



## GBV Safety Audit Observation Tool - Assessing GBV Risks in Temporary Shelters

GBV AoR, February 2023

## Purpose

The GBV Safety Audit Observation Tool is a checklist designed for consideration of Gender-Based Violence (GBV) and Protection Against Sexual Exploitation and Abuse (PSEA) in temporary shelters in the wake of the February 2023 earthquakes affecting Syria. GBV and PSEA are cross-cutting issues central across the humanitarian response and should be addressed in a systematic way. **The use of this checklist can support actors providing temporary shelter in strengthening the quality of their programs by establishing and sustaining standards related to GBV and PSEA.** This tool has been designed as an observational checklist and should be used only in this way. It should not be used in a survey-format and staff should not speak to beneficiaries or community members to complete it.

## Who Should Administer the Tool?

The tool can be administered by field staff who observe a particular field activity, review the existence/absence of indicators and mark them in the checklist. It can be used as a physical document or in an online survey format through tools such as Kobo. While any field staff can use the checklist, some organizations opt to use M&E or TPM field enumerators to administer the tool as part of already existing, ongoing M&E activities. It is essential that staff administering the tool receive training or sensitization about gender, gender-based violence (GBV), PSEA and referrals, and understand the purpose of the tool and how it is supposed to be applied. Field observers who will administer should be prepared and understand how to use the tool. It should clearly be communicated that the tool is observational.

Staff should be prepared and informed on the following essential points:

- a) not to interact with or ask questions to beneficiaries for the implementation of this tool and;
- b) be informed about existing safe and accessible mechanisms for reporting in case they need to report a complaint about sexual or other type of misconduct;

## How Should the Tool be Used?

Staff should administer the tool by visiting the collective/temporary shelter and/or a field activity (e.g. distribution) while it is ongoing. Program managers and PSEA focal points (hereafter FPs) are recommended to coordinate observation plans together by identifying field activities to be observed, as well as dates, locations and staff who will carry out the observation. Other staff at the site should be informed and prepared for the arrival of the staff member for observation, and the observer should be permitted to observe the activity while it occurs. During the observation, the observer will go through the checklist and mark whether they observe the presence or absence of each indicator. If an indicator is not applicable to their context and/or activity, they can mark “not applicable” or “N/A”.

## How Should the Data be Analysed?

All the answers should be “YES” in order to have appropriate GBV risk mitigation measures in place. If there is one or more “NO”, this should be flagged to the programme staff within the organisation, to the relevant cluster and to the GBV SC and inter-sectoral PSEA FP.

The relevant program managers and PSEA FPs should review the results of the observation(s) together to:

- a) Identify gaps and risks (through applying the tool);
- b) Brainstorm actions/solutions to fill the identified gaps and/or mitigate the risks;

- c) Implement the action plan and initiate relevant changes;
- d) Track the actions taken to resolve and mitigate identified risks/issues

## Safety & Ethical Considerations

Training / sensitization needed to administer the tools (listed above) should be provided by GBV and/or PSEA specialised agencies or FP are properly trained. REMINDER: Observers should be equipped with a GBV referral pathway, PSEA Interagency reporting hotline<sup>1</sup> (if available), organizational reporting hotline or other safe and accessible complaint mechanism in case they encounter a violation / misconduct that must be reported.

## Definitions

**Complaint mechanisms:** a complaint mechanism refers to a formal way in which beneficiaries and community members can share complaints with humanitarian organizations and entities. This may be an organizational complaint mechanism – such as a hotline/phone number or complaints box managed by a humanitarian organization, or if available, an inter-agency complaint mechanism such as a hotline that is not associated with any particular organization (such as the PSEA Network interagency hotline).

**Gender-Based Violence:** any harmful act that is based on social differences between men and women, which includes acts that inflict physical, sexual or mental harm or suffering, threats of such acts, coercion, and other deprivations of liberty. These acts can occur in public or in private.

**Safe access:** while it depends on the type of activity, safe access refers to beneficiaries being able to access quality humanitarian assistance and services without exposure to additional protection risks or harms in the process of accessing this assistance. For example, if a distribution takes place in a remote and difficult to reach location without transportation support to beneficiaries by the humanitarian organization, and if this results in women and girls and persons with disabilities being propositioned for personal relationships in exchange for transportation assistance by private drivers, these beneficiaries do not have safe access to the assistance. Observers who identify that there is no safe access can provide additional details on the context in the checklist. Accessible places are places that people can reach, enter, circulate inside and use in total safety and independently; regardless of their gender, age and disability.

**Sexual Exploitation and Abuse (SEA):** sexual exploitation and abuse of a beneficiary by those providing humanitarian assistance and services. Sexual exploitation is an actual or attempted abuse of someone's position of vulnerability, differential power, or trust, or to obtain sexual favors, including but not only, by offering money or other social, economic, or political advantages. Sexual abuse is the actual or threatened physical intrusion of a sexual nature, whether by force, or under unequal or coercive conditions. Aid worker encompasses all persons involved in providing protection and/or assistance to affected populations. SEA is an act of gross misconduct and a violation of humanitarian standards of conduct and core principles. SEA is a type of gender-based violence; different from GBV in that it involves a humanitarian aid provider.

## GBV Safety Audit Observation Tool

Date of Observation:	
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<sup>1</sup> In North West Syria the PSEA Interagency Reporting Hotline Phone number is +9053091551895

Name of Observing Agency:						
Name of Observing Staff:						
Governorate:						
District:						
Sub-District:						
Community/Village:						
In Camp/Off Camp:						
Type of Site:	Urban, rural, official camp, informal settlement, checkpoint, return area, area of new displacement, transit area, area of origin, other					
Site Name:						
<b>SHELTER</b>				<b>yes</b>	<b>no</b>	<b>n/a</b>
1	Do you observe the following practices to ensure the <u>safety</u> of shelter residents? If no, please explain:					
	a) There are lights in all temporary/collective shelter areas, including in toilet/bathroom facilities and to access the shelter					
	b) There is adequate space in the shelter for the number of individuals housed there (follow IOM / SPHERE standards <sup>2</sup> )					
	c) When assigning shelter, if combining families is necessary, only related families are assigned together					
	d) Single women and FHH are not assigned to sleeping in the same spaces with men <sup>3</sup>					
	e) Shelters are secured with internal locks on doors					
	f) Shelter materials and design ensure that people from outside cannot look inside — both day and night.					
	g) Shelters have partitioning walls which are not lower than the external walls , including doors, inside the shelter? (Between families or between male and female residents)					
	h) Walkways allow for movement within the shelter					
3	Do you observe safe access to shelter by the following groups (for example the presence of ramps for persons with disabilities)?					
	a) Women					
	b) Girls					
	c) Boys					

<sup>2</sup> <https://spherestandards.org/handbook/>

<sup>3</sup> Statement 1.d) Not in all settings the observation guarantees full understanding of the situation and the shelter designation criteria. It is recommended to include notes that describe what information the staff could not capture through the observation and what is the information available on shelters' assignment criteria for women and girls.

	d) Older Women			
	e) Persons with Disabilities			
	f) Other			
4	Do you observe any of the following harmful practices / misconduct towards beneficiaries? If yes, please explain:			
	a) Implementing team (including contractors and local service providers) respect a physical distance with children			
	b) Implementing team (including contractors and local service providers) (especially males) respect a physical distance with teenager (especially female) beneficiaries			
	c) Respectful and inclusive behaviours toward all beneficiaries is used by all implementing team members			
5	As needed, the agency distributes additional plastic sheeting and other construction materials for privacy and safety needs for free			
6	Shelter activities that involve direct contact with beneficiaries are closely supervised.			
7	Shelter activities that involve direct contact with female beneficiaries (and especially high-risk activities such as off-site shelter repair projects) are carried out by a team with a female staff member			
8	Full lighting is provided on key access routes and at key facilities and there are signs about the facilities at the shelter			
9	Did you observe the following at the shelter site?			
	a) clear information on how shelter is allocated			
	b) information that aid is free			
	c) information on available complaint mechanisms (general)			
10	PSEA awareness materials (such as posters and pamphlets) and reporting hotline are visible to beneficiaries at the distribution site and/or are included in distribution kits.			
11	GBV awareness materials (such as posters and pamphlets) are visible to beneficiaries at the distribution site and/or are included in distribution kits			
12	Inclusion/disability awareness materials (such as posters and pamphlets) are visible to beneficiaries at the distribution site			
	<i>Refer to Syria Cross-Border Shelter Repair and Rehabilitation Guidelines for additional guidance<sup>4</sup></i>			
WASH		yes	no	n/a

<sup>4</sup> [https://reliefweb.int/sites/reliefweb.int/files/resources/shelter\\_repair\\_rehab\\_guidelines\\_20181129.pdf](https://reliefweb.int/sites/reliefweb.int/files/resources/shelter_repair_rehab_guidelines_20181129.pdf)

1	Water points, latrines, and other WASH facilities are located in secure areas (not remote, close to shelter/services, with privacy). If no, please describe:			
2	Water points, latrines, and other WASH facilities are easily accessible from shelter areas, schools, medical clinics, etc. Please describe:			
3	Latrines, bathing areas and other sanitary facilities are well demarcated and separated, with separate entries for men and women			
4	Latrines, bathing areas and other sanitary facilities can be locked from the inside.			
5	Latrines, bathing areas and other sanitary facilities (and the paths to them) have sufficient lighting (at day and night-time).			
6	There are sex-segregated WASH facilities			
7	There is monitoring of queues at water points by staff to ensure security, and lines are not long.			
8	Special measures are in place to ensure provision of water to those with access / movement difficulties (older persons, persons with disabilities, women and girls, child-headed households).			
9	Did you observe the following at the public WASH facility?			
	a) information that aid is free			
	b) information on available complaint mechanisms (general)			
10	PSEA awareness materials (such as posters and pamphlets) and reporting hotline are visible to beneficiaries at the site			
11	GBV awareness materials (such as posters and pamphlets) and reporting hotline are visible to beneficiaries at the site			
12	Inclusion/disability awareness materials (such as posters and pamphlets) are visible to beneficiaries at the site			
	<b>DISTRIBUTIONS</b>	<b>yes</b>	<b>no</b>	<b>n/a</b>
13	The distribution team includes female workers			
14	At the distribution point, there are banners (or other IEC material) to inform community that the aid should be provided for free and on PSEA reporting mechanisms			
15	Distribution dedicated staff deliver the assistance using a respectful and inclusive behaviour and language			
16	Distribution dedicated staff deliver the assistance asking nothing in exchange (pictures, phone numbers, smiles, money, sex favours...)			
17	The location of the distribution is organised in a way that it is safe for women and girls to access and leave alone or with their children (there are gender segregated lines, waiting times are not too long, the distribution is happening in a safe area of the city, people with special needs (older people, people with disabilities) are given priority during the distribution			
	<b>ADDITIONAL COMMENTS</b>			
1	Please provide any additional details, or share observations otherwise not mentioned in this checklist			

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