TOOL 2.4 PROTECTION, GENDER AND INCLUSION ASSESSMENT AND ANALYSIS GUIDANCE

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Annex: Excel spreadsheet PGI in Assessment Library questions

This library contains 6 parts. Please read this guidance in conjunction with the Excel spreadsheet.

All parts of this library can be used by Protection, Gender and Inclusion Focal Point or personnel.

In addition, sectoral staff should refer to the following tools to help mainstream the IFRC Minimum Standards for Protection, Gender and Inclusion into all their work:

- Part 3: Sex, age and disability disaggregated data guidance
- Part 4: Sectoral assessment questions (identify between 4-6 questions that can be mainstreamed into existing assessment plans)

For further guidance on how to conduct a focus group discussion see Tool 2.6: PGI Focus Group Guidance.

The information from Part 1: Desk-based PGI Assessment, Part 2: Rapid PGI Assessment and Part 3: Sectoral Assessment can be inputted into Tool 2.5: Rapid PGI Analysis report.

PARTS	WHY, HOW, WHO?
1) DESK-BASED PGI ASSESSMENT (uses secondary data)	The purpose of this assessment is to understand the PGI concerns in the community that has been affected. This is a secondary data analysis and can be conducted prior to onset of an emergency. Use secondary sources, that is, sources that have already been published by the National Society, or other agencies, government sources, academics. This assessment takes half a day to one day to complete. You can then place your data into Tool 2.5 PGI Analysis Template. This should be used by a PGI focal point either in the field, or at another location (regional or HQ).
2) RAPID PGI ASSESSMENT (requires primary data to be collected in the field)	This assessment tool complements the desk review and provides the user with questions that they should gather in the field. As such this is a standalone PGI rapid field assessment. It seeks (mostly) qualitative data. A summary of findings can be inputted into Tool 2.5 PGI Analysis Template and then shared with the entire team and used in delegate briefings prior deployment. Any important actions and trends, such as changes that should be made to operational plans will need to be discussed with the relevant leaders.

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PARTS 2	WHY, HOW, WHO?
3) SEX, AGE AND DISABILITY DATA COLLECTION GUIDANCE AND SAMPLE BENEFICIARY SELECTION CRITERIA	This section is for sector leads and for PGI staff. It gives guidance on how to ask questions that will ensure optimal collection of sex, age and disability disaggregated data.
4) PROTECTION, GENDER AND INCLUSION SECTORAL ASSESSMENT QUESTIONS **(select 3-5+ questions from this long-list to integrate into each Sector Assessment as part of the Operation)** **(requires primary data collection)**	This library of questions is long and contains an assessment question library for each sector, aligned to the IFRC PGI Minimum Standards. Some questions should be selected from the relevant sector heading in this library and integrated into already planned sectoral assessment in order to effectively mainstream PGI. It is recommended you select 4-6 questions per sector: one each for Dignity, Access, Participation and 2 from Safety consisting of one sector specific and one on SGBV/Child protection safeguarding).
5) PGI CAPACITY ASSESSMENT	This sample self-assessment is for National Society staff or volunteers who are likely to support/implement PGI activities. It will assist in developing baseline of staff and volunteers' knowledge, skills and confidence in relation to PGI.
6) PREVENTION OF SEXUAL EXPLOITATION AND ABUSE **(Risk Assessment)** **(requires primary data collection)**	This tool is designed to assess the risk of Sexual Exploitation and Abuse. The Prevention of Sexual Exploitation and Abuse (PSEA) is aimed at protecting the entire humanitarian community's ability to assistance affected people. PSEA is specifically focused on ensuring the no humanitarian worker or volunteer abuses the people they are supposed to help/support. This tool must only be used by a PGI expert who has had training in PSEA.

WHY IS A PGI ASSESSMENT LIBRARY NEEDED?

PGI Analysis is an approach that humanitarian responders use to identify and meet the different needs, capacities and coping mechanisms of women, men, girls and boys before, during and after a crisis. Such analysis is relevant throughout the programming cycle and is relevant to the transition from response to recovery.

PGI Analysis tells us:

- Who is affected and how?
- Who needs specific protection and how?
- Who has access to what assets, services and what prevents others from accessing those things?
- What capacities different groups of people and individuals have
- Whether men and women are participating equally
- Whether people with disabilities are included in decision making and programming

RAPID PGI ANALYSIS

The Rapid PGI Analysis takes 2 forms (secondary data review which can be completed prior to emergency onset and can be done remotely; and primary data capture also called field based) and these complement each other to give an overall rapid PGI analysis. Such an analysis is the key way that IFRC aims to ensure PGI is mainstreamed in emergencies. In each chapter of the IFRC Minimum Standards on protection, gender and inclusion, each sectoral team is asked to consult or conduct a PGI Analysis as the basis for their programming.

The Rapid PGI Analysis contains essential information about gender roles, disability inclusion, and differentiated responsibilities, capacities and vulnerabilities as well as programming recommendations. It is used when time is of the essence and can be done with very limited resources. It can be continuously updated and helps verify information or contribute new information to guide a response or recovery initiative. Such analysis is built progressively using primary and secondary information. It ultimately aims to help ensure targeted programming that best responds to the operational needs of persons of all gender identities, ages, disabilities and backgrounds in the community.

The analysis should begin prior to the onset of an emergency (if possible) and optimally the rapid field assessment is implemented at the same time as (integrated within) or shortly after rapid initial assessments are conducted. Given that information, resources, or the possibilities to prioritise this analysis may be limited during the early stages of an emergency, the PGI Rapid Assessments are to be supplemented over time with information from other assessments (secondary information and primary data captured by PGI specific members of the humanitarian community), and with information from focus group discussions, key informant interviews, security sector and sectoral data, data from protection incident monitoring, and with background information available from other sources.

ANALYSING PGI DATA

Rapid PGI Analysis requires you to use information that is available at the time to make recommendations for operations and programming, or to make recommendations for what needs further assessment, and to analyse present needs.

It also allows the operation to set some basis for accountability and transparency on 'who is most vulnerable', and possibility 'who will be prioritised and why'. It also serves to set a foundation for monitoring the conditions and experiences of groups of people.

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Follow these steps below **to complete Part 1, Part 2 of the PGI Analysis and to fill out the PGI Rapid Analysis template**, and to fill out the Repaid PGI Analysis template:

1. Compile secondary (existing) information

After you have looked at the information required for the analysis (by browsing Tab 1 of the attached Excel spreadsheet), look for a good mix of primary and secondary background information that contains qualitative and quantitative information on protection, gender and inclusion issues pre and post emergency. This information should be drawn together as part of preparedness and may be contained in Vulnerability Capacity Assessment (VCA) data, existing programming data from the NS, government sources, rapid assessments conducted by other organisations, statements from local community based organisations, information from disabled persons' organisations and disability-focused organisations, and from census information.

Such information is crucial to understand what gender relations and inclusion and protection issues were like before the crisis and how they have changed since. At the end of compiling this information you should be able to state the general demographic information and some details of the protection issues at hand.

2. Collect new (primary) information

Once the emergency has occurred, a lot of new information will become available. Collect information from sector assessments, from the assessment cell data if active and from other agencies. Once you know which sectors have been prioritised for programming see if there is any previous programming data that can be drawn on. If there are active teams in the field, such as National Society PGI focal points, partner National Society PGI teams, or IFRC PGI personnel, you can develop a field based PGI assessment based on Tab 2 of the Excel spreadsheet in Tool 2.4.1 Assessment Library. Conduct this assessment in the field by speaking with local PGI specialists, community members (including in focus group discussions).

Also speak with other sectors to ensure that information is disaggregated by sex, age, and disability, using the details on Tab 3 of the Excel spreadsheet to assist field teams to identify the minimum set of age brackets, and also practical ways to use the Washington Short Set of Questions (on disability). At the early stages of an emergency, you should still use secondary data from census and other sources to estimate the number of men, women, girls and boys in the affected areas until SADDD becomes available. Update the rapid analysis as more data comes in.

While collecting this information, ensure that you consult with women, men, boys and girls in the affected communities directly, seeking context specific information about gender roles, inclusion and protection issues. This must be done in a sensitive way, such as ensuring gender segregated groups, and age appropriate activities (for children).

Suggested ways to ensure sensitive primary data collection (not exhaustive):

- Ensure a balance of male and female enumerators to take information on gender roles, and inclusion issues.
- Brief enumerators on PGI concepts and on the assessment questions and approach including ethical considerations and 'do no harm'.
- Ask for information on PGI concerns from women and girls, and boys and men separately
- Ensure you consult with sexual and gender minorities (such as LGBTIQ+ people, and openly non-binary or transgender community members) and persons with disabilities.
- Do not assume you already know the answers or that you can get the answers from local staff only. It is important to know the issues from those directly affected, and to let affected people know what you will do with this information (as per the IFRC CEA Guidelines and Toolkit).

3. Analyse the information

Since the ultimate aim of the PGI Rapid Analysis is to analyse the impact of the emergency on women, men, girls, boys and people of all genders, including to understand differentiated issues by age, disability and diversity factors, for the purpose of better programming and greater inclusion, you will need to analyse the information. Some basic analysis that you should conduct and include in the Rapid PGI Analysis template include:

- Summarising the impacts of the crisis by stating what the gender, inclusion and protection issues were before the crisis, and how they have changed since the emergency
- Listing the capacities and resources of women, men, boys, girls and any changes post emergency
- Listing the pertinent roles, responsibilities for women, men, girls and boys, such as whether there are differentiated workloads at the household and community level, and whether boys and girls attend school
- Listing the dynamics between men, women, girls, boys, people with disabilities, different ethnic groups, religious groups (and other relevant factors)
- Listing any issues of violence such as child protection issues or sexual and gender-based violence rates and factors that may exacerbate such issues in an emergency
- Specifically examining the issues affecting women, men, boys and girls with disabilities
- Considering whether there are issues that have become exacerbated by the emergency and which can be addressed via advocacy or via community engagement (such as a misunderstanding about who is eligible to access which services)

You can find guidance for the analysis in the Rapid PGI Analysis template. The analysis considers protection, gender and inclusion in order to understand different dimensions of how people are affected by the crisis, and therefore areas for sectoral and operations teams to consider in their planning, implementation and evaluation.

4. Make practical recommendations and share the analysis

Based on the above steps, you can now make practical recommendations about who should be prioritised, how to adapt programmes to ensure that specific groups of people can access them, and about whether targeted/standalone PGI actions (such as advocacy, case management or other) are required. You will also be able to recommend which new information is required to enhance the analysis, and you should be able to identify risks for ongoing PGI monitoring.

Complete the Rapid PGI Analysis template, noting which version of the analysis it is. Make sure to discuss the findings with the sectors and operation lead as well as with your regional/global PGI Adviser before publishing the report. Once validated, you should share this analysis with Operations, with PGI wider networks and in some cases with partner agencies.

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