



Girls' Education Challenge

Safeguarding and distributions during COVID-19

Template for projects¹

¹ This tool has been adapted from standards found in the IASC GBV Guidelines: <http://www.gbvguidelines.org>

Distribution Safeguarding Template

Distributions are a key activity for many of our partners working in the COVID-19 response. In order to ensure that this activity is safe, we have prepared a template for partners to complete. Through this template we hope that partners will be encouraged to think through the safeguarding elements of their activity, and that in submitting their response can reassure the Fund Manager that distributions will be engaged in in a safe way. All projects should complete sections 1-4. Projects should then complete the additional relevant sections if distributing hygiene/dignity kits, food/nutrition or cash/bursaries.

Project information

Name of the project: _____

Organisation conducting distribution: _____

Sites where distributions will take place: _____

Phase	Question	Project response
1. Assessment	1. What is your understanding of the access and control of the resources you will distribute in the home and in the community? Will girls/target beneficiaries be able to control the resource? Will access to this resource increase risk of violence? How will the project mitigate against this?	
	2. How will you conduct distribution site observations and perform safety mapping of the site to ensure that girls/target beneficiaries are able to access and leave the site with resource, safely?	
	3. Taking into account the context that COVID-19 creates, including social distancing, how will the project involve women and girls in the planning, preparation, distribution and monitoring process for this intervention?	
	4. In what ways will the project plan to mitigate against the risk of COVID-19 contraction during distributions?	

2. Planning	1. What will be the ratio of men to women in the distribution team?	
	2. Are strategies in place to accompany those at risk of gender-based violence (GBV) if necessary? What are these?	
	3. Are services being offered at times that are convenient and safe for travel?	
	4. Have measures been taken to avoid long waiting periods for distribution?	
	5. How will the project manage distributions and social distancing?	
	6. Are delivery sites designed to ensure accessibility for all persons, including those with disabilities (e.g. physical disabilities, injuries, visual or other sensory impairments)?	
	7. Will safeguarding officers/focal points be present at distributions?	
	8. How will you ensure access and distribution is equitable? What will be the criteria and how will this be communicated to the community to avoid conflict?	
	9. How will pregnant and lactating mothers be able to access the distribution safely? Will there be additional nutrition support available for them?	
	10. How will mothers (in particular lone parent mothers) access the distribution? Will support be made available?	
	11. How will the project increase the promotion of reporting mechanisms and promote behaviour protocols around distributions?	
	12. Will distribution staff be trained in safeguarding and referrals and be background checked to the appropriate level?	

3. Other	1. How will the project verify that the girls/beneficiaries they distribute to are the correct people in a way which does not breach data protection?	
	2. How will the project ensure transparent selection criteria is in place for all distributions and clearly communicate this to the local community and the girls/beneficiaries?	
4. Monitoring	1. How do you intend to get the feedback of girls/beneficiaries following distribution and integrate that feedback into future distributions?	
	2. Will the project deliver monitoring and follow up with those who receive distributions, to ensure that they were conducted safely and how will they ensure feedback is incorporated into further distributions?	
Hygiene and Dignity Kits	1. Have you consulted the girls/beneficiary group on what they need and want from the kit? Have girls been consulted about the menstrual hygiene management (MHM) to be distributed? What MHM was chosen and why? (please see: https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/documents/files/dignity_kits_guidance_note_en.pdf for more details on what kinds of questions to ask)	
	2. What are the contents of the kit? (E.g. Abaya, Headscarf, soap, choice of menstrual hygiene management, jerry can, flashlight, whistle, gloves and other personal protection equipment (PPE))	
	3. Will the kit be packaged in a dignified way (ensuring no stigma)?	
	4. Have measures been taken to avoid long waiting periods for distribution?	

Food/Nutrition	1. Have you conducted a food security assessment? What were the results and was this gendered?	
	2. Are strategies in place to accompany those at risk of GBV if necessary? What are these?	
	3. Are services being offered at times that are convenient and safe for travel?	
	4. Are distributions tailored to the needs of malnourished women, adolescent girls and child mothers?	
Cash/Bursary/Voucher	1. What specific risks have you identified and how will you mitigate them in the distribution mechanism you have chosen?	
	2. Have you consulted with women, girls, men and boys about the modality of distribution and the impact that cash/bursary or vouchers may have on relationships in the home and community?	
	3. If you have chosen a voucher system, how did you choose the vendor where vouchers can be used? How will you work to mitigate against the risk of vendors abusing their positions of power in exchanging goods for vouchers?	
	4. Have you factored in additional costs that some households may have (girls with disabilities, mothers etc) and ensured that cash distribution is equitable?	
	5. How did you integrate the 'modality decision tree' (https://gbvguidelines.org/wp/wp-content/uploads/2019/07/CVA_GBV-guidelines_compendium.FINAL_.pdf pg 29) into your decision on the modality used for disbursement?	