

MIGRANT WOMEN AND GIRLS TOOLBOX

How to use this toolbox?

Welcome and thank you for using this toolbox! Its aim is to equip frontline workers and urban services with essential tools and information to provide better and safer assistance to migrant communities. This toolbox has been developed to enable frontline professionals and practitioners working or wishing to work in the context of the reception and integration of migrant communities to conduct a structured and contextualized, yet introductory, training on SGBV affecting migrant women and girls in particular. This toolbox was developed by Femmes en Détresse, in cooperation with The International Organization for Migration (IOM).

You will find more information on the structure and use of the toolbox in its introduction. To help you navigate through the available content, this step-by-step guide also provides you with basic information on how to get started. Feel free to tailor and use the manual how you see fit. The format of the toolbox should allow you to adjust it to your own capacity and context.

This step-by-step guide is divided into the following sections:

1. Assess needs
2. Assess current capacities
3. Define the objectives of your city/organization
4. Plan the action
5. Evaluate the action
6. Sustainability



1. Assess needs: Before implementing the toolbox, it is important to assess the training needs in your local context (meaning your colleagues, your local organizations, as well as the people you will support).

Here are some first steps we would suggest:

1.1 Create a list (or “mapping”) of relevant organizations within your city. These can be public services, NGOs, migrant and diaspora organizations, individuals, etc. who work on this specific topic or could be in touch with the target group.

1.2 Assess current gaps in knowledge, training and available assistance in these services through an online survey which will provide you with the quantitative data on the gaps (i.e.: Microsoft Forms, SurveyMonkey, Google forms etc.). Example questions can be found at the end of this document.

1.3 Organize focus group discussions with these organizations and with the target group for more qualitative data. Do this in coordination with specialized organizations or reference persons you have identified in step 1.1. Be aware that the topics to be discussed are sensitive. Professionals can provide you with the right guidance to set up the discussions in a safe manner. Be mindful of people’s time schedule(s), and accommodate accordingly by for example hold discussion after regular working hours. If possible, provide drinks and snacks during the focus groups. If budget allows, provide a financial incentive for people’s participation (e.g. an allowance to cover for costs, etc.).

2. Assess current capacities: In this next step, you are invited to reflect on the current capacities at your disposal.

2.1 Training tools and resources: Map any existing trainings or resources on the topic (training material, studies, etc.) which are currently available in or outside your local context. If possible, set up a meeting with the relevant organizations or resource persons to check on possible collaboration and synergies.

2.2 Trainers: Based on your list of organizations (1.1), select the possible organizations and individuals that could help you with the setting up of the training(s) or support you in the use of the training/toolbox within your service. If specific expertise of a trainer(s) is requested in the manual, make sure to take this into account.

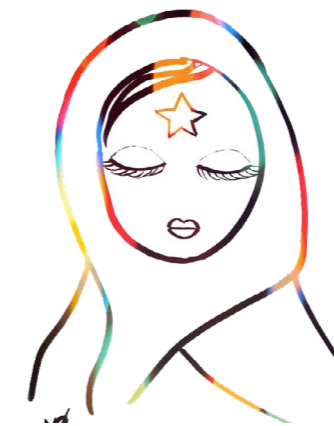
2.3 Funding: Check how much funding there is available in your city/organization to set up a training. Are there funding opportunities available at the level of your city, your region, etc.? Funding will be needed to pay for your trainers, to provide participants of the training with lunch, and any other logistical aspects. If possible, plan for budget to cover transportation costs for your participants. In case no funding is available, collaborate with local organizations who would be willing give some of their time to roll out this training with you.

3. Define your objectives: Once you have reflected on your available capacities and have identified the gaps and opportunities, draft objectives on what you or your organization hope to achieve with this toolbox.

3.1 Define a time frame: define the duration of the implementation of the toolbox. Will you invest 6 months, 1 year, 2 years to reach your objectives? Create a clear planning of activities, defined over time.

3.2 Define targets: What do you aim to achieve and how do you plan to achieve them? Define how many people or organizations you would like to train. If it’s within your own organization, determine if you would like to train all staff, all frontline workers, management, etc. As a public authority, define how many organizations you would like to reach within your constituency. Make a clear plan of action (see point 4) and stick to your objectives.

3.3 Define a time frame: define the duration of the implementation of your activities. Will you invest 6 months, 1 year, 2 years to reach your objectives? Create a clear planning of activities, defined over time.



4. Plan the action: Once you have defined your objectives, it’s time to plan the action.

4.1 Meet with potential trainers/experts and frontline organizations to define the content of the training, the timeline and their dedicated responsibilities.

4.2 Invite the trainers to adapt the training content to your local context (research on policy and legal framework, practical cases and exercises, referral mechanisms, local support services, etc.).

4.3 Create invitations for the training and disseminate them on your social media/newsletter/via local organizations such as youth, diaspora, migrant, women, LGBTQI+ organizations (depending on your focus).

4.4 Create an online registration form for participants to register to the training. Limit the number of people who can sign up, based on the recommendations made by the toolbox, or at your discretion. If possible, make mixed groups (profiles/organizations) for better exchange of practices.

4.5 Organize all logistical aspects of your training (booking room, lunch, etc.) well in advance.

4.6 Roll-out the training. Monitor the roll-out and adapt the roll-out based on the feedback you receive from participants. At the end of each chapter in the toolbox, you will find the training annexes with supporting information. on how to carry out the trainings.

5. Evaluate the action: After the roll-out of the training sessions, provide participants with an evaluation form. This offers a way to find out if/how the training answered a need, where there is room for improvement and in what ways the toolbox can cater better towards your local context.

5.1 Find the evaluation forms on page 101 of this toolbox.

5.2 Analyze the results and discuss them with the trainers. If needed, ask for more detailed and qualitative feedback from one or two participants.

5.3 Adapt the training based on the feedback.

6. Sustainability : Addressing SGBV and creating safe(r) spaces does not happen overnight. It requires a whole set of steps in order to foster such an environment for both the people making use of your services as well as your colleagues, yourself and anyone who will interact with this service. To help reflect on how these efforts can transfer to anyone else who would like to improve their services to become more accessible and accommodating, take a look at these last steps to see what you can do to provide better services to your migrant communities and beyond. Be aware that this will always be an on-going learning path.

6.1 Based on the experience of the roll-out of the training and/or awareness raising campaign, adapt your use of the toolbox (focus on some modules, adapt the content based on your public and changing context, etc.) to ensure that this toolbox remains relevant in your local context.

6.2 Collaborate with the local organizations, experts and other resource persons in your mapping to make sure that the content of your training remains up to date. Maintain these links and set up a strong partnership with these organizations. Keep each other updated of your activities, trainings, etc.

6.3 As a city service, continue to engage in this topic and mobilize resources to address SGBV against migrant communities.

6.4 Engage with other cities engaged on this topic to share good practices. You can do so through existing city networks or thematic networks, at your local, national or even at international level.

Template for online survey - Identification of training needs

1. Which institution/organization do you work in? What position do you have?
2. Your service is mostly composed of : men/women/it's more or less equal
3. Do some of your colleagues have a migration background? yes/no/I don't know
4. In your work, are you in touch with migrant women ? Yes/sometimes/no
5. In your work, are you in touch with migrants / people with a migrant background ? Yes/sometimes/no
6. When you talk to someone with a migrant background, do you feel comfortable talking about topics related to SGBV? No/rather no/ rather yes / yes / I am never in this situation
7. When you talk to a woman/girl with a migrant background who has survived sexual or gender-based violence, do you feel capable of identifying their needs? (psychological, medical, legal, social)? No/rather no/ rather yes / yes / I am never in this situation
8. When you talk to a woman/girl with a migrant background who has survived sexual or gender-based violence, do you feel capable of referring this person to specialized services? No/rather no/ rather yes / yes / I am never in this situation
9. In the past, have you followed a training on the topic of SGBV? If yes, please specify when it was and the training entity.
10. Do you feel the need to follow this kind of training in the framework of your work? yes/no
11. In the past, have you followed a training on the topic of migration, and or/interculturality? If yes, please specify when it was and the training entity.
12. Do you feel the need to follow this kind of training in the framework of your work? yes/no
13. In the past, have you followed a training on the topic of non-violent communication or active listening? If yes, please specify when it was and the training entity.
15. Do you feel the need to follow this kind of training in the framework of your work? yes/no

