

**Part 1: Guide for focus group discussion with women from Community**

*NB. Questions and discussion will be in Creole.*

As participants arrive, ask for information about their socio-economic status using pre-prepared form.

Ask for :

- first names (*or fictitious name*) and basic details of participants
- Educational attainment (no schooling; primary; secondary; university)
- Whether are members of an organisation or not
- Age (young person (15-25); adult (26-55); older person (55+))
- Economic activity (paid employment; informal sector; unemployed)
- Family status (lives as couple/alone; no. Of children/dependents)

**Introduction**

- Introduce research team
- Explanation of what we are doing: UN programme trying to understand violence
- Give assurance of confidentiality. Request permission to record discussion, take notes and take photos
- We want to know what participants think and know – no right/wrong answers; there are likely to be several different points of view so they should say if they disagree with something that is said

**Violence in [locality X]**

- What kinds of violence/insecurity take place in (X locality)? *List on flip-chart*  
*If cannot answer easily, ask participants to think about their own experience*
- Which of these kinds of violence/insecurity happen most often?  
How often do they happen? *Rank in terms of frequency (1-5)*
- Which is the biggest problem? Why? *Rank in terms of seriousness (1-5)*
- Are there any groups of people who tend to be targeted more than others? Why?
- Who is responsible for the worst forms of violence?

Analyse to try to tease out **perceptions/representations of violence/insecurity**, eg.

- Does violence have to cause you physical harm?
- Can someone in your family be violent towards you?
- Are violence and insecurity the same thing?
- What other words do you associate with feeling afraid/being hurt? *Brainstorm*
- Do you yourselves feel safe most of the time?  
*If they do feel safe:*  
Are there things you don't do because you would be afraid?  
*If they do not feel safe:*  
When you don't feel safe, what do you fear?

**Preventing/reducing violence**

- Are there any bodies/initiatives to reduce/prevent violence in the area?  
*If so: Who is involved? What does it consist of?*
- Why do you think there isn't more violence?  
[Except in Martissant] What stops violence from happening in here like it does in PauP?  
There aren't many police. What's different? *Probe for social mechanisms preventing violence*

### Violence against women (if not spontaneously raised by participants)

- Does violence affect men and women differently? In what ways is it different?
- *If rape and gang rape were not distinguished as separate categories of violence listed above:* in some parts of the country, there is said to be a lot of rape. Does rape happen a lot in [locality X]? Out of a group of 20 women, how many do you think will have been raped in their lives?
- Can rape happen to any women, or just some kinds of women or girls?
- Who is usually responsible? Men who are known to the victims or unknown? Can women be raped by their partners?
- What about gang rape (*kontè/benzawe*)? Does that ever happen here? *If so*, when and how does it happen? Who is responsible?
- In your experience, what other kinds of violence tend to affect women?
- Are there times when violence towards women is worse than others? When? Why?

Use **time-line** to stimulate thinking.

1. Draw a line divided into months.
  2. Ask what are the most important events that happen during the year. Mark these on the line.
  3. Ask whether there are times of the year when violence towards women is worse and mark on time-line.
  4. Draw a vertical line for times of day.
  5. Ask what women do at different times of day and mark on line.
  6. Are there times when they are more vulnerable?
- Are there places where women are particularly vulnerable? *Eg. Home/market/fetching water/public transport/at a dance or festivity ... ? Why?*
  - [For those aged 25 or over] Has it always been the same, or has the problem become more/less serious over the last 10-20 years? If change, what is this due to?
  - Is there a link between violence against women and other forms of violence/insecurity? If so, what?
  - What should women who are victims of violence do?
  - If you have ever found out that a woman you know has been a victim of violence, what did you do?  
*If no:* what do you think you should do?  
Who should get involved with responding to a case like that?

### Venn diagram of institutions in the area that exist to deal with SGBV

Let's think about who could help a woman who is a victim of violence in [locality X]. Where could she go for assistance?

1. Brainstorming of institutions that deal with violence – *prompt for any obvious ones that are missing, eg. PNH/MCFDF/NGOs/church but note were not produced spontaneously*  
*If have difficulty answering: Who can give help?*
  - What is the role of each? How do they operate?
2. For each, decide how effective/important; they are, assigning a pre-prepared small, medium or large circle accordingly
3. Draw a circle to represent the locality. Ask where each circle should be placed in terms of its proximity/ease of access/how trusted it is by local people. Stick it on the chart accordingly.
4. Discuss the results of the diagram.
  - a. If there are few institutions/trust is low, why?
  - b. Would the chart look the same if it were a husband who was beating his wife?
  - c. What if it was a man who was attacked?
  - d. How would they like to see the diagram change?
  - e. What do they think needs to happen for this to change?

NB. It will be possible to use this diagram in the same locality at the end of the project to assess whether the picture has changed. Have any new institutions appeared? Are any of them, eg. PNH, more/less trusted to act than before?

### **Proposals**

- What do you think needs to happen/change to reduce violence/violence against women?

*Where possible try to ask for specific suggestions/clear priorities*

### **Concluding remarks**

- Thanks to everyone for their contribution
- Any final questions/comments?

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## **Part 2: Guide for focus group discussion with men from Community**

*NB. Questions and discussion will be in Creole.*

As participants arrive, ask for information about their socio-economic status using pre-prepared form.

Ask for :

- first names (*or fictitious name*) and basic details of participants
- Educational attainment (no schooling; primary; secondary; university)
- Whether are members of an organisation or not
- Age (young person (15-25); adult (26-55); older person (55+))
- Economic activity (paid employment; informal sector; unemployed)
- Family status (lives as couple/alone/with parents; no. Of children/dependents)

### **Introduction**

- Introduce research team
- Explanation of what we are doing: UN programme trying to understand violence
- Give assurance of confidentiality. Request permission to record discussion, take notes and take photos
- We want to know what participants think and know – no right/wrong answers; there are likely to be several different points of view so they should say if they disagree with something that is said

### **Violence in [locality X]**

- When people have disputes/disagreements, how are these resolved?
- What kinds of violence have you ever suffered? *List on flip-chart*
- Are there any kinds of violence that you yourselves have ever been responsible for?
- Are there any other forms of violence insecurity in (X locality)?
- Which of these kinds of violence/insecurity happen most often?  
How often do they happen? *Rank in terms of frequency (1-5)*
- Which is the biggest problem? Why? *Rank in terms of seriousness (1-5)*
- Are there any groups of people who tend to be targeted more than others? Why?
- Who is responsible for the worst forms of violence?

Analyse to try to tease out **perceptions/representations of violence/insecurity**, eg.

- Does violence have to cause you physical harm?
- What's the difference between violence and annoyance?  
*Look for awareness of power imbalance/intimidation*
- Can someone in your family be violent towards you?
- Are violence and insecurity the same thing?
- What other words do you associate with feeling afraid/being hurt? *Brainstorm*
- Do you yourselves feel safe most of the time?  
*If they do feel safe:*  
Are there things you don't do because you would be afraid?  
*If they do not feel safe:*  
When you don't feel safe, what do you fear?
- Do you ever feel powerless (ie. Unable to do what you would like to do for reasons other than not having money to do so?)

### **Preventing/reducing violence**

- Are there any bodies/initiatives to reduce/prevent violence in the area?  
*If so: Who is involved? What does it consist of?*
- Why do you think there isn't more violence?  
[Except in Martissant] What stops violence from happening in here like it does in PauP?  
There aren't many police. What's different? *Probe for social mechanisms preventing violence*

### **Violence against women (if not spontaneously raised by participants)**

- Does violence affect men and women differently? In what ways is it different?
- What sorts of violence take place between men?
- What sorts of violence against women are there?
- Why do you think this happens?
- Can rape happen to any women, or just some kinds of women or girls? Can husbands rape their wives?
- What do you think women who are victims of violence should do?
- If you have ever found out that a woman you know has been a victim of violence, what did you do?  
*If no: what do you think you should do?*  
Who should get involved with responding to a case like that?

### **Venn diagram of institutions in the area that exist to deal with SGBV**

Let's think about who could help a woman who is a victim of violence in [locality X]. Where could she go for assistance?

5. Brainstorming of institutions that deal with violence – *prompt for any obvious ones that are missing, eg. PNH/MCFDF/NGOs/church but note were not produced spontaneously*  
*If have difficulty answering: Who can give help?*
  - What is the role of each? How do they operate?
6. For each, decide how effective/important; they are, assigning a pre-prepared small, medium or large circle accordingly
7. Draw a circle to represent the locality. Ask where each circle should be placed in terms of its proximity/ease of access/how trusted it is by local people. Stick it on the chart accordingly.

8. Discuss the results of the diagram.
  - a. If there are few institutions/trust is low, why?
  - b. Would the chart look the same if it were a husband who was beating his wife?
  - c. What if it was a man who was attacked?
  - d. How would they like to see the diagram change?
  - e. What do they think needs to happen for this to change?

NB. It will be possible to use this diagram in the same locality at the end of the project to assess whether the picture has changed. Have any new institutions appeared? Are any of them, eg. PNH, more/less trusted to act than before?

#### **Proposals**

- What do you think needs to happen/change to reduce violence/violence against women?  
*Where possible try to ask for specific suggestions/clear priorities*

#### **Concluding remarks**

- Thanks to everyone for their contribution
- Any final questions/comments?

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### **Part 3: Questionnaire for in-depth interviews with CASEC/ASEC; *juges de paix*; local police; other *notab***

#### **Introduction**

- Ask for first name and exact title of interviewee
  - How long in this post?
  - Explain objectives of study and how results will be used
  - Give assurance of confidentiality
  - Request permission to take notes
1. What role, if any, do you have in terms of providing security for the community?  
NB. Role can be preventive/obtaining justice
  2. Are you obliged to report to anyone about this work?
  3. What kinds of violence do you see most often? What action do you take?
  4. Do you keep any records?  
*If so, interviewer to ask to see them; look at whether records can be analysed according to gender, type of violence, outcome of case, etc.*
  5. Have any cases of **domestic violence** (ie. Between couples) been brought to your attention?
  6. *If yes*, how often do you hear about such cases?  
*If none reported*, move on to Q12
  7. Do you have any procedures/guidelines for what to do if such a case is referred to you?  
*If yes*: Are you always able to follow them? If not, why not?

*Interview and focus group guides- Haiti Baseline Study*  
*H. Spraos for UNIFEM, 2008*

8. Thinking about one or two of the most serious cases, what did you do when you were informed about these cases?
9. What happened? How was the case dealt with, and what was the outcome [*out-of-court settlement; court prosecution; no action taken ... ?*].
10. Why did you choose this course of action?  
*If they did not refer to official channels, why not?*
11. Did you face any obstacles? If so, what were they?
12. Have any cases of **sexual assault/rape** outside the family been brought to your attention?
13. *If yes, how often do you hear about such cases?*  
*If none reported, move on to Q13*
14. Do you have any procedures/guidelines for what to do if such a case is referred to you?  
*If yes: Are you always able to follow them?*
15. Thinking about one or two of the most serious cases, what did you do when you were informed about these cases?
16. What happened? How was the case dealt with, and what was the outcome [*out-of-court settlement; court prosecution; no action taken ... ?*].
17. Why did you choose this course of action?  
*If they did not refer to official channels, why not?*
18. Did you face any obstacles? If so, what were they?
19. Have you ever had any training relating to violence against women?  
*If so, who from? When? What have you learned?*
20. Do you know what the 2005 Decree modifying the Code pénale on sexual assaults says?  
*Researcher to give interviewee a copy if does not have one*
21. Do you know about the Protocol for delivery of a free medical certificate for cases of SGBV?  
*Researcher to give interviewee a copy if does not have one*
22. Are there any changes that you consider necessary in order to tackle SGBV more effectively in [locality X]?

**Concluding remarks**

- Thanks

**Part 4: Questionnaire to be used during in-depth interviews with representatives of institutions working to tackle violence (CNDDR; PNH; PNUD; MINUSTAH Community Violence Prevention Programme)**

**Introduction**

- Introduce interviewer and UNIFEM project
- Explanation of what we are doing and why, also what will happen with results
- Confirm name and title of person being interviewed

**Institution Y**

1. Please explain your organisation's role/mission in terms of preventing and/or reducing violence?
2. What kind of activities are you involved with in order to achieve this?
3. Which geographical areas are concerned?
4. What are your target groups? What percentage of women are involved?
5. What are the most frequent types of violence that you deal with?
6. Do you have any systems for recording violent incidents/measuring the incidence of violence?

*Follow-up questions if positive answer is given:*

- Who is responsible for collecting and compiling this information?
  - How is it categorised?
  - Would it be possible to obtain some recent data that they have available?
  - Are there any trends in terms of frequency/types of violence that you have been able to identify?
7. Which institutions do you collaborate with regularly and successfully?
  8. With which institutions is the relationship more difficult?

**Women in peace-building**

9. Do you think there is a special role for women in peace-building/violence-prevention or reduction programmes? If so, what kind of role?
10. Are women systematically involved in the work of your organisation? How?

**SGBV**

11. To what extent do you consider SGBV to be a concern of [institution Y]?

*Follow-up questions if less than categorically positive answer is given: If not, why not?*

*Consider challenging further:*

- Do you think that men and women face the same security issues?
  - Some people suggest that there is a link between other forms of violence in society and violence against women. What do you think about that argument?
  - Might your work not also be an opportunity to tackle another form of violence that is pervasive in Haitian society (as elsewhere)?
12. Do you ever have incidents of SGBV reported to you?  
*If so: What kinds of violence are most common? Who tends to be involved? How often do you hear about these kinds of cases?*
  13. Do you think there is any kind of a link between SGBV and other forms of violence?  
*If so: Can you describe what the relationship between them is?*
  14. Have you had any collaboration with institutions working on SGBV, eg. MCFDF, MINUSTAH's Gender Unit, the *Concertation Nationale* or NGOs? If so, when? What was your experience of that collaboration?

**Preventing violence and SGBV**

15. What needs to happen [in terms of policy, legislation, institutional capacity, etc] to reduce or prevent violence generally?
16. What needs to happen to reduce/prevent SGBV?

**Concluding remarks**

- Thank you for willingness to respond to questions
- Will receive invitation to participate in feedback session

**Part 5: Questionnaire to be used during in-depth interviews with representatives of institutions working to tackle SGBV (MCFDF; *Concertation Nationale*; MINUSTAH Gender Unit; NGOs)**

**Introduction**

- Introduce interviewer and UNIFEM project
- Explanation of what we are doing and why, also what will happen with results
- Confirm name and title of person being interviewed

**Institution Z**

1. Please explain your organisation's role/mission in terms of preventing and/or tackling SGBV?
2. What kind of activities are you involved with in order to achieve this?
3. Which geographical areas are concerned?
4. Who are your principal partners?
5. Who are your principal target groups?

**Data collection** (where appropriate, questions to be asked to person responsible for collecting data)

6. Are you familiar with the single data collection form for SGBV?  
Are you using it?  
*If not, what is preventing you from doing so?*  
*If is being used, do you find it easy to use? If not, why not? What are the problems?*  
*Researcher to ask whether may see some of completed forms*  
Who is responsible for collecting and compiling this information? How frequently is this done?  
Would it be possible to obtain some recent data that they have available?  
Are there any trends in terms of frequency/types of violence that you have been able to identify?

**Experience of collaboration**

7. Which institutions do you collaborate with regularly and successfully?
8. Which institutions is it difficult to collaborate with? Why? Could you please give some examples of difficulties you have faced?

**Women in peace-building**

9. Do you see a particular role for women in community-based violence prevention/reduction initiatives (eg. CPVD) and if so, what?
10. Has your organisation been involved with promoting any such initiatives?
11. To your knowledge, are women actively involved in these initiatives and are women's concerns being taken adequately on board? *As far as possible, ask for specific details of which the interviewee has direct knowledge.*

**Preventing violence and SGBV**

12. What needs to happen [in terms of policy, legislation, institutional capacity, etc] to reduce or prevent violence generally?
13. What changes is your organisation advocating for in order to reduce/prevent SGBV?

**Concluding remarks**

- Thank you for willingness to respond to questions
- Will receive invitation to participate in feedback session