

Sample Monitoring Form for the Implementation of Minimum Prevention and Responses (Inter-agency Standing Committee Guidelines, 2005)

Indicators for monitoring each of the functions/ sectors should be developed with at least one indicator per function/sector. The indicators below are illustrative

Situation/Country: _____
Completed by: _____

Date: _____

KEY ACTIONS STATUS OF IMPLEMENTATION	
Coordination	
1.1 Establish coordination mechanisms and orient partners 1.2 Advocate and raise funds 1.3 Ensure Sphere standards are disseminated and adhered to	<ul style="list-style-type: none"> • Multisectoral and interagency procedures, practices, and reporting forms established in writing and agreed by all actors • Proportion of key actors who participate in regular gender-based violence working group meetings
Assessment and Monitoring	
2.1 Conduct a coordinated situational analysis 2.2 Monitor and evaluate activities	<ul style="list-style-type: none"> • Reports on sexual violence incidents compiled monthly (anonymous data), analyzed and shared with stakeholders
Protection	
3.1 Monitor security and define protection strategy 3.2 Provide security in accordance with needs 3.3 Advocate for implementation of and compliance with international instruments	<ul style="list-style-type: none"> • Security mechanisms instituted based on where incidents occur, and monitored for effectiveness • Proportion of reported incidents of sexual violence where survivor/victim (or parent in the case of a child) chooses to pursue legal redress
Human Resources	
4.1 Recruit staff in a manner that will discourage SEA 4.2 Disseminate and inform all partners on codes of conduct 4.3 Implement confidential complaints mechanisms 4.4 Implement SEA focal group network	<ul style="list-style-type: none"> • Proportion of reported SEA incidents resulting in prosecution and/or termination of humanitarian staff • Proportion of actors issuing codes of conduct
Water and Sanitation	
5.1 Implement safe water/sanitation programmes	<ul style="list-style-type: none"> • Adequate number of latrines for each sex constructed and have locks (Sphere standard)

Food Security and Nutrition	
6.1 Implement safe food security and nutrition programmes	<ul style="list-style-type: none"> • Proportion of food distributed to women • Proportion of females involved in food distribution committees
Shelter and Site Planning and Non-Food Items	
7.1 Implement safe site planning and shelter programmes 7.2 Ensure that survivors/victims have safe shelter 7.3 Implement safe fuel collection strategies 7.4 Provide sanitary materials to women and girls	<ul style="list-style-type: none"> • Community-based plan for providing safe shelter for victims/survivors developed and used effectively • Adequate quantities of sanitary supplies distributed to women and girls
Health and Community Services	
8.1 Ensure women's access to basic health services 8.2 Provide sexual violence-related health services 8.3 Provide community-based psychological and social support	<ul style="list-style-type: none"> • Survivors/victims of sexual violence receive timely and appropriate medical care based on agreed-upon medical protocol • Proportion of health staff trained in sexual violence medical management and support • Proportion of community-based workers trained in sexual violence psychosocial support
Education	
9.1 Ensure girls' and boys' access to safe education	<ul style="list-style-type: none"> • Percentage of teachers signing codes of conduct
Information, Education, Communication	
10.1 Inform community about sexual violence and the availability of services 10.2 Disseminate information on IHL to arms bearers	<ul style="list-style-type: none"> • Number of copies of resource list in local language(s) distributed in community • Proportion of materials using verbal or visual messages (accessible to non-literate persons)