibly affecting women, girls, men and boys experience in this community. The aim of this discussion is also to assess the accessibility of services and potential difficulties faced by the community in accessing them. Proposal of solutions by participants is encouraged, including what the community could do itself and where support will be needed. This discussion is not a group counseling session, not an awareness session and not a PSS support session, but only serves the purpose of assessing the situation and needs in this community.

- Explain confidentiality: 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. Participation in the discussion is completely voluntary and you do not have to answer any questions that you do not want to answer. You may leave the discussion at any time or ask for a short break

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

- We will not be writing your names down or use them in any way after this discussion. 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 and by whom.

- This is my colleague _____. She/he is taking notes to make sure that we do not miss what you have to say. Is this acceptable to you? Yes or No (If a participants replies with "no", he/she should leave the discussion at this point. The facilitator is responsible for following up on this.)

- While we hope that the whole group can stay for the entire discussion, participants can also choose not to respond or leave at any time if they are not comfortable with the questions asked.

- Do you have any questions before we begin?

Introduction for Adolescent FGDs (under 18 years)

Welcome participants: Good morning/afternoon. Thank you for taking the time to join us for this discussion today.
Introduce yourself and your role: My name is _____, and I'm here on behalf of _____ (organisation), working on _____ (field)

Explain purpose:

We are here today to discuss the needs and perspectives of adolescent girls and boys on safety issues in your community so we can better understand your needs and concerns. The information resulting from this exercise will help inform the protection programs and interventions that are being implemented in your communities. We are also conducting similar discussions with women and men in the community. The questions we are going to be asking you today are about the way that you live every day. We have nothing to offer other than listening; there will be no other direct benefits related to this time we spend together today.

Explain Ground Rules

- Your participation is voluntary
- No one is obliged to respond to any questions if she or he does not wish
- You can leave the discussion at any time or ask for a short break
- If sharing examples or personal experiences, please do not use any names (for example, say "someone I know" not "my sister" or "my neighbour's daughter")
- There is no right or wrong answer
- Everyone's opinion is important
- Be respectful when others speak

Explain Confidentiality and Ask Permission to Record Information

- 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 will not be writing your names down or use them in any way after this discussion.
- We ask that you keep everything confidential, too. Please do not tell others what was said today.
- This is my colleague. She/he is taking notes to make sure that we do not miss what you have to say. Is this ok with you OK with you? Yes or No (If a participants replies with "no", he/she should leave the discussion at this point. The facilitator is responsible for following up on this.)
- Check if participants understands the purpose, ground rules and confidentiality. Ask if there are any other questions.

General Information Guidance:

- Fully complete this section after you receive permission from participants to take notes.
- Every section below needs to be filled for the FGD data to be used in analysis.

Date (day / month / year):

_____

Governorate:

_____

_____

Sub-district:

_____

_____

Community:

_____

_____

Neighbourhood (if relevant):

_____

Age of Participants (select all that apply)

- ☐ Girls 12-14 years
- ☐ Girls 15-17 years
- ☐ Boys 12-14 years
- ☐ Boys 15-17 years
- ☐ Women 18 +
- ☐ Men 18 +

Status of Participants (select all that apply)

- ☐ IDPs
- ☐ Residents / host community
- ☐ Returnees

Number of FGD participants:

_____
_____
_____
_____

Concerns about (Interpersonal) Violence
Remind participants that for the purposes of this FGD children are considered under 18 years

1. Desired Information:
The aim of this section is to obtain a better understanding of the different types of interpersonal violence that exist in the community, how different groups of people are affected and where the violence occurs.

Guiding Questions:
What are the different types of violence that women, men, girls and boys, experience in your community? Has this changed from last year? Do you feel more unsafe then before? Have you become "used to" the violence?

Probing questions if these issues have not addressed in the answer (please always ask for specificities when answers are general like 'people', children' 'them'.
a. Always ask WHO this applies to: girls, boys, women and men.
   a. Is it different for those with disabilities? Mental, Physical? How?
   b. Is it different for different ethnic groups? How?
   c. Is it different for Older persons? How?
   d. Is it different for Adolescents? How?
   e. Divorced women? Widows? How?

b. Probe for locations. Ask participants to be specific about WHERE the violence occurs (prompt home, public spaces, work place), and about areas in the community where people do not feel safe.
   a. Probe for in the home: Do you see violence at home? Why? Who is affected?
   b. Probe for Violence/exploitation related to the work place: –Who is affected? Has this changed?
   c. At school: Do you see violence at school here? Has it changed? Why? Who is affected?
   d. Violence in Detention: Please explain/define detention using the glossary attached. What happens to women, girls, men and boys who have been detained? Does one group experience this type of violence more than others? What happens to men and boys when they return home after being in detention? happens to women and girls when they return home after being in detention?

Are there things that increase the risk of violence for women, men, girls and boys in this community? (prompts: overcrowded shelters, lack of lighting, living with unrelated people, distribution points)

Adolescents (12-17 years)
Remind participants that for the purposes of this FGD children are considered under 18 years

What type of violence do women, men, girls and boys face in your community? (Probing questions)
Do you think there are differences in the types of violence faced by different groups in your community (prompts: girls/boys; men/women; IDPs; people with physical disabilities; people with mental disabilities; older persons; divorcees and widows, particular ethnic group members?)
Are there specific places that violence happens for girls/boys/women/men in this community? (prompt home, public spaces, school)
Are there things that increase the risk of violence for girls and boys in this community? (prompts: overcrowded shelters, lack of lightening, living with unrelated people, distribution points)
What do you think are things that help to prevent violence against children? Are there things that humanitarian organisations can do to support these measures? How can the family support? the community? Do you think adolescents can play a direct role in the prevention of violence against children? If yes, how? If no, why not?

Do they participate in GBV prevention programs/activities? If yes, what do they like about these activities? If no, what needs to be done to have them participate?
Do they participate in Child Protection programs/activities? If yes, what do they like about these activities? If no, what needs to be done to have them participate?

Interpersonal Violence – record of the Discussion:

Community coping strategies related to violence
Remind participants that for the purposes of this FDG children are considered under 18 years

2. Desired Information:
The aim of this question is to gain a better understanding of the coping and prevention strategies when faced with different kinds of interpersonal violence on community-level.

Guiding Questions:
What do men, women, girls, boys do when different types of violence happen? And how do they minimize this violence? (Referring to types of violence mentioned under section 1)

Probing/ guiding questions if these issues have not been addressed in the answer (please always ask for specificities when answers are general like 'people', children' 'them'. Always ask who this applies to: girls, boys, women and men.
Is it different for those with disabilities? Mental, Physical? How
Is it different for different ethnic groups? How?
Is it different for Older persons? How?
Is it different for Adolescent girls, boys? How?
Divorced women? Widows? How?

Are judicial/redress mechanisms used? Yes, No, why? (probe barriers) When women and girls attempt to use these mechanisms, what are the consequences of doing so? Ask participants to be specific in the type of structures they refer to (Women and girl safe spaces, community centres etc.)

Adolescents (12-17 years)
Remind participants that for the purposes of this FDG children are considered under 18 years

What do men, women, girls, boys do when different types of violence happen? And how do they minimize this violence? (Referring to types of violence mentioned under section 1)

Probing/ guiding questions if these issues have not been addressed in the answer (please always ask for specificities when answers are general like 'people', children' 'them'. Always ask who this applies to: girls, boys, women and men.
How might a girl seek help? (e.g. medical, legal, psychosocial and/or to prevent further violence).
How might a boy seek help? (e.g. medical, legal, psychosocial and/or to prevent further violence). Is it different for those with disabilities? Mental, Physical? How?
Is it different for different ethnic groups? How?
Is it different for Older persons? How?
Divorced women? Widows? How?

2) Coping strategies - record of the Discussion:

Access to Humanitarian Assistance (distributions) and services (protection services)
Remind participants that for the purposes of this FGD children are considered under 18 years

3.	Desired Information: The aim of this section is to gather information on: how humanitarian distributions are channeled and to whom effects of humanitarian distributions on different groups, especially women and girls, but also the elderly persons and persons with disabilities; how humanitarian distributions affect safety, particularly of female beneficiaries; assess to protection services and potential barriers.	Guiding Questions: What protection services are present in the community? (ex. Community Centers, Child Friendly Spaces, Women and Girls Safe Spaces, Psychosocial support, civil documentation, legal assistance, etc.). Probing questions Do some groups in the community have challenges in accessing these services? If so, which groups? (persons with physical disabilities, people with mental disabilities, older persons, certain groups in the society such as divorced and widowed women and girls etc.) What needs to be done to better support the elderly, PwDs, ethnic group members, widowed and divorced women and girls? What protection services are not present and would be needed in the community? Are there any safety concerns relating to access to services (by type of service)? If yes, explain. Guiding Question Does your community receive any humanitarian assistance including distributions? (WASH, health, food, NFIs). Do barriers exist in accessing humanitarian assistance including distributions (WASH, Health, food, NFIs) ? If yes, explain how and for whom? Are there any safety concerns relating to distributions? If yes, explain how and for whom Was the assistance given for free? If not, what was asked for in exchange (e.g. money, sexual favors, etc.), and by whom? Are PwDs, widowed and divorced women and girls, older persons more vulnerable to this abuse? Why do you think that? What needs to be done to better support the elderly, PwDs, ethnic group members, widowed and divorced women and girls? Probing question if not mentioned. Always ask:: Is it different for those with disabilities? Mental, Physical? How? Is it different for different ethnic groups? How? Is it different for Older persons? How? Is it different for Adolescents? How? Divorced women? Widows? How?

Adolescents (12-17 years)
Remind participants that for the purposes of this FGD children are considered under 18 years

Access to protection services
What protection services are present in the community? (ex. Community Centers, Child Friendly Spaces, Women and Girls Safe Spaces, Psychosocial support, civil documentation, legal assistance, etc.).

Probing questions
Do some groups in the community have challenges in accessing these services? If so, which groups? (persons with physical disabilities, people with mental disabilities, older persons, certain groups in the society such as divorced and widowed women and girls etc.)
What needs to be done to better support the elderly, PwDs, ethnic group members, widowed and divorced women and girls?
What protection services are not present and would be needed in the community?
Are there any safety concerns relating to access to services (by type of service)? If yes, explain.

Humanitarian Assistance and Distributions
Does your community receive any humanitarian assistance including distributions? (WASH, health, food, NFIs).

Do barriers exist in accessing humanitarian assistance including distributions (WASH, Health, food, NFIs) ? If yes, explain how and for whom?
Are there any safety concerns relating to distributions? If yes, explain how and for whom
Was the assistance given for free? If not, what was asked for in exchange (e.g. money, etc.), and by whom?
 Are PwDs, widowed and divorced women and girls, older persons more vulnerable to this abuse? Why do you think that?
What needs to be done to better support the elderly, PwDs, ethnic group members, widowed and divorced women and girls?
Probing question if not mentioned. Always ask::
Is it different for those with disabilities? Mental, Physical? How?
Is it different for different ethnic groups? How?
Is it different for Older persons? How?
Is it different for Adolescents? How?
Divorced women? Widows? How?

3) Humanitarian assistance - record of the Discussion:

4. Durable Solutions
Remind participants that for the purposes of this FGD children are considered under 18 years

4	Desired Information: What are women's and men's long term plans for themselves, and their family within the particular IDP community? What are the obstacles/ challenges they foresee in relation to obtaining their long term plans What obstacles do women face in returning to their homes, relocate to a new place to end their displacement or settle in their current locations Are women able to have a say within their family/household on when decisions are taken on pursuing any of these options (return, relocation, local integration)	Guiding Questions: What role does each family member have in discussing long terms plans for the family? For IDPS, this also includes options to related to their displacement. Does the whole family discuss and decide together their long -term plans? For IDPS, do they discuss whether they want to return, move to a new location or stay in current location? Do women take part in the discussion on long-term plans? Do women play a strong role in making decisions? Are the opinions of women and children strongly considered by other members of the family? Guiding Question Probing question if not mentioned. Always ask:: Is it different for those with disabilities? Mental, Physical? How? Is it different for different ethnic groups? How? Is it different for Older persons? How? Is it different for Adolescents? How? Divorced women? Widows? How?

4) Durable Solutions -Record of the Discussion:

5. Explosive Hazards
Remind participants that for the purposes of this FGD children are considered under 18 years

5	Desired Information: Identify the scale and scope of explosive hazards in the community and how different groups are impacted. Definition: Explosive hazards refer to any explosive device that have failed to explode or were left behind after hostilities have ended. It can have different sizes and shapes and range from unexploded bombs, mortars, rockets, booby traps, improvised explosives, landmines, cluster munitions and small arms ammunitions.	Guiding Questions: Are there explosive hazards within your community? If so, how does it affects your community? (Probing questions) What type of land or infrastructure is impacted by explosives? (e.g. residential buildings, schools, hospitals, roads, public buildings, farming lands) How do explosive hazards impact different groups (including men, women, boys and girls, those with disabilities, mental, physical?). Ask if any of the community have been killed or injured by explosive hazards and if they know the causes of the incident.

Adolescents (12-17 years)
Remind participants that for the purposes of this FG children are considered under 18 years

		Are there explosive hazards within your community? If so, how does it affects your community? Is any group of people more affected than others? What land or infrastructure is impacted? How do explosive hazards impact different groups (including men, women, boys and girls, those with disabilities, mental, physical?) Has anyone in the community been killed or injured?

5.Explosive Hazards - Record of the Discussion:

Freedom of Movement
Remind participants that for the purposes of this FDG children are considered under 18 years

6.	Desired Information: This section aims at obtaining an impression of how much people are restricted in terms of movement in the community and provide explanations for those restrictions and the consequences in the daily lives in case freedom of movement is restricted.	Guiding Questions: Are people able to move freely within the community? What about across communities and to neighboring villages or towns? Who does this apply to and why? Probing questions if these issues have not been addressed in the answer (please always ask for specificities when answers are general like 'people', children' 'them'. Always ask who this applies to: girls, boys, women and men. Is it different for those with disabilities? Mental, Physical? How? Is it different for different ethnic groups? Which? How? Is it different for older persons? How? Is it different for Adolescent girls or boys? How? Divorced women? Widows? How? Others? Probe about change: Has this movement restriction always been like this for these groups? Has it worsened from last year to this year? Why? Ask what the affected groups / people do to manage these restrictions (coping mechanisms) ? Ask about the consequences the main consequences of movement restrictions in their daily lives

Adolescents (12-14 years; 15-17 years)
Remind participants that for the purposes of this FG children are considered under 18 years

		We are now going to talk about movement within/across communities Are people able to move freely within the community? To other communities or neighboring villages or towns? If no, why? Has this movement restriction always been like this for these groups? Has it worsened from last year to this year? Why? What are the coping mechanisms for movement restriction? Are there differences between men, women, boys and girls? What groups are particularly at risk of movement restrictions? Why? What are the consequences of movement restrictions for women, girls, men and boys? What needs to be done in order to improve the freedom of movement of adolescent girls and other identified vulnerable groups?

6)Freedom of Movement - Record of the Discussion:

Civil Documentation
Remind participants that for the purposes of this FG children are considered under 18 years

7	Desired information: Assess potential challenges to obtain or renew civil documentation in the community and the impact on different groups.	Guiding Questions: What are the specific challenges to obtain or replace official GoS issued documentation for people in your community? (e.g. loss, destruction, not possession at any time, confiscation, and lack of Civil Office registrars) Probing questions if these issues have not been addressed in the answer. Please always ask for specificities when answers are general like 'people', children' 'them'. Always ask who this applies to: girls, boys, women and men. Is it different for those with disabilities? Mental, Physical? How? Is it different for different ethnic groups? Which? How? Is it different for Older persons? How? Is it different for Adolescents? How? Divorced women? Widows? How? Others Probe the consequences/impact of not having official documents for men, boys, women and girls? Is this worse than last year? If yes, why? Do you know of anyone who has been denied access to services or distribution due to lack of official civil documentation? If YES, what happens to community members that do not have official documentation? Do you know of anyone who has ever obtained non-official civil documentation (not issued by GoS)? If yes, for what purpose? Are there concerns around obtaining non GoS issued documentation?

	Adolescents (12-7 years)	**This theme is not prioritise in FGDs with adolescents**

7)Civil documentation Record of the Discussion:

8. Housing, Land and Property
Remind participants that for the purposes of this FG children are considered under 18 years

8.	Desired information: Assess potential challenges regarding housing, land and property issues.	Guiding question What are the most common issues/problems/challenges related to land and property in your community? How are different groups affected? Probing questions: issues might include destruction/damage to property; disputed ownership, lack of documentation, unclear/changing rules, rental disputes etc. Is it different for those with disabilities? Mental, Physical? How? Is it different for different ethnic groups? Which? How? Is it different for Older persons? How? Is it different for Adolescents? How? Divorced women? Widows? How? Others What are the specific challenges faced by women, PwDs, widowed and divorced women and girls in finding and keeping housing? Negotiating leases and rent? If there are Housing, Land and Property disputes, how do women and widowed and divorced girls normally solve those? What are the consequences for these groups when they try to fight for their rights?

Adolescents (12-17 years)	This theme is not prioritise in FGDs with adolescents

8. Housing, Land and Property - Record of the discussion

9. Unaccompanied and Separated Children
Remind participants that for the purposes of this FG children are considered under 18 years

9.Desired Information: The aim of this section is to gather information on: Patterns of separation from their parents or usual caregivers. Types of care arrangements for separated and unaccompanied children. Mechanisms in the community to respond to family separation, including reuniting children with their caregivers	Guiding Questions: This is the last question for today. We are now going to talk about children who are not living with their parents / mother nor father) or usual caregivers (any adult person who was taking care of the child before the crisis/displacement and responsible for them), or living on their own. Explain to participants that in this section we thinking about children that are not living with either their mother or father. In your community, what are the risks for children that are not living with their usual caregivers? Are there differences between boys and girls? (Probing questions) (please always ask for specificities when answers are general'. Always ask who this applies to: girls or boys.. What are the most common reasons these children are not living with their usual caregivers (death/detention of a family member, abandonment, displacement)? Are the reasons different for girls and boys? Who is taking care of these children in your community? What type of services are available for them? What needs to be done to support child head of households by community members? What can be done to prevent and respond to children being separated from their usual caregivers?

Adolescents (12-17 years)
Remind participants that for the purposes of this FGD children are considered under 18 years

	In this question we are going to ask about children who are not living with their parents or usual caregivers (any adult person who was taking care of the child before the crisis/displacement and responsible for them). Explain to participants that in this section we are thinking about children that are not living with either their mother nor their father. Do you know any children (under 18) who are not living with their parents or usual caregivers? (Probing questions) Who are they living with? (if they mention their mother or father, explain to participants that in this section we are thinking about children that are not living with either their mother or father) How are these children considered in the community? What is life like for these children? Are there any places girls and boys (under 18) who are not living with their parents or usual caregivers can go to get support and help? What services do they provide? What needs to be done to support child head of households by community members?

9)Record of the discussion - Unaccompanied and Separated Children

10. Change (Adolescents Only)

Adolescents ONLY (12-17 years)

	These are our final questions for today: If you could change one thing for boys and girls (under 18) in this community, what would it be? How could it be changed? What role do you see yourself playing in making change in the community?

10) Record of the discussion - Change

Closing the Group

- Thank the participants for their time and their contributions.

- Remind the participants that the purpose of the activity is to understand concerns and needs of women, girls, boys and men in this community

- Again, explain to the participants that you may be conducting this activity with other groups in the community..

- Remind participants to their agreement to confidentiality. Remind participants not to share information with others in the community.

- Ask participants if they have questions.

- If anyone wishes to speak in private, respond that you (facilitator and note-taker) will be available after the meeting.

ANNEX III

EXPERT FGD METHODOLOGY, EXAMPLE OF STATEMENTS AND GUIDANCE FOR FACILIATORS AND NOTE TAKERS

a. Guidance for Expert Focus Group Discussions to inform the Humanitarian Needs Overview

Objective

The aim of the Expert Focus Group Discussions (FGD) is to agree upon several expert statements on the impact of the crisis with regards to gender-based violence (GBV) inside {country/region}. The expert statements complement the data coming from the qualitative community Focus Group Discussions, {add any other sources such as secondary data sources}. There will be one Expert FGD conducted {locations etc} and {xxx}. The data will provide a base line for the HNO and the HRP for 20XX as well as for future GBV programmes in {country}

 GBV indicators for the HNO (list the indicators that you are tracking – examples are listed below)

1. % of assessed communities with reports of different types of GBV (segregated by type of violence)

2. % of assessed communities where specialise services for GBV survivors are available

3. % of assessed communities with reports of negative coping mechanisms affecting women and girls

4. % of assessed communities with reports of movement restrictions for women and girls

5. % of assessed communities with reports of restricted access to services for women and girls

6. % of assessed communities with reports of risks to women and girls when accessing aid (important but not necessarily priority – as I know not all hubs could have this answered questions)

Methodology

The expert FGDs will use the Delphi Method which is a widely used technique for gathering data from respondents within their domain of expertise. It is a method which is especially well-suited for consensus-building and it has the objective of developing agreed-upon, joint statements of experts on specific issues.

What the process looks like:

Round 1: Expert participants of the FGD hear a list of "GBV issues in {country}" and are asked to rank-order issues in order to establish preliminary priorities among them. Facilitators then select the 5 most pressing issues identified by the experts. (This round is not obligatory and you may want to go directly into the statements that have already been identified by the coordinators)

Round 2: Facilitator initiates discussions on each of the selected most pressing GBV issues going with one statement at a time. The experts are asked to state their rationale concerning ranking, or their opinion on each of the statements one after the other. Each Round will be one statement. Participants take turn and may agree or disagrees. Consensus begins forming and participants are asked to revise their judgement or to specify the reasons for remaining outside the consensus

Round 3: This round provides a final opportunity for participants to revise their judgement and agree on joint statements in GBV issues. The facilitator is responsible for formulating the final statements that will have been agreed by the majority.

Debrief Sessions and Analysis

After the FGD, note takers and facilitators should organise a debrief session right after the FGD to go over the main themes that have emerged during the discussion. These should be written down and shared with {those responsible for conducting the GBV Analysis such as the GBV coordinators and GBV IOM.

If expert FGDs are conducted at the national level and then the sub national level – the subnational level may be informed by the national level expert FGD as below.
 Expert FGD at national level: A first analysis of this Expert FGD will be done by the observers, note takers and facilitators at the end of the day. Hereby, specific findings from the discussion will be discussed and noted. This first analysis discussion will form the basis for identifying statements for discussion at the subsequent Expert FGDs at national -level.

Expert FGD at Hub-Level: A first analysis of these Expert FGDs will be done by the observers, note takers as well as the facilitators at the end of the day. This analysis will be shared with the national Coordination for triangulation with the findings coming from the Expert FGD at the national-Level as well as the other hub-level Expert FGDs.

The raw data of notes taken during all Expert FGDs at the national level and sub national levels will be taken into account in the overall analysis of all GBV data received. As much as possible, all Expert FGD findings will be triangulated with the data on GBV obtained from other assessments and sources.

Language

All Expert FGDs will be held in {language} to ensure best participation of local actors. Ideally, the discussions should also be translated simultaneously to provide an additional layer of understanding to what is being said. Notes should hence also be taken in {language} and English. The comparison of the English and Arabic notes will feed into analysis discussions, leading to the clarification of any potential mistranslations and/or misunderstandings at the start of the analysis.

Disclosure / Confidentiality

All discussion and information shared with be anonymise. Nothing said will be attributed to a person or organisation.

Usage of data / sharing of findings

The raw data of the notes taken in all Experts FGDs as well as the notes of the debrief sessions will be utilised for analysis only. The raw data will not be made public. It will be used and kept for cross-referencing with other data.

b. Examples of FGD state ments.

Year 1 Statements

1. What are the biggest risks that women and girls face?

2. Distributions increase sexual exploitation and abuse in Syria

3. Women have less access to distributions than men because those controlling the distributions are powerful local councils. Agree/Disagree – Discuss (Note: Damascus was not able to answer this question as they didn't know what local councils where)

4. Discrimination and access to services / Women from specific minorities in Syria do not have access to GBV services.

5. Syria is a conservative society where adolescent girls are well protected

6. Because men cannot work anymore in the Syria crisis, it has empowered women more.

7. Where do women and girls go for support? – And build it up.

8. Women and girls have shown incredible resilience to the Syria Crisis

Year 2 Statements

1. The situation of women and girls with regards to the risks of GBV and the types of GBV they experience has not changed in 2015

2. Build on this and try to understand what the expert think the biggest risks are

3. Distributions increase sexual exploitation and abuse in Syria OR

4. Women have less access to distributions than men because those controlling the distributions are powerful local councils. Agree/Disagree – Discuss

5. Adolescent girls are safer because of the GBV response

6. Coping mechanisms have improved during 2015

7. Where do women and girls go for support? – And build it up.

8. The GBV response is able to reach the women and girls most in need. Yes/No Discuss/ Elaborate. OR Because of the GBV response women and girls are safer?

9. Build on this to try to understand what needs to be done to improve the response?

10. Women and girls have shown incredible resilience to the Syria Crisis (asked in 2015)

Year 3 – Statements

1. Different types of GBV: We know, based on the last HNOs (2016/2017) that the most common types of GBV in Syria are child marriage, sexual violence and domestic violence. We know that child marriage has been used as a coping strategy, we know that adolescent girls are one of the groups most at risks of sexual violence and domestic violence has been reported widely. What more can you tell me? Probe if nothing heard about this in the first round of responses: "I didn't hear you say anything about detention of women and girls (men and boys) or kidnapping? I also didn't hear you talk about SV against men and boys. So are we right to assume that this isn't an issue? " What about ISIS controlled areas?

2. Availability of specialise services for GBV survivors: More GBV specialised services (like health, psychosocial, legal…) for survivors are in place and effective. Agree/Disagree Probing: What more could you do? But are they reaching the more vulnerable? Disabilities, adolescent girls, minority groups, divorcees, widows, remote locations?

3. Negative coping mechanisms affecting women and girls: The situation in Syria is now safer than a year ago and families are now resorting to less negative coping mechanism? Do you feel that is a true statement? Probing: What is the impact of that within women and girls and within the family? Serial temporary marriages? Survival sex?

4. Movement restrictions for women and girls: Women and girls have more mobility than men and boys since the last year. Probe: What about service providers? And adolescent girls? Not just about the security.. probe about the social norms.

5. Risks to women and girls when accessing aid: The delivery of aid continues to be free but not fair for women and girls. Probe: What about safety of women and girls?

6. Gender roles: Women have more authority and responsibilities in the family in Syria since the crisis started? Probe: What are the unintended consequences or positive consequences.

Year 4 – Statements

1. The types of gender-based violence have changed in Syria in the last year. Agree-disagree
Probing:

   • Domestic violence is widespread. What would

you do to prevent it?

- Where do you think sexual violence happens? (High risks locations)
- Kidnapping – what do you think is meant by kidnapping and who is affected?
- Honor killings – do you feel like they have increased.
- Virginity testing? is widespread/ What would you do to prevent it?

2. More GBV specialised services (like health, psychosocial, case management,) for survivors are in place providing quality services. But do they work? Does the referral system work?

Probing:

- What more could you do?
- Are they reaching the more vulnerable? Disabilities, adolescent girls, minority groups, divorcees, widows, remote locations? Examples of what works to improve inclusion

3. Women and girls movements are less restricted than men's. Agree/ Disagree

Probing:

Do women and girls need a companion to move freely? Can they go safely out of the community by themselves? Any time of day and night and anyplace?

4. The delivery of aid continues to be free but not fair.

c. Expert FGD guidance for facilitators and note takers

Gender Based Violence Expert FGD Guidance for 2019 Syria Humanitarian Needs Overview

1. Welcome

- Thank you for the time and participation
- Intro (team and participants), I am only introducing but the rest will be in Arabic. At the end of the day you will hear from me again to conclude the discussion.
- We are here as expert to gain from your knowledge and experience

2. Objective
The aim of this Expert Focus Group Discussion is to agree upon several expert statements on the impact of the crisis with regards to gender-based violence (GBV) inside Syria. The expert statements complement the data coming from the Community Focus Group Discussions, Key Informant Questionnaires as well as other data collection and analytical processes. The data will provide a base line for the HNO and the HRP for 2019 as well as for future GBV programs inside Syria

3. Methodology

The expert FGDs will use the Delphi Method which is a widely used technique for gathering data from respondents within their domain of expertise. It is a method which is especially well-suited for consensus-building and it has the objective of developing agreed-upon, joint statements of experts on specific issues.

What the process looks like:

- Round 1: Facilitator initiates discussions on each of the selected most pressing GBV issues. The experts are asked to state their rationale expert opinion and experience, each person can only speak for 2 min, and there is not interrupting echoers.
- Round 2: The facilitator summarizes the finding and another quick round takes place. At the end of each topic we take a break and we rotate positions, so who speaks first changes.

4. Rules

- 2 min each/no interrupting anyone
- stay on topic
- State your location
- Talk about concrete situations and issues
- Break at the end of each topic
- Rotation of seats
- We will be strict

Year 5 – Statements

Type of GBV

- Since the beginning of 2020 we have seen the emergence of new types of GBV and with the COVID-19 pandemic these have been exacerbated. Do you agree? Yes/ No.
- In your answer try to be specific and address any new trends (less violence or more violence) against who (age/sex), location etc... If you have seen anything less?
- Ask participants to be specific and to talk not only about impact of COVID-19 on GBV risks/trends, but also new trends that are not strictly related to COVID
- (We want to know if there are new GBV trends this year? What GBV type has been reported more? What GBV type has been reported less? What has COVID-19 changed in terms of GBV trends? What has COVID-19 changed in terms of access to services and reporting opportunities (both positive and negative)

Targeted Programming/ Social Inclusion

- GBV programmes are reaching those most at risk of GBV. Do you agree? If yes why? If no? Why not? Who should be reached?
- (Ask for specificity in the answer and ask for specific groups. Social inclusion. We want to know if we reaching adolescent girls, widowed, divorced women and girls, older women, people with disability, etc…??)

Coping Strategies

Women and girls are employing new strategies to protect themselves from GBV and to recover and heal when they have experienced violence (prevent and respond to GBV). Agree/Disagree? Please be specific in your answer and in the strategy that you describe.

GBV Risk Mitigation

In 2020, Women and girls face greater risks of GBV when accessing humanitarian services. Agree/ Disagree? Please be specific in your answers (Which services in particular? Which women and girls more specifically? For which reasons?)

Resilience

- Women and girls no longer have the strength to show resilience after 10 years of crisis. Do you agree/disagree?
- If time? Distributions of material assistance for women and girls are safer this year. Agree/ Disagree

Disclosure / Confidentiality

All discussion and information shared with be anonymized. Nothing said will be attributed to a person or organisation.

Usage of data / sharing of findings

The transcriptions of the report will be utilised for analysis only. The transcriptions will not be made public. They will be used and kept for cross referencing with other data. Ask permission to record the conversation to better review the notes. After each FGD, the note takers and facilitators will organise a debrief session right after the FGD to go over the main themes that have emerged per governorate during the expert FGD.

ANNEX IV

SAMPLING CRITERIA EXAMPLE

Example of Turkey Cross Border Protection Cluster Sampling Criteria for *Voices from Syria* 2020:

Protection Cluster FGDs – Prioritization of locations

- Two indexes were used to prioritize locations for FGDs

  - PMTF index (Jan-June 2019)

  - Severity index (June 2019)

    - IDPs+Returnees

    - Incidents

    - Population in HTR

Protection Cluster FGDs – Prioritization of locations

- **PMTF index,** index of protection threats and risks indicators, with sub-districts where **PMTF Index is equal or higher than 0.24**

- **Severity Ranking,** index of protection cluster, with sub-districts where **Severity Ranking is equal or higher than 4**

Protection Cluster FGDs – Scatter Chart and Maps
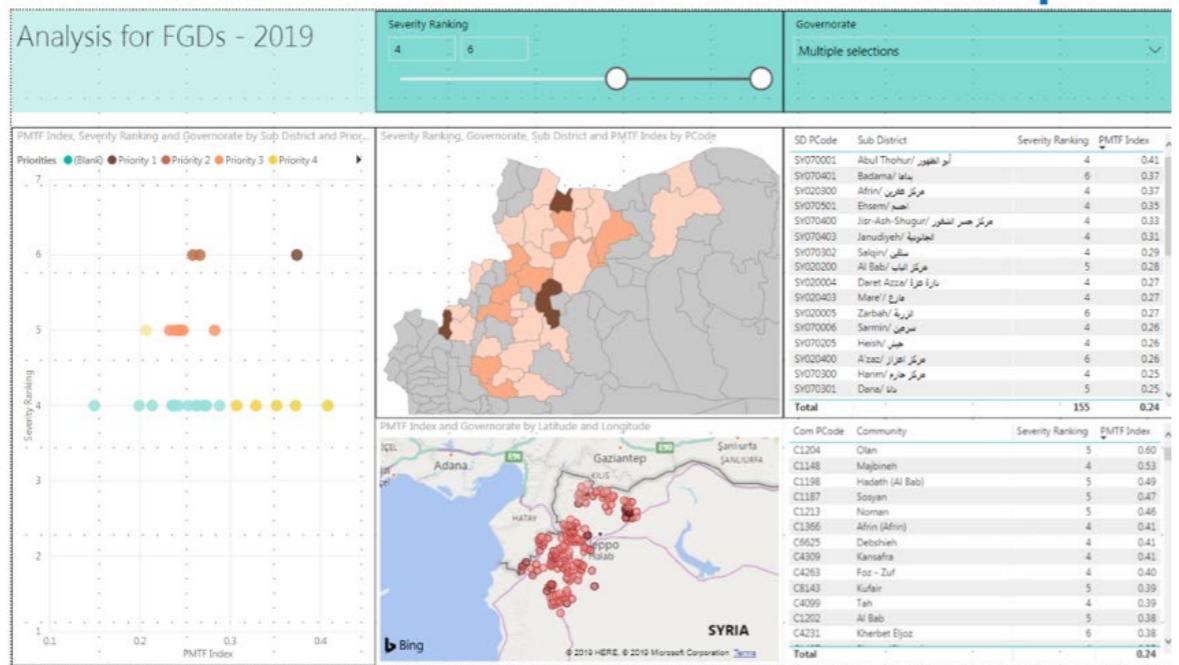
ANNEX V

EXAMPLE OF CODING TREE

Code Tree that was created in Excel and then imported into a qualitative analysis software (MAXQDA was used for VOICES form Syria)

Violence		
Violence	Violence risk factors	
Violence	Violence risk factors	Drugs
Violence	Violence risk factors	Poverty
Violence	Violence risk factors	Violent culture
Violence	Violence risk factors	Gender norms/customs
Violence	Violence risk factors	Stress/Pressure
Violence	Violence risk factors	Lack of Privacy
Violence	Violence risk factors	Overcrowding
Violence	Violence risk factors	Displacement
Violence	Violence risk factors	Chaos
Violence	Violence risk factors	Lack of lighting
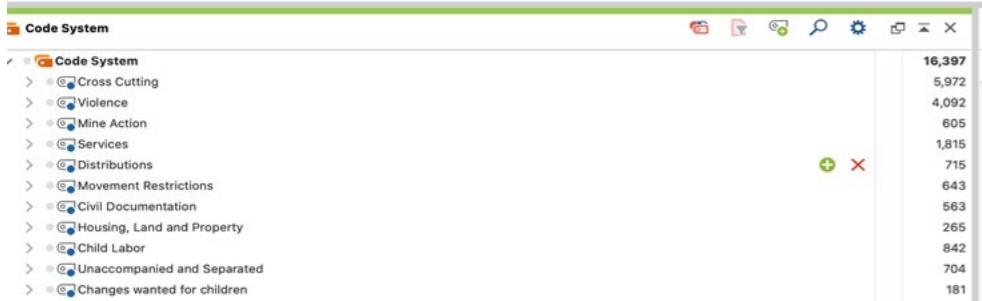
ANNEX VI:

GBV/PROTECTION TERMINOLOGY USED

Term in English	Term in Arabic	Definition in English	Definition in Arabic
… moving with a companion	الحركة / التنقل مع مرافق	Restrictions to movement when people travel together.	تقييد الحركة عندما يسافر الاشخاص مع بعضهم
Abandoned Explosive Ordnance (AXO):	الذخائر المهجورة القابلة للانفجار	Explosive Ordinance that has not been used during an armed conflict, that has been left behind or dumped by a party to an armed conflict, and which is no longer under control of the party that left it behind or dumped it. Abandoned Explosive Ordinance may or may not have been primed, fused, armed or otherwise prepared for use. (CCW Protocol V)	هي ذخائر متفجرة لم تستخدم أثناء النزاع المسلح، والتي تم تركها من قبل أحد اطراف النزاع المسلح، والتي لم تعد تحت سيطرة المجموعة التي تركتها خلفها أو ألقتها. هذه الذخائر قد تكون أو لا تكون مجهزة أو محضرة للاستخدام. (البروتوكول الخامس من اتفاقية حظر الأسلحة التقليدية)، „
Accessing community services (community centres, women centres)	الوصول إلى الخدمات المجتمعية (المراكز المجتمعية والمراكز النسائية)	Accessing places where members of a community gather for social and recreational activities and to obtain integrated protection services (e.g. group activities, social support, public information, legal aid, and other purposes. It includes community-based protection services provided by humanitarian organisations. See Definition of Community Centres and Women and Girls Safe Spaces	الوصول الى أماكن حيث يتواجد أعضاء المجتمع من أجل نشاطات اجتماعية و ترفيهية و الحصول على خدمات الحماية المتكاملة (نشاطات متكاملة، دعم اجتماعي، معلومات عامة، دعم قانوني، و اسباب أخرى. انها تتضمن خدمات الحماية المجتمعية التي يتم تقديمها من قبل المنظمات الانسانية. انظر الى تعريف المراكز المجتمعية والمكان الآمن للنساء والفتيات
Activities of armed groups	نشاطات المجموعات المسلحة	Movement is restricted because of activities of people with weapons and related insecurity.	هناك تقييد للحركة بسبب نشاطات اشخاص يحملون أسلحة ومسائل متعلقة بانعدام الأمن
Approval for lease	موافقة ابرام عقد ايجار	Official stamped statement and record by the Municipality to authorise a lease agreement between a landlord and a tenant.	لأغراض ابرام العقد بين المؤجر والمستأجر يتم تصديقه وتوثيقه من البلدية (مجلس المدينة)
Begging	التسول	Asking for food or money for free, as charity	التوسل لطلب الطعام أو المال مجانا، كعمل خيري
Birth certificate	شهادة ميلاد	An official document issued at the civil registry (Nofous) that is In Syria, the document that is issued by Nofous is called the Birth Statement, or bayan al wiladah, in Arabic. This document proves a person's Syrian nationality and legal identity.	وثيقة رسمية تصدرها دائرة النفوس في سوريا و تسمى بيان الولادة و تثبت الجنسية والهوية القانونية للشخص
Booby trap	الأفخاخ المتفجرة	Booby trap: An explosive or non-explosive device, or other material, deliberately placed to cause casualties when an apparently harmless object is disturbed or a normally safe act is performed.	جهاز متفجر أو غير متفجر، أو مواد أخرى، يتم زرعها بهدف إيقاع إصابات عندما يتم التسبب باضطراب جسم يبدو أنه غير مؤذ ظاهريا، أو عندما يتم القيام بحركة آمنة بشكل طبيعي معتاد.
Care mechanisms/ services for elderly persons	آليات الرعاية/ خدمات مقدمة لكبار السن	Whether there are institutions or personnel available to care for elderly who need such attention. The services can be free or with cost.	فيما اذا كان هناك مراكز أو اشخاص لرعاية كبار السن. ممكن أن تكون هذه الخدمات مجانية أو بتكاليفها.

English Term	Arabic Term	English Definition	Arabic Definition
Caregiver	مقدمين الرعاية للأطفال	Includes parents or other usual caregivers that by law or custom is responsible for providing care to a child (under 18 years).	تتضمن الآباء أو مقدمي الرعاية المعتادين الذين هم مسؤولون عن تقديم الرعاية للأطفال تحت سن ال18 وفقاً للقانون أو التقاليد.
Checkpoints	نقاط التفتيش	Movement is restricted because people are being stopped or harassed at checkpoints or the individual self-restrict the movement for fear of being stopped and harassed. These check points can be armed or not.	هناك تقييد للحركة لان الاشخاص يجب أن يتوقفوا عند نقاط التفتيش، أو يتم التحرش بهم، أو ان الاشخاص يقيون حركتهم من تلقاء نفسهم بسبب الخوف من أن يتوقفوا عند نقاط التفتيش، أو يتم التحرش بهم. يمكن أن تكون نقاط التفتيش هذه مسلحة أو لا
Child	الشخص مادون ال18 عاماً	A person below the age of 18	الشخص مادون ال18 عاماً
Child Friendly Spaces	المساحات الصديقة للأطفال	Safe spaces where communities create nurturing environments in which children can access free and structured play, recreation, leisure and learning activities. Child Friendly Spaces (CFS) may provide educational, psychosocial support and other activities that restore a sense of normality and continuity. They are designed to be operated in a participatory manner, often using existing spaces in the community, and may serve a specific age group of children, or a variety of age ranges. Refer to Child Protection Minimum Standards, standard 17 for more information	المساحات الآمنة حيث تنشيء المجتمعات المحلية بيئات حاضنة يحصل فيها الأطفال على اللعب المجاني والمنظّم والترفيه والتسلية ونشاطات التعلم. يمكن للمساحات الصديقة للأطفال أن توفر الدعم التعليمي والنفسي – الإجتماعي وغيره من النشاطات التي تعيد الإحساس بالحياة الطبيعية والأستمرارية. ويتم تصميمها وتشغيلها بطريقة تشاركية , وغالباً ماتستخدم المساحات الموجودة في المجتمع المحلي، ويمكن أن تكون موجّهة لفئة عمرية محدّدة من الأطفال، أو مجموعة متنوّعة من الفئات العمرية. لمزيد من المعلومات انظر إلى دليل المعايير الأساسية لحماية الطفل , المعيار 17
Child labour	عمالة الأطفال	Child labour is work that is unacceptable because the children involved are too young and should be in school, or because even though they have reached the minimum working age (15 years) the work they do is harmful to the emotional, developmental and physical wellbeing of a person below the age of 18. Refer Child Protection Minimum Standard 12 for more information	عمالة الأطفال هي العمل الذي لايكون مقبولاً لأنّ الأطفال المنخرطين فيه صغار جداً ويجب أن يتواجدوا في المدرسة، أو لأنّ العمل الذي يقيمون به مؤذٍ لرفاههم العاطفي والتنموي والجسدي كأشخاص دون عمر ال18 سنة، حتى لو بلغوا الحد الأدنى للسن القانوني للعمل (15 سنة) في العادة. لمزيد من المعلومات انظر إلى دليل المعايير الأساسية لحماية الطفل , المعيار 12
Child Protection	حماية الطفل	Prevention and response to abuse, neglect, exploitation and violence against children.	الوقاية من إساءة المعاملة والإهمال والاستغلال والعنف ضد الأطفال
Child Protection program/activities	برامج / أنشطة حماية الطفل	Activities aimed at children (individuals below 18 years). These activities aim to prevent and respond to violence, abuse, neglect and exploitation against children.	الأنشطة الموجهة إلى الأطفال (الأفراد الذين تقل أعمارهم عن 18 عام). تهدف هذه الأنشطة لمنع العنف والإيذاء والإهمال والاستغلال ضد الأطفال والتصدي لها.
Child recruitment	تجنيد الأطفال و/أو استخدام الأطفال في الجماعات المسلحة/ القوات المسلحة	This refers to when a child (i.e. any boy or girl under 18years of age) is recruited or used by an armed force or an armed group in any capacity, including when they are used as fighters, cooks, porters, spies or for sexual purposes. Refer Child Protection Minimum Standard 11 for more information	هذا يشير إلى تجنيد الأطفال (الصبيان أو البنات تحت سن ال 18) في الأعمال القتالية أو بجماعات مسلحة بأي طريقة من الطرق كأن يتم استخدامهم كمحاربين أو في أدوار الدعم الناشط كالجواسيس أو الحمالين أو المخبرين أو لأغراض جنسية. لمزيد من المعلومات انظر إلى دليل المعايير الأساسية لحماية الطفل , المعيار 11
Children dropping out of school to work	عمالة الأطفال	Child labour is work that is unacceptable because the children involved are too young and should be in school, or because even though they have reached the minimum working age (15 years) the work they do is harmful to the emotional, developmental and physical wellbeing of a person below the age of 18. Refer Child Protection Minimum Standard 12 for more information	عمالة الأطفال هي العمل الذي لايكون مقبولاً لأنّ الأطفال المنخرطين فيه صغار جداً ويجب أن يتواجدوا في المدرسة، أو لأنّ العمل الذي يقيمون به مؤذٍ لرفاههم العاطفي والتنموي والجسدي كأشخاص دون عمر ال18 سنة، حتى لو بلغوا الحد الأدنى للسن القانوني للعمل (15 سنة) في العادة. لمزيد من المعلومات انظر إلى دليل المعايير الأساسية لحماية الطفل , المعيار 12
Civil record (extract)	خلاصة سجل مدني	Official record (with individual details as in the ID) obtained by the Civil Registrar for official purposes extracted from official records and data kept by the administration.	وثيقة رسمية (تحتوي نفس بيانات الهوية الشخصية) يتم استصدارها لأغراض رسمية و ذلك من البيانات الموجودة في دائرة السجل المدني
Clearance of explosive hazards	إزالة الأخطار المتفجرة	Tasks or actions to reduce or eliminate the explosive hazards from a specified area	مهمة أو الإجراءات التي تهدف إلى القليل او الحد من الأخطار المتفجرة أو التخلص منها من منطقة محددة
Community Centre		Community centres are safe public places where women, men, boys and girls of diverse backgrounds can meet for social and recreational activities and obtain integrated protection services ranging from legal aid, education and livelihoods training and start-up business grants to primary health care, psycho-social support, SGBV prevention and response activities, child protection interventions, to in-kind assistance to address the specific needs of persons with disabilities and the basic needs of vulnerable persons. In addition, the community centres reach out to populations of concern and carry out awareness-raising activities. (Source, UNHCR Community Centres Brochure, February 2016)	تعتبر المراكز المجتمعية أماكن عامة آمنة تجتمع فيها النساء والرجال والفتيان والفتيات من خلفيات اجتماعية متنوعة لممارسة الأنشطة الاجتماعية والترفيهية والحصول على خدمات الحماية المتكاملة بدءاً من المساعدة القانونية والتعليم والتدريب على كسب سبل العيش وتقديم منح لبدء مشاريع خاصة، وصولاً إلى تقديم الرعاية الصحية الأولية والدعم النفسي الاجتماعي، ومنع العنف القائم على الجنس والنوع الاجتماعي وطرق الاستجابة له، والقيام بتدخلات لحماية الأطفال، وتقديم المساعدات العينية التي تلبي الاحتياجات الخاصة للأشخاص ذوي الإعاقة والاحتياجات الأساسية للأشخاص الأكثر ضعفاً بالإضافة إلى ذلك تقوم المراكز المجتمعية بالوصول إلى الأشخاص موضع اهتمام المفوضية كما تقوم بتنظيم أنشطة توعوية
Community centres/ Women and girls centres	المراكز المجتمعية / مراكز النساء والفتيات	Women and girls centres: A safe space is a formal or informal place where women and girls feel physically and emotionally safe.	إن المساحة ا آ لامنة هي حيز رسمي و غير رسمي تشعر فيه المرأة أو الفتاة بالأمان الجسدي والنفسي.
		Community centres (ref. to definition provided under General terms).	
Coping mechanism	اليات التأقلم	The way in which individuals/community deal/attempt to deal to face a protection issue, risk, threat, constrain or difficulty	الطريقة التي يتم من خلالها يقوم الاشخاص/ المجتمعات بالتعامل/ محاولة التعامل مع قضايا الحماية، مخاطر' تهديد، قيود أو صعوبة معينة
Curfews	حظر التجول	Curfews are restrictions on movement placed by the authority/ entity which controls an area. Curfews can be imposed for any length of time and for some groups or the whole community.	ان حظر التجول هو تقييد للحركة مفروض من قبل السلطة / جهة معينة تحكم السيطرة على هذه المنطقة. يمكن فرض حظر التجول في أي وقت مهما طال و لبعض المجموعات أو كل المجتمع.
Death certificate	شهادة وفاة	An official document issued at the civil registry (Nofous) that is In Syria, the document that is issued by Nofous is called the Death Statement, or bayan al Wafaa, in Arabic. This document proves the registration of the death of a person at the civil registry	وثيقة رسمية تصدرها دائرة النفوس في سوريا و تسمى بيان الوفاة

Term	Arabic term	Definition	Arabic definition
Deed/Tabou	سند تمليك عقاري	An official document issued by the land registry that states the details of the land/ property and ownership.	وثيقة رسمية صادرة عن السجل العقاري تبين تفاصيل العقار وملكيته
Detention	الاعتقال	the action of detaining someone or the state of being detained in custody by an authority, especially as a political prisoner.	اعتقال شخص أو حالة اعتقاله رهن الاحتجاز الرسمي، وخاصة بوصفه سجينًا سياسيًا
Disability ID	بطاقة عاجز	Document issued by MOSA/DOSA to prove the disability status of the individual in order for her/ him to be entitled to receive specialised services offered by the Government.	وثيقة يتم استصدارها من قبل وزارة الشؤون الاجتماعية والعمل/ مديرية الشؤون الاجتماعية والعمل لاثبات حالة العجز للشخص حيث يتمكن من الحصول على المساعدات الخاصة لهم من قبل الحكومة.
Distribution of humanitarian assistance	توزيع المساعدات الانسانية	Distribution of free assistance for humanitarian purposes (i.e. non-political, non-commercial, non-military purposes to persons based on their needs and for free. This can include food and non-food items, medical supplies, clothing, shelter items etc., including in distribution points),	توزيع المساعدات بشكل مجاني لأهداف انسانية (هدف غير سياسي، غير تجاري، لأهداف غير عسكرية)، الى اشخاص هم بحاجة للمساعدة، هذا يتضمن الطعام والمساعدات غير الغذائية، مواد الدعم الطبي، ألبسة، مواد خاصة بالمأوى.
Divorce of caregiver		Only select divorce if it has led to children being separated from both caregivers. Children still living with their either their mother or father are not included in this option.	يرجى اختيار الطلاق فقط اذا اقتضى ذلك إلى جعل الأطفال منفصلين عن كلاً من مقدمين الرعاية لهم. حيث أن الأطفال الذين مازالو يعيشون مع أحد أبويهما ليسوا مشمولين بهذا البند.
Divorce record	بيان طلاق	An official document issued at the civil registry that states the registration of the divorce at the civil registry (Nofous)	وثيقة رسمية صادرة عن النفوس لإثبات تسجيل واقعة الطلاق لدة النفوس
Domestic violence	العنف الأسري	Domestic violence is a term used to describe violence that takes place within the home or family between intimate partners as well as between other family members.	"العنف الأسري" هو مصطلح يستخدم لوصف العنف الذي يقع داخل المنزل بين الشركاء الحميمين وكذلك بين أفراد العائلة الواحدة.
Durable Solutions(Host Community)	الحلول المستدامة (المجتمع المضيف)	Decisions made by individuals in order to meet their long term plans and goals for themselves, family and community. An example of a durable solution can be steps taken to re-build a business that was destroyed.	القرارات التي يتخذها الأفراد من أجل تحقيق أهدافهم وخططهم طويلة الأجل لأنفسهم ولأسرهم ومجتمعهم. يمكن أن تكون الخطوات المتخذة لإعادة بناء مكان عمل قد تم تدميره من الأمثلة على الحلول المستدامة.
Durable Solutions(IDPs)	الحلول المستدامة (النازحين)	When people are no longer vulnerable or have needs specifically due to their displacement, and are able to receive services and exercise their rights in the same way as others. This means they do not face difficulties or discrimination due to displacement in relation to their rights and ability to receive services. A durable solution can be achieved when displaced people are able to return to their homes, integrate with the community where they are displaced, or move to a different part of the country.	عندما لا يكون الناس بحالة ضعف أو تكون لديهم احتياجات خاصة بسبب نزوحهم، ويكونون قادرين على تلقي الخدمات وممارسة حقوقهم بنفس الطريقة التي يحصل عليها الآخرون. وهذا يعني أنهم لا يواجهون صعوبات أو تمييزاً بسبب النزوح فيما يتعلق بحقوقهم وقدرتهم على تلقي الخدمات. ويمكن تحقيق حلًا مستدامًا عندما يتمكن النازحون من العودة إلى منازلهم أو الاندماج في المجتمع المحلي الذي نزحوا إليه أو الانتقال إلى جزء مختلف من البلاد.
Early marriage	زواج الأطفال	Early marriage is a formal marriage or informal union before age 18. Both girls and boys can be affected.	زواج الأطفال هو الزواج الرسمي أو الاتحاد غير الرسمي قبل سن 18. ويشمل ذلك كلا من الفتيان والفتيات
Economic exploitation (other than child labour)	الاستغلال الاقتصادي (عدى عن عمالة الطفل)	Taking unjust advantage of another person's labour for one's own economic advantage of benefit, without giving them enough compensation. It can be with the consent of the person, motivated by absolute necessity, or without the consent (through fraud, deception). It Includes trafficking, forced labour, labour under any kind of physical/psychological/ emotional threat etc. For the context of question, do not include Child labour.	الاستفادة بشكل ظالم وغيرعادل من عمل شخص ما من أجل المنفعة الاقتصادية لشخص اخر، من دون اعطاء التعويض الكاڧ. قد تكون برضاء هذا الشخص، مدفوعا بالحاجة الماسة، أو من دون رضاءه (عن طريق الغش، الخداع). كما أنها تتضمن الاتجار، العمل بشكل قسري، العمل تحت أي شكل من أشكال التهديد مثل: التهديد الجسدي/ التهديد النفسي/ التهديد العاطفي. لا تدرج عمالة الأطفال في سياق هذا السؤال.
Economic reasons/need	أسباب واحتياجات اقتصادية	When the early marriage is seen as a way to alleviate the dire economic situation of the family, by reducing the number of dependants or obtaining some monetary return	عندما يرى الزواج المبكر كطريقة لتخفيف العبء الاقتصادي على الأسرة، من خلال تخفيف عدد الأفراد المعالين أو تحقيق بعض من الوفر النقدي.
Engaging in illegal activities (i.e theft, smuggling)	الانخراط في نشاطات غير قانونية (سرقة، تهريب)	Engaging in an activity that is contrary or forbidden by law .	الانخراط في نشاطات غير قانونية
Ethnic Minority Group	المجموعة العرقية الصغرى	A group of people who differ in race or color or in national, religious, or cultural origin from the dominant group — often the majority population — of the country in which they live.	مجموعة من الناس المختلفين في العرق أو اللون أو الجنسية، الدين أو الأصول الثقافية من قبل المجموعة الغالبة ، غالباً ما تكون أغلبية السكان ، في البلد الذي يعيشون فيه.
Explosive hazard risk education	التوعية من مخاطر الألغام والأخطار القابلة للانفجار:	Activities which seek to reduce the risk of injury from explosive hazards by raising awareness and promoting behavioural change including public information dissemination, education and training, and community mine action liaison.	هذا المصطلح يشير إلى الأنشطة التي تسعى للحد من خطر الإصابة بالألغام / مخلفات الحرب القابلة للانفجار من خلال زيادة الوعي والتشجيع على تغير السلوك. وتشمل هذه الأنشطة التوعية من مخاطر الألغام ونشر المعلومات العامة، والتعليم والتدريب، والتواصل مع المجتمع
Explosive hazards	الأخطار المتفجرة	Term to refer to all hazards, including mines and explosive remnants of war (ERW). See further definitions below.	مصطلح يشير إلى جميع الأخطار، بما في ذلك الألغام والمتفجرات من مخلفات الحرب
Explosive remnants of war (ERW)	مخلفات الحرب القابلة للانفجار	Explosive remnants of war (ERW) are explosive munitions left behind after a conflict has ended. They include unexploded artillery shells, grenades, mortars, rockets, air-dropped bombs, and cluster munitions. Under the international legal definition, ERW consist of unexploded ordnance (UXO) and abandoned explosive ordnance (AXO), but not mines.	هي ذخائرمتفجرة لم يتم استخدامها، جرى تركها أو التخلي عنها بعد انتهاء الصراع، وتشمل: قذائف مدفعية غير منفجرة، قنابل يدوية، قذائف هاون، صواريخ، قنابل ملقاة جويا وذخائر عنقودية. بموجب التعريف القانوني الدولي، تتكون مخلفات الحرب القابلة للانفجار من الذخائر غير المنفجرة والذخائر المتفجرة المهجورة ولكن ليس الألغام
Family booklet	دفتر العائلة	An official document that is issued at the civil registry (Nofous) that has the husband, wife/wives, and the children.	وثيقة رسمية تصدرها دائرة النفوس (السجل المدني)، تحتوي على أسماء الزوج والزوجة/ الزوجات والأولاد.

Term	Arabic term	English description	Arabic description
Family separation	انفصال العائلة	In situations of armed conflict, family members are frequently separated as some are left behind and others are forced to flee at different times through separate means. There is no standard internationally recognise definition of family, but for the purposes of the WOSA we will consider a family to be all persons who consider themselves to be part of a family and who wish to live together – this can mean a broad range of relatives spouses, brothers and sisters, uncles, aunts, nephews and nieces, but also less closely related relatives who have close emotional links.	خلال النزاعات المسلحة يتفرق افراد العائلة بسبب الهروب باوقات مختلفة وبوسائل مختلفة ولا يوجد مصطلح محدد متعارف عليه عالميا ولكن من اجل المصلحة العامة تتضمن كل شخص يتوق ان يكون فرد من عائلة او ان يعيش مع اشخاص اخرين كالاقرباءالاخرين والاخوة والاخوات الاعمام والخالات ابناء الاخ وابناء الاخت وايضا الاقارب ذوو الصلة البعيدة ولكن بوجود علاقة عاطفية وروابط
GBV Prevention Program/Activities	برامج/أنشطة الوقاية من العنف القائم على النوع الاجتماعي	Activities aimed at potential GBV survivors. These activities aim to change harmful traditional practices and social norms, empower individuals, especially women and girls; rebuild family and community structures and support systems; work with formal and traditional legal systems to address the rights of GBV survivors; and monitor and document incidents of GBV. Examples of such activities are an education session on GBV basic concepts, or a class on robotics in the Women and Girl Safe Spaces.	الأنشطة التي تستهدف الناجين المحتملين من العنف القائم على النوع الاجتماعي وتهدف هذه الأنشطة إلى تغيير الممارسات التقليدية الضارة والأعراف الاجتماعية وتمكين الأفراد، لا سيما النساء والفتيات، وإعادة بناء الهياكل الأسرية والمجتمعية وأنظمة الدعم والعمل مع النظم القانونية الرسمية والتقليدية لمعالجة حقوق الناجين من العنف القائم على النوع الاجتماعي؛ ورصد وتوثيق حوادث العنف القائم على النوع الاجتماعي. ومن الأمثلة على هذه الأنشطة، دورة تثقيفية عن المفاهيم الأساسية حول العنف القائم على النوع الاجتماعي أو دورة عن الروبوتات في المساحات الآمنة للنساء والفتيات.
Gender-based violence (GBV)	العنف القائم عن النوع الاجتماعي GBV	GBV is an umbrella term for any harmful act that is perpetrated against a person's will, and that is based on socially ascribed (i.e. gender) differences between males and females.	العنف القائم عن النوع الاجتماعي هو مصطلح يشمل أي فعل ضار يتم ارتكابه ضد إرادة الشخص، والذي يقوم عى الاختلافات المنسوبة اجتماعياً (أي النوع الاجتماعي) بين، الذكور و الإناث.
General violence	العنف بشكل عام	Violence in the area, regardless of the perpetrator, causing civilians to fear going out or moving from one place to another.	العنف في المنطقة، بغض النظرعن مرتكب العنف، والذي بسبب المدنيين للخوف من الخروج أو الحركة من مكان الى اخر.
Harassment	التحرش	Harassment includes verbal or physical actions that are unwelcome or unwanted. It may include humiliating, aggressive, threatening or annoying conduct.	التحرش هوأفعال غيرمرغونة أوغيرمقبولة سواء قولا أو فعلا. وقد تتضمن سلوكًا مذلا، أوعدوانيا أو تهديديا، أومزعجا.
Health services	خدمات صحية	Whether clinics, hospitals, doctors, nurses, medicines etc. are available in the community.	فيما اذا كانت: عيادات، مشاقي، أطباء، ممرضات، أدوية، موجودة في المجتمع.
Housing, land and property issues	قضايا تتعلق بالسكن والأراضي والممتلكات	Relates to rights to land, housing and property, including capacities of individuals to have access to and control over land, housing and property. HLP issues might refer to disputed ownership, inability to claim or access property, loss or lack of property documentation. In situations of displacement due to conflict, many persons may experience loss of land, housing and property rights during their displacement. This can include arbitrary or unlawful deprivation of access to their homes, lands, properties or rental accommodations because of occupation by others, lost/destroyed property documentation, forced evictions, or denial of their property rights by Government authorities or armed groups.	الحقوق المتعلقة بالأرض، الأراضي والممتلكات، أيضا قدرة الاشخاص على الوصول الى أراضيهم، سكنهم و ممتلكاتهم. ان القضايا المتعلقة بالسكن والأراضي والممتلكات قد تشمل أيضا نزاع على الملكية، فقدان القدرة على ملكية شئ أو الوصول له، نقص أو فقدان الوثائق المتعلقة بالملكية في حالات النزوح على خلفية نزاعات، العديد من الناس يخسرون اراضيهم، بيوتهم وحقوق ملكيتها خلال فترة نزوحهم ويتضمن هذا ممارسات عشوائية تحخرم اصحابها من حقوق ملكيتهم لاراضيهم وممتلكاتهم ومستأجراتهم بسبب شغلها من قبل الاخرين ، او بسبب فقدان او تدمير وثائق الممتلكات ، أو بسبب عمليات الإخلاء القسري، أو حرمان السلطات الحكومية أو الجماعات المسلحة من حقوق الملكية للأشخاص...
Humanitarian assistance and services	المساعدة والخدمات الإنسانية	Assistance and services provided for free for humanitarian purposes (i.e. non-political, non-commercial, non-military purposes) to persons based on their needs. This can include food and non-food items, medical supplies, clothing, and shelter material. Humanitarian services can include all activities of support offered to the population in need,	المساعدة والخدمات المقدمة مجانًا لأغراض إنسانية (أي لأغراض غير سياسة أو غير تجارية أو غير عسكرية) للأشخاص بناءً على احتياجاتهم. ويمكن أن يشمل ذلك المواد الغذائية وغير الغذائية واللوازم الطبية والملابس ومواد المأوى. ويمكن أن تشمل الخدمات الإنسانية جميع أنشطة الدعم المقدمة إلى السكان المحتاجين،
Improve protection	تحسين الحماية	Early marriages is accepted/ promoted when the family believes that it may protect the minor from protection risk in a community	يكون الزواج المبكر مقبول عندما تؤمن الأسرة أنه يمكن أن يحمي القاصر من مخاطر الحماية في المجتمع.
Improvised explosive device (IED)	العبوة الناسفة المرتجلة	A device placed or fabricated in an improvised manner incorporating destructive, lethal, noxious, pyrotechnic or incendiary chemicals and designed to destroy, incapacitate, harass or distract. It may incorporate military stores, but is normally devised from non-military components. Refers to a type of IED incident that involves a complete functioning device. http://www.mineaction.org/sites/default/files/publications/UNMAS%20IED%20Lexicon.pdf	هو جهاز وضع أو مصنوع بطريقة مرتجلة يتضمن اما مواد كيميائية مدمرة ,قاتلة، ضارة، نارية أوحارقة وهي مصممة لتدمير أو اصابة بعجز أو مضايقة أو تشتيت. ويمكن أن تشمل المخازن العسكرية، ولكنها عادة ما تصنع من العناصر غير العسكرية. ما يشير إلى ان نوع الحادث بسبب العبوات الناسفة هي الحادثة التي تنطوي على جهاز يعمل بكامل طاقته.
Judicial redress/ mechanism	آلية/الانتصاف القضائي	The act of setting right an unjust situation or satisfaction sought or gained for a wrong suffered through a court or an authority that is recognise by the community, formally or informally.	فعل تصحيح حالة غير عادلة أو ترضية تم السعي لها أو حصولها نتيجة لضرر نتج من خلال محكمة أو سلطة يعترف بها المجتمع، رسميًا أو غير رسميًا.
Kidnapping or abduction	الخطف	The act of restraining, removing, , taking custody, detention or capture of an individual, temporarily or permanently through the use of force, threat or deception for - including but not limited to- involvement in armed forces or armed groups, for participation in hostilities, for sexual exploitation or for forced labour, child or early marriage, forced marriage, forced adoption etc.	تقييد حرية شخص، نقله، القبض عليه، احتجازه أو أسره بصفة مؤقتة أو دائمة قسرا أو بالتهديد أو الخداع لاستخدامه في قوات مسلحة أو جماعات مسلحة لاشراكه في أعمال عدائية أو للاستغلال الجنسي أو العمالة القسرية، زواج الأطفال، الزواج المبكر أو القسري أو التبني القسري.

English Term	Arabic Term	English Definition	Arabic Definition
Lack of identity documents	نقص الأوراق الثبوتية	Lack of identity documents can result in movement restrictions if identity documents are required to move from one place to another.	ان نقص الأوراق الثبوتية قد يؤدي الى تقييد الحركة في حال كون الأوراق الثبوتية مطلوبة من اجل الحركة من مكان لاخر
Lack/loss of civil status documentation People without civil status documentation	فقدان/ نقص الأوراق الثبوتية أشخاص لا يحملون أوراق ثبوتية	Lack/loss of any type of civil status documents like birth certificates, marriage certificates, death certificates, identity cards, family books etc.	فقدان أو نقص أي من الاوراق الثبوتية مثل: شهادة ولادة، شهادة زواج، شهادة وفاة، هوية شخصية، دفترعائلة، كذلك أوراق ملكية.
Legal services for civil status documentation	خدمات قانونية فيما يتعلق ب الأوراق الثبوتية	In case of lack/ loss of civil status documentation, the question tries to assess whether there are authorities/ administrative services (Civil Registrars) /legal services that can support with civil status documentation issuance/ replacement.	في حال نقص/ فقدان الأوراق الثبوتية، السؤال هنا لتقييم فيما اذا كانت السلطات/ الخدمات الادارية (السجل المدني) خدمات قانونية التي من شانها المساعدة في استصدار / منح الأوراق الثبوتية
Legal services for Housing, Land and Property rights	خدمات قانونية فيما يتعلق بالسكن والأراضي والممتلكات	In case of lack or loss of civil documentation related to land, housing or property or disputed ownership over housing/land/property, the question tries to assess whether there are authorities/ administrative services/legal services to support finding a solution.	في حال نقص أو فقدان الأوراق الثبوتية المتعلقة بالسكن والأراضي والممتلكات أو النزاعات المتعلقة بها. السؤال هنا لتقييم فيما اذا كانت السلطات/ الخدمات الادارية خدمات قانونية التي من شانها المساعدة في ايجاد حل
Local/community support	الدعم المحلي/ الدعم المجتمعي	Get support from someone in the community. This can be through be neighbours/friends/religious institutions etc.	الحصول على الدعم من قبل أحد افراد المجتمع، ممكن أن يكون من قبل الجيران/ الاصدقاء/مراكز دينية
Marking (of explosive hazards)	وضع العلامات (التحديد)	Placement of a measure or combination of measures to identify the position of an explosive hazard or the boundary of a hazardous area. This may include the use of signs, paint marks etc, or the erection of physical barriers.	يشير هذا المصطلح إلى وضع وسيلة (أو مزيج من الوسائل) لإظهار مكان وجود اخطارمتفجرة أو حدود مناطق خطر محتمل. قد يشمل وضع اللافتات, استخدام العلامات أو العلامات المطلية إلخ، أو وضع سياج.
Marriage certificate	شهادة زواج	An official document issued by the Shari'a court that proves the marriage occurrence officially.	وثيقة رسمية تصدر عن المحكمة الشرعية تثبت وقوع الزواج بشكل رسمي.
Medical treatment for survivors of sexual violence/domestic violence	العلاج الطبي للناجين من العنف الجنسي / العنف الأسري	The immediate medical response to heal injuries, administer medication to prevent or treat infections for survivors of sexual assault, including survivors of rape, domestic violence and other forms of GBV.	الاستجابة الطبية الفورية لعلاج الإصابات وتقديم العلاج لمنع الإلتهابات أو علاجها للناجين من الإعتداء الجنسي بما في ذلك الناجين من الاغتصاب والعنف الأسري أو أي شكل آخر من أشكال العنف المبني على النوع الاجتماعي.
Mine	الألغام	Munition designed to be placed under, on or near the ground or other surface area and to be exploded by the presence, proximity or contact of a person or a vehicle.	هي الذخائر المصممة ليتم وضعها تحت الأرض أو على سطحها أو بالقرب منها أو على اي مكان مسطح لتنفجر بسبب ملامستها والاقتراب منها من قبل شخص او مركبة.
Mine Action	الأعمال المتعلقة بالألغام	Mine action refers to activities that aim to reduce the social, economic and environmental impact of explosive hazards.	يشير إلى الأنشطة التي ترمي إلى الحد من الأثر الاجتماعي والاقتصادي والبيئي للأخطار المتفجرة
Movement restrictions	تقييد الحركة	Restrictions preventing individuals from moving freely and safely from one place to another.	تقييد حرية الاشخاص أو منعهم من الحركة بحرية و أمان من مكان الى اخر
Passport	جواز سفر	An official travel document given to the citizens of the Syrian Arab Republic.	وثيقة سفر رسمية تمنح لمواطني الجمهورية العربية السورية
Persons with disability	الأشخاص ذوي الاحتياجات الخاصة	Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. Refer to the UN Convention on the rights of Persons with Disabilities	ويشمل الأشخاص ذوو الإعاقة أولئك الذين يعانون من إعاقات جسدية أو عقلية أو ذهنية أو حسية طويلة الأجل يمكن أن تعرقل بالتفاعل مع مختلف الأطراف مشاركتهم الكاملة والفعالة في المجتمع على قدم المساواة مع الآخرين
Presence of explosive hazards	وجود اخطار متفجرة	Movement restriction maybe self-imposed or by an authority, due to presence of explosive hazards in the area which may be triggered unintentionally by civilians.	ان تقييد الحركة قد يفرض من قبل الشخص نفسه أو من قبل السلطة، بسبب وجود مواد متفجرة في المنطقة قد تنفجرعن غير قصد من قبل المدنيين
Prevent enrolment		Early marriage is used as a way to avoid participation in serving/ being recruited in the military forces.	
Protection	الحماية	Activities aimed at obtaining full respect for the rights of all individuals in accordance with international law – international humanitarian, human rights, and refugee law – regardless of their age, gender, social ethnic, national, religious, or other background. Refer to IASC definition	سائرالأنشطة التي تهدف الى ضمان الاحترام الكامل لحقوق الفرد وفقا لنص وروح القوانين ذات الصلة، أي قانون حقوق الانسان والقانون الانساني الدولي وقانون اللاجئين. بغض النظرعن العمر، الجنس، الفئة الاجتماعية، الجنسية، الديانة، أو أي اعتبارات أخرى.
Protection services for children	خدمات حماية الأطفال	Services and assistance for children below 18, such as psychosocial support programmes, recreation activities, explosive remnants of war risk education and individual support for children at risk or survivors of violence, abuse, neglect and exploitation.	وهي الخدمات والمساعدات المقدمة للأطفال تحت سن ال18 كبرامج الدعم النفسي، والنشاطات الترفيهية والتوعية من مخاطر المخلفات المتفجرة والدعم المباشر للأطفال المعرضين للخطر أو الناجين من العنف أوإساءة المعاملة والإهمال والإستغلال.
Psychosocial support for survivors of sexual violence/domestic violence	خدمات الدعم النفسي الاجتماعي المتخصصة للناجيات / العنف الأسري	Services and assistance, such as focussed individual counselling, for GBV survivors aimed at addressing the harmful emotional, psychological and social effects of gender based violence.	يشمل ذلك الخدمات والمساعدة التي تقدم للناجيات من العنف القائم على النوع الاجتماعي، مثل المشورة الفردية المركزة. وتهدف هذه الخدمات إلى معالجة الآثار العاطفية والنفسية والاجتماعية الضارة التي يتسبب بها العنف القائم على النوع الاجتماعي
Psychosocial support services	الدعم النفسي الاجتماعي	Any type of local or outside support that aims to protect or promote psychosocial well-being and/or prevent or treat mental disorder, and/or help to heal psychological wounds after an emergency or critical event.	أيا من أنواع الدعم سواء أكان (داخلي أم خارجي) يهدف الى حماية أو تعزيز السلامة النفسية و الاجتماعية و/أومنع أو التعامل الاضطرابات العقلية، و/أو المساعدة بالشفاء من التداعيات النفسية و الاجتماعية بعد حدث طارئ.
Recreational Activities	الأنشطة الترفيهية	Activities that are performed to support and improve the interaction and the psychosocial well being of individuals/ communities/ groups through individual and group activities such as sport, games, summer camps	

English Term	Arabic Term	English Definition	Arabic Definition
Residence support document	سند إقامة	Official document issued by a Mukhtar of the neighbourhood/ community and certified by the Municipality and by the closest Police Station to prove residency in a certain location.	وثيقة رسمية يتم استصدارها من قبل مختار المحلة و يتم تصديقها من البلدية (مجلس المدينة) و قسم الشرطة المختص لهدف اثبات الاقامة في محلة معينة
Restricting movements of women and girls	تقييد الحركة / النساء والفتيات	Women and girls may decide to restrict their movement altogether or to some areas in the community to ensure they do not face harm. The scope can be to cope with some of the risks or protection issues that they face or are afraid to face while they are on the move.	يمكن أن تقرر كل من النساء و الفتيات أن يقيدن حركتهن الى منطقة محددة في المجتمع بهدف أن لايصيبهم أذى. ان نطاق العمل هو كيف تتعامل مع مخاطر الحماية التي قد تواجههم أو هناك خوف من ذلك في حال حركتهم من مكان الى اخر
Rules imposed by concerned authorities	تعليمات تم وضعها من قبل السلطات المختصة	Rules imposed by any authority/ entity who exercise effective control of the area, which result in restrictions on freedom of movement.	تعليمات تم وضعها من قبل أي سلطة /جهة تحكم السيطرة الفعلية على المنطقة، و التي تؤدي الى تقييد الحركة
Screening processes	إجراءات أمنية	Security procedures implemented by authorities/ entities in control of an area, normally by security forces, before individuals are allowed to move from one place to another.	اجراءات أمنية تم تفعيلها من قبل السلطات/ جهات معينة تحكم السيطرة على المنطقة، عادة من قبل قوات أمنية، قبل أن يسمح للاشخاص بالحركة من مكان اخر.
Services for persons with disabilities	خدمات للاشخاص ذوي الاحتياجات الخاصة	Any type of support to persons with disabilities.	أي نوع من الخدمات للاشخاص ذوي الاحتياجات الخاصة
Sexual exploitation	الاستغلال الجنسي	The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Some types of forced and/or coerced prostitution can fall under this category.	يعني مصطلح "الاستغلال الجنسي" أي استغلال أو محاولة لاستغلال نقطة ضعف أو عدم تكافؤ أو ثقة لأغراض جنسية ويشمل ذلك على سبيل المثال لا الحصر تحقيق الربح المادي أو الفائدة الاجتماعية أو السياسية من خلال الاستغلال الجنسي للآخرين. ويمكن أن تندرج بعض أشكال البغاء القسري/ البغاء بالإكراه تحت هذه الفئة.
Sexual favor	الجنس كمقابل	Sex acts done in exchange for something (such as money or humanitarian assistance)	الجنس الذي تتم ممارسته كمقابل لشيء (مثل المال أو المساعدة الإنسانية)
Sexual harassment	التحرش الجنسي	Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature	المبادرات الجنسية وطلب الخدمات الجنسية وغيرهما من الأفعال اللفظية أو الجسدية ذات الطابع الجنسي غير المرغوب فيها
Sexual violence	العنف الجنسي	Any act, attempt, or threat of a sexual nature that results, or is likely to result in, physical, psychological and emotional harm. This can include the following types of acts: Sexual violence occurring in the home (battering, sexual abuse of female children in the household, dowry-related violence, marital rape Traditional practices harmful to women, including female genital mutilation Sexual violence occurring within the general community, including rape, sexual abuse, sexual harassment and intimidation at work, in educational institutions and elsewhere (e.g. markets), and forced prostitution Sexual violence perpetrated or condoned by the State, wherever it occurs.	هي عمل او محاولة او تهديد للطبيعة الجنسية التي تسبب بشكل او بآخر ضرر جسديا ونفسيا ومعنويا ويتضمن مثل هذا المصطلح الاعمال التالية : العنف الجنسي الحاصل في البيت كالاستغلال الجنسي الذي تتعرض له الانثى في بيتها كزواج المسيار وزواج الغصب ممارسات تقليدية تضر المرأة تتضمن ختان المرأة العنف الجنسي الحاصل في المجتمع ككل مثل الاستغلال الجنسي التحرش الجنسي و التمييز في العمل او المؤسسات التعليمية وامكنة اخرى العنف اللجنسي من قبل الدولة حيث يوجد
Societal pressure	الضغط المجتمعي	Early marriages is accepted/ promoted as a way to meet the expectation by a community, when the community sees it as a positive or expected behaviour, and to avoid stigma and exclusion if this behaviour is not performed.	قبول/التشجيع على الزواج المبكر كوسيلة لتحقيق توقعات المجتمع، عندما يراه المجتمع على أنه سلوك إيجابي أو متوقع، ولتجنب الوصم والاستبعاد في حال عدم تنفيذ هذا السلوك.
Survivor (of explosive hazards)	الناجين من الأخطار المتفجرة	Persons either individually or collectively who have suffered physical, emotional or psychological injury, economic loss or substantial impairment of their fundamental rights through acts or omissions related to the use of explosive hazards. Explosive hazard survivors or victims include directly impacted individuals, their families, and communities affected by explosive hazards.	هم الأشخاص، إما بشكل فردي أو جماعي، الذين عانوا من إصابات جسدية وعاطفية ونفسية، خسارة اقتصادية أو الحرمان بدرجة كبيرة من التمتع بحقوقهم الأساسية عن طريق أفعال أو حالات إهمال متعلقة باستخدام الألغام أو وجود مخلفات الحرب القابلة للانفجار. وتشمل لائحة النادجين والضحايا الأفراد الذين يتأثرون بشكل مباشر، وأسرهم، والمجتمعات المحلية المتضررة من الألغام الأرضية ومخلفات الحرب القابلة للانفجار.
Syrian ID	هوية شخصية	An official Identification document that is issued at the civil registry (Nofous) that Syrian citizens can start issuing upon completing 14 years of age.	وثيقة تعريف شخصية صادرة من دائرة النفوس (السجل المدني)، والتي يمكن للمواطن السوري أن يصدرها عند إتمام الرابعة عشرة من العمر.
Travel authorisation document	موافقة سفر	Document issued by the Immigration Department at national level to travel outside the country, particularly for children, government employees, men in military service age.	وثيقة يتم استصدارها من قبل ادارة الهجرة و الجوازات بهدف السماح لمغادرة القطر. يتم استخراجها تحديداً للأطفال، الموظفين الحكوميين، الشباب في سن الخدمة الإلزامية
Unaccompanied and separated child	الأطفال غير المصحوبين والمنفصلون عن ذويهم	Separated children are those separated from both parents, or from their previous legal or usual caregivers, but not necessarily other relatives. As a result, this may include children accompanied by other adult family members. Unaccompanied children are children who have been separated from both parents and other relatives, and are not being cared for by an adult who, by law or custom, is responsible for doing so. Refer to Child Protection Minimum Standards, standard 13 for more information	الأطفال المنفصلين هم الذين انفصلوا عن كلاً من أبويهما، أو عن القائمين على رعايتهم القانونين أو المعتادين ، ولكن ليس من الضروري أن يكونو منفصلين عن أقاربهم الآخرين. لذلك قد تشمل هذه الفئة أطفالاً مصحوبين من قبل أفراد بالغين آخرين من الأسرة. الأطفال غير المصحوبين هم الأطفال الذين انفصلوا عن كل من أبويهما وأقاربهم الآخرين، وليس لهم من يرعاهم من البالغين الذين هم مسؤولون عن رعايتهم حسب القانون أو التقاليد. لمزيد من المعلومات انظر إلى دليل المعايير الأساسية لحماية الطفل , المعيار 13
Unexploded ordnance (UXO)	الذخائر غير المنفجرة	Explosive ordnance that has been primed, fused, armed or otherwise prepared for use or used. It may have been fired, dropped, launched or projected yet remains unexploded either through malfunction or design or for any other reason.	هي ذخائر متفجرة تم تجهيزها، صهرها و تسليحها لتحضيرها للاستخدام أوقد تم استخدامها. وقد يكون قد تم إطلاقها أو إسقاطها أو تشغيلها لكنها لم تنفجر إما بسبب خلل أو تصميم أو لأسباب أخرى
Victim (of explosive hazards)	الضحايا (من الأخطار المتفجرة)	Persons, either individually or collectively, who have suffered physical, emotional or psychological injury, economic loss or substantial impairment of their fundamental rights through acts or omissions related to the use or presence of explosive hazards. Victims include directly impacted individuals, their families, and communities affected by explosive hazards.	الأشخاص، إما بشكل فردي أو جماعي، الذين عانوا من إصابات جسدية وعاطفية ونفسية، خسارة اقتصادية أو الحرمان بدرجة كبيرة من التمتع بحقوقهم الأساسية عن طريق أفعال أو حالات إهمال متعلقة باستخدام الألغام أو وجود مخلفات الحرب القابلة للانفجار. وتشمل لائحة الضحايا الأفراد الذين يتأثرون بشكل مباشر، وأسرهم، والمجتمعات المحلية المتضررة من الألغام الأرضية ومخلفات الحرب القابلة للانفجار.

| Victim assistance
Survivor assistance | مساعدة الضحايا، مساعدة الناجين | Refers to all aid, relief, comfort and support provided to victims (including survivors) with the purpose of reducing the immediate and long-term medical and psychological implications of their trauma. | يشير هذا المصطلح إلى كافة أشكال الدعم والإغاثة والراحة المقدم للضحايا (بما في ذلك الناجين) وعائلاتهم بهدف الحد من الآثار الفورية وطويلة الأجل الطبية والنفسية للصدمة التي تعرضوا لها. |
| Women and Girls Safe Spaces (WGSS) | المكان الآمن للنساء والفتيات | WGSS is a place (either formal or informal) where women and girls feel physically and emotionally safe. "Safe" in this context refers to the absence of trauma, excessive stress, violence (or fear of violence) or abuse. WGSS also provide a place where women can access confidential services, discuss issues and concerns with other women and professional staff. Safe spaces also provide an entry point for women and girls to access referrals to other safe and non-stigmati GBV response services. (See: 2015 UNFPA 'Women and Girls Safe Spaces – A Guidance Note based on lessons learned from the Syria Crisis | أما مصطلح "المكان الآمن للنساء والفتيات"، فيشير إلى مكان (رسمي أو غير رسمي)، حيث تشعر النساء والفتيات بالأمان جسديا وعاطفيا. وفي هذا السياق، يشير مصطلح "الأمان" إلى عدم تعرض المرأة أو الفتاة لأية صدمة، أو إجهاد مفرط، أو عنف (أو التخوف من وقوع العنف)، أو الإساءة. كما يوفر أيضا المكان الآمن للنساء والفتيات إمكانية الوصول إلى الخدمات بسرية ومناقشة القضايا والاهتمامات مع غيرهن من النساء ومع موظفين مهنيين. ويوفر الفضاء الآمن كذلك مدخلا يمكن من خلاله إحالة النساء والفتيات إلى مجموعة أخرى من خدمات التصدي للعنف القائم على النوع الاجتماعي، التي تتسم بالأمان وعدم إلصاق وصمات العار بهن.) أنظر: 2015 ، صندوق الأمم المتحدة للسكان، "الأماكن الآمنة للنساء والفتيات – مذكرة توجيهية استنادا إلى الدروس المستفادة من الأزمة السورية". |

ANNEX VII:

GUIDANCE NOTE FOR DATA TRIANGULATION METHODOLOGY (WEIGHTING CRITERIA)

NB: this note builds on the Data Weighing System methodology developed for the 2017 HNO and used to underpin data analysis for the Syria HNOs ever since.

Objective

This note aims to propose generic guidance to sectors on how to weigh and triangulate different sources of datasets during the elaboration of the Humanitarian Needs Overview (HNO) for the Syria crisis. The methodology is intended to guide the data-analysis phase of the HNO in view of facilitating independent, impartial and rigorous data analysis in a harmonise manner across sectors and at inter-sector level. The note has been prepared on the basis of consultations with sector / cluster coordinators and information management officers at Whole of Syria and hub levels. The note is complemented by sector-specific methodologies derived from this overall guidance.

Scope of the guideline

This note intends to provide overall strategic guidance for sectors to evaluate the quality, reliability and relevance of available datasets. To this end, a weighting system of data is suggested as triangulation method, to ensure a transparent and systematic decision process.

The overarching logic is that information provided by operational partners with sustained programmatic presence

at community level would be considered as the most valuable. Information collected remotely that is less recent, collected through less reliable sources, etc. will be assigned lower weights. Noting sector, specificities, each sector will determine which source(s) to use and agree on a sector-specific weighting system based on sector technical standards, consistent with the guidelines outlined in this document.

Mapping of the data sources

Prior to conducting the actual data analysis, sectors should map all available data sources and modalities that can inform the analysis of individual indicators required for HNO analysis. For the purpose of this guideline, it is anticipated that the list of sector indicators to be used in sector analysis has already been determined and agreed upon by sectors and task forces.

In general, it is expected that the data collection modalities fall under a) Operation partners; b) Sectoral assessments; c) Data collection initiatives; and d) third party surveys.

While mapping available datasets, it is suggested that sectors prepare comprehensive metadata information defining data characteristics that would be used in the evaluation of datasets meeting global/technical standards for indicators and determine weights when consolidating information from multiple sources at an agreed upon geographic level.

The flowchart below outlines the overall decision process of the weighting system.

1. What indicator are you looking at? (e.g: availability of NFI in the market for sector severity analysis)

2. Identify and analyse what datasets you have.		
Mapping of the data sources Coverage analysis to know different scenario – refer section "weighting scenario"	3. Do you want to pick the most reliable dataset (over-ruling all other available options)?	4. What will be the logic to decide in a transparent and systematic way? Refer annex I for criteria Refer section "weighting process"
	5. Do you want to use all available dataset and perform weighted analysis?	6. What will be the logic to decide weight for each dataset in a transparent and systematic way? Refer annex I for criteria Refer section "weighting process"

Weighting scenarios

Once mapping of all the datasets relevant for sectors is completed, it is recommended to perform coverage analysis to examine

the degree of overlaps in geographical coverage[1]. Following scenarios may arise:

Scenario 1: In locations (i.e. district, sub-district, community, neighbourhood) where single data is available
A weighting system has to be considered for measuring the reliability of the data.

Scenario 2: In locations where multiple datasets are available and confirming similar result.
A weighting system has to be applied for each dataset and used in establishing final result.
Scenario 3: In locations where multiple datasets are available and not confirming similar results (i.e. conveying different results).
A weighting system has to be applied to each dataset and evaluate the reliability of each data. Before proceeding with a weighted aggregation to establish single results, further triangulation of data is recommended.

Weighting process

Weighting process is applicable when there are more than one datasets available for an indicator in a location. The following steps are recommended:

Step 1: Defining data evaluation criteria

elaborate the scoring criteria for each domain.

It is recommended that each sector identify and establish evaluation criteria to be agreed upon by clusters/sector across hubs before starting actual data analysis. The range of criterion could be evaluated against the data characteristics documented during the mapping of data sources (i.e. programmatic presence, methodological significance).

In the consultation process, a range of evaluation measures was suggested and listed in the Annex I. Each sector/cluster can use or adapt based on sector's requirement.

Step 2: Determining thresholds

From the evaluation measures established in step 1, it is recommended that sectors establish minimum requirements for determining data reliability. If more than one dataset is deemed suitable based on sector technical standards, it is highly recommended to include all in the aggregation process with appropriate weights assigned to each data point.

Step 3: Determination of data reliability

Using the criteria established in the step 1, sectors can measure relative importance of the data and agree on appropriate weight to assign to each data point. As a starting point, sectors will evaluate each datasets using range of criteria. Below is a general model to consider to evaluate dataset in determining weights. Score range for each domain will be defined (for example 0 – 6 or 1 – 6) and sectors will have responsibility to

Proximity of modality	Level of expertise	Method-ology	Timeliness	Granularity	Operational presence
Score range (0-6)	(0 – 6)	(0 – 6)	(0 – 6)	(0 – 6)	(0 – 6)

Proximity of modality: As applicable to the different data collection modalities such as direct field survey, face to face interviews, and remote data collection.

Level of expertise: As defined criteria by sectors per each indicator.

Methodology: Data collection modality relevant for each of the sectoral indicators, including community focal point interviews, household survey, focus group discussion, secondary data review, etc.

Timeliness: Date and timeframe of data collection. With most recent data considered most reliable.

Granularity: Geographic level of data collection defined by methodology (i.e. neighbourhood, community, sub-district, district).

Operational presence: physical presence in a location to deliver humanitarian assistance or service as part of a humanitarian project during data collection timeframe.

Using above model, final reliability rating (average score) is provided as suggested below.

Category	Not reliable	Low reliability	Acceptable reliability	Medium reliability	High reliability	Very high reliability
Score range	1	2	3	4	5	6

Step 4: Weighted Estimation

After evaluating the reliability of the data, sectors can assign appropriate weight to the data. More weight is given to the data of higher reliability. If more than one dataset is deemed suitable to use for an indicator, final result would be derived from weighted analysis.
Examples of evaluation measures are provided to calculate weighted aggregation below:

Evaluation measures
Evaluation measures that are relevant for the data are listed below. These are the criteria identified in the consultation process. Some of the criteria may not apply to some datasets.

Criteria	Options	Score
Level of Expertise	Limited	
	General	
	Expert	
	Institutional/program	
Operational presence	Present in the areas for more than one year	
	Present in the area for more than six months	
	Present in the areas for more than three months	
	Present in the areas for less than three months	
	One-off presence in the area	
	Off site or remote programming	
Proximity of Modality	Face to Face interview	
	Remote interview	
Granularity	Household	
	Community	
	Neighbourhood	
	Facility level (e.g. health facility)	
	Sub-District	
Timeliness	Data collection occurred within 1 month	
	Data collection occurred within 3 months	
	Data collection occurred within one year	
Methods used	Household level surveys	
	Focus Group Discussion	
	Community Focal Point interviews	
	Probabilistic sampling	
	Direct Observation	
	Program monitoring	

Note: The below table provides an example to define criteria and assign scores. Actual implementation differs based on availability

of data and metadata information to evaluate it against the criteria defined.

Evaluation Criteria	For each criteria, assign score 6 for an option/parameter if it aligns well or highly relevant with sectoral indicator. If not aligned or not relevant, assign score 1. Use average score of all criteria defined.					
Score	1 Not reliable	2 Low reliability	3 Acceptable reliability	4 Medium reliability	5 High reliability	6 Very High reliability
Level of expertise	Key informant with no real knowledge in the subject matter	Key informant with limited knowledge	Key informant with general knowledge	Key informant with expert/ specialist knowledge	Organisation not specialist on sector response	Organisation specialist on sector response
Granularity/data collection level	Governorate	District	Sub-District	Community	Neighbourhood	Household Or facility level
Proximity of data collection modality		Remote		Face to face interview		Regular system established at field
Methodology		Direct Observation	Focus Group Discussion	Key Informant interview	Program monitoring	Probabilistic sampling or Household level surveys
Timeliness	More than one year old data	More than 6 months old data	3-6 months old data	2 - 3 months old data	1 - 2 months old data	Less than one month old data
Operational presence		Present in the areas for more than three months		Present in the areas for more than six months		Present in the areas for more than one year

List of definitions

Operational partners: Humanitarian partners currently delivering or capable of delivering humanitarian assistance or implementing humanitarian projects in one or more locations.

Programmatic presence: If an organisation is delivering humanitarian assistance to the beneficiaries or implementing humanitarian projects in a location, it will be considered as programmatic presence in the areas.

Data collection initiatives: initiatives that aim to monitor humanitarian developments and gather humanitarian data across the country on a continuous basis (eg, monthly monitoring of market prices). These initiatives are conducted by a variety of HRP partners.

Third party survey: initiatives that aim to monitor the impact of humanitarian activities conducted

ANNEX IX:

TERMS OF REFERENCE FOR DATA ENTRY/ANALYSIS CONSULTANT

1. Input FGD data into data entry tool MAXQDA for GBV, Child protection, general protection and mine action sectors using the coding tree provided:
2. data entry (coding) for up to 80 FGD, as well as secondary data.
3. data entry for up to 4 GBV Expert FGD
4. Enter all GBV secondary data provided by the Whole of Syria coordinator and code it according to the system provided.
5. Extract quotes from FGDs and code them by "topic" in order to facilitate the development of the final report.
6. Draft the analysis of all GBV data to produce the VOICES From Syria, HNO GBV Analysis report. For previous reports please see *Voices from Syria* 2020; *Voices from Syria* 2019 *Voices from Syria* 2018 *Voices from Syria* 2017
7. Draft an advocacy brief for donors and humanitarian leadership with main findings from VOICES 2021.

Deliverables:

- All FGD data + expert FGD data inputted using Maxqda software for GBV, child protection, mine action and general protection
- Secondary data reviewed and entered using Maxqda software
- Extract matrix with quotes from FGDs
- Prepare hub-only MAXQDA file to each hub and WoS (minus Syria and GBV-only docs)
- For the report:
  - Provide an outline of the report in word document (based on previous reports. It should have an analysis section and the analysis broken down by governorates).
  - Initial GBV analysis of the data/draft report for review (in word document)
  - Incorporation of 2 round of feedbacks
  - Final report (in word document)
- Draft an advocacy brief for donors and humanitarian leadership with main findings.

ANNEX X:

LINKS TO VOICES REPORTS

- VOICES fram Syria 2020
- *Voices from Syria* 2019
- *Voices from Syria* 2018
- *Voices from Syria* 2017

UNITED NATIONS POPULATION FUND

BEYOND NUMBERS

IMPROVING THE GATHERING OF GENDER-BASED VIOLENCE
DATA TO INFORM HUMANITARIAN RESPONSES