IFRC

Protection, Gender and Inclusion in Emergencies Toolkit

PILOT VERSION

Acknowledgements

CHAPTER 1 OVERVIEW

INTRODUCTION

Welcome to the protection, gender and inclusion (PGI) in emergencies toolkit!

This toolkit accompanies the IFRC Minimum standards on protection, gender and inclusions in emergencies (2018) ("Minimum Standards") and provides additional guidance to plan, implement and monitor those standards during an emergency response and recovery.

This toolkit is designed to:

- compile good practices and practical tools to support PGI mainstreaming
- assist in conducting rapid PGI assessment and analysis[1]
- support integration of PGI questions into sectoral assessments

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[1]   The IFRC Minimum standards on protection, gender and inclusion in emergencies state that each sector should base their PGI mainstreaming on a 'gender and diversity' analysis. This toolkit has integrated that analysis into the PGI Rapid Analysis tools, which can be found in Chapter 2. Those tools will now form the basis for conducting such an analysis and can be adapted based on needs and context.

- provide clarity on how to integrate PGI analysis into emergency plans of action or project plans
- aid the collection of sex, age and disability-disaggregated data (SADDD)
- improve the mapping and offering of protection referrals during emergencies
- give guidance on safe basic case management
- give support on establishing safe spaces (including community centres that integrate PGI, Community Engagement and Accountability (CEA) and Psychosocial support (PSS) principles which are referred to as "DAPS Houses")
- assist in monitoring PGI-related programming
- support integration of PGI into all steps in the project cycle.

In addition, this toolkit supports the integration of PGI standards into the transition from response to recovery. Resilience-building and recovery commence at the outset of an emergency response and this toolkit is relevant for recovery planning and implementation. Where tools are '**READY TO GO**' for recovery they are marked as such, and where they require some adaptation to longer term development, that is noted (see Table 1.1: Contents).

It is not intended that all tools will be used in each emergency response, rather this is a compendium of tools, which can be drawn on and adapted when required.

WHY IMPLEMENT MINIMUM STANDARDS FOR PROTECTION, GENDER AND INCLUSION IN EMERGENCIES?

Emergencies exacerbate existing gender inequalities, and the incidence of sexual and gender-based violence (SGBV), violence against children and trafficking in human beings often increase during and after emergencies. Someone's sex, gender identity and other factors, including age, disability, sexual orientation, health status, including HIV/AIDS and other chronic illnesses, social status, immigration and/or legal status, ethnicity, faith and nationality (or lack thereof) shape the extent to which people are vulnerable to, affected by, respond to and recover from emergencies.

These differences are also the source of strengths, which must be recognised and incorporated into all emergency preparedness, prevention, response, reconstruction and recovery efforts to build resilient societies.

PGI is a priority for the IFRC and its members. There are two key approaches to the integration of PGI in emergencies and recovery, both of which are supported in this toolkit:

PGI mainstreaming in all sectors, which can range from integrating PGI issues effectively into the emergency appeal of action (EPOA) to ensuring that women and girls have access to safe menstrual hygiene management resources during emergencies.

Specialised (standalone) activities that aim to protect and include people, such as child protection, sexual and gender-based violence (SGBV) prevention and response and anti-trafficking initiatives.

WHO IS THIS TOOLKIT FOR?

The audience for this toolkit is any person wishing to implement the Minimum Standards. It is more specifically designed for any personnel deployed as PGI personnel (delegates, focal points, regional advisors, lead staff). This toolkit is, therefore, aimed at an audience with some skills that match the IFRC PGI Competency Framework, or as a designated focal point elected by their National Society.

PGI focal points and staff are regularly offered opportunities to build and develop their skills, for example, through attending IFRC's basic and advanced PGI trainings, including the IFRC sexual and gender-based violence prevention and response training, disability inclusion training, child protection training, migration-related training, or other professional development.

A secondary audience for this toolkit is disaster preparedness, response and recovery teams, and sector leads who wish to integrate the PGI minimum standards in the project cycle.

Since the tools in this kit require different levels of PGI knowledge, the tools are coded as follows:

NOVICE   Novice: No former PGI knowledge or training is required to use this tool[2]

BASIC   Basic: Basic PGI knowledge and training is required to use this tool[3]

EXPERIENCED   Experienced: Advanced PGI knowledge and experience to use this tool[4]

SPECIALIZED   Specialized: Advanced PGI knowledge and applied experience to use this tool[5]

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[2] **Novice:** You need no former experience with or training in PGI to use these tools. You have NOT heard of the Minimum Standards. This tool is useful for volunteers who have no experience working on PGI related issues.

[3] **Basic:** You have completed basic training in PGI, specifically the 7 Moves or similar. You have heard of and, to some extent, used the Minimum Standards. You understand the DAPS abbreviation and what it means. You may also have some experience in implementing basic PGI mainstreaming into your own work. For example, if you are working on health, you have made an effort to mainstream considerations on menstrual hygiene management and, possibly, the survivor centred approach for SGBV into your work. For frontline volunteers, you who have basic training on psychosocial support (PSS), restoring family links (RFL), child protection or community engagement and accountability (CEA).

[4] **Experienced:** You have completed more than one training in PGI but may still have little experience on specialised protection concerns. Individuals in this category understand and know about the Minimum Standards and are familiar with the DAPS framework and have often used the Minimum Standards in practice. For example, you have completed the 7 Moves training and also the SGBV prevention and response training and have implemented sectoral programs or disaster response using this framework. However, you are not an expert in SGBV case management, nor in child protection, nor in trafficking in human beings.

[5] **Specialized:** You have used the Minimum Standards in practice, facilitated training and briefings on PGI concepts, and have experience in (at least) one standalone protection area, such as SGBV, child protection and/or trafficking in human beings. This person may also have a background in social work and case management. In most cases, the PGI focal point/delegate should have this level of knowledge. However, if you are in your first emergency operation, you may fall under the orange category.

TABLE 1.1 TABLE OF CONTENTS

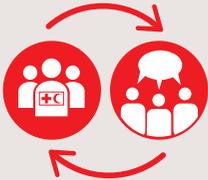| CHAPTER AND PROJECT CYCLE STAGE	TOOL	TOOL SUMMARY AND APPLICATION TO RECOVERY	EXPERTISE REQUIRED
1. **OVERVIEW**	Introduction	This is an overview only.	
2. **PLANNING AND ASSESSMENT**	Planning and Assessment	This is an overview only.	
	2.0 PGI plan of arrival	This tool helps to put tasks in priority order and plan PGI deliverables and coordination. Serves as a reminder to start planning for recovery from the outset of emergency.	BASIC
	2.1 How to integrate PGI into an EPOA	These tools are intended to function mainly as a method to cross-check that the basic elements included in the initial design of the EPOA are appropriate and correct. Therefore, it mainly relates to response, but still lays a firm foundation for inclusive recovery. The Marker can be used to assess PGI integration into any programming document, including recovery.	NOVICE
	2.2 PGI in EPOA – checklist and marker		NOVICE
	2.3 PGI budget template	A simple budget template, to be used even when no EPOA is used. It is focused on the relief phase, but crucial for inclusive recovery.	NOVICE

CHAPTER AND PROJECT CYCLE STAGE	TOOL	TOOL SUMMARY AND APPLICATION TO RECOVERY	EXPERTISE REQUIRED
2. **PLANNING AND ASSESSMENT**	2.4 PGI assessment and analysis guidance, and (2.4.1) question library comprising:		
	– Rapid secondary PGI analysis	Rapid PGI Analysis can be used for all phases of the disaster cycle. The other tools apply to both phases, the overall assessment approach is the same, and each tool in the spreadsheet is marked with an 'x' if the question applies to recovery assessments and planning.	NOVICE
	– Rapid field based PGI analysis		EXPERIENCED
	– SADD guidance		NOVICE
	– Sectoral assessment questions		BASIC
	– PGI capacity assessment		BASIC
	– PSEA risk assessment		EXPERIENCED
	2.5 Rapid PGI analysis template	As above.	BASIC
	2.6 PGI focus group discussion planning guide	The approach is the same throughout, although some questions require tailoring to a point in time.	EXPERIENCED

CHAPTER AND PROJECT CYCLE STAGE	TOOL	TOOL SUMMARY AND APPLICATION TO RECOVERY	EXPERTISE REQUIRED
3. **IMPLEMENTATION**	Implementation	This is an overview only.	
	3.0 PGI Briefs	The generic messages are ready to go, however, specific risks highlighted related to relief phase (e.g. related to distributions) and require adaptation to recovery phase (e.g. related to inclusive long-term shelter design).	BASIC
	3.1 Guidance on basic steps for mainstreaming the PGI Minimum Standards in emergencies	This tool is intended to function mainly as a method to ensure that sectoral leads understand their responsibilities against the Minimum Standards and to support that process.	NOVICE
	3.2 Guidance on basic referral mapping and case management including:	Essential for both phases, but with the possibility for adaptation to a more thorough and extensive procedure in the recovery phase.	EXPERIENCED
	– 3.2.1 Quality assurance checklist		EXPERIENCED
	– 3.2.2 Referral mapping template		EXPERIENCED
	– 3.2.3 Sample referral form		EXPERIENCED

CHAPTER AND PROJECT CYCLE STAGE	TOOL	TOOL SUMMARY AND APPLICATION TO RECOVERY	EXPERTISE REQUIRED
3. **IMPLEMENTATION**	– 3.2.4 Case plan template		SPECIALIZED
	– 3.2.5 Case monitoring plan template		SPECIALIZED
	– 3.2.6 Case closure template		SPECIALIZED
	– Sample SOP for protection cases – Sample referral pathway	These examples are relevant to response operations	
	3.3 Safe Space and DAPS centre guidance including:	Primarily focused on the relief phase, but referral mapping and systems are crucial for inclusive recovery.	SPECIALIZED
	– 3.3.1 Focus group questions for DAPS needs assessment		SPECIALIZED
	– 3.3.2 Monitoring and quality checklist		SPECIALIZED
	– 3.3.3 Staff roles and responsibilities template		SPECIALIZED

CHAPTER AND PROJECT CYCLE STAGE	TOOL	TOOL SUMMARY AND APPLICATION TO RECOVERY	EXPERTISE REQUIRED
3. IMPLEMENTATION	– 3.3.4 Tips for safe DAPS centre recruitment		SPECIALIZED
	– 3.3.5 Screening DAPS centre staff		SPECIALIZED
	– 3.3.6 DOs and DONTs for volunteers when working in DAPS Centre		SPECIALIZED
	– 3.3.7 Registration and attendance templates		SPECIALIZED
	– 3.3.8 Taking care of DAPS centre staff and volunteers		SPECIALIZED
	– 3.3.9 Transition to (exit or) recovery checklist		SPECIALIZED
	3.4 PGI incident monitoring form	This tool is more directly relevant for the response phase (as other state monitoring mechanisms should be in place after the response phase), although can be implemented in recovery.	EXPERIENCED
	3.5 PGI end of mission handover checklist	Relevant to the response phase only. Findings can inform recovery transition.	NOVICE

CHAPTER AND PROJECT CYCLE STAGE	TOOL	TOOL SUMMARY AND APPLICATION TO RECOVERY	EXPERTISE REQUIRED
3. **IMPLEMENTATION**	3.6 Guidance for PGI approach within recovery Examples available as attachments: – Palang Merah Indonesia (PMI) Indonesia Earthquake and Tsunami Responses Multi Sector Recovery Assessment for Lombok and Sulawesi Operations – Nepal Red Cross Society Assessment and Baseline Survey Guidance for Recovery Operation across 14 districts	High level guidance only, detailed tools are in examples.	**NOVICE**

CHAPTER AND PROJECT CYCLE STAGE	TOOL	TOOL SUMMARY AND APPLICATION TO RECOVERY	EXPERTISE REQUIRED
4. **MONITORING, EVALUATION AND REPORTING**	Monitoring, Evaluation and Reporting	This is an overview only.	
	4.0 Monitoring and evaluation guidance for PGI in emergencies activities	Relevant to all phases of the response, requiring adaptation to recovery.	**NOVICE**
	4.1 PGI indicator database	A generic tool to be adapted to context.	**NOVICE**
	4.2 PGI Minimum Standards sector scorecard	Broadly applies to both phases, would include some more complex indicators for recovery phase requiring more resource-intensive monitoring processes.	**NOVICE**
	Examples available as attachments: – Sample PGI in Mozambique ERU 2019 – Sample Real Time Evaluation Lombok	These examples are relevant to response operations.	

GUIDING TIMELINE FOR TOOLKIT IMPLEMENTATION