

## Standard Operating Procedures for conducting GBV Safety Audit<sup>1</sup>

### Introduction

GBV is a global problem and exists in a range of different contexts. Displacement can often be contributing factors of GBV as community protective mechanisms may be weakened or destroyed. For example, living in overcrowded shelters can lead to increased domestic violence, early or forced marriage may be used as a measure to address economic hardship and site layout can increase risk of rape or sexual harassment when sanitation facilities are not separated by sex, lighted at night or built in secure locations. As GBV is underreported worldwide, humanitarian workers, including CM Mobile Teams, should always assume that GBV is happening in their area or sites of operations.

As stated in the Camp Management toolkit Chapter 10, dedicated to GBV, the Camp Management Agency **shares a responsibility** to ensure that conditions in the sites minimize risks of GBV. The Camp Management Agency *“plays a pivotal role in decreasing the risks of these multiple forms of violence by ensuring that the needs of all persons are understood, addressed and monitored across sectors intervening in the camp”* and It is the responsibility of the Camp Management Agency *“to work within a protection framework and understand the protection risks that women, girls, men and boys face”*. Safety audits are a crucial tool Camp management teams have to assess, understand and map risk of GBV in their sites of operations, and therefore to advocate for a safer communal living environment for displaced population. Safety audits are typically carried out in camps or settlements during displacement as a mean of assessing GBV risks related to the physical structure and layout, resource availability, and provision of humanitarian services and assistance. Safety audits enable humanitarian actors to determine observable risks and assess specific vulnerabilities of women, girls, boys and men to those identified risks and to identify actions to be taken to reduce those risks and/or vulnerabilities. Safety Audits are carried out through a mix of observation and consultation, both in the form of KII or FGD with Community members.

Safety audits are particularly important to improve safety in the sites, monitor and promote equal and meaningful access to resources, services and facilities and ensure that do not harm principle is respected. Moreover Safety audit exercises can increase community participation in service delivery, and give chances to women, girls, men and boys to share their different perspectives and needs that must be taken into account during the delivery of humanitarian assistance.

From June 2018, ACTED started to conduct regular Safety Audit as part as Camp Management Activities in Somalia. Below some of the best practices in conducting Safety Audit that ACTED Somalia is taking into account in Camp Management operations:

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<sup>1</sup> Excerpted from original document

Best practices	ACTED Somalia approach
The Camp Management Agency's staff should be trained and well prepared to understand GBV issues and therefore mainstream them in their daily work and activities in the camp.	ACTED internal training for Camp Management Mobile team members includes a training module on GBV key concepts and GBV mainstreaming
Anyone conducting a safety audit should be trained on how to conduct a Safety Audit.	In the ACTED CCCM toolkit for Somalia specific resources are available to all the CM team members, including Safety audit literature, Safety Audit Somalia SOP and PPT presentation on how to conduct the Safety Audit. Additionally, the PPT presentation is also incorporated in the internal training for Camp Management Mobile Team Members.
Prior to carrying out a safety audit, it is essential to identify and mitigate any potential risks that conducting a safety audit would create for those participating in it.	GBV is a highly sensitive topic in Somalia. In order to avoid any negative consequence for the people involved in the exercise ACTED do not share or record the name of the participants to the KII and FGD. Participants to the KII and FGD are asked the permission to be interviewed and participate in the activity, and they are free to leave at any moment, in case they do not feel comfortable. FGD are specifically conducted by female staff. Local authorities are also informed and involved in the Safety Audit, ahead of the exercise.
Working in collaboration with a specialized GBV partner, including through the GBV Working Group and with well-trained staff.	In all Areas of operation, ACTED actively involves and invites Protection partners active in the sites or Protection partners working in consortium with ACTED to participate to the Safety audit process. Protection organization that participated in the last safety audit exercise included: WOCCA, TASS and UNHCR.
Safety Audit should be incorporated in regular monitoring activities to track changes over times.	ACTED Somalia Safety Audits in the sites of operations regularly, and indicatively every 6 to 7 months.

The purpose of this document is to illustrate steps by steps the procedures to do Safety Audits in Somalia.

### List of tools available

In addition to the present SOP, the available tools to conduct Safety Audit in ACTED CM operations in Somalia are:

1. ACTED Safety Audit PPT;
2. Safety audit checklist for Somalia (2017 and 2018 versions);
3. Safety audit Excel Database;
4. Safety Audit FGD tool
5. Safety Audit FGD report template
6. Safety Audit Narrative Report Template
7. Safety Audit Action Plan template
8. GBV Pocket Guide

All the tools are available in the ACTED Somalia CCCM Toolkit, folder 8 “*GBV and Safety Audit*”.



## Step 0: Before starting the Safety Audit

Planning is the essential preliminary step to be taken before conducting the safety audit. Planning phase includes the following steps:

- Get in touch with the protection partners operating in the sites and invite them to take place to the exercise;
- Notify the local authorities as well as camp coordination about the planned assessment;
- Review with the team the most updated version of the GBV and Protection Referral Pathways for the site (if any) in order to be able to:
  1. Appropriately and safely refer GBV and/or Protection cases in the event of the disclosure during data collection;
  2. Provide accurate information to the displaced population on the service available, as questions related to GBV service provision might arise during data collection.
- Whenever a GBV referral pathways is not available, review with the team the GBV pocket Guide on how to support survivors of gender-based violence when a GBV actor is not available in the area (also available in the ACTED Somalia CCCM Toolkit, folder 8, sub-folder a)
- Download on the team members` smartphones the GBV pocket guide App, available for free for both Androids and Apple devices
- Set a reasonable and reliable timeline for data collection, analysis and report drafting that includes deadlines for report circulation
- In case of a validation workshop/meeting post assessment, plan for meeting/workshop venue, refreshment and stationary (set a date, raise OFs, invite relevant partners and stakeholders)

## Step 1: The checklist

CAMP LAYOUT/DESIGN		Yes	No	Notes
Observation (mandatory)	Is there a protective physical structure (fence, wall, etc.) around the site?			
	Is there space to easily walk between shelters and other structures?			
	Is there <b>any</b> public lighting in the site/community (street lights, etc. – either solar or electric)? (If, “no”, skip the next question)			
	Is there <b>sufficient</b> lighting in the site/community?			
	Is there a designated space where women and girls can gather to socialize, learn new skills and support one another (women’s centre, women’s and girls’ safe space, etc.)?			
Discussion (recommended)	Are vulnerable households located in safe locations in the site (eg. not isolated/exposed, close to services)?			
	Any additional comments/observations related to the general layout of the site?			

The first step of the Safety Audit is to collect data through the Safety Audit checklist for Somalia. The checklist for Somalia has been elaborated by UNICEF within the GBV Sub-cluster for Somalia, and has been used for a multiagency Safety audit assessment lead by UNICEF, in cooperation with the National CCCM cluster in various locations across Somalia. For harmonisation and consistency purposes, ACTED decided to utilize this checklist, to facilitate data comparison and cross reference not only within ACTED led Safety Audit, but also with other safety audits led by other organisations.

The Safety Audit checklist for Somalia is multi-sectorial, as it collects information related to multiple services, and it must be filled through a mix of observation and KII. The questions to be answered through observations and those to be answered through discussions are clearly labelled in the checklist.

The data collection phase through the checklist includes the following steps:

- Review the questionnaire: make sure all the questions are clear and that the teams identify what questions must be answered through observations and what questions must be answered through KII. Whenever a question is not clear the team must ask clarification to the TC prior to data collection;
- Prepare a schedule for data collection, in cooperation with Protection partners involved in the exercise, in order to minimize waste of time in data collection process and use resources, including vehicles and drivers, efficiently;
- Prepare the material needed for data collection, including printing the forms, preparing folders to carry the forms and pens;
- Identify, mobilize key informant female to be interviewed;
- Visit every site and conduct interviews: one single form should be filled for every site.

## Step 2: Data entry and cleaning

Once data collection is completed, it is the responsibility of the database assistants to enter the data from the checklists to the Safety Audit Database. The database is an excel spreadsheet composed by 5 different tabs:

*summary where necessary*

District	Site	Date (MM/DD/YY)	Time of day (HH:MM AM/PM)	Org(s)	Focal point(s) / contact	Camp layout and design						Shelter				
						CM1 Phys structure	CM2 Space to walk	CM3 Any lighting	CM4 Sufficient lighting	CM5 Woman/girls space	CM6 Vulnerable HH locations	SM1 Built with solid material	SM2 Doors with locks	SM3 Private sleeping areas	SR1 Shelters for people	SR2 Shelters for multiple families
Garowe	Site 1					1	0	1	1	0	0	0	1	1	1	
						Narrative: sample text goes here						Narrative:				
Garowe	Site 2					1	0	1	1	0	0					
						Narrative:						Narrative:				

1. Data entry: it is the first and main sheet to be filled in. Each row represents one site, each column represents one questions. 1 stands for yes and 0 stands for no;
2. Questions: the second tab reports the questions and their relative questions code, by sector;
3. Summary all data: this tab reports the points (sum of yes=1 and no=0) scored by each site, for risk factors and mitigation measures, by sector;
4. Summary all over time: this tab reports answers to each of the questions, by site. In this tab, every row represents a different question, and every column represents a different site. This tab is particularly relevant for data analysis as through a basic sum formula it allows to identify how many sites replied yes or no to a certain question (example: Are there physical structures surrounding the sites? If the sum of the answer is 13 on 50 sites assessed, it means that 13 sites replied yes to the questions, so it means that 13 sites only are surrounded by a physical structure);
5. Do not touch: contains the lists for data validation.

The data entry and cleaning phase includes the following steps:

- Before entering the data, organize dropdown menus in the “*Do not touch tab*”.
- Enter the data in the “*data entry*” tab first! When this is complete, report the data in the “*summary all over time tab*” and in the “*summary all data*” tab (this step is optional)
- Data entry process should correspond to the data cleaning process: while entering the data, the database assistant must cross check and verify inconsistencies between the data collected, between the data collected and pre-existing knowledge regarding services and facilities in the sites, as well as complete the database whenever data are missing.

### Step 3: Focus Group discussion

As stated by the Camp Management toolkit, chapter 10 “*Direct and meaningful participation of, and consultation with, women in decision-making in the camp is critical to ensuring that management, assistance and service delivery reduce the risks of GBV and respond to GBV in a timely and culturally appropriate manner, so as to provide protection for the groups most at risk*”. For this reason, ACTED Somalia complements the data collected through the Safety Audit checklist, with FGD. As the checklist for Somalia is a quantitative data collection tool based on a mix of observations and key informant interviews, ACTED started to collect complementary qualitative data on GBV risks and vulnerabilities conducting focus groups discussion with women and girls displaced in the sites. The FGDs gives the female residents the opportunity to elaborate more on their concerns, problems, and challenges and risk face in the sites, as well as suggest possible recommendations to humanitarian actors. Although everyone can be victim of GBV, including men and boys, it is true that women and girls remain the most at risk group: for this reason, ACTED focus the FGD phase only on women and girls.

ACTED Safety Audit FGD tool has 3 main sections: 1. Women and girls` role in the community, 2. Women participation and women empowerment, 3. Safety and Security. Whenever possible, FGD participants should be separated by age. The FGD is led by a facilitator who introduces the topics of discussion (see section on introduction) and helps to ensure that all members participate evenly in the discussion. For more inclusive results, it is appropriate to include among the participants a mix of female Camp Management Committee members and normal female residents of the site (not community leaders). Because of the sensitiveness of the discussion, it is **strongly** recommended to have a female facilitator conducting the FGD. For additional guidance on how to conduct the FGD, please refer to the FGD tool, also attached to this SOP.

The data collection phase through the FGD includes the following steps:

- Review the FGD: make sure all the questions are clear. Whenever a question is not clear the team must ask clarification to the TC prior to data collection;
- Prepare a schedule for FGD, in cooperation with Protection partners involved in the exercise: make sure that an appropriate venue for the FGD is identified (quiet and safe), that the FGD is schedule in a convenient time for women and girls to attend, that enough FGD are schedule (max 20 to 25 participant for FGD, at least one participant per sites, separate girls from women if possible));
- Prepare the material needed for FGD, including printing the tool, preparing folders to carry the forms and pens, carrying chairs or sitting mats if needed;
- Follow the instruction for the facilitator contained in the tool;
- Prepare a report following the FGD reporting tool.

## Step 4: Report and dissemination

Once quantitative data have been collected through the checklist and qualitative data have been collected through the FGD, the findings must be consolidated in a narrative report.

The Narrative report is divided in 6 sections:

1. **Introduction:** brief introduction of the objectives of the exercise, partners collaborating and findings from the previous assessments if any;
2. **Methodology:** description of a methodology, including list of the sites assessed;
3. **Key findings:** key findings from the Safety audit checklist presented by sector;
4. **FGD summary:** summary of the findings from the FGD conducted;
5. **Recommendations:** list of recommendations to address the main findings
6. **Attachments:** the list of attachment that circulates with the narrative report, including full database and factsheet and old report if any;

### SAFETY AUDIT REPORT GAROWE, NUGAAL REGION NOVEMBER 2018

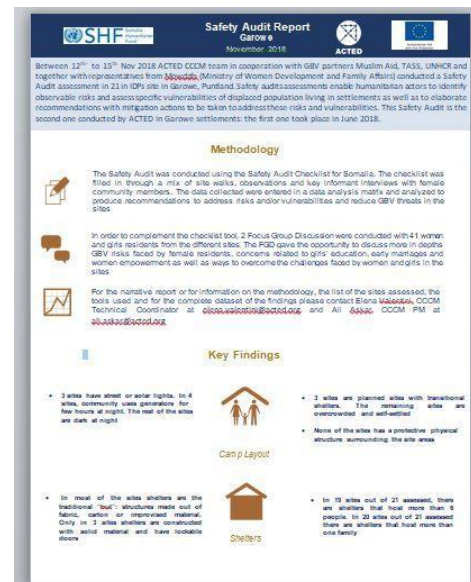
#### Summary

1. Introduction
2. Methodology
3. Key findings
4. FGDs summary
5. Recommendations
6. Attachments

Alongside the narrative report, it is recommended to summarize the data in a visual 2-3 pages factsheet that can help in capturing people's attention on key findings and recommendation.

The reporting and circulation phase includes the following steps:

- Draft narrative report must be sent (together with the database) to TC for validation. Reporting template is available in the CCCM Toolkit for Somalia. Based on the findings, the team should include recommendations of actions to be taken to address GBV risks and vulnerabilities in the sites assessed;
- Once the narrative report is finalized and validated, the factsheet can be produced, summarizing the key findings from both the FGD and Checklist;
- Share the reports in as many forums as possible to ensure broad circulation: with partners, Sub National and National Cluster, local authorities, Protection Cluster etc etc. The narrative reports must be circulated together with the factsheet and the full database;
- Consider to present and validate findings in ad-hoc workshops (or incorporate findings in an already planned workshop) or meetings as bringing partners and stakeholders together to analyze findings, discuss sector specific risk recommendations can help developing safety action plans to address risks.



## Step 5: Follow up and action plan

Once the report has been circulated and recommendations are finalized, the Camp Management team should use it as a tool for raising awareness on the risk faced by women and girls in the sites and to advocate for a safer living environment. The Camp Management team should push for implementation of mitigation action to reduce risk and vulnerabilities factors and make the sites safer for the displaced population as well as regularly follow up on the implementation of the mitigation measures before the next cycle of the safety audit.

Preparing an action plan for the mitigation measures to be taken in cooperation with partners and stakeholders working in the sites is an excellent way to have the buy-in of the partners, keeping all the actors involved accountable, as well as regularly follow up on the implementation of the mitigation actions before the next cycle of the Safety Audit.

The follow up and action plan phase includes the following steps:

- Involve responsible partners and stakeholders in the creation of the action plan: this is preferably done in ad hoc meeting or workshop. It is important to involve in the creation of the action plan colleagues that have, in their respective organization, decision making power to commit to the implementation of specific activities that might require resource allocation.
- The plan should clearly outline the action(s) to be taken to address a certain recommendation, the responsible organization and focal point within the organization, timeline for implementation and a column for updates and follow up. An action plan template is available on the CCCM toolkit for Somalia.
- Once the action plan is ready, it is responsibilities of the CCCM PM to regularly follow up on its implementation with partners or other ACTED department.
- Even when partners cannot agree on an action plan or commit to any mitigation measure, Camp Management team should still regularly follow up on the recommendations and monitor possible mitigation measures that might have be taken by actors or ACTED in the sites. The Camp Management should also keep on using the reports to pushing and advocating for a safer site environment in all relevant forums, including CCCM Coordination meeting, other sub national or national cluster meetings, meetings with local authorities etc etc
- Be the standard bearer! It is important that the Camp Management team is the standard bearer for GBV risk mitigation activities in the sites and that the recommendations related to Camp Management activities are implemented as soon as possible.
- Particularly, GBV risk mitigation activities related to site maintenance should be included in the site maintenance plan for the sites and incorporated in site maintenance activities carried out by site maintenance committees.

## Step 6: Next cycle of Safety Audit

The next cycle of Safety Audit must happen within 6 to 7 months from the previous one. Just before the safety audit the Team should check/follow up on the implementation of the recommendations/action plan and verify which actions were implemented (if any) and which not.

During the new Safety Audit cycle the team will also have to collect information about:

- Effectiveness of risk-reduction or safety strategies put in place;
- New risks or safety problems that have arisen;
- Best practices and lesson learned from the previous cycles.

## Next Steps

ACTED is committed to continuously improve activity and standard operating procedures in place. In order to improve the Safety Audit process, ACTED is planning to take the following steps:

- Code the questionnaire in ODK;
- Download the [GBV Pocket Guide](#) application in all the ACTED phones used for data collection in Somalia
- Train the women on the Safety Audit process to increase community ownership on the process, and enable them to lead on Safety Audit data collection autonomously;
- Continuously reviewing the available Safety Audit tools to make them more effective and fit to the purposed and the context.

## Attachment

- Old and new checklist for Somalia
- Excel Database
- FGD tool and FGD report
- Example of Narrative Report and Factsheet
- Action Plan template
- Safety Audit PPT
- “Safety Audit how-to-guide” from UNICEF helpdesk