

Appendix D

Facilitator's Guide

Diversity of Participants

This toolkit is intended to be used by groups in a facilitated process. The group should be as diverse as possible and include a wide range of individuals who represent the three programmatic areas of *Minimum GBV Prevention and Response Services*, *System of Law* and *Legal Aid*. In addition, the group would ideally be comprised of individuals that represent the perspectives of the three contextual areas of *Existing Services*, *Individual/Community*, and *Policies and Laws*. This diversity will increase the effectiveness of the exercises in the toolkit and the subsequent results will be richer. Also, by ensuring full representation (including men, women, youth, elders, etc.) the various perspectives and potential challenges will be brought forth. Being inclusive yields the benefits of multiple perspectives; buy-in from different levels of staff, policymakers, and community groups; and pooled resources.

Importance of Legal Aid

The facilitator or facilitators should be well-versed in GBV and legal aid as well as participatory approaches. It would be helpful if they have an awareness of the contextual areas in the given community as well. As stated in the toolkit, legal justice is often left out of GBV programming due to fear of backlash or fear of the potential complexity of law. These possible fears and the importance of legal justice should be addressed by the facilitator during a discussion session.

Focusing on Ideal Components

The Ideal Components that have been laid out in the *GBV Legal Aid Matrix* should be reviewed prior to beginning the Preliminary Assessment exercise. The ideal components are meant to cover a broad range of issues, but the lists are not necessarily complete. They should act as triggers to spark discussion. Not all the components will apply to all situations, and additional important issues related to the local program or environment may need to be considered. Please refer to the *GBV Legal Aid Matrix* as it is designed to help the user understand the ideal components that should be aimed for within the programmatic areas of GBV. Reviewing and discussing the ideal components will ensure continuity in assessment and planning, as well as progression towards the goal of providing legal aid for survivors.

Review of Programmatic and Contextual Areas

Services to prevent and respond to GBV will need to address the root causes and the unique characteristics in each setting, and therefore the programmatic areas must be addressed in light of the contextual areas that influence their effectiveness. The facilitators will need to thoroughly review each of the three programmatic areas (Minimum GBV Prevention and Response Services, System of Law, and Legal Aid) and each of the three contextual areas (Existing GBV Services, Individual/Community, and Policies and Laws) so that participants have a clear understanding of what each area entails.

Small Group Work

A variety of approaches to using this toolkit can be effective in various settings. When the group contains fewer than 10 participants, the entire group can be involved in all discussions. When facilitators work with large, diverse groups, different aspects of the Preliminary Assessment and the Action Plan can be assigned to subgroups. The participants can then share their findings in plenary, followed by a full-group discussion

of next steps for maximum involvement, ownership, and commitment.

For example, participants could be divided into three small groups. One group assigned to fill in the Preliminary Assessment sheet for the programmatic area of Minimum GBV Prevention and Response Services, another group assigned to System of Law, and yet another to Legal Aid. Each of the groups would then explore “challenges” and “supports” within each of the three contextual areas for their given topic. The groups could then share their conclusions in plenary, and a copy of the Preliminary Assessment Worksheet could be drawn on a flipchart and completed in front of the entire group, covering one contextual area at a time. Each group can then report on its conclusions. It is at this point that the facilitator can point out common themes and differences among the three groups. For example, in a given workshop, all of the small groups may share the observation that good policies and laws exist yet there is little awareness of them.

Another approach may be to divide the participants into three groups based on the contextual areas of Existing Services, Individual/Community, and Policies and Laws. This approach may be determined to be better suited for a particular audience. For example, if there is not clear representation from the legal justice arena it may be easiest to divide the groups by the contextual areas so that all can contribute insight to the legal justice aspects.

Preliminary Assessment

The preliminary assessment is a tool that will guide users in exploring the contextual areas that may influence GBV programming efforts, either negatively or positively. The user will identify the various factors that influence GBV programming, making the resulting assessment a more accurate survey of the environment and the unique characteristics of the given setting. To accurately demonstrate the uniqueness of the given environment this exercise must be participatory with the information coming directly from the participants themselves. The sample preliminary assessment from ARC Guinea should only be used to further generate ideas.

Helping to Determine Challenges and Supports

The facilitator should guide the group to consider each ideal component in order to describe whether and how it applies to their program, giving it a positive or negative value. To do this, the facilitator needs to direct the participants and ask probing questions to help them think through the ideas. For example, the facilitator might ask, “Does this factor exist in your situation? Does it support or challenge GBV programming? In what way?”

Users will then apply the findings of this assessment to an Action Plan. They can also use the assessment to help formulate evaluation indicators, produce more specific needs-assessment instruments, or guide the design of in-depth studies.

Action Plan

The Action Planning tool will utilize the information that was gathered during the preliminary assessment. The factors influencing programs, both negatively and positively, found during the preliminary assessment will be used to create an action plan. As the findings of the preliminary assessment will become the foundation of the action plan, it is important that the small groups formed prior to the preliminary assessment remain as assigned for the action planning exercise. During the action planning process users will be creating measurable objectives, and determining required activities, as well as assigning responsibility and a timeframe for completion. It is important that participants focus on only a couple of ideal components within each programmatic area and that they follow each of the steps of the action plan fully. The more complete the action planning worksheet is, the more easily it will be adapted for developing a detailed strategy that can be implemented, monitored, and evaluated for its impact on GBV services.