# **Tool 2: Focus Group Discussion Checklist- Government Departments**

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| **Basic Information** | |
| **Objectives** | * To know perceived risks about SEAH in the TALEEM program design * To check an understanding of departments on SEAH Risks and its key standards and available measures to mitigate SEAH risks. |
| **Types of Respondents [[1]](#footnote-1)** | * TALEEM Program Staff * Teachers and Instructors (of Primary Schools, Elementary Schools, Special Education Centers, Literacy Centers For Adults, NFEIS); and * Administration or Support Staff at the selection schools. |

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| 1. **Demographics** | | |
| Name of Government Department | |  |
| Level of Department | | District\_\_\_\_\_\_\_\_\_\_\_\_\_\_Union Council\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of District | |  |
| Name of Respondent | |  |
| Gender of Respondent | |  |
| Designation of Respondent | |  |
| Contact Details (mobile +email) | |  |
| Date of Interview | |  |
| Name of Interviewer | |  |
| Signature of Interviewer | |  |
| 1. **Standard 1: Department Policy** | | |
|  | What do you know about exploitation, abuse and harassment? |  |
|  | What are different types SEAH risks at department, district and school level? |  |
|  | At your department what type of policies/code of conduct are available to prevent SEAH risks? |  |
|  | How many staff members know about it and have signed a Code of Conduct? |  |
|  | What types of trainings are available about understanding the PSEAH policy and after how long are the refreshers conducted? |  |
|  | How many of you have received trainings on PSEAH policy? |  |
| **Standard 2: Departmental Management** | | |
|  | What are the available systems at department level to prevent SEAH? |  |
|  | What are departmental SOPs to hire contractors, partners, venders, sub-contractors, procurement procedures (for out sourcing activities)? |  |
|  | What type of reference checks procedures are available to check external partners/vendors? |  |
|  | **Standard 3: Human Resource System** |  |
|  | At departmental level, what is the procedure for recruiting and appointing staff? |  |
|  | Who is responsible for ensuring the application of PSEAH policy? (IIs there a designated person for PSEAH application) |  |
|  | What type of safety clauses are mentioned in your contract; if any? |  |
|  | Which employees get the most training opportunities at department level? Grade and gender |  |
|  | What are the promotions procedures in departments? What factors facilitates promotions? |  |
|  | What are the reference check procedures during recruitment? Have you gone through reference check at the time of your appointment? |  |
|  | **Standard 4: Mandatory Training** |  |
|  | What types of trainings are available for different staff members? |  |
|  | What type of trainings have you received? Was there any safety and SEAH topic in those trainings? |  |
|  | What type of information material on SEAH risks and its mitigation is available at department level? |  |

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| **Standard 5: Reporting** | | |
|  | What type of SEAH related incidents have occurred in your department in the last few years? |  |
|  | In case of yes; how were those incidents dealt with? |  |
|  | If there were any cases; which grade level and gender employees were involved? |  |
|  | Have you received any session or training to report such incidents? |  |
|  | In case of SEAH incidents, what are the reporting systems available? Who and where are you supposed to report? |  |
| **Standard 6: Assistance and Referrals** | | |
|  | What are the available referral system and systems of assistance to help SEAH victims in case of such incidents? |  |
|  | Do you know the list of departments from where assistance can be obtained? Contact list of police, psychologists, doctors, hospitals, safe shelter/ housing etc.? |  |
| **Standard 7: Investigations** | | |
|  | What is the available investigation system at department level? |  |
|  | Is there any committee to investigate such incidents ; who are the members (gender, grade) |  |
| **Standard 8: Corrective Actions** | | |
|  | What type of steps has the department initiated for preventing and responding to SEAH? |  |

1. Separate FGDs for male and female will be conducted [↑](#footnote-ref-1)