WOMEN AND GIRLS SAFE SPACES:

A TOOLKIT FOR ADVANCING WOMEN'S AND GIRLS' EMPOWERMENT IN HUMANITARIAN SETTINGS

International Medical Corps

INTERNATIONAL RESCUE COMMITTEE

TOOL 30A: WGSS MEMBER SURVEY (BASELINE)

WHY USE THE WGSS MEMBER SURVEY?

The member survey monitors how WGSS programming impacts women's and girls' empowerment and decision-making over time. It helps WGSS staff identify whether and how WGSS programming supports member's empowerment, access to services and development of decision-making skills.

The member survey is a combination of 3 tools. The first two tools (30a and 30b) are available in two versions. The first version is "Staff delivered", which is a format for using the tool during an interview between and informant and an interviewer. The second version is "Self- administered" allowing each staff member to directly answer the questions using the self deliver questionnaire.

1. **Tool 30a: WGSS Member Survey (Baseline)** is a questionnaire to verify the initial status of empowerment, knowledge of available services and decision-making power. The baseline should only be conducted once per member.

2. **Tool 30b: WGSS Member Survey (Follow-up)** is similar to the baseline, but is implemented after a pre-established period from the baseline (3 or 6 months) to compare how the level of empowerment, knowledge of services and decision-making skills has changed after a few months of participation in WGSS programming. The follow-up survey has a more comprehensive set of questions and should not be used as a baseline questionnaire. It can be administered as many times as the project team thinks would be useful (in order to compare changes across time) but should not be completed more than once a quarter per member.

3. **Tool 30c: Participant List** assigns a code to each woman and girl participating in the survey to ensure the confidentiality of the survey.

WHEN TO USE THE WGSS MEMBER SURVEY?

The member survey can be conducted on a regular basis to monitor progress over time.

The baseline survey sets the starting point for the comparison. After a pre-established period (3 to 6 months), the follow-up survey should be implemented with the same members who took part in the baseline survey. If the population you are working with is highly mobile, it is beneficial to conduct the follow-up at the 3 month mark, as members may leave more frequently. If the population you are working with is stable, it may be beneficial to conduct the follow-up at the 6 month mark, because they are likely to still be present and will potentially show a larger change during a larger follow-up period. However, it is completely fine to conduct the follow-up survey with a stable population at both the 3 month and 6 month marks and compare change across these three points (including baseline).

HOW TO USE THE WGSS MEMBER SURVEY?

Guidance for staff

Print out only the version of the tool that will be used. If the activity is delivered by a staff member, only version 1 should be printed (interview format). Version 2 will be printed when the survey is undertaken directly by a WGSS member (self-administered format).

You may notice that the questions skip numbers in the baseline (for instance, where is number 30? where is number 33?). Don't worry! These are questions which appear in the follow-up but are not yet relevant at the baseline. All numbers in the baseline survey should match their equivalent question in the follow-up survey, but the follow up survey will have the additional 'missing' questions.

Participants should be assigned a code using **Tool 30c: Participant List.**

It is recommended to conduct the baseline with a minimum of 20 percent of women and girls attending the safe space who consent to taking part in both the baseline and follow-up survey. The exact number of members engaged in the survey will change based on the influx of new members and the size of the WGSS. As much as possible, members targeted in the survey should be new members. However, in the case of established WGSS, long-term members may also be involved. Once a baseline is established with one group of members, make sure to continue conducting the baseline with a sample of new members as they begin coming to the WGSS.

The survey can be delivered by:

1. Staff members (version 1 - staff delivered- interview format)- in low-literacy contexts; through one-to-one conversations with members.

2. Members themselves (version 2 - self-administered) - in high-literacy contexts. In this case, members will receive a printed copy of the survey that they can complete themselves.

In both cases, the survey is for each individual, and both versions should ensure that answers are kept confidential and safe.

After conducting the baseline and follow-up survey, staff focal points should analyze the findings by comparing both surveys for each participant. The final results should provide useful information to strengthen specific components of WGSS programming.

After the analysis of the survey, it is recommended to schedule a session with participants to provide general and anonymous information on feedback received. For example: "When reviewing the surveys, it came up that most of you did not receive information on services available in the WGSS. Thanks to your feedback, we identified that the WGSS should increase information sessions about services available." It is essential to be cautious and consider the sensitivity of some of the survey questions – in contexts where questions of empowerment are particularly sensitive, findings can be grouped by type of empowerment.

Information gathered through the member survey should be transcribed to **Database G: WGSS Member Survey.**

To deliver the survey:

1. Identify who on your team is going to administer the survey. Identify whether it will be self-administered (giving the person the survey to complete themselves) or whether a staff member will ask the questions and record the person's answers.

2. Explain the purpose (see client consent) and get verbal consent to proceed. If the beneficiary declines, tell the person that it is ok and if they change their minds, they can contact you.

3. Write down the beneficiary's name and contact information on the survey participant list. Write down the "PARTICIPANT CODE" from the same row on the survey.

4. Keep the participant list in a separate, safe and confidential space. This list should not be stored together with the surveys to ensure the confidentiality of members.

(See table below for steps 5 and 6 depending on whether self-administered or interview format.)

INTERVIEW FORMAT	SELF-ADMINISTERED
5. Inform the WGSS member that you will ask them some questions but will not write their name on the form and that the interview will remain anonymous.	Inform the WGSS member that you will give them the survey and pen. Request that they do not write their name on the survey so that it is possible to keep their information anonymous.
6. For questions using the visual aid, place the picture in front of the beneficiary. Explain what each cup represents. Then check the participant's understanding using a simple example (e.g. 'If I said 'The weather is very cold today', which of the cups would you choose to show how much you agree with what I said?'). Read out the first statement and ask the participant to point to which represents how much they agree with the statement. Ask the participant if they would like to give a reason for their choice, and if so, make a note of what they say. Go to the next statement, and continue in the same way.	Hand the survey and the visual aid to the beneficiary (look at the end of Version 2). Explain what each cup represents. Then check participant's understanding using a simple example (e.g. 'If I said 'The weather is very cold today', which of the cups would you choose to show how much you agree with what I said?'). Inform the beneficiary that you are going to leave the room but if they have further questions, they can come and ask at any time.

INFORMED CONSENT

My name is _____ and I work with _____ as _____. My colleagues and I would like to know if our programs are improving the lives of women and girls we work with. These questions are only to help us improve our programming and you do not have to answer any questions that make you feel uncomfortable. Your responses will remain completely confidential and will not affect your ability to participate in any way.

Do you agree to answer the questions on this survey?

Yes   No

If the consent is given, continue on to the survey.

VERSION 1
Staff-Delivered (Interview Format)

Participant Code:_____

WGSS MEMBER SURVEY

Date Survey Conducted: _____

Name of the safe space: _____

Administered by: _____

Thank you for taking time to answer this survey! Please answer the questions honestly. If you have any questions, please feel welcome to ask.

Participant Information

1. How old are you?

   ☐ 15-17 years old
   ☐ 18-24 years old
   ☐ 25-64 years old
   ☐ 65 years or older

2. Please select your community status.

   ☐ IDP
   ☐ Refugee
   ☐ Host community
   ☐ Other (please specify) _____

3. How did you first find out about our services? (tick one)

   ☐ Friend or family member
   ☐ Referral from another organization
   ☐ Neighbor or community member
   ☐ Community discussion
   ☐ Flyer or pamphlet you saw or received
   ☐ Other (please specify) _____

4. How long have you been coming to the safe space?

   ☐ 0 – 2 months
   ☐ 3 – 5 months
   ☐ 6 – 8 months
   ☐ 9 – 11 months
   ☐ More than 12 months

Program Outcomes

Decision-Making Sub-Scale

I am going to read some sentences and I would like you to tell me how much you agree with them using the visual aid. (circle the response)

I am able to decide which way of overcoming barriers works best for me.	Disagree (0)	Partially agree (1)	Agree (2)
If I was in danger, I could choose the right people to help me.	Disagree (0)	Partially agree (1)	Agree (2)
I am more comfortable when others make decisions for me.	Disagree (2)	Partially agree (1)	Agree (0)

5. Do you know where a woman could go for help if someone hit her?

☐ Yes
☐ No

Specify where: _____

6. Do you know where a woman or girl could go for support if someone tried to have sex with her or asked her for something in exchange for receiving services?

☐ Yes
☐ No

Specify where: _____

Empowerment Sub-Scale

I am going to read some sentences and I would like you to tell me how much you agree with them using the visual aid. (circle the response; only read the statement out loud, not the type of empowerment)

Psychosocial empowerment	I am capable of helping other women and girls.	Disagree (0)	Partially agree (1)	Agree (2)
Psychosocial empowerment	I am capable of asking for support when I need it.	Disagree (0)	Partially agree (1)	Agree (2)
Cognitive empowerment	I know enough about service options available to decide which ones are right for me.	Disagree (0)	Partially agree (1)	Agree (2)
Cognitive empowerment	I have the skills I need to work towards my goals.	Disagree (0)	Partially agree (1)	Agree (2)
Personal empowerment	I think I am worthwhile.	Disagree (0)	Partially agree (1)	Agree (2)
Personal empowerment	I do things I consider important.	Disagree (0)	Partially agree (1)	Agree (2)
Socio-civic empowerment	I am capable of expressing what is important to me to my community.	Disagree (0)	Partially agree (1)	Agree (2)

Thank you for taking the time to take this survey. We hope that the responses to these questions and your honest feedback will help us improve our services.

VERSION 2

Self-Adminstered

Participant Code:_____

WGSS MEMBER SURVEY

Date: _____

Name of Safe Space: _____

Thank you for taking time to answer this survey! Please answer the questions honestly. If you have any questions, please feel welcome to ask.

Participant Information

1. How old are you?

    ☐ 15-17 years old
    ☐ 18-24 years old
    ☐ 25-64 years old
    ☐ 65 years or older

2. Please select your community status.

    ☐ IDP
    ☐ Refugee
    ☐ Host community
    ☐ Other (please specify) _____

3. How did you first find out about our services? (tick one)

    ☐ Friend or family member
    ☐ Referral from another organization
    ☐ Neighbor or community member
    ☐ Community discussion
    ☐ Flyer or pamphlet you saw or received
    ☐ Other (please specify) _____

4. How long have you been coming to the safe space?

☐ 0 – 2 months
☐ 3 – 5 months
☐ 6 – 8 months
☐ 9 – 11 months
☐ More than 12 months

Please read the following statements and circle how much you agree with each.

I am able to decide which way of overcoming barriers works best for me.	Disagree	Partially agree	Agree
If I was in danger, I could choose the right people to help me.	Disagree	Partially agree	Agree
I am more comfortable when others make decisions for me.	Disagree	Partially agree	Agree

5. Do you know where a woman could go for help if someone hit her?

☐ Yes
☐ No

Specify where: _____

6. Do you know where a woman or girl could go for support if someone tried to have sex with her or asked her for something in exchange for receiving services?

☐ Yes
☐ No

Specify where: _____

Empowerment Sub-Scale

I am going to read some sentences and I would like you to tell me how much you agree with them using the visual aid. (circle the response; only read the statement out loud, not the type of empowerment)

I am capable of helping other women and girls.	Disagree	Partially agree	Agree
I am capable of asking for support when I need it.	Disagree	Partially agree	Agree
I know enough about service options available to decide which ones are right for me.	Disagree	Partially agree	Agree
I have the skills I need to work towards my goals.	Disagree	Partially agree	Agree
I think I am worthwhile.	Disagree	Partially agree	Agree
I do things I consider important.	Disagree	Partially agree	Agree
I am capable of expressing what is important to me to my community.	Disagree	Partially agree	Agree

Thank you for taking the time to take this survey. We hope that the responses to these questions and your honest feedback will help us improve our services.

Visual Aids

Disagree   **Partially agree**   **Agree**

TOOL 30B: WGSS MEMBER SURVEY (FOLLOW-UP)

WHY USE THE WGSS MEMBER SURVEY?

The member survey monitors how WGSS programing impacts women's and girls' empowerment and decision-making over time. It helps WGSS staff to identify whether and how WGSS programming supports member's empowerment, access to services and development of decision-making skills.

Member survey is a combination of 3 tools. The first two tools (30a and 30b) are available in two versions. The first version is "Staff delivered", which is a format for using the tool during an interview between and informant and an interviewer. The second version is "Self- administered" allowing each staff member to directly answer the questions using the self deliver questionnaire.

1. **Tool 30a: WGSS Member Survey (Baseline)** is a questionnaire to verify the initial status of empowerment, knowledge on available services and decision-making power. The baseline should only be conducted once per member.

2. **Tool 30b: WGSS Member Survey (Follow-up)** is similar to the baseline, but is implemented after a pre-established period from the baseline (3 or 6 months) to compare how the level of empowerment, knowledge of services and decision-making skills has changed after a few months of participation in WGSS programming. The follow-up survey has a more comprehensive set of questions and should not be used as a baseline questionnaire. It can be administered as many times as the project team thinks would be useful (in order to compare changes across time) but should not be completed more than once a quarter per member.

3. **Tool 30c: Participant List** assigns a code to each woman and girl participating in the survey to ensure the confidentiality of the survey.

WHEN TO USE THE WGSS MEMBER SURVEY?

The member survey can be conducted on a regular basis to monitor progress over time.

The baseline survey sets the starting point for the comparison. After a pre-established period (3 to 6 months), the follow-up survey should be implemented with the same members who took part in the baseline survey. If the population you are working with is highly mobile, it is beneficial to conduct the follow up at the 3 month mark, as members may leave more frequently. If the population you are working with is stable, it may be beneficial to conduct the follow up at the 6 month mark, because they are likely to still be present and will potentially show a larger change during a larger follow-up period. However, it is completely fine to conduct the follow-up survey with a stable population at both the 3 month and 6 month marks and compare change across these three points (including baseline).

HOW TO USE THE WGSS MEMBER SURVEY?

Guidance for staff

Print out only the version of the tool that will be used. If the activity is delivered by a staff member, only version 1 should be printed (interview format).. Version 2 will be printed when the survey is undertaken directly by a WGSS member (self-administered format).

Participants should be assigned a code using **Tool 30c: Participant List.**

It is recommended to conduct the baseline with a minimum of 20 percent of women and girls attending the safe space who consent to taking part in both the baseline and follow-up survey. The exact number of members engaged in the survey will change based on the influx of new members and the size of the WGSS. As much as possible, members targeted in the survey should be new members. However, in the case of established WGSS, long-term members may also be involved. Once a baseline is established with one group of members, make sure to continue conducting the baseline with a sample of new members as they begin coming to the WGSS.

The survey can be delivered by:

1. Staff members (version 1 - staff delivered- interview format)- in low-literacy contexts; through one-to-one conversation with members.

2. Members themselves (version 2 – self-administered)- in high-literacy settings. In this case, members will receive a printed copy of the survey that they can complete themselves.

The survey should be conducted individually with no other persons in the room besides the facilitator and the member. If you are using version 2, then it is okay to leave the member alone in the room to fill out the survey privately. Whether you are using version 1 or 2, in both cases you should ensure that the answers of all members are kept confidential and safe.

You may notice that there are some numbers missing at the start of the survey. Don't worry! These are demographic questions which were already collected at the baseline and do not need to be repeated.

After conducting the baseline and follow-up survey, staff focal points should analyze the findings by comparing both surveys for each participant. The final results should provide useful information to strengthen specific components of WGSS programming.

After the analysis of the survey, it is recommended to schedule a session with participants to provide general and anonymous information on feedback received. For example: "When reviewing the surveys, it came up that most of you did not receive information on services available in the WGSS. Thanks to your feedback, we identified that the WGSS should increase information sessions about services available." It is essential to be cautious and consider the sensitivity of some of the survey questions – in contexts where questions of empowerment are particularly sensitive, findings can be grouped by type of empowerment.

Information gathered through the member survey should be transcribed to **Database G: WGSS Member Survey.**

To deliver the survey:

1. Identify who on your team is going to administer the survey. Identify whether it will be self-administered (giving the person the survey to complete themselves) or whether a staff member will ask the questions and record the person's answers.

2. Explain the purpose (see client consent) and get verbal consent to proceed. If the beneficiary declines, tell the person that it is ok and if they change their minds, they can contact you.

3. Write down the beneficiary's name and contact information on the survey participant list. Write down the "PARTICIPANT CODE" from the same row on the survey.

4. Keep the participant list in a separate, safe and confidential space. This list should not be stored together with the surveys to ensure the confidentiality of members.

(See table below for steps 5 and 6 depending on whether self-administered or interview format.)

INTERVIEW FORMAT	SELF-ADMINISTERED
5. Inform the WGSS member that you will ask them some questions but will not write their name on the form and that the interview will remain anonymous.	Inform the WGSS member that you will give them the survey and pen. Request that they do not write their name on the survey so that it is possible to keep their information anonymous.
6. For the questions using the visual aid, place the picture in front of the beneficiary. Explain what each cup represents. Then check the participant's understanding using a simple example (e.g. 'If I said 'The weather is very cold today', which of the cups would you choose to show how much you agree with what I said?'). Read out the first statement and ask the participant to point to which represents how much they agree with the statement. Ask the participant if they would like to give a reason for their choice, and if so, make a note of what they say. Go to the next statement, and continue in the same way.	Hand the survey and the visual aid to the beneficiary (look at the end of Version 2). Explain what each cup represents. Then check participant's understanding using a simple example (e.g. 'If I said 'The weather is very cold today', which of the cups would you choose to show how much you agree with what I said?'). Inform the beneficiary that you are going to leave the room but if they have further questions, they can come and ask at any time.

INFORMED CONSENT

My name is _____ and I work with _____ as _____. My colleagues and I would like to know if our programs are improving the lives of women and girls we work with. These questions are only to help us improve our programming and you do not have to answer any questions that make you feel uncomfortable. Your responses will remain completely confidential and will not affect your ability to participate in any way.

Do you agree to answer the questions on this survey?

Yes   No

If the consent is given, continue on to the survey.

VERSION 1
Staff-Delivered (Interview Format)

Participant Code:_____

WGSS MEMBER SURVEY

Date Survey Conducted: _____

Name of the safe space: _____

Administered by: _____

Thank you for taking time to answer this survey! Please answer the questions honestly. If you have any questions, please feel welcome to ask.

Service Experiences and Feedback

1. How long have you been coming to the safe space?

    ☐ 0 – 2 months
    ☐ 3 – 5 months
    ☐ 6 – 8 months
    ☐ 9 – 11 months
    ☐ More than 12 months

2. How often do you come to the safe space?

    _____ days per week/month (please circle either week or month)

3. Did you ever have any difficulties accessing the safe space?

    ☐ Yes
    ☐ No

    If yes, please describe:

    _____

    _____

    _____

4. Did you ever have difficulties accessing the activities and services offered in the WGSS?

    ☐ Yes
    ☐ No

    If yes, please describe:

    _____

    _____

    _____

I am going to read some sentences and I would like you to tell me how much you agree with them using the visual aid. (circle the response)

STATEMENT	DISAGREE (0+)	PARTIALLY AGREE (+1)	AGREE (+2)	COMMENTS
I enjoy participating in group activities at the safe space.	Disagree	Partially agree	Agree	
The activities at the safe space are relevant to my needs.	Disagree	Partially agree	Agree	
I feel able to talk to staff about my problems.	Disagree	Partially agree	Agree	
I feel safe at the space.	Disagree	Partially agree	Agree	
I tell my friends and neighbors to come to the space.	Disagree	Partially agree	Agree	
I feel welcome by the staff every time I come to the WGSS.	Disagree	Partially agree	Agree	
Women of my identity (religious, ethnic, age, sexual orientation etc.) are welcome and represented in the WGSS.	Disagree	Partially agree	Agree	
I feel I directly contribute to/ "I feel ownership over" the functioning of the WGSS.	Disagree	Partially agree	Agree	

Please name the facilitator that you see and speak with the most often.

Facilitator's name: _____

I am going to read some phrases about this facilitator and I would like you to tell me how much you agree with them using the visual aid. (circle the response)

I think that [insert name] is... (please repeat each time you read a new phrase)

STATEMENT	DISAGREE (0+)	PARTIALLY AGREE (+1)	AGREE (+2)	COMMENTS
Approachable	Disagree	Partially agree	Agree	
A positive influence on the group	Disagree	Partially agree	Agree	
Sensitive to each person's needs	Disagree	Partially agree	Agree	
Non-judgmental towards all group members	Disagree	Partially agree	Agree	
Skilled at group management	Disagree	Partially agree	Agree	
Considerate of the feedback and opinions provided by members	Disagree	Partially agree	Agree	

5. Did you feel that your opinions and contributions to the group have been listened to and respected?

☐ Yes
☐ No

Please explain:

_____

_____

_____

6. Which activity have you liked the most?

_____

_____

_____

7. Which activity has provided you with the most useful information?

_____

_____

_____

8. Do you have any feedback or concerns about the staff delivering the services and activities and how they can support your engagement and participation in the WGSS?

_____

_____

_____

9. Do you have any additional feedback or concerns about how we can improve our work with other women and girls?

_____

_____

_____

Program Outcomes

Decision-Making Sub-Scale

I am going to read some sentences and I would like you to tell me how much you agree with them using the visual aid. (circle the response)

I am able to decide which way of overcoming barriers works best for me.	Disagree (0)	Partially agree (1)	Agree (2)
If I was in danger, I could choose the right people to help me.	Disagree (0)	Partially agree (1)	Agree (2)
I am more comfortable when others make decisions for me.	Disagree (2)	Partially agree (1)	Agree (0)
I am capable of making decisions about my safety with the help of safe space staff.	Disagree (0)	Partially agree (1)	Agree (2)

10. Can you name one service in your community that you learned about in the WGSS?

☐ Yes
☐ No

Specify which service: _____

11. Do you know where a woman could go for help if someone hit her?

☐ Yes
☐ No

Specify which service: _____

12. Do you know where a woman or girl could go for support if someone tried to have sex with her or asked her for something in exchange for receiving services?

☐ Yes
☐ No

Specify which service: _____

13. Have you met women and girls at the WGSS that you can turn to for support since becoming a member?

☐ Yes
☐ No

Specify which service: _____

Empowerment Sub-Scale

I am going to read some sentences and I would like you to tell me how much you agree with them using the visual aid. (circle the response)

Psychosocial empowerment	I am capable of helping other women and girls.	Disagree (0)	Partially agree (1)	Agree (2)
Psychosocial empowerment	I am capable of asking for support when I need it.	Disagree (0)	Partially agree (1)	Agree (2)
Cognitive empowerment	I know enough about service options available to decide which ones are right for me.	Disagree (0)	Partially agree (1)	Agree (2)

Cognitive empowerment	I have the skills I need to work towards my goals.	Disagree (0)	Partially agree (1)	Agree (2)
Personal empowerment	I think I am worthwhile.	Disagree (0)	Partially agree (1)	Agree (2)
Personal empowerment	I do things I consider important.	Disagree (0)	Partially agree (1)	Agree (2)
Socio-civic empowerment	I am capable of expressing what is important to me to my community.	Disagree (0)	Partially agree (1)	Agree (2)

Thank you for taking the time to take this survey. We hope that the responses to these questions and your honest feedback will help us improve our services.

Participant Code:_____

WGSS MEMBER SURVEY

Date: _____

Name of Safe Space: _____

Thank you for taking time to answer this survey! It will help us understand your satisfaction with the WGSS. Please answer the questions honestly. If you have any questions, please feel welcome to ask.

1. How long have you been coming to the safe space?

    ☐ 0 – 2 months
    ☐ 3 – 5 months
    ☐ 6 – 8 months
    ☐ 9 – 11 months
    ☐ More than 12 months

2. How often do you come to the safe space?

    _____ days per week/month (please circle either week or month)

3. Did you ever have any difficulties accessing the safe space?

    ☐ Yes
    ☐ No

    If yes, please describe:

    _____

    _____

    _____

4. Did you ever have difficulties accessing the activities and services offered in the WGSS?

☐ Yes
☐ No

If yes, please describe:

_____

_____

_____

;
Please read the statements and circle how much you agree with each.

STATEMENT	DISAGREE (0+)	PARTIALLY AGREE (+1)	AGREE (+2)	COMMENTS
I enjoy participating in group activities at the safe space.	Disagree	Partially agree	Agree	
The activities at the safe space are relevant to my needs.	Disagree	Partially agree	Agree	
I feel able to talk to staff about my problems.	Disagree	Partially agree	Agree	
I feel safe at the space.	Disagree	Partially agree	Agree	
I tell my friends and neighbors to come to the space.	Disagree	Partially agree	Agree	

I feel welcome by the staff every time I come to the WGSS.	Disagree	Partially agree	Agree	
Women of my identity (religious, ethnic, age, sexual orientation etc.) are welcome and represented in the WGSS.	Disagree	Partially agree	Agree	
I feel I directly contribute to/ "I feel ownership over" the functioning of the WGSS.	Disagree	Partially agree	Agree	

Please name the facilitator that you see and speak with the most often.

Facilitator's name: _____

I am going to read some phrases about this facilitator and I would like you to tell me how much you agree with them using the visual aid. (circle the response)

I think that [insert name] is… (please repeat each time you read a new phrase)

STATEMENT	DISAGREE (0+)	PARTIALLY AGREE (+1)	AGREE (+2)	COMMENTS
Approachable	Disagree	Partially agree	Agree	
A positive influence on the group	Disagree	Partially agree	Agree	
Sensitive to each person's needs	Disagree	Partially agree	Agree	

Non-judgmental towards all group members	Disagree	Partially agree	Agree	
Skilled at group management	Disagree	Partially agree	Agree	
Considerate of the feedback and opinions provided by members	Disagree	Partially agree	Agree	

5. Did you feel that your opinions and contributions to the group have been listened to and respected?

   ☐ Yes
   ☐ No

   Please explain:

   _____

   _____

   _____

6. Which activity have you liked the most?

   _____

   _____

   _____

7. Which activity has provided you with the most useful information?

    _____

    _____

    _____

8. Do you have any feedback or concerns about the staff delivering the services and activities and how they can support your engagement and participation in the WGSS?

    _____

    _____

    _____

9. Do you have any additional feedback or concerns about how we can improve our work with other women and girls?

    _____

    _____

    _____

Please read the statements below and circle how much you agree with each.

I am able to decide which way of overcoming barriers works best for me.	Disagree	Partially agree	Agree
If I was in danger, I could choose the right people to help me.	Disagree	Partially agree	Agree
I am more comfortable when others make decisions for me.	Disagree	Partially agree	Agree

I am capable of making decisions about my safety with the help of safe space staff.	Disagree	Partially agree	Agree

10. Can you name one service in your community that you learned about in the WGSS?

   ☐ Yes
   ☐ No

   Specify which service: _____

11. Do you know where a woman could go for help if someone hit her?

   ☐ Yes
   ☐ No

   Specify which service: _____

12. Do you know where a woman or girl could go for support if someone tried to have sex with her or asked her for something in exchange for receiving services?

   ☐ Yes
   ☐ No

   Specify which service: _____

13. Have you met women and girls at the WGSS that you can turn to for support since becoming a member?

   ☐ Yes
   ☐ No

   Specify which service: _____

Please read the statements below and circle how much you agree with each.

I am capable of helping other women and girls.	Disagree	Partially agree	Agree
I am capable of asking for support when I need it.	Disagree	Partially agree	Agree
I know enough about service options available to decide which ones are right for me.	Disagree	Partially agree	Agree
I have the skills I need to work towards my goals.	Disagree	Partially agree	Agree
I think I am worthwhile.	Disagree	Partially agree	Agree
I do things I consider important.	Disagree	Partially agree	Agree
I am capable of expressing what is important to me to my community.	Disagree	Partially agree	Agree

Thank you for taking time to take this survey. We hope that the responses to these questions and your honest feedback will help us improve our services.

Visual Aids

Disagree   **Partially agree**   **Agree**

TOOL 30C: WGSS MEMBER SURVEY PARTICIPANT LIST

WHY USE THE WGSS MEMBER SURVEY PARTICIPANT LIST?

The participant list is a member survey supporting tool. It should be used when delivering the member survey (**Tool 30a: WGSS Member Survey (Baseline)** and **Tool 30b: WGSS Member Survey (Follow-up).** All information and guidance on how to use the survey is available in **Tool 30a** and **Tool 30b.**
The participant list assigns a code to each woman and girl participating in the survey to ensure the confidentiality of their identifiable information.

WHEN TO USE THE WGSS MEMBER SURVEY PARTICIPANT LIST?

Before filling up the survey questionnaire (baseline), the staff member administering the survey should use the participant list to assign a code to each survey participant. The code will be written in the member survey baseline form.

When delivering the follow-up (after a pre-established period), before filling up the survey, each participant should be given her code (the same as the baseline), and it should be written on the follow-up form.

HOW TO USE THE WGSS MEMBER SURVEY PARTICIPANT LIST?

After assigning a code to each participant, the participant list will be kept in a safe place (a lockable cabinet or drawer) separately from the surveys. The survey forms are anonymous and keeping the participant list separate from the surveys prevents any identifiable association between questionnaires and participants.

New codes should be created for new participants so each participant has a unique code which is not identifiable in any way. The code needs to be long enough (6 or more characters) and random enough (a mix of letters, numbers and/or symbols) so it is unlikely for the same code to be repeated twice. You can generate new codes using an online random code generator, for example: https://www.randomcodegenerator.com/en/generate-codes@quickgenerate#result

Simply copy and paste codes from this website into the far left column below but pay particular attention to the codes when the survey is delivered in multiple WGSS to avoid having more than one participant connected to the same code.

TOOL'S TEMPLATE

PARTICIPANT CODE	NAME	CONTACT INFORMATION	DID SHE VERBALLY CONSENT?