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| --- | --- | --- | --- |
| **Document name** | **Pages** | **Word Count** | **French** |
| **Guide for PSEA Focal Point Training** |  |  |  |
| Guide for FP Training (word) | 19 | 6237 |  |
| Guide for FP Training (pdf) | 25 | - |  |
| Guide for FP Training CD Cover | 1 | - |  |
| Guide for FP Training Booklet Cover | 1 | - |  |
| **Additional Materials for display** |  |  |  |
| Building Safer Organizations Guidelines | 42 |  |  |
| No one to turn to- SCUK | 37 |  |  |
| To Complain or not Complain- HAP Report | 62 |  |  |
| **Facilitator PowerPoint** |  |  |  |
| Module 1 PPT : Opening and Introductions | 6 | 290 |  |
| Module 2 PPT: Understanding the basics | 17 | 1974 |  |
| Module 3 PPT: The Secretary General’s Bulletin | 16 | 929 |  |
| Module 4 PPT: Framework for Taking Action | 10 | 488 |  |
| Module 5 PPT: Responsibilities of the Focal Point | 17 | 756 |  |
| Module 6 PPT: Reporting and Investigations | 11 | 724 |  |
| Module 7 PPT: Receiving and Documenting Complaints | 21 | 1298 |  |
| Module 8 PPT: Victim Assistance Mechanism | 13 | 752 |  |
| Module 9 PPT: Focal Point as Messenger | 5 | 207 |  |
| **Facilitator Session Notes** |  |  |  |
| Facilitator Session Notes | 63 | 36.229 |  |
| **Participant Binder Documents** |  |  |  |
| PD 1.1: Agenda | 3 | 666 |  |
| PD 2.1: UDHR (Simplified) | 1 | 575 |  |
| PD 2.2: Conventions of the rights of the child (Simplified) | 1 | 145 |  |
| PD 2.3: CEDAW (Simplified) | 1 | 661 |  |
| PD 3.1: Agree/Disagree Statements | 2 | 679 |  |
| PD 3.2 Guide to Facilitating the Film | 35 | 12983 |  |
| PD 3.3: FAQs on SEA | 4 | 3531 |  |
| PD 3.4: Secretary-General’s Bulletin | 3 | 1191 |  |
| PD 3.5: IASC’s 6 Core Principles | 1 | 211 |  |
| PD 3.6: Statement of Commitment | 7 | 1496 |  |
| PD 4.1: Head of Office and RR’s Responsibilities | 1 | 377 |  |
| PD 4.2: RC and HC Responsibilities | 1 | 446 |  |
| PD 4.3: Generic RC Job Description | 1 | 128 |  |
| PD 5.1: TOR for PSEA Focal Points | 3 | 1272 |  |
| PD 5.2: TOR for PSEA Networks | 2 | 735 |  |
| PD 5.3: Kenya Code of Conduct | 12 | 3115 |  |
| PD 5.4: Kenya Interagency Protocols | 19 | 4676 |  |
| PD 6.1: BSO Complaints and Investigation Guidelines | 42 | 21955 |  |
| PD 7.1: IASC Model Complaints Referral Form | 2 | 416 |  |
| **Document name** | **Pages** | **Word Count** | **French** |
| PD 8.1: Victim Assistance Strategy | 4 | - |  |
| PD 8.2: Victim Assistance Guide | 32 | 7400 |  |
| PD 9.1: IASC Model Information Sheet for Communities | 2 | 781 |  |
| PD 11.1: Evaluation Form | 3 | 207 |  |
| Generic PSEA FP Binder Cover | 1 | - |  |
| **Participant Handouts** |  |  |  |
| HO 0: Daily Evaluation | 1 | 81 |  |
| HO 1.1: Assessment Test | 2 | 330 |  |
| HO 1.2: ECHA/ECPS Task Force Description | 1 | 359 | * \* |
| HO 2.1: Index cards | 1 | 229 |  |
| HO 2.2: GBV Facts, Statistics & Attitudes | 2 | 879 |  |
| HO 3.1: IASC Scenarios Blank | 2 | 953 |  |
| HO 3.2: IASC Scenarios Completed | 4 | 2431 |  |
| HO 4.1: PopAid Case Study | 2 | 971 |  |
| HO 4.2: Kenya Checklist | 14 | 4515 |  |
| HO 6.1: SEA Scenarios | 1 | 252 |  |
| HO 7.1: Assessment vs. Assumption | 1 | 110 |  |
| HO 7.2: Survivor-centered Approach | 7 | 1943 |  |
| HO 7.3: Advising vs. Informing | 1 | 282 |  |
| HO 7.4: Attending using SOLER | 3 | 856 |  |
| HO 7.5: Communication Dos and Don’ts | 1 | 252 |  |
| HO 7.6: Taking a Report from a Child | 1 | 318 |  |
| HO 7.7: Case Study 1 – Chantal’s Story | 1 | 576 |  |
| HO 7.8: Case Study 2 – Mrs. Kwazemara’s Story | 1 | 545 |  |
| HO 8.1: Service Provision Matrix | 1 | 14 |  |
| HO 10.1: Possible Elements of a Plan of Action | 3 | 263 |  |
| HO 10.2: Action Plan Format | 3 | 22 |  |
| HO 1.1: Assessment Test (blank) | 2 | 308 |  |
| HO 1.1 Assessment Test (answers) | 2 | 644 |  |
| **Sample Invitation Letter** |  |  |  |
| Focal Point invitation letter | 1 | 414 |  |
| **Sample Participant Application** |  |  |  |
| Focal Point Application | 1 | 130 |  |
| **Welcome pack** |  |  |  |
| PD 1.1: Agenda | 3 | 654 |  |
| Sample logistical letter | 2 | 394 |  |
| Sample welcome letter | 1 | - |  |
|  |  |  |  |
|  |  |  |  |
|  | **TOTAL:** |  |  |

\* Translation taken from the website contents under “Task Force”. As a result, the English version is slightly different from the French.