**ASSESSMENT AND ANALYSIS**

**Integrated assessments/analyses**

This document provides a concise set of mandatory questions designed to ensure that all sectoral assessments and analyses align with PIN’s commitment to Safe, Inclusive, and Accountable (SIA) Programming. By integrating these questions into assessments, we aim to strengthen our understanding of diverse community needs and minimise risks to communities, especially those from marginalized and/or vulnerable groups.

Incorporating these SIA questions ensures that assessments are conducted in a manner that:

* **Prioritises safety** by identifying and addressing potential risks for communities
* **Promotes inclusivity** by capturing the experiences and perspectives of different genders, ages, and social groups, and
* **Fosters accountability** through transparent and ethical data collection practices.

|  |
| --- |
| **This document is intended for MEAL, HoPs, advisors, PMs, technical leads at CP level and generally anyone who is involved in designing assessments and evaluations.** |

**Short set of questions to be mandatorily integrated in assessments**

In general:

* Make sure to **collect and disaggregate data by gender, age and disability**
* Make sure that **different population groups** (e.g., women, youth, ethnic minorities, persons with disabilities) are adequately represented in the assessment.
* These are questions that should be considered when designing assessments, but not necessarily copy-pasted exactly as they are into the tools. **Relevant Advisors** can be contacted for **contextualized support and methodology choice** and approach (which highly depend on the context)

|  |  |  |
| --- | --- | --- |
| **ASSESSMENT STAGE**  **These questions can be used at the needs assessment stage (informing the project design) and in assessments done during the project's lifetime (e.g. at baseline, midline, endline). Please make sure to use/adjust them accordingly. Relevant Advisors** can be contacted for **contextualized support and methodology choice** and approach (which highly depend on the context).  *Make sure to consult the MEAL Manual, which also includes guidance on relationships inside the community.* | | |
| **Protection and GESI** | | | | |
| This set of questions covers:   1. Roles and Responsibilities 2. Access to Services and Resources 3. Decision-Making and Participation and Community Perceptions and Cultural Norms 4. Impact on Gender and Social Inclusion Goals 5. Safety Concerns 6. Economic Empowerment and Employment | | | | |
| **1. Roles and Responsibilities** | | * **Which tasks are done predominantly by women, men, girls boys and how much time it takes? What are the differences? Why are the disparities there? What are their root causes?**   Should help reveal gender roles, inequalities, and social dynamics in a given context. For FGDs, use the **Daily Activity Clock** Tool to understand how different population groups (based on gender, age, and social status) allocate their time during a typical day. Ask participants to describe their **daily routines**, highlighting the activities they perform during the day. This includes:   * **Workload Distribution:** What activities do men, women, boys, girls, and other groups perform daily? How are responsibilities like household chores, caregiving, paid work, and community involvement divided? * **Access and Decision-Making:** Who decides on what in the household and community level? * **Barriers and Constraints:** Are there activities or spaces certain groups cannot access? Why? * **Representation and Decision Making at the Community Level:** Are there specific factors limiting the representation and participation of certain groups in decision-making or project activities? Why? Please expand. | | |
| **2. Access to Services and Resources** | | * **Which resources and services are accessible to different gender, age and social groups? What are the disparities? What are the reasons behind the disparities? What are the barriers (if any – *e.g. social, cultural, economic, physical, security, financial, movement restrictions, ...*) that prevent certain groups *(e.g., women, persons with disabilities, ethnic minorities)* from accessing [specify type of service] [specify type of resource] and participating in the [specify proposed project/activity]? Why?** | | |
| **3. Decision-Making and Participation** | | * **Who decides what? Which types of decisions are done jointly, which by men and which by women? *(E.g. what food to buy, how income is spent, etc.*)** Should clarify: * How different gender, age, and social groups are involved in decision-making processes at the household level and within the community. * Specific factors limiting the participation of certain groups in decision-making or project activities. * How cultural norms or societal attitudes impact the inclusion of women, ethnic minorities, persons with disabilities, and other vulnerable groups in the proposed project/activity | | |
| **4. Impact on Gender and Social Inclusion Goals** | | * **What opportunities could there be for greater equality and women/girls representation, participation and empowerment *(including division of tasks, responsibilities or resources)* that can be included into [indicate proposed project/activity]? How can the barriers women/girls face in equal participation/benefiting be addressed?**   Do we know what are the concerns of men? Have we introduced mitigation measures and risk monitoring? Thorough understanding of the gender dynamics and norms is a must that help us to set up realistic yet gender transformative target. | | |
| **5. Safety Concerns** | | * Does the program include measures to ensure the safety of participants, especially those from vulnerable groups?   *Consider age, gender and other social groups and characteristics – e.g. Dis/ability, status (IDP, refugee, belonging to ethnic minority, indigenous population groups, etc)* | | |
| **6. Economic Empowerment and Employment** | | * How has the program influenced access to income-generating activities or employment for women, persons with disabilities, and other marginalized groups? * Are there gender-specific or group-specific barriers to accessing fair and decent work or income-earning opportunities within the community or program? | | |
| **Conflict Sensitivity** | | | | |
| This set of questions covers:   1. Main conflicts and lines of divisions 2. Dividers and connectors 3. Stakeholders 4. Vulnerable groups 5. Risks | | | | |
| **1. Tensions, disagreements, conflicts in the community/area** | | **What are the main tensions, disagreements, conflicts in the community/area?**  Should clarify:   * Causes of the tensions, disagreements, conflicts * Groups/individuals involved and affected   **Whether a system or mechanism is in place at local/community level to handle disputes or conflicts (and which)** | | |
| **2. Dividers and connectors** | | **What are the dividers and connectors in the community?**  Should help understand:   * What brings people together e.g. what creates a sense of community and unity * What pulls people apart e.g. what causes divisions, tensions * When there are divisions or conflicts, who/what has the power/influence to positively affect those divisions/conflicts   *The What in any of these* can be systems, actions, attitudes, values, interests, resources, institutions, occasions, symbols | | |
| **3. Influential persons or groups in the community/area** | | **Who are influential persons or groups in the community/area e.g. persons/groups who hold some power or control?**  Should help clarify:   * Their interests and goals * They relations between each other or the linkages that tie them * How they are perceived by communities or other actors * Their potential to influence tensions or conflicts (whether they can help mitigate them or rather be a source or exacerbate them) | | |
| **4. Who is vulnerable** | | **Who is vulnerable in the community?**  Should help clarify:   * Vulnerable groups and what makes them vulnerable * How they are uniquely impacted/affected by tensions, disagreements and conflicts | | |
| **5. Trends** | | **What are the trends for the coming 3-6 months?**  Should help understand:   * Evolution (e.g. improvement, worsening, stagnation) in the trend of tensions, disagreements or conflicts in recent months and what caused this evolution * Opinions as to how tensions, disagreements or conflicts will evolve in coming months * Ideas or suggestions as to what could/should be done to avoid/prevent them or mitigate their impact/consequences | | |
| **Safeguarding** | | | | |
|  | | **Do you know what behaviors of NGO staff are unacceptable and prohibited and should be reported if observed? Do you understand why these behaviors are forbidden?**  NB: After answering these questions, advise people interviewed through CFRM channels on how to report their concerns and ensure that they are informed about the process and the support available. | | |
| **MONITORING STAGE** | | | |
| **Protection and GESI**  ***Note that these questions can also be used for EVALUATIONS (either as standalone, or as sub-questions)*** | | | |
| **Access to Services and Resources** | * **Were all target groups able to access the project’s services, resources, and opportunities equally?** * What barriers (social, cultural, physical, economic) prevented certain groups from accessing or fully benefiting from the project? * Were these barriers effectively identified and addressed during implementation? | | |
| **Equity and Inclusion** | * How has the project ensured the inclusion of marginalized or vulnerable groups (e.g., individuals with disabilities, different age groups, ethnic minorities, women)? * Were project activities tailored to meet the specific needs of these groups? * Were proactive measures (e.g., outreach efforts, adaptations) implemented to support their participation? | | |
| **Impact and Outcomes** | * How have project outcomes impacted different population groups (e.g., women, men, boys, girls, persons with disabilities)? * Has the project contributed to reducing inequalities and fostering participation, representation and empowerment among marginalized groups? * Have there been positive changes in gender roles, norms, or power dynamics as a result of the project? *(Depending on the type of project, it’s objectives and expected results)* | | |
| **Safety, Dignity, DNH** | * Were the project’s activities conducted in a manner that upheld the safety and dignity of all participants? * Did any participants experience harm, exclusion, or stigma as a result of the project? | | |
| **ECHO KOI** | * **Did you feel safe at all times travelling to receive the assistance/service (to/from your place), while receiving the assistance/service, and upon return to your place?** If no, what could have been done by the organization to make you feel safer? * **Did you feel that the (agency/NGO/implementing partner/contractor) staff treated you with respect during the intervention?** If no, would you mind telling us when or where? Would you mind telling us why? * **Are you satisfied with the assistance/service provided?** If no, would you mind telling us why you are not satisfied? * **Do you know of people needing assistance/services who were** * **excluded from the assistance/service provided?** If yes, who was mainly excluded? * **If you had a suggestion for, or a problem with the assistance/service, do you think you could channel the suggestion or lodge a complaint?** * **To your knowledge, have suggestions or complaints raised been responded to or followed up?** If no, would you mind telling me which are the issues / what happened? * **Were your views taken into account by the organization about the** * **assistance you received?** If no, would you mind telling me how is it that your views were not taken into account? * **Did you feel well informed about the assistance/service available?** If no, what could the aid/service provider have done to better inform you about the assistance / services available to you? | | |
| **Conflict Sensitivity** | | | |
|  | **Has any tension, disagreement or conflict erupted in the community (area) as a consequence of the intervention?**  Should help understand:   * Causes of the tension, disagreement, conflict (e.g. over beneficiary selection, distribution process, impact on market or on livelihoods or on the environment, etc) * Form of the conflict, disagreement or tension e.g. whether it led to violence * Ways in which it was handled (if it was) by the community   **OR**  **Has the project contributed to conflict mitigation in the community? What aspects of the project had most influence on reducing tensions?** | | |
| **Safeguarding** | | | |
| **PSEAH, Safeguarding** | * **Are PSEA awareness materials (such as posters and leaflets) and the reporting hotline visible to beneficiaries/community members where the activity takes place?**   Yes/No/Not Applicable     * **Have beneficiaries/community members been involved in safeguarding awareness sessions?**   Answer options: Yes, No, Not relevant | | |
| **Reporting mechanism CFRM** | ***It is recommended to include these standard questions in PDMs and other quantitative surveys. While they don't need to be phrased exactly as provided, ensuring their inclusion (even in slightly different wording) is beneficial. If the questionnaires already feature these questions or include additional ones about the CFRM, that's perfectly fine. The key is to use this list as a reference to ensure no critical elements are overlooked.***   * **Are you aware of how to report concerns around?**   Answer options: Yes, No  If yes, how can you report a concern or incident? Please  Give details:     * **Do you think you can access the reporting mechanism(s) easily and safely?**   Answer options: Yes, No, Not relevant  Please give reasons for your answer to the above question:   * **Would you feel safe using the reporting mechanism(s)/ CFRM?**   Answer options: Yes, No, Not relevant  Please give reasons for your answer to the above question:  If not mentioned above, are there any reasons why you would not report?   * **If there was something that you needed to report, do you feel that your concerns would be handled appropriately and effectively?**   Answer options: Yes, No, Not relevant  Please give reasons for your answer to the above question:     * **Are there any other method(s) you would prefer to use to report concerns around sexual exploitation, abuse and harassment and other harms and abuses, such as bullying, harassment, within PIN?**   Answer options (please tick all that apply):  – Email  – Designated telephone or mobile line  – WhatsApp, Telegram and Signal  – Online form  – Safeguarding Focal Person(s)  – Peer support group  – Suggestion box  – Other, please specify:     * **Why do you prefer those reporting methods?** * **Do you have any other concerns, comments or recommendations on reporting mechanism(s)?** * **Do you have any concerns about an incident caused by PIN or Partner staff (e.g Sexual exploitation, abuse, harassment, and other harms and abuses, such as bullying, and harassment caused by PIN staff)?** | | |