January 2022

ADVISOR

COMMUNITY DEVELOPMENT DIVISION

**EHP GBVAC THREE YEAR Strategic Plan**

2022-2024

## Introduction

The Family and Sexual Violence Action Committee (FSVAC) was revived in 2014 and came together in February 2015 to design a Strategic Plan for the FSVAC 2015-2017 and revised in 2018. Then GBV was considered a separate issue Based on the provincial Gender Based Violence (GBV) strategy 2018-2020, members of the FSVAC identified strategies and activities to ensure a better coordination of GBV services and prevention in the Eastern Highlands Province (EHP). In this document the term Family Sexual Violence (FSV) is being replaced by Gender Based Violence(GBV) hence Family Sexual Violence Action Committee (FSVAC) is now being replaced by the Gender Based Violence Action Committee (GBVAC). This strategic plan covers the way forward for stakeholders in the EHP, identifying the vision and the mission of the GBVAC, the role of the GBVAC secretariat, the roles and responsibilities of stakeholders and monitoring and evaluation activities to progress the way forward to reduce, arrest and eliminate GBV from the home and society ushering in a new and progressive society towards a healthy and wealthy country to take its position in the global village of nations.

##  The GBVAC in the Eastern Highlands

Concerns about the alarming rate of family and sexual violence against women and children caused several organisations and individuals to advocate for a national and provincial peek body (the FSVAC) specifically mandated to look into the problems associated with family and sexual violence and to come up with concrete ways to address these problems. Within the EHP the FSVAC was first established in 2006. The network, which consists out of NGO’s, FBO’s and civil society carried the responsibility of ensuring quality services for survivors of violence. During the years, due to a broader scope of the network, the FSVAC gradually progressed into the Human Rights Network. The Human Rights Network includes partners in all sectors such as FSV partners, schools and environmental institutions. In June 2014, responding to the shockingly rates of FSV, the Department for Community Development took the lead in reviving the FSVAC. For the first time since the establishment of the FSVAC the government has taken the lead of the FSVAC. The FSVAC is currently chaired by the advisor for Community Development, Eastern Highlands Provincial Government and receives strong support from the Eastern Highlands Provincial Health Authority. Specific Terms of References for the FSVAC in the EHP can be found in Annex 1.

The FSVAC and now the GBVAC is a network with 22 active members: (1) AT Projects (2) Care International (3) Child Protection (4) Division for Community Development (5) Eastern Highlands Family Voice (6) Eastern Highlands Family Support Centre (7) Family and Sexual Violence Unit – Police Department (8) Eastern Highlands Provincial Health Authority (9) Meri Safe House - Lusaroka (10) Friends Frangipani (11) Institute of Medical Research (12) Kafe Women’s Association (13) Law & Justice sector – including village courts (14) Minivava (15) Oxfam PNG (16) Public Prosecutor (17) Salvation Army (18) Save the Children (19) Susu Mama and the (20) University of Goroka (21) FemiliPNG Inc. (22) Pasters fraternal (23). Now all of these FSVAC members come under the new term GBVAC and from on.

## The GBVAC secretariat

In 2013 a consultation on the National GBV strategy took place, resulting in the development of a NEC submission requesting the establishment of a national FSV now GBV Council, with a national GBV strategy as it core business. The national strategy, based on the NEC directive in 2013 also advocates for the establishment of provincial FSVAC and now GBVAC secretariats, funded by respective provincial governments.

The mandate of the GBVAC secretariats will now;

* link the provincial government with the national government on all GBV matters,
* provide secretarial support to the provincial GBVAC,
* monitor and evaluate the quality of services for survivors of violence,
* enhance coordination between all actors,
* integrate and maintain a GBV services database,
* advocate for adequate budget allocations,
* ensure that provincial GBV strategies are adhered to,
* Support prevention work at community level.
* Support response efforts at the urban centres.
* Collate information and submit to National GBVAC secretariat.

The secretariat will operate as a case management centre which has shown to be most effective when addressing needs of survivors, supporting access to justice, securing peaceful reintegration, and enhance prevention of GBV incidents. For the Terms of References of the GBVAC secretariat see Annex 2.

## Vision

Following consultation with all members of the GBVAC, including key-stakeholders such as the Family Support Centre (Health), the Meri Safe House (Shelter) and Eastern Highlands Family Voice (Counselling), the following Vision has been identified for the GBVAC:

*“An Eastern Highlands Province in which the incidence of gender based and sexual violence is reduced and prevented and quality services for survivors are provided.”*

## Mission

The overall mission of the GBVAC is as following:

 *“To promote, strengthen and coordinate family and sexual violence services and prevention in the Eastern Highlands Province through our networking partners.”*

## Values of the GBVAC

The following values have been identified. These values will form the base of a Code of Ethics for the GBVAC and its members.

* Inclusive and open participation,
* equality and respect for the rights of all,
* inclusive and open atmosphere,
* welcoming and non-judgemental,
* survivors centred,
* Following defined referral pathways.
* Partnership and networking
* Partnership and networking
* Confidentiality
* Gender and child sensitivity

## Environmental scan

Through this GBVAC the members will aim to institutionalize coordinated actions towards ending violence against women and girls. The GBVAC established a provincial GBV action plan and submitted this for endorsement to the EHP government (EHPG). To ensure coordinated services the GBVAC will be in dialogue with the EHPG regarding support for the establishment of a GBVAC secretariat which will include a GBVAC coordinator, two case managers and a data officer. The GBVAC has identified a network of Human Rights Defenders (HRDs) - individuals who work at community level to promote and protect human rights. In the past, the GBVAC has designed a standardized data collection instrument for all stakeholders. With the reviving of the GBVAC this data collection template will be reviewed and implemented. A volunteer consultant will be identified to provide technical support to the development of the data collection instrument and electronic database.

Although a lot has been achieved in a short period of time, the following challenges remain;

* coordination of services on a provincial level between all stakeholders,
* improved communication and collaboration between all GBVAC members,
* a structured approach to providing services to survivors (efficient management),
* more active approach to emerging issues,
* implementation of a GBVAC secretariat,
* Assured commitment and involvement of the provincial government (sustainability).
* Roll out GBV services to the districts.
* Support establishment of logistical infrastructure for service like FSC, Meri Safe Haus, rural lock-up and community learning centres.

For a complete overview of the strengths and weaknesses of the GBVAC see Annex 4.

## Objectives & Activities

The strategic plan 2022-2026 for the GBVAC is based on the recently reviewed objectives described in the Provincial GBV Strategy 2018-2019. In short, the coming years the GBVAC will focus on reaching the following objectives and activities;

*Goal 1: : By the end of 2022 the Eastern Highlands Provincial Government has endorsed and establishment the GBVAC secretariat.*

* Re-submit the provincial GBV plan and revised budget to be endorsed by provincial government in 2022,
* signing of a Memorandum of Understanding (MoU) between GBVAC and provincial government detailing the roles and responsibilities of the GBVAC secretariat and the provincial government,
* propose inclusion of the GBVAC secretariat in the governments restructure plans for the coming years,
* recruit or reassign and familiarize two case managers, GBVAC coordinator and data/admin officer for the GBVAC secretariat,
* Provide office space for the staff members of the GBVAC secretariat.

*Goal 2* *By the third quarter of 2022 Evidence – Based approach towards GBV is in place within the Eastern Highlands Province.*

* Design and distribution of standardised data recording and monitoring instruments, to be used by all stakeholders,
* roll-out a workshop for GBVAC members to use the standardised data recording and monitoring instruments,
* establishment of a central provincial database to record and monitor data collected and submitted,
* monthly input by stakeholders into the database, processed by the GBVAC secretariat,
* implementation of monitoring and evaluation tools such as impact assessments and surveys to ensure quality of data collection and service delivery,
* regular reports on referrals and monitoring work of GBVAC secretariat and GBVAC to the PEC and national GBVAC,
* Input in the National GBVAC newsletter (to be designed) capturing case studies, lessons learned and best practises.

*Goal 3: By the end of 2022 Strengthened GBVAC response to coordinate, refer, advocate and consult on GBV intervention strategies is in operation.*

* Establish a GBVAC steering committee responsible for the operational details of the GBVAC and orientation of new members and GBVAC secretariat staff,
* roll-out of trainings for GBVAC members on;
	+ gender sensitisation and equality
	+ training and sensitisation for referral partners outside the hospital
	+ human rights training,
* ensure logistic support to effective accompanied referrals of survivors of violence to service providers,
* involve volunteers from partner organisations in the GBVAC to increase reach of activities,
* organise monthly GBVAC meetings to coordinate GBV services in the EHP,
* Distribute minutes of meetings and other relevant information to GBVAC members.

Goal 4: By the end of 2026 district and rural infrastructure in place and supporting the work of addressing GBV in the province.

* Family support centres are built in two other districts link to health dept
* Meri Safe Houses are built in all districts linked to Churches
* Rural lock ups for all districts are built linked to Police and village courts
* Community learning centres in all 8 districts linked to district services

*Goal 5: Improved awareness and prevention through working with Human Rights and Male advocates*

* Link Human Rights Advocates network with GBVAC through appointing representatives,
* ensure monthly access to meetings for HRA to the family support centre or provincial government to touch base,
* roll out uniform campaigns to strengthen visibility and impact of planned activities,
* secure funds to be accessed by GBVAC members for the roll-out of awareness sessions within the districts,
* Ensure participating of male and youth groups in the EHP GBVAC through appointing male representatives (Catholic Men, Eastern Highlands Family Voice).

See Annex 5 for a complete log frame, which includes the timeframe and indicators.

## Responsibility for the plan

The GBVAC recognises that addressing GBV violence in the EHP requires a multi-sectoral approach. It is therefore not possible to appoint one department, agency or discipline to be responsible for the implementation of the Provincial GBV Strategy and the Strategic Plan. In general, all members of the GBVAC are responsible for an effective implementation of the plan. However, given the range of different outputs, key-responsible actors have been identified as follows:

|  |  |
| --- | --- |
| **Output**  | **Key-responsible actor**  |
| Standardised data recording and monitoring instrument is used by all stakeholders working to address GBV in the EHP | Data consultant  |
| A central database is established and maintained to record and monitor data collected and submitted | Data consultant & GBVAC secretariat – data/admin officer  |
| A Monitoring & Evaluation system is in place to ensure quality of data collection and service delivery | GBVAC coordinator  |
| Demonstrated commitment of the EHPG, Provincial Administrator and Governor regarding the establishment of the GBVAC secretariat through funding and programmatic support | GBVAC, DFCD  |
| Adapted GBVAC secretariat in new provincial structure under the provincial administration | DFCD, EHPG |
| GBVAC secretariat in place  | GBVAC, DFCD |
| Increased capacity of GBVAC members to coordinate, refer, advocate, manage and monitor activities | GBVAC members to organise and deliver trainings |
| Effective accompanied referral of survivors of violence to service providers | GBVAC secretariat – case managers, GBV Coordinator  |
| GBVAC functioning as coordinating and monitoring entity for GBV activities  | GBVAC steering committee & GBVAC secretariat  |
| Human Rights Advocates network in place and linked with the GBVAC | GBVAC steering committee, Identified HRAs  |
| Coordinated awareness strategy amongst GBVAC members in place | GBVAC, Eastern Highlands Family Voice |
| Increased involvement of youth and men through male participation programs  | Eastern Highlands Family Voice, Minivava  |
| Gap Analysis to determine resources required in the districts will be conducted.  | DfCD |
| Roll out of the GBV strategies to the Districts  | GBVAC, DfCD |

## Relationship to national plans

Within the Papua New Guinea Medium Term Development Plan 2011-2015 the government acknowledges that the prevalence of GBV is widespread throughout the country. The severity of GBV is one of the bottlenecks hampering progress towards Vision 2050 (Department of National Planning and Monitoring of Papua New Guinea, 2010) in which a happy and prosperous PNG is strived for. The provincial GBVAC recognises that with the high incidence of GBV the set targets in national plans will not be accomplished. The PNG National HIV and AIDS strategy (NHS) 2011-2015 stresses the importance of the involvement of People Living with HIV/AIDS in the GBVAC, as a high number of PLHIV are subjected to gender based and sexual violence, increasing the risk for the transmission of HIV/AIDS.

Looking at the Post – 2015 Development Agenda Country Consultations the need for the government to get involved in activities and policies around GBV(FSV) is expressed several times. Strong political leadership and ownership is needed, as well as resources to tackle development challenges such as addressing the increase of violence against women and girls (Post – 2015 Development Agenda Country Consultations, 2013).

## Monitoring and evaluation

To ensure effective implementation, monitoring and evaluation of the activities carried out by the GBVAC, monitoring and evaluation tools will be put in place. Plans will be monitored and activities will be reported on. The main responsible actor in the monitoring and evaluation of the GBVAC will be the steering committee, which consists out of;

* PA or his delegate
* Chairperson GBVAC (government)
* Deputy chair GBVAC (NGO)
* Representative PLHIV/PWD
* Representative Government – Health
* Representative Church
* Representative Human Rights Defenders
* Representative Male participation
* Representative business/private sector
* Representative of Police
* Representative of Law and Justice Sector

The Term of References for the steering committee can be found in Annex 3. To ensure continued monitoring and evaluation of the GBVAC secretariat the GBVAC Secretariat Coordinator will be responsible for the implementation of a Monitoring and Evaluation Framework. An evaluation with all stakeholders will be organised on a yearly base to identify the progress made and the challenges faced. Depending on the need that arises out of these evaluations objectives and activities will be revised.

## Final remarks

The EHP GBVAC strategic plan 2022-2026 functions as a guide for the implementation of the prospective activities of the GBVAC. All activities aim to lead to better GBV prevention and services for survivors of violence. As many organisation are represented in the GBVAC this plan describes their roles and responsibilities within the GBVAC. EHP is blessed with many motivated and experienced stakeholders, however the challenge now is to ensure communication, and with this, the coordination of services. Now is the time to implement the activities of the plan, as we all strive towards an Eastern Highlands Province in which the incidence of gender based and sexual violence is reduced and prevented when quality services for survivors are improved.

## Annex 1: Terms of Reference GBVAC EHP

**Roles and Responsibilities**

* To work in partnership for the implementation of the provincial GBV Strategy with relevant government and civil society organisations at the provincial level;
* To identify capacity needs amongst its provincial committee members in response and prevention to Gender and Sexual Violence issues and increase individual and institutional capacity;
* To advocate and lobby for enabling policies and legislations at provincial level and to work together with the Gender Based Violence Action Committee at the National level in advocacy and lobbying;
* To improve communication through ongoing dialogue and consultation with relevant provincial government and civil society agencies;
* To establish and maintain effective referral pathways for services for survivors of violence;
* To link key-service providers at both urban and rural level, and at provincial and district levels;
* To function as the central entity for data collection and management in collaboration with the members of the GBVAC secretariat and to report back to the National GBVAC;
* To act as a platform for case managers to coordinate the services provided to survivors of violence within the Eastern Highlands Province;
* To ensure a provincial sustainable approach towards gender-based violence in the province through securing funding and collaborating with government and development partners;
* To create effective advocacy and lobbying for positive response and prevention mechanisms at the provincial level that promote gender equality and women’s access to justice;
* To provide an avenue for civil society organizations to contribute and critique provincial government’s gender development plans;
* To provide coordinated quality service provision and prevention to gender and sexual violence issues in the Eastern Highlands Province;
* To identify locations where family and sexual violence issues are of grave concern and work with the National GBVAC on collaborative interventions that include involvement of the Eastern Highlands Provincial Government.

## Annex 2: Terms of Reference GBVAC Secretariat

#### Secretariat Coordinator (NC 16)

#### **The Coordinator is responsible to the Provincial Administration, the Department for Community Development and the provincial and national GBVAC for management and development of the GBVAC Secretariat for its efficient running.**

#### **Responsibilities and Job Specifics**

The Secretariat Coordinator is responsible for:

1. Secretariat Oversight and Development
* Oversee day to day running of case management activities,
* Manage the case management delivery to fulfil the requirements of provincial and national policies and protocols,
* Coordinate, monitor and manage one-stop-shop services, ensuring a presence of agencies at the Secretariat to attend survivors of GBV,
* Manage Secretariat’s budgets,
* Produce monthly monitoring reports (Provincial and National GBVAC, National GBV Council, Department for Community Development, Provincial Administration),
* Network with agencies to develop holistic and far reaching presence of the Secretariat in Provincial Government to further support survivors of GBV,
* Participate in strategic planning and implementation with the EHP Government, the Provincial GBVAC and the National Gender Based Violence Council,
* Participate in strategic development of the secretariat leading to sustainable family and sexual violence services in the EHP,
* Support the development of a monitoring and evaluation framework and oversee its implementation,
* Fully participate in meetings and discussions towards development of effective case management approaches,
* Participate in the development and implementation of the advocacy activities to raise awareness of the needs of GBV survivors and encourage others to respond.
1. Staff Oversight
* Co-ordinate any required case load supervision,
* Supervise staff in order to help them fulfil their own job descriptions in line with policies and protocols,
* Engage in staff development practices seeking effectiveness in staff training, appraisal processes,
* Organize and lead staff meetings e.g. fortnightly team meetings and weekly planning,
* Manage staff rotas and leave ensuring adequate staffing levels to provide services 24/7.
1. Quality standards
* Collect case management data to review,
* Coordinate regular monitoring and evaluation activities,
* Oversee the functioning of the Secretariat’s premises and related maintenance issues,
* Share good practice with the team members,
* Identify resources to meet the needs of survivors of GBV and communicate with provincial GBVAC and national GBV Council regarding their introduction,
	+ Set a good example in terms of dress, punctuality and attendance.

*Required Skills and Experience*

1. More than 10 years of experience in the field of gender based and sexual violence or other related social work areas,
2. Degree in Management, Public Administration, Social Science, Social Work, Political Science or in other related socio-economic discipline,
3. Ability to demonstrate leadership and innovation,
4. More than 5 years’ experience in staff management,
5. Demonstrated organizational and planning skills to coordinate and manage day to day running of an office,
6. Knowledge of budget planning, implementing and monitoring,
7. Excellent written and verbal communication skills in Tok Pisin and English,
8. Proven track record of good negotiation and conflict resolution skills,
9. Experience in leading and implementing advocacy activities,
10. Excellent analytical skills and good eye for detail,
11. Ability to build and maintain strong working relationships across different sectors and represent the GBVAC at provincial, national, regional and global government levels.
12. IT Skills, including MS Word, Excel, Power Point, Outlook.

#### Case Manager (NC 15)

#### **The Case Manager is responsible to the Secretariat Coordinator to manage individual FSV survivors’ cases through the provision of outreach and ensuring timely access to and efficient support from health, security, justice, legal and social services.**

#### **Responsibilities and Job Specifics**

The Case Manager is responsible for:

1. Service Delivery
	* Assess individual GBV survivors needs and develop and implement progress plans,
	* Monitor individual progress and manage individual cases,
	* Provide outreach services to GBV survivors to ensure their access to services and completion of the referral pathway,
	* Provide response and on call support through the 24/7 SMS alert system,
	* Advocate on behalf of GBV survivor to guarantee their needs are met and support is provided by legal, justice, health and other services,
	* Work to agreed targets and strategies and implement these strategies,
	* Track and document the progress of all FSC clients,
	* Lead workshop sessions and self-help groups e.g. independent living sessions, human rights, HIV/AIDS. Support/deliver other aspects of training provision as and when required,
	* Ensure confidentiality of all cases,
	* Liaise and network with relevant agencies to support and provide most up to date information to service users.
2. Administration
	* Be responsible for required reporting and data entry,
	* Complete new tasks as directed by Coordinator,
	* Develop and support exit strategies for survivors of GBV,
	* Use appropriate paperwork and keep service user’s files timely and in order i.e. Individual Plans,
	* Liaise with service users ‘guardians’ and other professionals regarding progress where appropriate.
3. Development
	* Develop, produce and document practices to enhance service provision,
	* Fully participate in creative meetings and discussions towards development of the service
	* Implement any agreed developments,
	* Attend and contribute to team meetings and support other team members,
	* Initiate new strands to the service to meet the changing identified needs of GBV survivors,
	* Work with team members to improve the quality of provision of services and share best practice approaches with team members,
	* Identify resources to meet the needs of service users and communicate with the Coordinator regarding their introduction.
4. Quality and Standards
* Set a good example in terms of dress, punctuality and attendance,
* Contribute to data delivery for review,
* Participate in monitoring and evaluation.

*Required Skills and Experience*

1. More than 5 years of experience in the field of family and sexual violence, gender-based violence or other related social work fields,
2. Degree in Social Work, Psychology, Community Work, Social Science or in other related social fields,
3. Working knowledge of relevant legislations,
4. Able to work on own initiative and maintain enthusiasm for a high level of contact with service users on a day to day basis,
5. Managing complex and difficult situations in relation with people,
6. Experience in working in partnership with other agencies to achieve effective outcomes,
7. Integrity, sensitivity and understanding,
8. Approachable, adaptable and assertive,
9. Productivity, initiative and non-judgemental approach,
10. Problem solving and decision-making skills,
11. Negotiating and influencing,
12. Strong team player,
13. Meticulous, experienced in record keeping, maintaining and using systems,
14. IT Skills, including MS Word, Excel, Power Point, Outlook.

#### Data/Administration Officer (NC 8)

**T**he Administrator is responsible to the Secretariat Coordinator for the data collection and entry and day to day running of the Secretariat.

#### **Responsibilities and Job Specifics**

Service delivery:

* Co-ordinate all referrals made to and from the GBVAC Secretariat,
* Collate service provision data,
* Ensure that data entry is completed accurately and within the defined timeframe,
* Ordering and maintaining stationary supplies,
* Document preparation including binding, photocopying and filing,
* Management of utility supplies,
* Mail handling, minute and letter taking as required,
* Coordinate IT maintenance, anti-virus support, back-up and support maintenance schedules,
* Support the manager in coordinating usage, storage and layout of the building,
* Liaise with service users and professionals as required.

Quality Standards:

* Maintain and update display boards at the Secretariat to ensure they are relevant and current,
* Set a good example in terms of dress, punctuality and attendance,
* Be proactive in matters relating to health and safety,
* Develop and improve systems to enhance provision and manage users’ feedback,
* Manage bookings of one-stop-shop services and referrals.

Development:

* Develop systems for recording and reporting as required,
* Attend supervision, team meetings and creative meetings/discussions towards development,
* Respond to system and organizational changes as required.

Finance:

* Petty cash management,
* Adhere to set budgets when purchasing equipment or services and report on income and expenditure,
* Obtain a selection of quotes when purchasing equipment or services,
* Ensure all expenses are authorized by the manager,
* Comply with finance policy in relation to petty cash and staff expense procedure.

*Required Skills and Experience*

1. Educated to Grade 12 as a minimum,
2. At least two years of experience in administrative role,
3. Experience using Microsoft Office,
4. Ability to accurately key in data, create and edit databases,
5. Ability to create and edit WORD documents,
6. Ability to create and edit Excel spreadsheets,
7. Confident at using e-mail and the Internet,
8. Ability to file accurately,
9. Highly developed organisation skills,
10. Ability to organize small scale events,
11. Motivated and keen to learn,
12. Can use own initiative and work as part of the team,
13. Dependable and reliable and good at time management,
14. Ability to quickly and accurately follow verbal and written instructions.

## Annex 3: Terms of references for the FSVAC steering committee

**Purpose**

The role of the GBVAC steering committee is to provide oversight and support to the GBVAC network.

**Members**

The GBVAC steering committee consists out of the following stakeholders;

* PA or his delegate
* Chairperson GBVAC (government)
* Deputy chair GBVAC (NGO)
* GBVAC Secretariat Coordinator
* Representative Government – Health
* Representative PLHIV/PWD
* Representative Human Rights Networking/ Defenders Committee
* Representative Church
* Representative Male participation
* Representative Business/private sector
* Representative of Police
* Representative of Law and Justice Sector

**Responsibility**

* Develop GBVAC meeting agendas in consultation with GBVAC chair, deputy chair and GBVAC secretariat coordinator,
* undertake responsibility for successful monthly planning of GBVAC meetings, including sending out invites and minutes taking and distribution,
* monitor and evaluate the implementation of annual and strategic plans such as the GBVAC strategic plan 2018-2020 and the Provincial GBV Strategy 2018-2020,
* recruit and familiarize GBVAC secretariat staff in accordance with the Terms of Reference for GBVAC secretariat,
* manage financial assets GBVAC until appointment of GBVAC secretariat coordinator,
* hold GBVAC members accountable to their role and responsibility in the GBVAC,
* Ensure coordination of services and prevention by GBVAC members in accordance with the Terms of References for Provincial GBVACs.

**Specified responsibilities**

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| --- | --- |
| **Position**  | **Responsibilities**  |
| Chair GBVAC | * Function as the link between government and GBVAC
* Act as principle spokesperson for the GBVAC to advocate, promote and raise funds for the GBVAC and its mission
* Chairing and leading all monthly GBVAC meetings
* Identify monthly agenda
* Signatory to GBVAC bank account
 |
| Deputy chair  | * Provide support to the chair GBVAC
* Provide oversight in implementation of GBVAC activities
* Signatory to account GBVAC bank account
 |
| Secretary GBVAC  | * Organise monthly GBVAC meeting through sending out invitations
* Taking and distribution of minutes of meetings
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Annex 4: Swot analysis GBVAC

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| **Strength**  | **Weakness** |
| * Planning and updating of GBVAC
* Regular meetings conducted by GBVAC
* Different partner involvement, mobilization and participation
* Elected committee/executives in place
* Improved collaboration with government agencies
* Inclusiveness of relevant organisations (providing services related to GBV
* Referral pathways established
* Members conducting awareness in own area of work
* Different skills available (e.g. counselling)
* Actors in place 🡪 doctors, nurses, social workers
* Members good in advocacy and raising awareness
* GBVAC is breaking barriers and talking out against all forms of violence
 | * Lack of coordination from GBVAC members (e.g. not attending all meetings, implementation of services, advocacy role)
* Ad-hoc based
* Lack of capacity building for the committee
* Not enough communication between stakeholders
* Lack of resource and information sharing amongst stakeholders
* GBVAC needs to speak out more and be more pro-active. Lot of talk - no action
* Partners do not speak the same language
* Lack of management skills
 |
| **Opportunity**  | **Threat / Challenge**  |
| * Donor funding (UNDP/DFAT) & GBV volunteer
* Provincial government funding opportunities (pending)
* Continues updates to the government
* Working with supportive partners in development
* Support from the community
* Access to civil society/business houses
* Establishment of Family Support Centre and Meri Safe House
* Stakeholder directory
* Designing action plans and strategy – organisation development
* More male involvement/men and boys outreach
* Incorporate GBV services in schools
* Trainings given by partners/stakeholders
* Increase lobbying and advocacy in government and local businesses (e.g. SP brewery)
 | * Negative response from government when seeking assistance/little support from government (e.g. national GBVAC not supporting provincial GBVAC)
* Initiate set-up of the GBVAC
* Political instability and lack of commitment at political level
* No office space
* No policy to regulate the GBV Strategy
* Not a lot of counsellors in the EHP
* Lack of trained case managers
* No standardized database
* Number and role of people continuously chancing
* Duplication of activities
* Putting up with culture/believes/language/church activities
 |

## Annex 5: Log frame

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| **Family and Sexual Violence Action Committee: working together towards ending violence against women and girls**  |
| **Vision GBVAC:** | An EHP in which the incidence of family and sexual violence is reduced and prevented and quality services for services for survivors are provided |
| **Mission GBVAC:** | To promote, strengthen and coordinate family and sexual violence services and prevention in the EHP through our networking partners |
|   |
| **Output** | **Indicators**  | **Activities** | **Responsible party**  | **Timeframe** |
| Q1 '22 | Q2 '22 | Q3 '22 | Q4 '22 | Q1 '23 | Q2 '23 | Q3 '23 | Q4 '23 | Q1 '24 | Q2 '24 | Q3 '24 | Q4 '24 |
| **Outcome 1: By the fourth quarter of 2022 an Evidence Based Approach towards Gender Based Violence is in place within the Eastern Highlands Province** |
| Standardised data recording and monitoring instrument used by all stakeholders in the EHP | Standardised data forms distributed quarterly | Develop and distribute standardised data collection instrument | Data consultant/ GBVAC data officer |   |   |   |   |   |   |   |   |   |   |   |   |
| 10 stakeholders and 16 HRA participate in training | Deliver training to GBVAC members on data collection and monitoring | Data consultant/GBVAC data officer |   |   |   |   |   |   |   |   |   |   |   |   |
| A central database is established and maintained to record and monitor data collected and submitted | Monthly input by stakeholders | Establish central provincial database | Service providers (KUSWA, EHFV, Mercy Works, Minivava, FSC, FSVU, DFCD, Four square, Marie Stopes, Susu Mama), FSVAC data officer |   |   |   |   |   |   |   |   |   |   |   |   |
| A monitoring & evaluation system is in place ensuring quality of data collection and service delivery | Regular reports on referrals | Implement M & E tools such as impact assessments | GBVAC secretariat coordinator |   |   |   |   |   |   |   |   |   |   |   |   |
| Monthly input by stakeholders | Input in National GBVAC newsletter capturing case studies, lessons learned and best practices | GBVAC |   |   |   |   |   |   |   |   |   |   |   |   |
| **Output** | **Indicators**  | **Activities** | **Responsible party**  | **Timeframe** |
| Q1 '22 | Q2 '22 | Q3 '22 | Q4 '22 | Q1 '23 | Q2 '23 | Q3 '23 | Q4 '23 | Q1 '24 | Q2 '24 | Q3 '24 | Q4 '24 |
| **Outcome 2: By the end of 2022 the Eastern Highlands Provincial Government has endorsed and establishment the GBVAC secretariat** |
| Demonstrated commitment of the EHPG, Provincial Administrator and Governor regarding the establishment of the GBVAC through funding and programmatic support | PEC submission endorsed and funding allocated | Sign Memorandum of Understanding (MoU) between GBVAC and provincial government detailing roles and responsibilities of GBVAC secretariat and GBVAC |  GBVAC Chair, Deputy chairperson  |   |   |   |   |   |   |   |   |   |   |   |   |
| GBVAC secretariat is in place and adapted in the new provincial structure under the provincial administration | EHPG provides support for 4 positions in the EHPG staff structure | Propose inclusion of GBVAC secretariat in the governments restructure plans  |  DFCD |   |   |   |   |   |   |   |   |   |   |   |   |
| 4 new staff recruited or reassigned | Recruit and familiarize two case managers, Secretariat coordinator and data/admin officer  | GBVAC steering committee, DFCD |   |   |   |   |   |   |   |   |   |   |   |   |
| Coordinator located with case managers and data officer at site yet to be determined  | Ensure office space for the staff members of GBVAC secretariat |  EHPHA, DFCD |   |   |   |   |   |   |   |   |   |   |   |   |

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| **Outcome 3: Strengthened GBVAC response to coordinate, refer, advocate and consult on GBV intervention** |
| Increased capacity of GBVAC members to coordinate, refer, advocate, manage and monitor activities | FSC steering committee meeting quarterly | Establish a GBVAC steering committee responsible for operational details GBVAC | GBVAC/DFCD |   |   |   |   |   |   |   |   |   |   |   |   |
| Referral pathways in place | Deliver training on external and internal referral pathways  | GBVAC/FSC |   |   |   |   |   |   |   |   |   |   |   |   |
| 21 members received training  | Deliver training for GBVAC members on gender sensitisation and equality | Care Int./FSC staff |   |   |   |   |   |   |   |   |   |   |   |   |
| # hospital staff received sensitisation training | Sensitize hospital staff on referral/FSC | EHPHA/Catholic AIDS Care Int. |   |   |   |   |   |   |   |   |   |   |   |   |
| 2 GBVAC secretariat staff trained in case management  | Ensure training for case managers  | DFCD/EHPG |   |   |   |   |   |   |   |   |   |   |   |   |
| 21 members received training  | Deliver training for GBVAC members on human rights | Mercy Works/KUSWA |   |   |   |   |   |   |   |   |   |   |   |   |
| Effective accompanied referral of survivors of violence to service providers | 2 case managers in place Adequate funds for travel Expenses allocated | Ensure logistic support accompanied referrals of survivors  | DFCD |   |   |   |   |   |   |   |   |   |   |   |   |
| GBVAC functioning as coordinating and monitoring entity for activities on GBV | Existing pool of volunteers  | Involve volunteers from partners in GBVAC activities to increase reach | GBVAC steering committee  |   |   |   |   |   |   |   |   |   |   |   |   |
| 12 meetings annually | Organise monthly meetings of the GBVAC aiming to coordinate GBV services  | GBVAC secretariat/ GBVAC steering committee  |   |   |   |   |   |   |   |   |   |   |   |   |
| **Outcome 4 By the end of 2026 district and rural infrastructure in place and supporting the work of addressing GBV in the province** |
| Family support centres are built in two other districts link to health dept  | One FSC each is built in Kainantu and Asaro to serve the rural communities  | Identify with DA an office space and equip it and reassign an officer with Health Dept to man it.  | GBVAC, DfCD  |  |  |  |  |  |  |  |  |  |  |  |  |
| Meri Safe Houses are built in all districts linked to Churches | One Meri Safe Haus is built each in Kainantu and Asaro to serve the women in the rural communities.  | Identify with Da and Churches to provide space and to reassign officers to man it.  | GBVAC, DfCD |  |  |  |  |  |  |  |  |  |  |  |  |
| Rural lock ups for all districts are built linked to Police and village courts | One rural lock up is built in Marawaka and Watabung and linked to the Police Dept.  | Identify with DA, Police a staff and reassigned to look after the lock up.  | GBVAC, DfCD |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Community learning centres in all 8 districts linked to district services | One community learning centre is built and resourced is Kainatu and Asaro to provide GBV related information to rural women and girls  | Identify with Community Development space and resource it and make it operational  | GBVAC, DfCD |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Outcome 5: Improved awareness and prevention through working with Human Rights Defenders and Male advocates**  |
| Human Rights Advocates network in place and linked with the GBVAC | 16 HRD (2 from each district) attend monthly meetings FSC/EHPG  | Link HRA network with the GBVAC through appointing representatives | GBVAC/ HRD Trainers  |   |   |   |   |   |   |   |   |   |   |   |   |
| Coordinated awareness strategy amongst GBVAC members in place | Funds secured for GBVAC members  | Roll out coordinated campaigns to strengthen visibility of GBVAC and ensure impact of planned activities | GBVAC Secretariat coordinator, GBVAC chair/Steering committee  |   |   |   |   |   |   |   |   |   |   |   |   |
| Increased involvement of youth and men through male participation programs  | A minimum of 2 male advocacy groups/youth groups represented in GBVAC | Ensure participation of male and youth groups in the EHP GBVAC through appointing male representatives | Eastern Highlands Family Voice/Catholic men |   |   |   |   |   |   |   |   |   |   |   |   |