



Proposal Checklist Cover Note: Integrating GBV Risk Mitigation into CARE Proposals

WHY

Keeping with the Centrality of Protection and do no harm, mitigating GBV risks in programming is the responsibility of **ALL** humanitarian sectors. Therefore, **all CARE project proposals—regardless of sector—must also seek to include GBV risk mitigation across all core proposal elements.**

WHAT

This checklist is designed to equip CARE staff with a concrete list of recommendations to ensure that GBV risk mitigation is consistently integrated into all CARE emergency proposals.¹

HOW

We recommend that you utilize this checklist as a tool while drafting a proposal or as you review proposal drafts. Specifically, it's critical to ensure that we're consistently integrating GBV risk mitigation *throughout* the proposal. The recommendations in the checklist are therefore structured according to the following proposal elements:

WHAT IS GBV RISK MITIGATION?

GBV risk mitigation comprises a range of activities within humanitarian response that aim to first identify GBV risks and then take specific actions to reduce those risks. In practical terms, GBV risk mitigation means taking actions to:

- Avoid causing or increasing the risk of GBV associated with humanitarian programming
- Facilitate and monitor vulnerable populations' safe access to and use of humanitarian services
- Identify and actively reduce the risks of GBV in the environment and programming/service delivery



¹Building on a comprehensive analysis of the integration of GBV risk mitigation into thirteen FY20- FY21 CARE proposals, totaling over \$52 million in bids from eleven countries.

Proposal Checklist: Integrating GBV Risk Mitigation into CARE Proposals

0). Preparation: First Things First...

Recognizing that every donor has a distinct proposal package structure, please complete the quick table below to map out the specific sections in your proposal templates that correspond to the core proposal elements reflected in this checklist, to use as a reference while you work. Once you complete this checklist for any given donor, you can always refer back to it when working on other proposals for the same donor in the future.

Checklist core proposal element	Humanitarian needs overview	Project rationale/ justification	Project description (including project activities)	Monitoring and evaluation plan
Corresponding section/s in proposal template/package	[e.g. Annex X for BHA]			

Check that the proposal writer and other technical staff inputting into the proposal are...

Familiar with the 2015 IASC [Guidelines for Integrating GBV Interventions in Humanitarian Action](#) (“GBV Guidelines”), particularly the relevant sector-specific GBV Guidelines Thematic Area Guides (TAGs) as reference materials.

Equipped with this CARE proposal checklist for GBV risk mitigation integration.

The IASC GBV Guidelines are the core inter-agency resource providing information and recommendations primary to NON-GBV specialized actors on how all sectors of humanitarian response can integrate GBV risk mitigation into their day-to-day work. There is a section in each sector’s TAG specifically focused on Resource Mobilization.

PROPOSAL ELEMENTS

1). Humanitarian Needs Overview Section

Any demographics and statistics included in the humanitarian needs overview section are disaggregated by sex, age, and disability where possible.

The Rapid Gender Analysis or sector-specific assessment that is being conducted to support this bid includes GBV risk assessment and analysis.

The humanitarian needs overview or needs assessment section clearly outlines specific and tangible GBV risks impacting vulnerable groups, going beyond the mere general mention of the existence of such risks.

For a list of sample sector-specific questions, please consult the GBV Guidelines TAG for your sector, accessible [here](#). Possible areas of inquiry and sample questions are listed under the *Key GBV Considerations for Assessments, Analysis and Planning* section, generally starting around page 41.

For example:

“Long distances from HH sites to food distribution locations, and distribution timings competing with HH responsibilities and childcare place female and adolescent headed households at increased risk of GBV.”

WHAT ARE GBV RISKS?

It's critical to distinguish between **GBV risks** and GBV forms. A GBV risk is something that contributes to an incident of GBV happening (or makes it more likely that an incident of GBV will happen.) A **form of GBV** is the type of GBV that has happened. For example, "sexual harassment" is not a risk for GBV, it's a form of GBV. The risk that makes it more likely that sexual harassment will occur is, for example, the fact that women must pass a police checkpoint to access a water point.

The humanitarian needs overview section clearly outlines specific forms of GBV related to the outlined GBV risks.

For example:

"The GBV risks outlined above put women and girls at increased risk of sexual assault and sexual exploitation"

2). Project Rationale or Justification

Any demographics and statistics included in the project rationale or justification are disaggregated by sex, age, and disability where possible.

A clear **problem statement** which links back to the GBV-related risks identified in the humanitarian needs overview section is included.

For example:

"Women and girls in this context are at increased risk of sexual assault and sexual exploitation because the distances from HH sites to food distribution locations are very long."

A clear explanation of **why** target project participants, specifically women, girls, and other vulnerable groups are most at risk of GBV and other protection risks is included.

For example:

"In [LOCATION], patriarchal social norms dictate that women and girls are responsible for all activities related to cooking, including procuring food and cooking fuel, leaving them with little choice but to put themselves at risk, engage in risky coping mechanisms, and/or in some cases forego or reduce their food consumption."

There is a clear explanation of **how** the identified risk(s) impact sector-specific programming

For example:

"Fear of these GBV risks reduces women and girls' ability to access food distributions, resulting in increased food insecurity particularly among female- and adolescent-headed HHs"

A brief analysis of current gaps or challenges in mitigating existing GBV risks is included.

For example:

"In the X context, current gaps and challenges in mitigating existing GBV risks include..."

Briefly describe how the proposed project will seek to mitigate the identified risk [specific activities will be included in the project description].

For example:

"This proposed project will ensure more consistent, safer access of women and girls to food distributions by systematically monitoring and mitigating existing and emerging GBV risks associated with the distributions and food security programming more broadly."

3). Project Description (including project activities)

GBV risk mitigation actions should be included within the sector’s project activities, not in a standalone GBV response section

The GBV Guidelines provide ideas for possible sector-specific GBV risk mitigation strategies or interventions to be contextualized for your location. More detailed information can be found in the implementation section of each TAG of the **GBV Guidelines**—generally starting around page 46.

Building on the project rationale or justification, specific information about **who** specifically is targeted by the proposed activities is provided.

For example:

“This project is specifically designed to provide urgent humanitarian support to female- and adolescent-headed households”

GBV risk mitigation strategies or interventions that are directly related to mitigating the same, specific risks identified in the humanitarian needs overview and/or project rationale or justification, are clearly outlined.

For example:

“The proposed project will consult with women and adolescent girls about their preferred locations, timing, method/modality of distributions and make relevant adjustments. Based on the outcome of these consultations, this proposed project will consider increasing the frequency of distributions/reducing weight of distributed amount and/or devising safe options for transporting distributions and/or move distribution locations closer to HHs and/or using other modalities.”

GBV-related staff trainings including on responding to a GBV disclosure, safe referrals for GBV survivors, and Protection from Sexual Exploitation and Abuse are included.

A process for publishing, circulating and ensuring the signing of appropriate codes of conduct, including for contractors, volunteers and community mobilizers, as well as for establishing and monitoring procedures for safe reporting, are included.

In multi-sectoral proposals and/or where otherwise relevant, areas for coordination and collaboration between GBV specialized and non-GBV specialized actors on roles and responsibilities to ensure safe and effective program design and delivery are outlined.

Where relevant, a plan to integrate questions and/or methodologies into proposed sector-specific assessments to help understand if/how participants are able to safely access, use and/or participate in proposed services, is outlined.

The **GBV Guidelines** M&E framework provides sample indicators that can be adapted for use at each stage of the programme cycle. These sample indicators generally begin around page 53 of each TAG.

4). Monitoring and Evaluation (M&E) Plan

The proposed M&E plan clearly disaggregates target project participants by sex, age and/or other factors of vulnerability.

Proposed indicators specifically track outcomes related to identified GBV risks.

Proposed indicators are disaggregated by sex, age, and/or other factors of vulnerability.

All monitoring activities clearly include consultations with women, girls and other at-risk groups.

Methods for capturing potential unintended consequences and/or barriers to access or participation (e.g. service satisfaction, observational checklists, addition of questions to routine monitoring exercises) are included, to allow for course correction of the program.

5). Budget

The draft budget sufficiently covers all proposed activities, including GBV risk mitigation-related activities. For more information on budgeting for GBV risk mitigation, [click here](#).

The proposed project staffing plan, as reflected in the budget, includes the relevant/necessary levels of staffing and staff capacity to deliver on the proposed project activities, including the proposed integrated GBV risk mitigation strategies, and capacity building where needed. [INSERT LINK?]

The draft budget takes into consideration any costs associated with consistently monitoring GBV risks, through consultations with women and girls or otherwise.

DO NO HARM!

Generally, check that the proposal...

DOES NOT suggest or imply that the proposed non-GBV specialized project will attempt to proactively identify, screen for, detect, investigate and/or report cases of GBV. This is unsafe practice, potentially inadvertently putting the survivor at increased risk or stigma, retribution or worse. Rather, ensure that all staff who interact directly with affected populations are trained on how to respond appropriately should they receive a GBV disclosure.

DOES NOT attempt to target GBV survivors as a standalone category. This is also unsafe practice which can lead to stigma and more. Instead, stick to identifying possible GBV risks affecting certain at-risk groups, and ensure that the proposed project integrates a strategy to mitigate those risks.

DOES NOT suggest that non-GBV specialized humanitarian practitioners will deliver or be involved in GBV response activities. This is **exclusively** the responsibility of GBV specialized practitioners and requires specialized training and specific skillsets.

Once the proposal draft is initially complete, you can use the self-assessment questions below to reflect on strengths and potential areas for improvement. As a whole, to what extent does the proposal reviewed answer the following questions?

WHO is most at risk?

- Not at all
- To a small extent (e.g. women and girls are at risk)
- To some extent
- To a moderate extent
- To a large extent (e.g. female- and adolescent-headed households)

WHAT are the key risk(s) that these group(s) are facing?

- Not at all
- To a small extent (e.g. facing GBV-related risks)
- To some extent
- To a moderate extent
- To a large extent (e.g. long distances from HH sites to food distribution locations)

Outlines specific risks and not only forms of GBV

- Yes
- No
- Unsure

WHY do these risk(s) exist?

- Not at all
- To a small extent (e.g. ... GBV risks exist in the environment)
- To some extent
- To a moderate extent
- To a large extent (e.g. ... due to the location of food distribution)

HOW do the identified risk(s) affect our programming?

- Not at all
- To a small extent (e.g. these identified GBV risks impact our programming)
- To some extent
- To a moderate extent
- To a large extent (e.g. these identified GBV risks result in increased food insecurity among female- and adolescent girl-headed HHs)

WHAT actions, activities and/or strategies do we need to put in place to address each of the identified risk(s) AND improve our sector-specific outcomes?

- Not at all
- To a small extent (e.g. the proposed project will consult with women and girls)
- To some extent
- To a moderate extent
- To a large extent (e.g. the proposed project will mitigate the identified GBV risks by consulting with women and adolescent girls about their preferred locations, timing, method/modality of distributions and adjust accordingly.)

Will our proposed indicators/M&E plan give us insight into the degree to which our activities are mitigating risks?

- Not at all
- To a small extent
- To some extent
- To a moderate extent
- To a large extent