

Appendix D – Guidance sheets

Baseline, monitoring and evaluation guidance sheets for Child Protection Advocacy project model.

The purpose of these Guidance Sheets

These Guidance Sheets are provided to help national offices working on CPA project model, to plan and carry out baseline, annual and end of project monitoring and evaluation. They are based on Indicator Detail Sheets and the Youth Healthy Behaviour Survey compiled by WVI.

How to use these Guidance Sheets

The sheets are designed to be self explanatory, with separate sheets for each indicator, starting at Goal level and working down through Outcomes to Outputs. Standard headings identify when the indicator is required, what is to be measured, when and how, (including contextualisation, sampling and tools) and how to disaggregate and calculate the data. There are sheets for indicators that are followed by tables to be used in Focus Group Discussion (FGDs) described in the sheets.

Contextualisation and translation

As noted below, many survey and FGD questions will need contextualisation to the local situation and all will need translation to the language most commonly used by respondents.

Disaggregation

Where applicable, all indicator data should be disaggregated by gender, age (child or adult) and whether children have disabilities or not ('difficulties' – as survey questions CAY09–I3).

Working with children (See also 'Ethical Approaches' on next page)

Children can ONLY participate in surveys and FGDs when a parent or carer has completed and signed a WV consent form. Enumerators must comply with the WV NO Child Protection protocols and Ethics points.

Confidentially / sensitivity

Survey forms are anonymous and it is important that WV staff members fully respect the confidentiality of individual responses to surveys and are sensitive to the difficult and personal issues that are covered. The questions may well uncover painful events that have happened to respondents, so the World Vision office MUST provide details of trusted people and/or services that provide high quality care for children to contact for help locally or to discuss topics in the survey.

Data analysis:

Quantitative data analysis should be conducted by NO staff with suitable experience including with suitable software and preferably with some training in statistics. Any technical support needs should be raised with relevant CP Regional Advisers or GC CP team. Qualitative data will require analysis by the project coordinator, or other development staff with experience in child protection programmes.

Ensure staff undertaking the analysis have copies of the consolidated data and a data analysis plan, which explains what to analyse for each entry.

- Use the indicator detail sheets to guide the analysis – see section “**how to calculate it**”
- Where available, use secondary data for comparison to help interpret results
- Create a synthesis or summary sheet of findings, linked to the indicators.

Feedback: This first version is for 'pilot testing' and as such we welcome feedback from national offices as baseline surveys are carried out in order to improve them for future users.

Ethical approaches for surveys and FGDs: (Extracted from USAID's 'Ethical Approaches to Gathering Information from Children and Adolescents in International Settings') – recommended reading for further information on this important subject.

A. Design the activity to get valid information.

- Apply community definitions to set clear criteria for inclusion and recognize social and cultural barriers to participation.
- All tools, for example, questionnaires, should be translated locally, back-translated and field-tested.

B. Consult with community groups.

- Consult locally to determine who must give permission for the activity to proceed.
- Interviewers must be sensitive that they may be highly visible and a source of local interest. Clarify roles and expectations through community meetings and honour commitments.
- An independent local community stakeholder group should monitor activities.

C. Anticipate adverse consequences.

- In partnership with the community, anticipate all possible consequences for the children and adolescents involved. Do not proceed unless appropriate responses to potentially harmful consequences can be provided.
- Avoid stigma by holding community sensitization meetings and using community terminology.
- If the safety and security of children and adolescents cannot be assured, do not proceed.
- Interviewers should have experience working with children. They should be trained to respond to children's needs, and require ongoing supervision and support. If appropriately skilled interviewers are unavailable, do not proceed.
- In partnership with the community, determine what kind of follow-up is appropriate to respond to children's needs, recognizing age, gender, ethnicity, and so on. If appropriate support cannot be assured to meet the children's needs, do not proceed.
- Prepare a reaction plan to anticipate serious needs. If support for the child cannot be assured, do not proceed.
- Confidentiality should be breached to provide immediate protection to the child or adolescent. Staff should make sure that participants are aware of this before asking for any information.

D. Conduct consent and interviewing procedures with sensitivity to children's specific needs.

- Children must give their agreement to participate, but consent is required from appropriate adults.
- Interviewers should make sure that children know they can stop or withdraw at any time.
- Investigators must provide children and adolescents and their parent or guardian with information about the activity in a manner appropriate to their culture and education.
- Consent forms and informational tools should be developed with community members and field-tested.
- Use an independent advocate to represent the views of children if there is any doubt about the protection provided by their guardian.
- Avoid efforts to unduly influence participation by the use of incentives. If incentives are used, they should be in line with local living standards.
- Interview procedures should reflect the need to protect the children and adolescents' best interests. Consult with community members to determine appropriate practices.

E. Confirm that all stakeholders understand the limits to the activity and next steps.

- Use appropriate procedures to maintain the safety and security of participants.
- Share findings with community members in an accessible, appropriate format

Please contact the WVI Child Protection Team (Kristine Mikhailidi, kristine_mikhailidi@wvi.org, or Bill Forbes, bill_forbes@wvi.org) for more detailed design, monitoring and evaluation information related to this project model.