

EMPOWERED AID

PARTICIPATORY ACTION RESEARCH

TOOLKIT

The Global
Women's Institute

THE GEORGE WASHINGTON UNIVERSITY

Empowered Aid is conducted by
the Global Women's Institute in
partnership with CARE in Lebanon
and the IRC in Uganda.



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INTRODUCTION

The Global Women's Institute's "Empowered Aid" study is feminist, participatory action research (PAR) that recognizes women and girls as contextual safeguarding experts and engages them as co-producers of knowledge, supported to safely take an active role in asking and answering questions about their own lives. PAR proactively acknowledges and addresses power imbalances—in this case, between men and women; aid workers and those receiving aid; and researchers and those being researched. Just as participation lies at the center of accountable humanitarian response, it is a critical element for research that seeks to shift power imbalances.

Empowered Aid is organized in three phases. This guide is part of a set of resources used during the first phase, which was grounded in ethnographic work in which women and girls documented their observations of SEA risks in relation to accessing four different types of aid, which they selected: food, shelter, WASH, cash (in Lebanon), and fuel & firewood (in Uganda). This phase was conducted by

The main results reports, full set of policy briefs, and accompanying tools and resources, can be found online at: <https://globalwomensinstitute.gwu.edu/empowered-aid-resources>

the Global Women's Institute (GWI) in partnership with the International Rescue Committee in Uganda and with CARE International in Lebanon, over one year. In both Lebanon and Uganda, SEA was reported as occurring across all types of aid explored, in all stages of the distribution cycle—from communicating and receiving information; to registering or being verified for aid; at the distribution site; traveling to and transporting aid from these sites; and safely storing aid. In addition, women and girls reported multiple barriers to reporting cases of SEA, including lack of knowledge or faith in reporting mechanisms, stigma and other negative repercussions from community and family members, and the normalization of SEA meaning that for many, they and their families and communities see it as the cost of receiving life-saving assistance.

In the second phase (currently underway) their observations guide the identification and prioritization of ways to improve aid distributions, which are then piloted with NGO operational partners using an implementation science approach. The third phase, slated to begin in late 2020, will focus on research uptake and peer-to-peer capacity building in a third country, tentatively Bangladesh. In this phase, women and girls and other research team members in Uganda and Lebanon will share what they've learned and build networks around women and girl-led, participatory action research in refugee settings.

WHAT IS THIS TOOL & HOW DID WE USE IT?

The Empowered Aid Toolkit contains the consent forms and data collection tools utilized by the research team during the first phase of Empowered Aid. The tools were drafted by the research team, and further evolved through participatory action research workshops held with in each country, with NGO partner staff (from IRC and CARE), and the core group of refugee women and girls (with separate workshops for women and girls based on age). The methodology is described further in the **main results report** from each country, and we have also shared the **workshop curriculum and facilitation guide** for the Participatory Action Research (PAR) workshops and all other workshops. You can find these on GWI's website at <https://globalwomensinstitute.gwu.edu/empowered-aid-resources>.

This toolkit is divided into three sections: the first two focus on the tools used with the core group of refugee women and girls in each country, and the third section includes the tools used with other members of the refugee community, as well as host community, and humanitarian stakeholders.

The study employs a longitudinal qualitative design. All activities were segregated by age, meaning women and girls were always in separate groups. Data collection began with what we term “**participatory group discussions**” (**PGDs**), which are focus group discussions that employ participatory activities throughout, focused on the challenges people who are refugees face when accessing different types of aid; which challenges present the most difficulty for women and girls, and how they respond when faced with violence. The PGD starts with a *free listing and ranking* exercise to allow participants to introduce a range of challenges, and facilitators were trained on how to support these discussions as issues of sexual exploitation and abuse (SEA), or other forms of gender-based violence (GBV), arose. We also included an *open-ended story*, to allow for discussion of how survivors of abuse seek support without asking any direct questions about violence, to maintain an ethical and safe approach. Facilitators were well-trained on ethics, safety, and trauma-informed interviewing, and information on services was provided to all participants as well as safe and confidential referrals for those requesting further support.

Following the group discussions, refugee women and girls carried out structured observations around each type of aid (from among those they selected at the PAR workshops), and met one-on-one with a NGO staff member of the team approximately every two weeks to share their observations. This data was collected using **semi-structured qualitative interviews (QIs)**. Each of the interview guides you'll find in Section 2 focuses on a different kind of aid under study: there were four interviews in total in each country, and you'll find five interview guides here as the types of aid selected differed slightly by country.

At the end of this series of qualitative interviews, a final participatory group discussion was held (“**Participatory group discussion #2**”). The participatory methods used here include *community mapping*, to identify risks and safe/unsafe places in their communities, and *body mapping*, to

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reflect on their participation in the study. Section 2 of this toolkit also includes a short questionnaire we administered to collect basic demographic information.

Halfway through the data collection period, **reflection workshops** were held with staff, women, and girls so that they could step back and reflect on the process, as well as provide the staff-research team with inputs and feedback to improve data collection for the rest of the project. These are not included here as the full facilitation guide is shared separately (see the *Research Reflection Workshop Facilitation Guide* on the Empowered Aid webpage listed above).

To solicit input from other members of the refugee, host, and humanitarian community, PGDs were held with refugee men, boys; refugee women and girls identified as belonging to particularly vulnerable groups, including those living with disabilities; and host community women, girls, men and boys. In addition, the research team conducted **key informant interviews (KIIs)** with community leaders, service providers and other humanitarian personnel. Consent forms and data collection tools for these groups are in Section 3. The **participatory group discussion guide** used is the same as that used for the first PGD with the core group of refugee women and girls, with free listing and ranking and open-ended story exercises.

We hope these are useful to you, please feel free to use and adapt them. **For questions, or to share how you are using these, you can contact Alina Potts, Principal Investigator, at [apotts \(at\) gwu.edu](mailto:apotts@gwu.edu).**

Citation: *The Global Women's Institute (GWI). (2020). Empowered Aid: Participatory Action Research with Refugee Women & Girls to Better Prevent Sexual Exploitation and Abuse—PAR Toolkit. Washington, DC: The Global Women's Institute at The George Washington University.*



Partner staff from IRC Uganda practice facilitation with the Participatory Group Discussion #1 Guide in Yumbe district, Uganda. All photos taken taken and used with informed consent.

SECTION 1: Consent Forms

This section contains the consent forms used with the core group of women and girls from the refugee community.

CONSENT FORM #1 – PARTICIPATORY GROUP DISCUSSIONS WITH REFUGEE WOMEN

“Empowered Aid” Formative Research Study, Uganda and Lebanon

Consent form

Participatory Group Discussions with Women

Key information:

We are seeking your consent to participate in a research study on the situation of women and girls in your community in relation to receiving different forms of humanitarian aid. This study seeks to provide NGOs, government, and the international community with better information to ensure that humanitarian assistance reaches women and girls in this community in a way that is safe for them. Your participation in this study is completely voluntary and will not affect your ability to access services from any NGO here. We will be conducting a series of two participatory group discussions with you over a period of three months. If you do not wish to answer any questions or address topics, we can skip a question or stop the interview at any time.

Background and rationale for the study:

Women and girls experience many issues that can affect their health and well-being. We are hoping to develop a better understanding of what challenges women and girls are experiencing when they are displaced. We plan to share this information with local government and NGOs in order to improve their understanding about what women and girls experience and help to create more responsive programming to improve the lives of women and girls in displacement settings.

We don't need you to tell us anything about your specific experiences – rather we will speak about general experiences of women like you when trying to access humanitarian aid such as food, water and sanitation, or shelter.

This project is being carried out by researchers from the George Washington University in Washington DC, USA, in collaboration with International Rescue Committee.

The purpose of the study is to better understand the situations of women and girls in your community in relation to receiving different forms of humanitarian aid. We don't need you to tell us anything about your specific experiences – rather we will speak about general experiences of women like you when trying to access humanitarian aid such as food, water and sanitation, or shelter.

Procedures:

Any person over the age of 18 who is a refugee and knowledgeable about the experiences of other women refugees in this community is eligible for the study. We will be conducting a series of two participatory group discussions with you over a period of three months, with each one taking approximately one and a half to two hours. Our participatory group discussions will be held in a quiet place – such as a private room in the NGO center you normally attend. We will work with you to schedule these discussions at times of your convenience.

Risks:

Since we will be talking about some challenges women and girls face in accessing vital assistance, you may feel uncomfortable or sad talking about some of the topics. If you do not wish to answer a question or if you would like to take a break between questions, please let me know and we will skip that question. If it seems like you are having trouble answering a question or are becoming upset, we will stop the interview.

Benefits:

The benefits of the study will be that NGOs and government will have better information about the life experiences of women and adolescent girls in this community and be better able to ensure that humanitarian assistance reaches them in a way that is safe for them. In addition, it will help the international community to better understand how conflict affects the lives of women and girls living as refugees in displacement settings.

Eligibility:

Any person over the age of 18 who is a refugee and knowledgeable about the experiences of other women refugees in this community is eligible for the study.

Confidentiality:

I will collect data on your age and community of your residence. I will not keep a record of your name or phone number, instead a member of the IRC program team will contact you to schedule follow-on interviews. We will keep the information you provide confidential. The only exception to this confidentiality is if you tell me about child abuse currently happening within your household or that you are an immediate danger to yourself or to someone else. In these cases, we will need to notify the local authorities. Non-identifiable quotes from you may be used in the final report.

During participatory group discussions, breaches in confidentiality may arise if participatory group members discuss the content of the group discussion or group membership with individuals who were not part of the participatory group. While we cannot guarantee that other members will not share what has been talked about, **we request that all present respect the group by not telling anyone outside the group what is said.** If anyone enters the room while we are talking, we may stop the group or change questions.

We limit the sharing of your responses to people who need to review it. The George Washington University Institutional Review Board and other representatives of this organization may inspect and copy the information you provide. We will be audio recording this session for our information only. Once the interview is complete, we will transcribe the interview onto a computer and delete the audio version of this interview. If for any reason you prefer the interview to not be audio-recorded please let us know and we can turn off the recorder.

There is a small chance that someone not on our research team could somehow connect your name with the information you provide. To reduce this, once transcribed all original notes will be destroyed and all data stored on computers will be password protected. Raw data will only be viewed by members of the research team.

Voluntary Nature:

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Your participation in this series of interviews is completely voluntary. Choosing not to participate will not affect your ability to receive aid or services here in the settlement/community. You have the right to stop the interview at any time, or to skip any questions that you don't want to answer. There are no right or wrong answers. There will be no cost to you for participating in the study.

Questions:

Please let us know if you have questions, concerns, complaints, or think you have been harmed. You can contact us at [insert phone number] or through International Rescue Committee/CARE International's office in [insert location] if you want to speak to us at a later date/time.

A copy of this consent form will be provided to you. In addition, we will provide a list of local services that can help women and girls in your area after we talk – you can also contact them if you need additional support.

This research is being overseen by an Institutional Review Board ("IRB"). You may contact them via email at ohrirb@gwu.edu if:

- You have questions, concerns, or complaints that are not being answered by the research team or if you wish to talk to someone independent of the research team.
- You have questions about your rights as a research subject.

Dissemination of results:

A report will be developed based on what we learn in this study. It will be shared with community leaders, local government and NGOs working in this community to improve the lives of women and girls.

Do you have any questions?

Consent:

Now that I've told you about this study, including risks and benefits, do you agree to participate?

Yes No

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

CONSENT FOR AUDIO RECORDING

I am aware that by marking or signing below, I am giving George Washington University and International Rescue Committee staff permission to create an audio recording of my interviews.

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

CONSENT FORM #2 – PARTICIPATORY GROUP DISCUSSIONS WITH REFUGEE ADOLESCENT GIRLS – INCLUDING PARENTAL CONSENT

“Empowered Aid” Formative Research Study, Uganda and Lebanon

Consent form

Participatory Group Discussions with Adolescent Girls

Key information:

We are seeking your CONSENT/ASSENT to PARTICIPATE/HAVE YOUR CHILD PARTICIPATE in a research study on the situation of women and girls in your community. This study seeks to provide NGOs, government, and the international community with better information to ensure that humanitarian assistance reaches women and girls in this community in a way that is safe for them. YOUR/YOUR CHILD'S participation in this study is completely voluntary and will not affect YOUR/YOUR CHILD'S ability to access services from any NGO here. We will be conducting a series of two participatory group discussions with YOU/YOUR CHILD over a period of three months. If YOU/YOUR CHILD do not wish to answer any questions or address topics, we can skip a question or stop the interview at any time.

Background and rationale for the study:

Women and girls experience many issues that can affect their health and well-being. We are hoping to develop a better understanding of what challenges women and girls are experiencing when they are displaced. We plan to share this information with local government and NGOs in order to improve their understanding about what women and girls experience and help to create more responsive programming to improve the lives of women and girls in displacement settings.

We don't need YOU/YOUR CHILD to tell us anything about YOUR/YOUR CHILD'S specific experiences – rather we will speak about general experiences of girls like YOU/YOUR CHILD when trying to access humanitarian aid such as food, water and sanitation, or shelter.

This project is being carried out by researchers from the George Washington University in Washington DC, USA, in collaboration with International Rescue Committee.

The purpose of the study is to better understand the situations of women and girls in your community in relation to receiving different forms of humanitarian aid. We don't need YOU/YOUR CHILD to tell us anything about YOUR/YOUR CHILD'S specific experiences – rather we will speak about general experiences of girls like YOU/YOUR CHILD when trying to access humanitarian aid such as food, water and sanitation, or shelter.

Procedures:

Any girl aged 15-17 years who is a refugee and knowledgeable about the experiences of other adolescent girl refugees in this community is eligible for the study, should they wish to participate and receive their parent's consent. We will be conducting a series of two participatory group discussions with YOU/YOUR CHILD over a period of three months, with each one taking approximately one and a half to two hours. Our participatory group discussions will be held in a quiet place – such as a private room in the NGO center YOU/YOUR CHILD normally attend. We will work with you to schedule these discussions at times of your YOUR/YOUR CHILD'S convenience.

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Risks:

Since we will be talking about some challenges women and girls face in accessing vital assistance, YOU/YOUR CHILD may feel uncomfortable or sad talking about some of the topics. If YOU/YOUR CHILD do not wish to answer a question or if YOU/YOUR CHILD would like to take a break between questions, please let me know and we will skip that question. If it seems like YOU/YOUR CHILD are having trouble answering a question or are becoming upset, we will stop the interview.

Benefits:

The benefits of the study will be that NGOs and government will have better information about the life experiences of women and adolescent girls in this community and be better able to ensure that humanitarian assistance reaches them in a way that is safe for them. In addition, it will help the international community to better understand how conflict affects the lives of women and girls living as refugees in displacement settings.

Eligibility:

Any girl aged 15-17 years who is a refugee and knowledgeable about the experiences of other adolescent girl refugees in this community is eligible for the study, should they wish to participate and receive their parent's consent.

Confidentiality:

I will collect data on YOU/YOUR CHILD'S age and community of your residence. I will not keep a record of YOU/YOUR CHILD'S name or phone number, instead a member of the IRC program team will contact YOU/YOUR CHILD to schedule follow-on interviews.

The information you provide us will be kept confidential. The only exception to this confidentiality is if YOU/YOUR CHILD tell me about child abuse currently happening within your household or that YOU/YOUR CHILD are an immediate danger to YOURSELF/HERSELF or to someone else. In these cases, we will need to notify the local authorities. Non-identifiable quotes from you may be used in the final report.

During participatory group discussions, breaches in confidentiality may arise if participatory group members discuss the content of the group discussion or group membership with individuals who were not part of the participatory group. While we cannot guarantee that other members will not share what has been talked about, **we request that all present respect the group by not telling anyone outside the group what is said.** If anyone enters the room while we are talking, we may stop the group or change questions.

We limit the sharing of YOU/YOUR CHILD'S responses to people who need to review it. The George Washington University Institutional Review Board and other representatives of this organization may inspect and copy the information YOU/YOUR CHILD provide. We will be audio recording this session for our information only. Once the interview is complete, we will transcribe the interview onto a computer and delete the audio version of this interview. If for any reason YOU/YOUR CHILD prefer the interview to not be audio-recorded please let us know and we can turn off the recorder.

There is a small chance that someone not on our research team could somehow connect YOU/YOUR CHILD'S name with the information YOU/YOUR CHILD provide. To reduce this we, once transcribed all original notes will be destroyed and all data stored on computers will be password protected. Raw data will only be viewed by members of the research team.

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Voluntary Nature:

YOU/YOUR CHILD'S participation in this series of interviews is completely voluntary. Choosing not to participate will not affect YOU/YOUR CHILD'S ability to receive aid or services here in the settlement/community. YOU/YOUR CHILD have the right to stop the interview at any time, or to skip any questions that you don't want to answer. There are no right or wrong answers. There will be no cost to YOU/YOUR CHILD for participating in the study.

Questions:

Please let us know if you have questions, concerns, complaints, or think YOU/YOUR CHILD has been harmed. You can contact us at [insert phone number or through International Rescue Committee's office in [insert location] if YOU/YOUR CHILD want to speak to us at a later date/time. A copy of this consent form will be provided to you. In addition, we will provide a list of local services that can help women and girls in your area after we talk – YOU/YOUR CHILD can also contact them if you need additional support.

This research is being overseen by an Institutional Review Board ("IRB"). YOU/YOUR CHILD may contact them via email at ohrirb@gwu.edu if:

- YOU/YOUR CHILD have questions, concerns, or complaints that are not being answered by the research team or if you wish to talk to someone independent of the research team.
- YOU/YOUR CHILD have questions about your rights as a research subject.

Dissemination of results:

A report will be developed based on what we learn in this study. It will be shared with community leaders, local government and NGOs working in this community to improve the lives of women and girls.

Do you have any questions?

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Consent:

ADULT CAREGIVER

Now that I've told you about this study, including risks and benefits, do you agree to allow your child to participate?

Yes No

Caregiver's Name: _____

Signature or thumbprint of caregiver: _____ Date: _____

Signature of study team member obtaining consent: _____ Date: _____

CHILD PARTICIPANT

Now that I've told you about this study, including risks and benefits, do you agree to participate?

Yes No

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

I am aware that by marking or signing below, I am giving George Washington University and [International Rescue Committee/CARE International] staff permission to create an audio recording of my interviews.

ADULT CAREGIVER

Caregiver's Name: _____

Signature or thumbprint of caregiver: _____ Date: _____

Signature of study team member obtaining consent: _____ Date: _____

CHILD PARTICIPANT

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

CONSENT FORM #3 – QUALITATIVE INTERVIEWS WITH REFUGEE WOMEN

“Empowered Aid” Formative Research Study, Uganda and Lebanon

Consent form

Semi-Structured Interviews with Women

Key information:

We are seeking your consent to participate in a research study on the situation of women and girls in your community in relation to receiving different forms of humanitarian aid. This study seeks to provide NGOs, government, and the international community with better information to ensure that humanitarian assistance reaches women and girls in this community in a way that is safe for them. Your participation in this study is completely voluntary and will not affect your ability to access services from any NGO here. We will be conducting a series of up to five one-on-one, semi-structured interviews with you over a period of three months. If you do not wish to answer any questions or address topics, we can skip a question or stop the interview at any time.

Background and rationale for the study:

Women and girls experience many issues that can affect their health and well-being. We are hoping to develop a better understanding of what challenges women and girls are experiencing when they are displaced. We plan to share this information with local government and NGOs in order to improve their understanding about what women and girls experience and help to create more responsive programming to improve the lives of women and girls in displacement settings.

We don't need you to tell us anything about your specific experiences – rather we will speak about general experiences of women like you when trying to access humanitarian aid such as food, water and sanitation, or shelter.

This project is being carried out by researchers from the George Washington University in Washington DC, USA, in collaboration with International Rescue Committee.

The purpose of the study is to better understand the situations of women and girls in your community in relation to receiving different forms of humanitarian aid. We don't need you to tell us anything about your specific experiences – rather we will speak about general experiences of women like you when trying to access humanitarian aid such as food, water and sanitation, or shelter.

Procedures:

Any person over the age of 18 who is a refugee and knowledgeable about the experiences of other women refugees in this community is eligible for the study. We will be conducting a series of four one-on-one, semi-structured interviews with you over a period of three months, with each one taking approximately one hour.

These discussions will be held in a quiet place – such as a private room in the NGO center you normally attend - so that your responses remain confidential. Should anyone else come in or disturb us during the

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interview, we will stop the interview until he or she leaves the room. We will work with you to schedule them at times of your convenience.

Risks:

Since we will be talking about some challenges women and girls face in accessing vital assistance, you may feel uncomfortable or sad talking about some of the topics. If you do not wish to answer a question or if you would like to take a break between questions, please let me know and we will skip that question. If it seems like you are having trouble answering a question or are becoming upset, we will stop the interview.

Benefits:

The benefits of the study will be that NGOs and government will have better information about the life experiences of women and adolescent girls in this community and be better able to ensure that humanitarian assistance reaches them in a way that is safe for them. In addition, it will help the international community to better understand how conflict affects the lives of women and girls living as refugees in displacement settings.

Eligibility:

Any person over the age of 18 who is a refugee and knowledgeable about the experiences of other women refugees in this community is eligible for the study.

Confidentiality:

We want to assure you that all of your answers will be kept confidential. I will collect data on your age and community of your residence. I will not keep a record of your name or phone number, instead a member of the IRC program team will contact you to schedule follow-on interviews.

The information you provide us will be kept confidential. The only exception to this confidentiality is if you tell me about child abuse currently happening within your household or that you are an immediate danger to yourself or to someone else. In these cases, we will need to notify the local authorities. Non-identifiable quotes from you may be used in the final report. If anyone enters the room while we are talking, we may stop the interview or change questions.

We limit the sharing of your responses to people who need to review it. The George Washington University Institutional Review Board and other representatives of this organization may inspect and copy the information you provide. We will be audio recording this session for our information only. Once the interview is complete, we will transcribe the interview onto a computer and delete the audio version of this interview. If for any reason you prefer the interview to not be audio-recorded please let us know and we can turn off the recorder.

There is a small chance that someone not on our research team could somehow connect your name with the information you provide. To reduce this, once transcribed all original notes will be destroyed and all data stored on computers will be password protected. Raw data will only be viewed by members of the research team.

Voluntary Nature:

Your participation in this series of interviews is completely voluntary. Choosing not to participate will not affect your ability to receive aid or services here in the settlement/community. You have the right to stop

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the interview at any time, or to skip any questions that you don't want to answer. There are no right or wrong answers. There will be no cost to you for participating in the study.

Questions:

Please let us know if you have questions, concerns, complaints, or think you have been harmed. You can contact us at [insert phone number] or through International Rescue Committee/CARE International's office in [insert location] if you want to speak to us at a later date/time.

A copy of this consent form will be provided to you. In addition, we will provide a list of local services that can help women and girls in your area after we talk – you can also contact them if you need additional support.

This research is being overseen by an Institutional Review Board ("IRB"). You may contact them via email at ohrirb@gwu.edu if:

- You have questions, concerns, or complaints that are not being answered by the research team or if you wish to talk to someone independent of the research team.
- You have questions about your rights as a research subject.

Dissemination of results:

A report will be developed based on what we learn in this study. It will be shared with community leaders, local government and NGOs working in this community to improve the lives of women and girls.

Do you have any questions?

Consent:

Now that I've told you about this study, including risks and benefits, do you agree to participate?

Yes No

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

CONSENT FOR AUDIO RECORDING

I am aware that by marking or signing below, I am giving George Washington University and [International Rescue Committee/CARE International] staff permission to create an audio recording of my interviews.

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

CONSENT FORM #4 – QUALITATIVE INTERVIEWS WITH REFUGEE ADOLESCENT GIRLS – INCLUDING PARENTAL CONSENT

“Empowered Aid” Formative Research Study, Uganda and Lebanon

Consent form

Semi-Structured Interviews with Adolescent Girls

Key information:

We are seeking your CONSENT/ASSENT to PARTICIPATE/HAVE YOUR CHILD PARTICIPATE in a research study on the situation of women and girls in your community. This study seeks to provide NGOs, government, and the international community with better information to ensure that humanitarian assistance reaches women and girls in this community in a way that is safe for them. YOUR/YOUR CHILD'S participation in this study is completely voluntary and will not affect YOUR/YOUR CHILD'S ability to access services from any NGO here. We will be conducting a series of up to five one-on-one, semi-structured interviews with YOU/YOUR CHILD over a period of three months. If YOU/YOUR CHILD do not wish to answer any questions or address topics, we can skip a question or stop the interview at any time.

Background and rationale for the study:

Women and girls experience many issues that can affect their health and well-being. We are hoping to develop a better understanding of what challenges women and girls are experiencing when they are displaced. We plan to share this information with local government and NGOs in order to improve their understanding about what women and girls experience and help to create more responsive programming to improve the lives of women and girls in displacement settings.

We don't need YOU/YOUR CHILD to tell us anything about YOUR/YOUR CHILD'S specific experiences – rather we will speak about general experiences of girls like YOU/YOUR CHILD when trying to access humanitarian aid such as food, water and sanitation, or shelter.

This project is being carried out by researchers from the George Washington University in Washington DC, USA, in collaboration with International Rescue Committee.

The purpose of the study is to better understand the situations of women and girls in your community in relation to receiving different forms of humanitarian aid. We don't need YOU/YOUR CHILD to tell us anything about YOUR/YOUR CHILD'S specific experiences – rather we will speak about general experiences of girls like YOU/YOUR CHILD when trying to access humanitarian aid such as food, water and sanitation, or shelter.

Procedures:

Any girl aged 15-17 years who is a refugee and knowledgeable about the experiences of other adolescent girl refugees in this community is eligible for the study, should they wish to participate and receive their parent's consent. We will be conducting a series of four one-on-one, semi-structured interviews over a period of three months, with each one taking approximately one hour.

These discussions will be held in a quiet place – such as a private room in the NGO center YOU/YOUR CHILD normally attend - so that YOU/YOUR CHILD'S responses remain confidential. Should anyone else

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come in or disturb us during the interview, we will stop the interview until he or she leaves the room. We will work with YOU/YOUR CHILD to schedule them at times of your convenience.

Risks:

Since we will be talking about some challenges women and girls face in accessing vital assistance, YOU/YOUR CHILD may feel uncomfortable or sad talking about some of the topics. If YOU/YOUR CHILD do not wish to answer a question or if YOU/YOUR CHILD would like to take a break between questions, please let me know and we will skip that question. If it seems like YOU/YOUR CHILD are having trouble answering a question or are becoming upset, we will stop the interview.

Benefits:

The benefits of the study will be that NGOs and government will have better information about the life experiences of women and adolescent girls in this community and be better able to ensure that humanitarian assistance reaches them in a way that is safe for them. In addition, it will help the international community to better understand how conflict affects the lives of women and girls living as refugees in displacement settings.

Eligibility:

Any girl aged 15-17 years who is a refugee and knowledgeable about the experiences of other adolescent girl refugees in this community is eligible for the study, should they wish to participate and receive their parent's consent.

Confidentiality:

We want to assure you that all of YOU/YOUR CHILD'S answers will be kept confidential. I will collect data on YOU/YOUR CHILD'S age and community of your residence. I will not keep a record of YOU/YOUR CHILD'S name or phone number, instead a member of the IRC program team will contact YOU/YOUR CHILD to schedule follow-on interviews.

The information you provide us will be kept confidential. The only exception to this confidentiality is if YOU/YOUR CHILD tell me about child abuse currently happening within your household or that YOU/YOUR CHILD are an immediate danger to YOURSELF/HERSELF or to someone else. In these cases, we will need to notify the local authorities.

Non-identifiable quotes from you may be used in the final report. If anyone enters the room while we are talking, we may stop the interview or change questions.

We limit the sharing of YOU/YOUR CHILD'S responses to people who need to review it. The George Washington University Institutional Review Board and other representatives of this organization may inspect and copy the information YOU/YOUR CHILD provide. We will be audio recording this session for our information only. Once the interview is complete, we will transcribe the interview onto a computer and delete the audio version of this interview. If for any reason YOU/YOUR CHILD prefer the interview to not be audio-recorded please let us know and we can turn off the recorder.

There is a small chance that someone not on our research team could somehow connect YOU/YOUR CHILD'S name with the information YOU/YOUR CHILD provide. To reduce this we, once transcribed all original notes will be destroyed and all data stored on computers will be password protected. Raw data will only be viewed by members of the research team.

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Voluntary Nature:

YOU/YOUR CHILD'S participation in this series of interviews is completely voluntary. Choosing not to participate will not affect YOU/YOUR CHILD'S ability to receive aid or services here in the settlement/community. YOU/YOUR CHILD have the right to stop the interview at any time, or to skip any questions that you don't want to answer. There are no right or wrong answers. There will be no cost to YOU/YOUR CHILD for participating in the study.

Questions:

Please let us know if you have questions, concerns, complaints, or think YOU/YOUR CHILD has been harmed. You can contact us at [insert phone number] or through International Rescue Committee/CARE International's office in [insert location] if YOU/YOUR CHILD want to speak to us at a later date/time. A copy of this consent form will be provided to you. In addition, we will provide a list of local services that can help women and girls in your area after we talk – YOU/YOUR CHILD can also contact them if you need additional support.

This research is being overseen by an Institutional Review Board ("IRB"). YOU/YOUR CHILD may contact them via email at ohrirb@gwu.edu if:

- YOU/YOUR CHILD have questions, concerns, or complaints that are not being answered by the research team or if you wish to talk to someone independent of the research team.
- YOU/YOUR CHILD have questions about your rights as a research subject.

Dissemination of results:

A report will be developed based on what we learn in this study. It will be shared with community leaders, local government and NGOs working in this community to improve the lives of women and girls.

Do you have any questions?

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Consent:

ADULT CAREGIVER

Now that I've told you about this study, including risks and benefits, do you agree to allow your child to participate?

Yes No

Caregiver's Name: _____

Signature or thumbprint of caregiver: _____ Date: _____

Signature of study team member obtaining consent: _____ Date: _____

CHILD PARTICIPANT

Now that I've told you about this study, including risks and benefits, do you agree to participate?

Yes No

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

I am aware that by marking or signing below, I am giving George Washington University and [International Rescue Committee/CARE International] staff permission to create an audio recording of my interviews.

ADULT CAREGIVER

Caregiver's Name: _____

Signature or thumbprint of caregiver: _____ Date: _____

Signature of study team member obtaining consent: _____ Date: _____

CHILD PARTICIPANT

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

SECTION 2: Participatory Data Collection Tools used with core group of Refugee Women & Girls

As described above, this study employs a longitudinal qualitative design. We began with the **participatory (focus) group discussion #1**, with all group discussions segregated by age. Following this group discussion, we met with each woman or girl member of the research team one-on-one, in a series of semi-structured **qualitative interviews**. Each interview focused on a different kind of aid under study, thus there were four interviews in total in each country (five interview guides as the types of aid selected for study differed slightly by country). At the end of this period, a final small group discussion was held using the **participatory group discussion #2** guide. This section concludes with the short questionnaire we used to collect basic demographic information.

PARTICIPATORY GROUP DISCUSSION 1 – REFUGEE WOMEN AND GIRLS

This discussion uses visual methods, the facilitator should have several pads of flipchart paper, colored markers, and preferably post-it notes available.

ESSENTIAL STEPS & INFORMATION BEFORE STARTING THE PARTICIPATORY GROUP DISCUSSION

Before starting, read consent form and obtain thumbprint or signature of participants. This explains the purpose of the group, what will be done with the information, and how participation is voluntary.

Once the group comes together and you start, re-emphasize:

- Participation is voluntary, no one is obligated to respond to any questions if s/he does not wish
- Participants can leave the discussion at any time
- If sharing examples or experiences, individual names should not be shared
- Be respectful when others speak
- The facilitator might interrupt discussion, but only to ensure that everyone has an opportunity to speak and no one person dominates the discussion

Agree on:

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

Ask permission to take notes:

- No one's name will be mentioned in the written notes
- The purpose of the notes is to ensure that the information collected is precise
- If everyone has agreed to audio recording, we will start the audio recording now.

NOTETAKER STARTS THE AUDIO RECORDING [if everyone has consented] – Say into the recorder, “My name is _____, the date is _____, I am in **[location]**, this is group discussion 1.”

Place the recorder near the translator and facilitator, a bit toward the center of the group, so it captures everyone's voices.

Introduction (10 minutes)

*Hi, my name is _____ and I work with the CARE/IRC. We are partnering with George Washington University in the United States to learn more about the challenges communities face in accessing humanitarian aid. We are particularly interested in the challenges that most affect **women***

***[adolescent girls]** in your community, as well as the ways they are already addressing these challenges, and how they think challenges could be better addressed.*

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Each of you has already given consent to have this discussion with us. Your participation is voluntary and we thank you for your time.

Let's start by sharing our names.

Go around and have everyone introduce themselves by name.

Exercise 1: Free-listing (1 hour maximum)

OBJECTIVE: To create a list of the types of protection issues that women and girls may face when accessing essential relief items.

Steps for facilitator:

- 1) Write down (or use sticky notes) 4 types of aid, in a square:

Food	Water and Sanitation
Shelter	Fuel and Firewood

- 2) Ask, *What difficulties – related to safety and wellbeing – do [country of origin] refugees here in [location] face when trying to access food, water and sanitation facilities, shelter, or fuel and firewood?*

Participants may note more general difficulties. When one of them mentions a type of violence, write that down in the relevant square. Allow the discussion about violence to start with participants—perhaps they mention problems such as a water point being “very far” or shelter being “overcrowded”, you can ask: “What does this mean for the safety of women and girls? What kind of risks can this lead to?”

- 3) Ask, *What other types of violence do refugees face when trying to access these types of aid?*

Place these on sticky notes, or write them, in the relevant square. If a specific type of violence occurs in multiple places, you can draw arrows or re-write it.

- 4) Ask, *Who are most affected for each type of violence: women, girls, boys and/or men? Write it down in the sticky note (or use different colors or symbols).*

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5) Ask, *Which challenges most affect women and girls?* Move these to the top or mark them with a different color.

6) Ask, *Which women and girls are **most** affected?* Write responses next to the types of violence, or using sticky notes.

If necessary, can give examples: *woman with small children, disabled, elderly, girl with no parents, married girl, girl with a child.*

7) [If not already answered above] ask: *Of the difficulties we have listed, which are most common?* Mark these with a different color or symbol (like a star *).

Exercise 2: Open-ended Stories (1 hour maximum)

OBJECTIVE: To fill in a hypothetical story to determine the ways in which distribution of humanitarian relief items can lead to exploitative or abusive situations for women and girls.

Steps for facilitator:

- 1) Explain, *I'm going to read to you the beginning of a story about a woman or girl in a community like yours-- this is not one person's story but is based on various real-life experiences. I want your help in filling in her story as if she were in your community.*
- 2) The Facilitator should write the name of the person in the center of the paper.
- 3) Read the story below.
- 4) After reading each question, the Facilitator should write responses on the paper (use sticky notes if you have them). The more helpful or accessible the response is in relation to the woman or girl in the story, the closer you should write it to her name.
- 5) If possible, take a picture of the final paper (not participants) at the end.

Story:

[Read this story if you are in a group discussion with women:]

Sara is 25 years old. She is married and has three children, and cannot read or write. Sara's husband was killed in the fighting in her country and she does not have close family or friends in Uganda/Lebanon. She lives in one of the settlements/camps and takes in mending for small money. Sara is dependent on food aid from humanitarian organizations to feed herself and her

children.¹ At the last distribution, she was pulled aside by a man working with the distribution team and wearing a shirt with an organizational logo on it, who said that if she wants her food ration to double in the next cycle, she should visit him at his home in the night.

1. If a woman reported that she had an experience similar to Sara, how many of you would believe her? Does this sound like something that happens in your community?
2. Why do you think this might be happening to Sara? What are factors that increase her vulnerability to this situation? What about other women in your community?
3. Would Sara tell anyone what was happening or seek any help? Who might she tell and where might she go? Where do women in your community go?
4. What might prevent her from getting help? [Probe: Why do women hesitate to share experiences like this with other people?]
5. Are there any ways the current system for distributing food could be made safer for women like Sara? What about other types of aid?
6. How would your responses to the questions I have asked change if Sara were an adolescent girl?

[Read this story if you are in a group discussion with girls:]

Sara is 15 years old. She lives with her mother and father and three younger siblings, and is responsible for helping to take care of them. Her father was disabled in the fighting in her country, so she is also responsible for contributing to household resources. She and her family live in one of the settlements/camps and they are dependent on food aid from humanitarian organizations to feed themselves.² At the last distribution, Sara was pulled aside by a man working with the distribution team and wearing a shirt with an

organizational logo on it, who said that if she wants her food ration to double in the next cycle, she should visit him at his home in the night.

¹ These details of the story (location, type of shelter or encampment, and job or labor for money) can be changed to contextualize the story for the location in which the data is being collected.

² These details of the story (location, type of shelter or encampment, and job or labor for money) can be changed to contextualize the story for the location in which the data is being collected.

1. <i>If a girl reported that she had an experience similar to Sara, how many of you would believe her story? Does this story sound like something that happens among your community?</i>
2. <i>Why do you think this might be happening to Sara? What are factors that increase her vulnerability to this type of exploitative situation? What about other girls in your community?</i>
3. <i>Would Sara tell anyone what was happening or seek any help? Who might she tell and where might she go? Where would girls in your community go?</i>
4. <i>What might prevent her from getting help? [Probe: Why do girls hesitate to share experiences like this with other people?]</i>
5. <i>Are there any ways the current system for distributing food could be made safer for girls like Sara? What about other types of aid?</i>

Conclusion

- Thank participants for their time and their contributions.
- Remind participants that the purpose of this discussion was to better understand the needs and concerns of women and girls in relation to accessing humanitarian aid.
- Repeat what will be done with this information and the purpose it will eventually serve.
- Remind participants of their agreement to confidentiality.
- Ask participants if they have questions.
- If anyone wishes to speak in private, respond that the facilitator or another IRC staff will be available after the meeting.

End by reading the below information about the first one-on-one interview. If possible, schedule your next meeting with them:

When we next meet, I or one of my colleagues will discuss with you women and girls' access to food aid. We will ask about your observations on how women and girls access information about food distributions; how they access food at the distribution site; and how they are able to safely transport and store food once it is received. Between now and then, we ask that you notice any risks or unsafe situations that women and girls are exposed to, and how these are—or are not—addressed by women, their families and their communities, as well as humanitarian aid actors. Note them in your memory (not on paper).

Remember that this is through observation as you go about your normal daily activities. Please do not ask questions or go places you would not normally go.

[End audio recording and ensure it is SAVED]

INTERVIEW 1: QUALITATIVE INTERVIEW WITH REFUGEE WOMEN AND GIRLS: FOOD³

NOTE: As this is the first interview, before starting you should read the consent form and obtain the thumbprint or signature of participants.

Age of key informant:

- 15-17 years
- 18-24 years
- 25-40 years
- Over 40 years

Reminder for Interviewer: Allow the conversation to develop naturally and you can steer it to the issues we are focusing on—risks to women and girls when they are trying to access aid, and what types of violence these risks can lead to. Allow the discussion about violence to arise from what the participant says. For example, if they mention problems such as a food distribution point or water point being “very far”, or a shelter being “overcrowded”, you can ask: “What does this mean for the safety of women and girls? What kind of risks can this lead to?”

Introduction

*We are curious about the challenges women and girls face in accessing essential items, like food, water and sanitation, shelter, cash aid, and fuel. We're also interested in ways that women and girls and their communities address these challenges, or ways that they think such challenges could be better addressed. We are particularly interested in the specific vulnerabilities and challenges that most affect **women [adolescent girls]** in your community, as opposed to general community issues.*

Once every 2 weeks for the next three months, you and I will meet here and talk a little bit about your observations around one of these topics. Each time, I will give you prompts about the next topic so you know what we plan to discuss.

Do you have any questions?

Discussion

³ During the Participatory Action Research (PAR) workshops, or before conducting participatory group discussions and/or qualitative interviews, determine what each type of aid (food, WASH, shelter, cash, fuel & firewood) is “defined” as in each context i.e. for Empowered Aid’s research, WASH aid in Uganda’s context referred to collecting water from boreholes while WASH aid in Lebanon included home repairs for taps and water tanks. It must be clear to all the research and data collection team what constitutes each type of aid, and this standardized definition or explanation can be conveyed to participants if they are unsure or unclear when asking about each type of aid. Other types of aid may also be substituted in this guide.

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We will now discuss the topic of food distributions. Our discussion can be based on what you have observed in your community over the last 2 weeks, as well as your previous experiences or observations. Is it okay with you if I start recording this session, so we can listen to it later? Everything you say will be confidential. We will erase these recordings once we have transcribed them, and the transcripts will not include any identifying information.

TURN ON THE AUDIO RECORDER [if participant has given consent]. Say into the recorder: *Now that you have given consent for the audio recording, I have turned on the recorder. Today's date is [date]. My name is [facilitator name]. I am in [location] to conduct interview 1 about food, with participant [code for the participant, for example "W3" or "G2"].*

Then place the recorder in the center of you and the translator (if needed) and the participant, so it captures everyone's voices.

Guiding question

- *What kinds of food aid are available to refugees here? Of these, which have you used or do you know the most about?*
- *How do you and other refugee women and girls typically find out when food is being distributed? [Probes: Who distributes this information? How? Who is most likely to hear about it? Least likely?] Who in your community would a woman [girl] go to if she needed more information or had questions?*
- *Imagine a recent distribution that you have participated in or observed. How is it organized? Who is in charge? Describe a 'typical' experience for a refugee woman [girl]. In what ways may she be put at risk while trying to access food?*
- *Again, thinking about recent distributions: How do women and girls transport and store food items once they are received? What are challenges you have observed to women and girls being able to do this safely?*
- *Overall, are there any places or parts of this process that make women and girls feel unsafe, or they try to avoid? What is it that makes them unsafe?*
- *What kinds of violence might women and girls face while trying to register for food rations? What kinds of violence might women and girls face while trying to access food (after they are registered)? From whom can they seek assistance for such problems? What happens to the perpetrators? How does her family and the community respond?*
- *Without mentioning names, according to you which group(s) of women and girls feel the most insecure or the most exposed to risks of violence in these situations? Why? Which group(s) feel the most secure? Why? [Probes for women: woman with small children and no one to leave them with, disabled, elderly; Probes for girls: girl with no parents, disabled girl, married girl etc.]*
- *What do women and girls do to protect themselves from violence connected to accessing food? What does the community do to protect them?*
- *According to you, what could be done in this community to create a safer environment for women and girls to access food? Have any improvements already been made?*

[End audio recording and ensure it is SAVED]

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Once the interview is over, ask:

- *How was the interview?*
- *Is there anything we could do to make it more comfortable?*

Thank you, do you have any questions for me?

Some of the things you might think about as you observe these issues in your community may make you feel sad or scared. If at any point between our meetings, you feel upset and would like to speak with someone, you can contact me and I will help connect you with someone to speak with.⁴

For the next session, think about women and girls' access to water, sanitation & hygiene facilities, for themselves and their families. Noticing any risks or unsafe situations that women and girls in particular are exposed to, and how these are—or are not—addressed by women and girls, their families and communities, or aid actors. Note them in your memory (not on paper).

Remember that this is through observation as you go about your normal daily activities. Please do not ask questions or go places you would not normally go.

Conclusion

- Thank the interviewee for her time and her contributions.
- Remind her that the purpose of these discussions was to better understand the needs and concerns of women and girls in relation to accessing humanitarian aid.
- Repeat what will be done with this information and the purpose it will eventually serve.
- Remind her of the agreement to confidentiality.
- If she wishes to speak about issues related to this discussion more privately, the facilitator or another [IRC/CARE]⁵ staff will be available after the meeting.

⁴ Whenever discussing any form of violence in research, it is best practice and in accordance with the WHO ethical guidelines on conducting research on gender-based violence to ensure referrals and services are available for participants.

⁵ Change to the name of the organization, group, or team conducting data collection.

INTERVIEW 2: QUALITATIVE INTERVIEW WITH REFUGEE WOMEN AND GIRLS: WATER, SANITATION & HYGIENE (WASH)

Age of key informant:

- 15-17 years
- 18-24 years
- 25-40 years
- Over 40 years

Reminder for Interviewer: Allow the conversation to develop naturally and you can steer it to the issues we are focusing on—risks to women and girls when they are trying to access aid, and what types of violence these risks can lead to. Allow the discussion about violence to arise from what the participant says. For example, if they mention problems such as a food distribution point or water point being “very far”, or a shelter being “overcrowded”, you can ask: “What does this mean for the safety of women and girls? What kind of risks can this lead to?”

We will now discuss the topic of water, sanitation & hygiene facilities. Our discussion can be based on what you have observed in your community over the last 2 weeks, as well as your previous experiences or observations.

Is it okay with you if I start recording this session, so we can listen to it later? Everything you say will be confidential. We will erase these recordings once we have transcribed them, and the transcripts will not include any identifying information.

TURN ON THE AUDIO RECORDER [if participant has given consent]. Say into the recorder: *Now that you have given consent for the audio recording, I have turned on the recorder. Today's date is [date]. My name is [facilitator name]. I am in [location] to conduct interview 1 about food, with participant [code for the participant], for example “W3” or “G2”.*

Then place the recorder in the center of you and the translator (if needed) and the participant, so it captures everyone's voices.

Guiding questions:

- *What kinds of water, sanitation, & hygiene facilities are available to refugees here? Of these, which have you used or do you know the most about?*
- *How do you and other refugee women and girls typically find out about water & sanitation facilities? [Probes: Who distributes this information? How? Who is most likely to hear about it? Least likely?] Who in your community would a woman [girl] go to if she needed more information or needed to report a problem (i.e. broken pump, clogged latrine, damaged well, etc.)?*

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- *Overall, are there any water sanitation, & hygiene facilities that make women and girls feel unsafe, or they try to avoid? What is it that makes them unsafe?*
- *What kinds of violence might women and girls face while trying to access water and/or sanitation facilities? From whom can they seek assistance for such problems? What happens to the perpetrators? How does her family and the community respond?*
- *Without mentioning names, according to you which group(s) of women and girls feel the most insecure or the most exposed to risks of violence in these situations? Why? Which group(s) feel the most secure? Why? [Probes for women: woman with small children and no one to leave them with, disabled, elderly; Probes for girls: girl with no parents, disabled girl, married girl, etc.]*
- *What do women and girls do to protect themselves from violence connected to accessing clean water and/or sanitation? What does the community do to protect them?*
- *According to you, what could be done in this community to create a safer environment for women and girls to access water, sanitation & hygiene facilities? Have any improvements already been made?*

[End audio recording and ensure it is SAVED]

Once the interview is over, ask:

- *How was the interview?*
- *Is there anything we could do to make it more comfortable?*

Thank you, do you have any questions for me?

Some of the things you might think about as you observe these issues in your community may make you feel sad or scared. If at any point between our meetings, you feel upset and would like to speak with someone, you can contact me and I will help connect you with someone to speak with.

For the next session, I'd like you to think about women and girls' access to shelter, for themselves and their families. Noticing any risks or unsafe situations that women and girls in particular are exposed to, and how these are—or are not—addressed by women and girls, their families and communities, or aid actors. Note them in your memory (not on paper).

Remember that this is through observation as you go about your normal daily activities. Please do not ask questions or go places you would not normally go.

Conclusion

- Thank the interviewee for her time and her contributions.
- Remind her that the purpose of these discussions was to better understand the needs and concerns of women and girls in relation to accessing humanitarian aid.
- Repeat what will be done with this information and the purpose it will eventually serve.
- Remind her of the agreement to confidentiality.
- If she wishes to speak about issues related to this discussion more privately, the facilitator or another [IRC/CARE] staff will be available after the meeting.

INTERVIEW 3: QUALITATIVE INTERVIEWS WITH REFUGEE WOMEN AND GIRLS: SHELTER

Age of key informant:

- 15-17 years
- 18-24 years
- 25-40 years
- Over 40 years

We will now discuss the topic of shelter. Our discussion can be based on what you have observed in your community over the last 2 weeks, as well as your previous experiences or observations.

Is it okay with you if I start recording this session, so we can listen to it later? Everything you say will be confidential. We will erase these recordings once we have transcribed them, and the transcripts will not include any identifying information.

TURN ON THE AUDIO RECORDER [if participant has given consent]. Say into the recorder: *Now that you have given consent for the audio recording, I have turned on the recorder. Today's date is [date]. My name is [facilitator name]. I am in [location] to conduct interview 1 about food, with participant [code for the participant], for example "W3" or "G2".*

Then place the recorder in the center of you and the translator (if needed) and the participant, so it captures everyone's voices.

Guiding questions:

- *What kinds of shelter aid is available to refugees here? [Probes: tents, rented apartments, winterization kits, etc.] Of these, which have you used or do you know the most about?*
- *When you first arrived, how did you find out about available shelter? How do women and girls arriving now as refugees typically find out about shelter aid? [Probes: Who distributes this information? How? Who is most likely to hear about it? Least likely?] Who in your community would a woman [girl] go to if she needed more information, had a question, or needed to report a problem (i.e. damaged tent, lack of funds to continue paying rent, materials to prepare for seasons, etc.)?*
- *Overall, are there any shelter facilities [types of shelter or specific locations] that make women and girls feel unsafe, or they try to avoid? What is it that makes them unsafe?*
- *What kinds of violence might women and girls face while trying to register for shelter aid? What kinds of violence might women and girls face while trying to access shelter aid (after they are registered)? From whom can they seek assistance for such problems? What happens to the perpetrators? How does her family and the community respond?*
- *Without mentioning names, according to you which group(s) of women and girls feel the most insecure or the most exposed to risks of violence in these situations? Why? Which group(s) feel*

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the most secure? Why? [Probes for women: woman with small children and no one to leave them with, disabled, elderly; Probes for girls: girl with no parents, disabled girl, married girl, etc.]

- *What do women and girls do to protect themselves from violence connected to accessing shelter aid? What does the community do to protect them?*
- *According to you, what could be done in this community to create a safer environment for women and girls to access shelter aid? Have any improvements already been made?*

[End audio recording and ensure it is SAVED]

Once the interview is over, ask:

- *How was the interview?*
- *Is there anything we could do to make it more comfortable?*

Thank you, do you have any questions for me?

Some of the things you might think about as you observe these issues in your community may make you feel sad or scared. If at any point between our meetings, you feel upset and would like to speak with someone, you can contact me and I will help connect you with someone to speak with.

For the next session, I'd like you to think about women and girls' access to cash assistance [or: fuel and firewood], for themselves and their families. Noticing any risks or unsafe situations that women and girls in particular are exposed to, and how these are—or are not—addressed by women and girls, their families and communities, or aid actors. Note them in your memory (not on paper).

Remember that this is through observation as you go about your normal daily activities. Please do not ask questions or go places you would not normally go.

Conclusion

- Thank the interviewee for her time and her contributions.
- Remind her that the purpose of these discussions was to better understand the needs and concerns of women and girls in relation to accessing humanitarian aid.
- Repeat what will be done with this information and the purpose it will eventually serve.
- Remind her of the agreement to confidentiality.
- If she wishes to speak about issues related to this discussion more privately, the facilitator or another [IRC/CARE] staff will be available after the meeting.

INTERVIEW 4: QUALITATIVE INTERVIEWS WITH REFUGEE WOMEN AND GIRLS: CASH ASSISTANCE

Age of key informant:

- 15-17 years
- 18-24 years
- 25-40 years
- Over 40 years

We will now discuss the topic of cash assistance. Our discussion can be based on what you have observed in your community over the last 2 weeks, as well as your previous experiences or observations.

Is it okay with you if I start recording this session, so we can listen to it later? Just as a reminder, everything you say will be confidential. We will erase these recordings once we have transcribed them, and the transcripts will not include any identifying information.

TURN ON THE AUDIO RECORDER [if participant has given consent]. Say into the recorder: *Now that you have given consent for the audio recording, I have turned on the recorder. Today's date is [date]. My name is [facilitator name]. I am in [location] to conduct interview 1 about food, with participant [code for the participant], for example "W3" or "G2".*

Then place the recorder in the center of you and the translator (if needed) and the participant, so it captures everyone's voices.

Guiding questions:

- *What kinds of cash assistance are available to refugees here? [Probes: populate with types of cash aid in that location i.e. unconditional cash grants, social protection programs, one-off assistance, etc.] What are the ways in which cash is transferred? [Probes: debit cards, mobile money, etc.] Of these, which have you used or do you know the most about?*
- *How do women and girls typically find out about the types of cash assistance available to them? How did you find out when you first arrived [Probes: Who distributes this information? How? Who is most likely to hear about it? Least likely?] Who in your community would a woman [girl] go to if she needed more information, had questions, or needed to report a problem with her cash assistance (i.e. lack of funds, debit card stopped working, etc.)?*
- *Overall, are there any types of cash assistance that make women and girls feel unsafe while accessing them, or they try to avoid? [Example: ATM locations] What is it that makes them unsafe?*
- *What kinds of violence might women and girls face while trying to register for and/or access cash assistance? From whom can they seek assistance for such problems? What happens to the perpetrators? How does her family and the community respond?*
- *Without mentioning names, according to you which group(s) of women and girls feel the most insecure or the most exposed to risks of violence in these situations? Why? Which group(s) feel*

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the most secure? Why? [Probes for women: woman with small children and no one to leave them with, disabled, elderly; Probes for girls: girl with no parents, disabled girl, married girl, etc.]

- *What do women and girls do to protect themselves from violence connected to accessing cash assistance? What does the community do to protect them?*
- *According to you, what could be done in this community to create a safer environment for women and girls to access cash assistance? Have any improvements already been made?*

[End audio recording and ensure it is SAVED]

Once the interview is over, ask:

- *How was the interview?*
- *Is there anything we could do to make it more comfortable?*

Thank you, do you have any questions for me?

Some of the things you might think about as you observe these issues in your community may make you feel sad or even afraid. As a reminder, if at any point between our meetings, you feel upset and would like to speak with someone, you can contact me and I will help connect you with someone who can help.

Thank you for these discussions. For our final meeting, we will again have a group discussion.

[Schedule time and date].

Conclusion

- Thank the interviewee for her time and her contributions.
- Remind her that the purpose of these discussions was to better understand the needs and concerns of women and girls in relation to accessing humanitarian aid.
- Repeat what will be done with this information and the purpose it will eventually serve.
- Remind her of the agreement to confidentiality.
- If she wishes to speak about issues related to this discussion more privately, the facilitator or another [IRC/CARE] staff will be available after the meeting.

INTERVIEW 5: QUALITATIVE INTERVIEWS WITH REFUGEE WOMEN AND GIRLS: FUEL AND FIREWOOD

Age of key informant:

- 15-17 years
- 18-24 years
- 25-40 years
- Over 40 years

We will now discuss the topic of fuel. Our discussion can be based on what you have observed in your community over the last 2 weeks, as well as your previous experiences or observations.

Is it okay with you if I start recording this session, so we can listen to it later? Everything you say will be confidential. We will erase these recordings once we have transcribed them, and the transcripts will not include any identifying information.

TURN ON THE AUDIO RECORDER [if participant has given consent]. Say into the recorder: *Now that you have given consent for the audio recording, I have turned on the recorder. Today's date is [date]. My name is [facilitator name]. I am in [location] to conduct interview 1 about food, with participant [code for the participant], for example "W3" or "G2".*

Then place the recorder in the center of you and the translator (if needed) and the participant, so it captures everyone's voices.

Guiding questions:

- *What kinds of aid related to fuel needs are available to refugees here? [Probes: firewood distribution, fuel-efficient stoves, cash for purchasing fuel for gas stoves, etc.] Of these, which have you used or do you know the most about?*
- *How do women and girls typically find out about the types of fuel assistance available to them? How did you find out when you first arrived [Probes: Who distributes this information? How? Who is most likely to hear about it? Least likely?] Who in your community would a woman [girl] go to if she needed more information, had questions, or needed to report a problem with her fuel assistance?*
- *Overall, are there any types of fuel assistance that make women and girls feel unsafe while accessing them, or they try to avoid? [Example: locations for firewood distributions] What is it that makes them unsafe?*
- *What kinds of violence might women and girls face while trying to register for fuel assistance? What kinds of violence might women and girls face while trying to access fuel (after they are registered)? From whom can they seek assistance for such problems? What happens to the perpetrators? How does her family and the community respond?*
- *Without mentioning names, according to you which group(s) of women and girls feel the most insecure or the most exposed to risks of violence in these situations? Why? Which group(s) feel*

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the most secure? Why? [Probes for women: woman with small children and no one to leave them with, disabled, elderly; Probes for girls: girl with no parents, disabled girl, married girl, etc.]

- *What do women and girls do to protect themselves from violence connected to accessing fuel assistance? What does the community do to protect them?*
- *According to you, what could be done in this community to create a safer environment for women and girls to access fuel assistance? Have any improvements already been made?*

[End audio recording and ensure it is SAVED]

Once the interview is over, ask:

- *How was the interview process?*
- *Is there anything else you would like to share with us about your experience?*

Thank you for these discussions. For our final meeting, we will again have a group discussion.

[Schedule time and date.]

Conclusion

- Thank the interviewee for her time and her contributions.
- Remind her that the purpose of these discussions was to better understand the needs and concerns of women and girls in relation to accessing humanitarian aid.
- Repeat what will be done with this information and the purpose it will eventually serve.
- Remind her of the agreement to confidentiality.
- If she wishes to speak about issues related to this discussion more privately, the facilitator or another IRC/CARE staff will be available after the meeting.

PARTICIPATORY GROUP DISCUSSION 2 – REFUGEE WOMEN AND GIRLS

This discussion uses visual methods, the facilitator should have several pads of flipchart paper, tape, and colored markers/crayons/paints available.

Consent has already been obtained for the first group discussion, you can refresh key ground rules before starting:

Introduce yourself and the note taker again, then re-emphasize:

- Participation is voluntary, no one is obligated to respond to any questions if s/he does not wish
- Participants can leave the discussion at any time
- If sharing examples or experiences, individual names should not be shared
- Be respectful when others speak
- The facilitator might interrupt discussion, but only to ensure that everyone has an opportunity to speak and no one person dominates the discussion

Agree on:

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

Ask permission to take notes:

- No one's name will be mentioned in the written notes
- The purpose of the notes is to ensure that the information collected is precise
- If everyone has agreed to audio recording, we will start the audio recording now.

NOTETAKER STARTS THE AUDIO RECORDING [if everyone has consented] – Say into the recorder, “My name is _____, the date is _____, I am in [**location**], this is group discussion 2.”

Place the recorder near the facilitator and translator (if needed), toward the center of the group, so it captures everyone's voices.

Introduction (5 minutes)

Go around and have everyone introduce themselves again.

Say, Today we will use two participatory methods – community mapping and body mapping – to further understand challenges women and girls face in accessing aid. These methods help us identify important relationships and dynamics among your communities in more visual ways.

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Exercise 1: Community Mapping (1 hour max)

We are interested in understanding the risks refugee women and girls face when accessing humanitarian aid – such as food, water and sanitation, shelter, cash, and fuel. I will guide us through a process of creating “community maps” to help us reflect on which spaces are generally understood to be safe, and which are perceived as areas that present high risks to women and girls.

- 1.) *To begin, draw a map of your general area. [If participants are from different areas, mark these on the map or draw several maps.] Draw important landmarks, such as schools, places of worship, markets, neighborhoods, natural markers (bridges, rivers, roads), etc.*

After the outline is drawn, continue:

- 2.) *Think back to the types of aid distributions we have been discussing in our meetings: food, water and sanitation, shelter, cash [or fuel and firewood]. Add these to your map, using symbols. [If needed, agree on symbols to be used for each]. These may be places like food distribution points, information points, water points, etc.*
- 3.) *Wait until participants have completely finished before you begin asking questions. Then ask the below questions. After each, give participants time to indicate their responses on the map.*
 - a. *Think about some of the challenges and risks we have discussed over the last few months. Of the distribution points identified on your map, are there places that are not safe for women and girls? What are the main risks for **women [girls]** in these locations? Ask participants to mark these areas with the same color, for example yellow.*
 - b. *What kinds of violence do **women [girls]** face here? Ask participants to mark these areas with a different color, like red.*
 - c. *Where do **women [girls]** go if they want to express a concern about safety?*
 - d. *Is there a place where women and girls can go to discuss problems together?*
 - e. *Where might a woman or girl go for help if she is the victim of violence?*

[If time, continue with the following few questions:]

- 4.) *Now we will add another layer: people.*
 - a. *Are there types of people that are associated with these places? Add them to your map. (Example: aid worker, transport driver, store owner, family member, etc.)*

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- b. *Are there certain types of people that are generally helpful to women and girls? Put a plus sign (+) by them.*

Remember, we are not looking for specific names but rather types of people.

- c. *Are there certain people that can pose dangers to women and girls? Put a negative (-) sign by them.*

If it is appropriate, you may place both a plus and a negative sign by the same type of person.

- 5.) *Is there anything missing that we should add to this map?*

Photograph each map clearly and label it. Actual maps can be destroyed after the photographs are labelled and uploaded for analysis.

Exercise 2: Body Mapping (30 minutes max)

I hope you enjoyed the community mapping process. We will now do a similar process, but mapping our body as a way to reflect on the experience of participating in this research.

Distribute a large sheet (enough to lay on and outline one's body) to participants.

1. *First I would like you to work with a partner to draw an outline around your body on the paper. Demonstrate as necessary.*
2. *Think back to your experience in both the participatory groups and semi-structured interviews. [Pause for a few minutes to allow for quiet reflection. Music may be played if appropriate, and the lights dimmed to create a reflective environment.]*
3. *How has the experience of participating in this research affected you, in terms of your thoughts? Use the art supplies provided to represent this in any way you like – drawings, words, symbols – focusing on the head area of your outline.*
4. *How has the experience of participating in this research affected you, in terms of your emotions? Use the art supplies provided to represent this in any way you like – drawings, words, symbols – focusing on the heart area of your outline.*
5. *How has the experience of participating in this research affected you, in terms of your social connections? Use the art supplies provided to represent this in any way you like – drawings, words, symbols – focusing on the hands area of your outline.*

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6. *How has the experience of participating in this research affected you, physically? Use the art supplies provided to represent this in any way you like – drawings, words, symbols – focusing on the legs area of your outline or any other body part you would like to highlight.*

Ask those who would like to share their body map with the group, to talk about what they drew and why. Note that for anyone who does not wish to share with the group, you will meet with them one-on-one afterward to record their reflections privately.

Note that you will photograph each body map and, if participants like, they may keep theirs after it is photographed. Otherwise it will be kept in a confidential location and then destroyed once the photographs are uploaded.

Conclusion

- Thank participants for their time and their contributions.
- Remind participants that the purpose of this discussion was to better understand the needs and concerns of women and girls in relation to accessing humanitarian aid, and also to better understand their own experiences as participants in this research.
- Repeat what will be done with this information and the purpose it will eventually serve.
- Remind participants of their agreement to confidentiality.
- Ask participants if they have questions.
- If anyone wishes to speak in private, respond that the facilitator and a staff member of CARE/IRC will be available after the meeting.

[End audio recording and ensure it is SAVED]

LIMITED NON-IDENTIFIABLE DEMOGRAPHIC DATA QUESTIONNAIRE – REFUGEE WOMEN AND GIRLS

Country: _____

Participant Code: _____

Interviewer says:

I will now ask a few questions to understand more about your situation in [Lebanon/Uganda]. Your name will not be recorded and the answers cannot be used to identify you.

We will maintain the same confidentiality and your participation remains voluntary. This means that you do not have to answer any of the questions you do not want to answer.

1. *How old are you?* _____ years (If respondent doesn't know, ask their estimated age in years)

2. *How long have you been living in [Uganda/Lebanon] since most recently having to leave [South Sudan/Syria]?*

_____ years _____ months

3. *What is your marital status?*

- Single
- Married
- Divorced
- Widowed
- Other: _____

4. *How many people live in your current household, including yourself?* _____

5. *How many children do you have?* _____

How many are under 18 years old? _____

6. *One thing we are interested to know is how people with disabilities are affected by these issues. Do you consider yourself as a disabled person, or as having a disability? Yes No [Circle one]*

If you feel comfortable, and without disclosing any details specific to only you, please describe it:

Conclusion

- Thank participant for their responses and remind them this information will be kept confidential.
- Ask participant if they have questions.
- If anyone wishes to speak in private, respond that the facilitator and a staff member of [IRC/CARE] will be available after the meeting.

[Begin semi-structured interview guide.]

SECTION 3: Consent Forms & Participatory Data Collection Tools used with Community Members & Humanitarian Personnel

Participatory group discussions (PGD) were also held with refugee men, refugee boys, and women, girls, boys and men from the host community, as well as with refugee women and girls living with disabilities. The guide used is the same as that used for the first PGD with the core group of women and girls, shared in the previous section. **Key informant interviews (KIIs)** were held with community leaders, service providers and other humanitarian stakeholders. This section also contains the **consent forms** used for these groups.

CONSENT FORM #5 – SEMI-STRUCTURED INTERVIEWS WITH COMMUNITY MEMBERS & HUMANITARIAN PERSONNEL

“Empowered Aid” Formative Research Study, Uganda and Lebanon Consent form Semi-Structured Interviews with Community Members & Humanitarian Personnel

Key information:

We are seeking your consent to participate in a research study on the situation of women and girls in your community in relation to receiving different forms of humanitarian aid. This study seeks to provide NGOs, government, and the international community with better information to ensure that humanitarian assistance reaches women and girls in this community in a way that is safe for them. Your participation in this study is completely voluntary and all your answers will be kept confidential. If you do not wish to answer any questions or address topics, we can skip a question or stop the interview at any time.

Background and rationale for the study:

Women and girls experience many issues that can affect their health and well-being. We are hoping to develop a better understanding of what challenges women and girls are experiencing when they are displaced. We plan to share this information with local government and NGOs in order to improve their understanding about what women and girls experience and help to create more responsive programming to improve the lives of women and girls in displacement settings.

We don't need you to tell us anything about your specific experiences – rather we will speak about general experiences of women and girls when trying to access humanitarian aid such as food, water and sanitation, or shelter.

This project is being carried out by researchers from the George Washington University in Washington DC, USA, in collaboration with International Rescue Committee.

The purpose of the study is to better understand the situations of women and girls in your community in relation to receiving different forms of humanitarian aid. We don't need you to tell us anything about your specific experiences – rather we will speak about general experiences of women and girls in your community/area of operation when trying to access humanitarian aid such as food, water and sanitation, or shelter.

Procedures:

We are interviewing [community members/humanitarian personnel involved in distributions or responding to safety concerns] in [name of location]. The interview should take approximately one hour and will be held in a quiet place – such as a private room in a NGO office - so that your responses remain confidential.

Risks:

If you do not wish to answer a question or if you would like to take a break between questions, please let me know and we will skip that question. If it seems like you are having trouble answering a question or are becoming upset, we will stop the interview.

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Benefits:

The benefits of the study will be that NGOs and government will have better information about the life experiences of women and adolescent girls in this community and be better able to ensure that humanitarian assistance reaches them in a way that is safe for them. In addition, it will help the international community to better understand how conflict affects the lives of women and girls living as refugees in displacement settings.

Eligibility:

Any person over the age of 18 who is a refugee and knowledgeable about the experiences of other women refugees in this community is eligible for the study.

Confidentiality:

We want to assure you that all of your answers will be kept confidential and the information you provide us will be kept confidential. The only exception to this confidentiality is if you tell me about child abuse currently happening or that you are an immediate danger to yourself or to someone else. In these cases, we will need to notify the local authorities. Non-identifiable quotes from you may be used in the final report. If anyone enters the room while we are talking, we may stop the interview or change questions.

We limit the sharing of your responses to people who need to review it. The George Washington University Institutional Review Board and other representatives of this organization may inspect and copy the information you provide. We will be audio recording this session for our information only. Once the interview is complete, we will transcribe the interview onto a computer and delete the audio version of this interview. If for any reason you prefer the interview to not be audio-recorded please let us know and we can turn off the recorder.

There is a small chance that someone not on our research team could somehow connect your name with the information you provide. To reduce this, once transcribed all original notes will be destroyed and all data stored on computers will be password protected. Raw data will only be viewed by members of the research team.

Voluntary Nature:

Your participation in this series of interviews is completely voluntary. You have the right to stop the interview at any time, or to skip any questions that you don't want to answer. There are no right or wrong answers. There will be no cost to you for participating in the study. [For community members only:] Choosing not to participate will not affect your ability to receive aid or services here in the settlement/community.

Questions:

Please let us know if you have questions, concerns, complaints, or think you have been harmed. You can contact us at [insert phone number] or through International Rescue Committee/CARE International's office in [insert location] if you want to speak to us at a later date/time.

A copy of this consent form will be provided to you. In addition, we will provide a list of local services that can help women and girls in your area after we talk – you can also contact them if you need additional support.

This research is being overseen by an Institutional Review Board ("IRB"). You may contact them via email at ohrib@gwu.edu if:

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- You have questions, concerns, or complaints that are not being answered by the research team or if you wish to talk to someone independent of the research team.
- You have questions about your rights as a research subject.

Dissemination of results:

A report will be developed based on what we learn in this study. It will be shared with community leaders, local government and NGOs working in this community to improve the lives of women and girls.

Do you have any questions?

Consent:

Now that I've told you about this study, including risks and benefits, do you agree to participate?

Yes No

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

CONSENT FOR AUDIO RECORDING

I am aware that by marking or signing below, I am giving George Washington University and International Rescue Committee/CARE International staff permission to create an audio recording of my interviews.

Participant's Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

CONSENT FORM #6 – PARTICIPATORY GROUP DISCUSSIONS WITH COMMUNITY MEMBERS & HUMANITARIAN PERSONNEL

“Empowered Aid” Formative Research Study, Uganda and Lebanon Consent form Participatory Group Discussions with Community Members & Humanitarian Personnel

Key information:

We are seeking your consent to participate in a research study on the situation of women and girls in your community in relation to receiving different forms of humanitarian aid. This study seeks to provide NGOs, government, and the international community with better information to ensure that humanitarian assistance reaches women and girls in this community in a way that is safe for them. Your participation in this study is completely voluntary and all your answers will be kept confidential. If you do not wish to answer any questions or address topics, we can skip a question or stop the interview at any time.

Background and rationale for the study:

Women and girls experience many issues that can affect their health and well-being. We are hoping to develop a better understanding of what challenges women and girls are experiencing when they are displaced. We plan to share this information with local government and NGOs in order to improve their understanding about what women and girls experience and help to create more responsive programming to improve the lives of women and girls in displacement settings.

We don't need you to tell us anything about your specific experiences – rather we will speak about general experiences of women and girls when trying to access humanitarian aid such as food, water and sanitation, or shelter.

This project is being carried out by researchers from the George Washington University in Washington DC, USA, in collaboration with International Rescue Committee.

The purpose of the study is to better understand the situations of women and girls in your community in relation to receiving different forms of humanitarian aid. We don't need you to tell us anything about your specific experiences – rather we will speak about general experiences of women and girls in your community/area of operation when trying to access humanitarian aid such as food, water and sanitation, or shelter.

Procedures:

We are conducting participatory group discussions with [community leaders/humanitarian personnel involved in distributions or responding to safety concerns] in [name of location]. The discussion should take approximately one and a half to two hours and will be held in a private place, such as a meeting room in a NGO office.

Risks:

If you do not wish to answer a question or if you would like to take a break between questions, please let me know and we will skip that question. If it seems like you are having trouble answering a question or are becoming upset, we will stop the interview.

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Benefits:

The benefits of the study will be that NGOs and government will have better information about the life experiences of women and adolescent girls in this community and be better able to ensure that humanitarian assistance reaches them in a way that is safe for them. In addition, it will help the international community to better understand how conflict affects the lives of women and girls living as refugees in displacement settings.

Eligibility:

Any person over the age of 18 who is a refugee and knowledgeable about the experiences of other women refugees in this community is eligible for the study.

Confidentiality:

We will keep the information you provide confidential. The only exception to this confidentiality is if you tell me about child abuse currently happening or that you are an immediate danger to yourself or to someone else. In these cases, we will need to notify the local authorities. Non-identifiable quotes from you may be used in the final report.

During participatory group discussions, breaches in confidentiality may arise if participatory group members discuss the content of the group discussion or group membership with individuals who were not part of the participatory group. While we cannot guarantee that other members will not share what has been talked about, **we request that all present respect the group by not telling anyone outside the group what is said.** If anyone enters the room while we are talking, we may stop the group or change questions.

We limit the sharing of your responses to people who need to review it. The George Washington University Institutional Review Board and other representatives of this organization may inspect and copy the information you provide. We will be audio recording this session for our information only. Once the interview is complete, we will transcribe the interview onto a computer and delete the audio version of this interview. If for any reason you prefer the interview to not be audio-recorded please let us know and we can turn off the recorder.

There is a small chance that someone not on our research team could somehow connect your name with the information you provide. To reduce this, once transcribed all original notes will be destroyed and all data stored on computers will be password protected. Raw data will only be viewed by members of the research team.

Voluntary Nature:

Your participation in this series of interviews is completely voluntary. You have the right to stop the interview at any time, or to skip any questions that you don't want to answer. There are no right or wrong answers. There will be no cost to you for participating in the study. [For community members only:] Choosing not to participate will not affect your ability to receive aid or services here in the settlement/community.

Questions:

Please let us know if you have questions, concerns, complaints, or think you have been harmed. You can contact us at [insert phone number] or through International Rescue Committee/CARE International's office in [insert location] if you want to speak to us at a later date/time.

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A copy of this consent form will be provided to you. In addition, we will provide a list of local services that can help women and girls in your area after we talk – you can also contact them if you need additional support.

This research is being overseen by an Institutional Review Board (“IRB”). You may contact them via email at ohrirb@gwu.edu if:

- You have questions, concerns, or complaints that are not being answered by the research team or if you wish to talk to someone independent of the research team.
- You have questions about your rights as a research subject.

Dissemination of results:

A report will be developed based on what we learn in this study. It will be shared with community leaders, local government and NGOs working in this community to improve the lives of women and girls.

Do you have any questions?

Consent:

Now that I’ve told you about this study, including risks and benefits, do you agree to participate?

Yes No

Participant’s Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

CONSENT FOR AUDIO RECORDING

I am aware that by marking or signing below, I am giving George Washington University and International Rescue Committee/CARE International staff permission to create an audio recording of my interviews.

Participant’s Name: _____

Signature or thumbprint of respondent: _____ Date: _____

Signature of study team obtaining consent: _____ Date: _____

SEMI-STRUCTURED KEY INFORMANT INTERVIEWS - COMMUNITY MEMBERS & HUMANITARIAN PERSONNEL⁶

NOTES: This guide is for more in-depth interviews with **community members and staff of humanitarian actors involved in distributions.**

Before starting, read consent form and obtain signature (or thumbprint, if cannot write) of key informant. The consent form explains the purpose of the group, what will be done with the information, and how participation is voluntary.

Sex of key informant: **Male** **Female**

Age of key informant [community members only]:

- 18-24 years
- 25-40 years
- Over 40 years

Hi, my name is _____ and I work with the IRC/CARE. We are partnering with George Washington University in the United States to learn more about the challenges communities face in accessing humanitarian aid. We are particularly interested in the challenges that most affect women and girls in the community(ies) with which you work, as well as the ways they are already addressing these challenges, and how they think challenges could be better addressed.

First, I'd like to ask a few general background questions. Then we'll talk about access to services, and specific safety concerns that affect women and girls.

Topic 1: General Information

1. What is your relationship to the refugee community living here in [insert location]?

2. How would you characterize this community, in terms of their living situation(s)? [Read and check all that apply]
 - Organized camp
 - In a host community
 - Unorganized settlement
 - Public building (school, abandoned building, etc.)
 - Returnees living in village/home of origin
 - Returnees in a secondary displacement

⁶ Parts of this tool are adapted from the IRC Emergency Response & Preparedness toolkit, which is also served as the basis for CARE's emergency assessment tools, which can be accessed here: <https://gbvresponders.org/emergency-response-preparedness/emergency-response-assessment/>.

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3. If the population lives in an organized camp, the camp is managed by which of the following (please specify):
- Government _____
 - Armed forces _____
 - UN agency _____
 - NGO _____
 - Private individual/organization _____
 - Other – If “other,” please specify: _____
4. Are there reports of unaccompanied children in this community? Yes No

Topic 2: Access to Basic Services

5. What services are safely available to adult women in the camp? If relevant, please note the organization offering these services.
- Food aid / food distributions _____
 - Clean water _____
 - Latrines _____
 - Shelter _____
 - Cash Assistance _____
 - Fuel (i.e. firewood) _____
 - Non-food items (specify which NFIs) _____
 - Health care (including reproductive health) _____
 - Hygiene/dignity kits _____
 - Education _____
 - Women-friendly spaces _____
 - Other – If “other,” please specify: _____
6. What services are safely available to adolescent girls in the camp? If relevant, please note the organization offering these services.
- Food aid / food distributions _____
 - Clean water _____
 - Latrines _____
 - Shelter _____
 - Cash assistance _____
 - Fuel (i.e. firewood) _____
 - Non-food items (specify which NFIs) _____
 - Health care (including reproductive health) _____

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- Hygiene/dignity kits _____
- Education _____
- Girl-friendly spaces _____
- Other – If “other,” please specify: _____

7. What are some reasons that adolescent girls or adult women are unable to access some of these services?

- Priority is given to men
- No female staff providing services
- Girls/women not permitted to access their services by their families
- Not safe for girls/women to travel to the service sites
- Locations of services are not convenient for girls/women
- Hours are not convenient for girls/women
- Lack of sufficient supplies
- Other – If “other,” please specify: _____

8. Do girls and women go outside the community to earn income to meet basic needs?

Yes No

9. What are women and girls doing to generate income to meet basic needs? (Select all that apply.)

- Begging
- Collecting firewood
- Selling items or food [adapt as need to local context]
- Having sex in exchange for money
- Domestic work
- Other – If “other,” please specify: _____

10. Do women and girls usually travel outside the community in groups or alone?

- Alone/individually
- In groups

Topic 3: Security and Safety of Women and Girls

11. What are the most significant safety and security concerns facing adult women in this community?

(Select all that apply.)

- No safe place in the community
- Sexual exploitation or abuse
- Violence in the home
- Risk of attack when traveling outside the community
- Risk of attack when going to latrines, local markets, etc. Please specify:

- Being asked to marry by their families
- Trafficking
- Unable to access services and resources
- Don't Know
- Other – If “other,” please specify: _____

12. What are the most significant safety and security concerns facing adolescent girls in this community? (Select all that apply.)
- No safe place in the community
- Sexual exploitation or abuse
- Violence in the home
- Risk of attack when traveling outside the community
- Risk of attack when going to latrines, local markets, etc. Please specify: _____
- Being asked to marry by their families
- Trafficking
- Unable to access services and resources
- Don't Know
- Other – If "other," please specify: _____
13. In relation to sexual exploitation or abuse, does this happen when women or girls attempt to access aid?
- Yes No
14. Over the last year, has your [organization/community] received reports of sexual exploitation and abuse in relation to distributions? Have you noticed an increase/decrease in comparison to the previous year?
15. What types of incidents have women reported? Please note that we are not asking for specific names, and can provide you with relevant referral information if you do not already have it.
16. What types of violence have adolescent girls reported, if different from above?
17. In what context(s) does sexual exploitation or abuse occur? (Select all that apply and record any additional details provided.)
- When girls/women...
- ...seek information about distributions/humanitarian aid
- ...are registered or enrolled for distributions
- ...travel to/from distribution sites
- ...are at distribution sites to receive goods
- ...transport and/or store the goods they receive
- ...travel to/from water & sanitation facilities
- ...use water & sanitation facilities
- Don't Know
- Other – If "other," please specify: _____
18. To whom do women most often go for help, when they've been victims of some form of sexual exploitation or abuse while seeking to access humanitarian aid?
- Family member
- Community leader

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- Police
- NGO working with women
- Any female aid worker
- UN Agency
- Friend
- Don't Know
- Other – If “other,” please specify: _____

19. To whom do adolescent girls most often go for help, when they've been victims of this type of exploitation or abuse?

- Family member
- Community leader
- Police
- NGO working with women
- Any female aid worker
- UN Agency
- Friend
- Teacher
- Don't Know
- Other – If “other,” please specify: _____

20. Thinking again about reports of sexual abuse or exploitation of girls and women in relation to distributions, what type of actors are reported to have perpetrated the abuse?

- Government _____
- Military _____
- Police _____
- Peacekeepers _____
- UN agency _____
- NGOs _____
- Other _____

21. What safety measures have been put in place by humanitarian actors and/or government authorities to minimize any potential for risk to girls and women?

- Community safety groups or other community-generated safety strategies
- Increase in number of female distribution staff
- Increase in number of female police officers
- Educating girls/women on how to report incidents
- Educating other community members on how to report incidents
- Educating other community members on how to report incidents
- Involving women and girls, and women's organizations, in how distributions are planned and organized
- Involving women and girls, and women's organizations, in planning how distributions are monitored
- Holding perpetrators accountable
- Don't know
- Other – If “other,” please specify: _____

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22. Are there safe shelters or places that adult women can go to if they feel unsafe? Yes
No

23. Are there safe shelters or places that adolescent girls can go to if they feel unsafe? Yes
No

TOPIC 4: Risk Mitigation

24. Is there anything that could be done to help make distributions safer for these women and girls?

25. What would you recommend to humanitarian actors, or other stakeholders, do in the short-term to better prevent such types of exploitation and abuse against women and girls in this community/context? What, if anything, have you found to be helpful?

Conclusion

- Thank interviewees for their time and their contributions.
- Remind them that the purpose of this discussion was to better understand the needs and concerns of women and girls in relation to accessing humanitarian aid.
- Repeat what will be done with this information and the purpose it will eventually serve.
- Remind interviewees of their agreement to confidentiality.
- Ask interviewees if they have questions.
- If anyone wishes to speak in private, respond that the interviewer and a staff member of IRC will be available after the meeting.

[End audio recording and ensure it is SAVED]

PARTICIPATORY GROUP DISCUSSIONS WITH COMMUNITY MEMBERS & HUMANITARIAN PERSONNEL

This guide will be used for participatory group discussions with **community members and staff of humanitarian actors involved in distributions**. PGDs will be held separately with each group (community members: men, women, boys and girls separately; and agency staff).

This discussion uses visual methods, the facilitator should have several pads of flipchart paper, colored markers, and preferably post-it notes available.

ESSENTIAL STEPS & INFORMATION BEFORE STARTING THE PARTICIPATORY GROUP DISCUSSION

Before starting, read consent form and obtain thumbprint or signature of participants. This explains the purpose of the group, what will be done with the information, and how participation is voluntary.

Once the group comes together and you start, re-emphasize:

- Participation is voluntary, no one is obligated to respond to any questions if s/he does not wish
- Participants can leave the discussion at any time
- If sharing examples or experiences, individual names should not be shared
- Be respectful when others speak
- The facilitator might interrupt discussion, but only to ensure that everyone has an opportunity to speak and no one person dominates the discussion

Agree on:

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

Ask permission to take notes:

- No one's name will be mentioned in the written notes
- The purpose of the notes is to ensure that the information collected is precise
- If everyone has agreed to audio recording, we will start the audio recording now.

NOTETAKER STARTS THE AUDIO RECORDING [if everyone has consented] – Say into the recorder, “My name is _____, the date is _____, I am in [location], this is group discussion with _____ [name type of actor i.e. *refugee men; host community women; humanitarian actors; etc.*].”

Place the recorder near the translator and facilitator, a bit toward the center of the group, so it captures everyone's voices.

Introduction (10 minutes)

Hi, my name is _____ and I work with the IRC/CARE. We are partnering with George Washington University in the United States to learn more about the challenges communities face in accessing humanitarian assistance, as well as the ways they are already addressing these challenges, and how they think challenges could be better addressed.

Each of you has already given consent to have this discussion with us. Your participation is voluntary and we thank you for your time.

Let's start by sharing our names.

Go around and have everyone introduce themselves.

Exercise 1: Free-listing (1 hour)

OBJECTIVE: To create a list of the types of protection issues that women and girls may face when accessing essential relief items.

Steps for facilitator:

1) Write down (or use sticky notes) 4 main types of essential aid, in a square:

Food	Water and Sanitation
Shelter	Fuel and Firewood

2) Ask, *What difficulties – related to safety and well-being – do South Sudanese refugees here in [location] face when trying to access access food, water and sanitation facilities, shelter, or fuel and firewood?*

Participants may note more general difficulties. When one of them mentions a type of violence, write that down in the relevant square. Allow the discussion about violence to start with participants—perhaps they mention problems such as a water point being “very far” or shelter being “overcrowded”, you can ask: “What does this mean for the safety of women and girls? What kind of risks can this lead to?”

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- 3) Ask, *What other types of violence do refugees face when trying to access these types of aid?*

Place these on sticky notes, or write them, in the relevant square. If a specific type of violence occurs in multiple places, you can draw arrows or re-write it.

- 4) Ask, *Who are most affected for each type of violence: women, girls, boys and/or men?* Write it down in the sticky note (or use different colors or symbols).
- 5) Ask, *Which challenges most affect women? What about adolescent girls?* Move these to the top or mark them with a different color.
- 6) Ask, *Which women and girls are **most** affected? Write responses next to the types of violence, or using sticky notes.*

If necessary, can give examples: *woman with small children, disabled, elderly, girl with no parents, married girl, girl with a child.*

- 7) [If not already answered above] ask, *Of the difficulties we have listed, which are most common?* Mark these with a different color or symbol (like a star *).

Exercise 2: Open-ended Stories (1 hour max)

OBJECTIVE: To fill in a hypothetical story to determine the ways in which distribution of humanitarian relief items can lead to exploitative or abusive situations for women and girls.

Steps for facilitator:

- 1) Explain, *I'm going to read to you the beginning of a story about a woman in a community like yours – this is not one person's story but is based on various real-life experiences. I want your help in filling in her story as if she were a member of the communities in which you work.*
- 2) The Facilitator should write the name of the person in the center of the paper.
- 3) Read the story below.
- 4) After reading each question, the Facilitator should write responses on the paper (use sticky notes if you have them). The more helpful or accessible the response is in relation to the woman in the story, the closer you should write it to her name
- 5) If possible, take a picture of the final paper (not participants) at the end.

Story:

Sara is 25 years old. She is married and has three children, and cannot read or write. Sara's husband was killed in the fighting in her country and she does not have close family or friends in Uganda/Lebanon. She lives in one of the settlements/camps and takes in mending for small money. Sara is dependent on food aid from humanitarian organizations to feed herself and her children.⁷ At the last distribution, she was pulled aside by a man working with the distribution team and wearing a shirt with an organizational logo on it, who said that if she wants her food ration to double in the next cycle, she should visit him at his home in the night.

1. <i>If a woman reported that she had an experience similar to the girl in the story, how many of you would believe her story? Does this story sound like something that happens among the communities you serve?</i>
2. <i>Why do you think this might be happening to Sara? What are factors that increase her vulnerability to this type of exploitative situation? What about other women in your community?</i>
3. <i>Would Sara tell anyone what was happening or seek any help? Who might she tell and where might she go? Where do women in your community go?</i>
4. <i>What might prevent her from getting help? [Probe: Why do women and girls hesitate to share experiences like this with other people?]</i>
5. <i>Are there any ways the current system for distributing food could be made safer for women like Sara? What about other types of aid?</i>
6. <i>How would your responses to the questions I have asked change if Sara were an adolescent girl?</i>

Conclusion

- Thank participants for their time and their contributions.
- Remind participants that the purpose of this discussion was to better understand the needs and concerns of women and girls in relation to accessing humanitarian aid.
- Repeat what will be done with this information and the purpose it will eventually serve.
- Remind participants of their agreement to confidentiality.
- Ask participants if they have questions.
- If anyone wishes to speak in private, respond that the facilitator and a staff member of IRC will be available after the meeting.

[End audio recording and ensure it is SAVED]

⁷ These details of the story (location, type of shelter or encampment, and job or labor for money) can be changed to contextualize the story for the location in which the data is being collected.