

PSEA Network Field Prevention and Mitigation Checklist				
Date of Observation:				
Name of Observing Agency:				
Name of Observing Staff:				
Governorate:				
District:				
Sub-District:				
Community/Village:				
In Camp/Off Camp:				
Type of Site:	Urban, rural, official camp, informal settlement, checkpoint, return area, area of new displacement, transit area, area of origin, other			
Site Name:				
<p>This checklist is designed to be used for the observation of operations to identify, prevent and mitigate potential SEA and SEA risk factors in ongoing field activities. The PSEA Network is available to provide technical assistance and support in helping to address identified gaps.</p>				
<p>In the following sections, complete all relevant sections for the service/activities you are observing on this date. For each statement, tick the box which corresponds to "yes" or "no." If a particular activity is not being observed, select "not applicable."</p>				
FOOD DISTRIBUTION				
		Yes	No	n/a
1	Food distributions take place in an open, safe space.			
2	There are separate distribution lines for male and female beneficiaries.			
3	There are humanitarian staff at the distribution site monitoring the distribution process.			
4	There are female staff present at the distribution site and involved in the distribution process.			
5	If problems and issues arose during distribution, they were handled by more than one person, and with the presence of a female employee if the beneficiary was a female.			
6	Is the distribution accessible by these groups? a) Women and girls b) Children c) Elderly Persons d) Persons with Disabilities e) Other			
7	If no, please explain:			
8	Did you observe the following at the distribution point? a) clear information on the timing and content of distribution b) clear procedures/information regarding the loss of a ration card c) information that aid is free d) information on available complaint mechanisms			

9	PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the distribution site and/or are included in distribution kits.			
<b>NFI DISTRIBUTION</b>		Yes	No	n/a
1	NFI distributions take place in an open, safe space.			
2	There are separate distribution lines for male and female beneficiaries.			
3	There are humanitarian staff at the distribution site monitoring the distribution process.			
4	There are female staff present at the distribution site and involved in the distribution process.			
5	If problems and issues arose during distribution, they were handled by more than one person, and with the presence of a female employee if the beneficiary was a female.			
6	Is the distribution accessible by these groups? a) Women and girls b) Children c) Elderly Persons d) Persons with Disabilities e) Other			
7	Did you observe the following at the distribution point? a) clear information on the timing and content of distribution b) clear procedures/information regarding the loss of a ration card c) information that aid is free d) information on available complaint mechanisms			
8	PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the distribution site and/or are included in distribution kits.			
<b>SHELTER</b>		Yes	No	n/a
1	Do you observe the following practices to ensure the <u>safety</u> of shelter residents? a) There are signs and lights in construction areas b) Contactors are working only when beneficiaries are <u>not</u> in their shelters c) IP team members are present			
2	If no, please explain:			
3	Do you observe the following practices to ensure the <u>privacy</u> of shelter residents? a) Vulnerable groups (such as women and girls, children, elderly persons, persons with disabilities) are given alternative shelter arrangements during shelter construction/repair activities b) Shelter units are not crowded (follow IOM standards)			
4	If no, please explain:			
5	Do you observe easy access to shelter by the following groups (for example the presence of ramps for persons with disabilities)? a) Women and girls b) Children			

	<ul style="list-style-type: none"> <li>c) Elderly Persons</li> <li>d) Persons with Disabilities</li> <li>e) Other</li> </ul>			
6	If no, please explain:			
7	<p>Do you observe any of the following harmful practices towards beneficiaries?</p> <ul style="list-style-type: none"> <li>a) Direct contact between IP teams or contractors/contractor workers with children</li> <li>b) Direct contact between IP teams (especially males) or contractors/contractor workers with teenage females</li> <li>c) Behaviours of intimidation or violence towards beneficiaries</li> </ul>			
8	If yes, please explain:			
9	As needed, the agency distributes additional plastic sheeting and other construction materials for privacy and safety needs.			
10	Shelter activities that involve direct contact with beneficiaries (and especially high risk activities such as off-site shelter repair projects) are carried out by a team with a female staff member and/or are closely supervised.			
11	Shelter activities that involve direct contact with beneficiaries are closely supervised.			
12	Full lighting, including at night, is provided on key access routes and at key facilities.			
13	<p>Did you observe the following at the shelter site?</p> <ul style="list-style-type: none"> <li>a) clear information on how shelter is allocated</li> <li>c) information that aid is free</li> <li>d) information on available complaint mechanisms</li> </ul>			
14	PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the shelter site.			
<b>WASH</b>		Yes	No	n/a
1	Water points, latrines, and other WASH facilities are located in secure areas (not remote, close to shelter/services, with privacy).			
2	If no, please describe:			
3	Water points, latrines, and other WASH facilities are easily accessible from shelter areas, schools, medical clinics, etc.			
4	If no, please describe:			
5	Latrines and other sanitary facilities including bathing areas are well demarcated and separated, with separate entries for men and women.			
6	Latrines and other sanitary facilities can be locked from inside.			
7	There is monitoring of queues at water points by staff to ensure security.			
8	Special measures are in place to ensure provision of water to those with access / movement difficulties (elderly persons, persons with disabilities, women and girls, child-headed households).			
9	Did you observe the following at the public WASH facility?			

	a) information that aid is free b) information on available complaint mechanisms			
10	PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the WASH facility.			
<b>HEALTH</b>		Yes	No	n/a
1	The health facility is easily accessible to women and girls.			
2	There are female medical staff present at the health facility.			
3	Examination and consultations are carried out in a private and confidential space and personal information is maintained confidentially.			
4	Confidential complaint mechanisms (confidential complaint box, PSEA reporting hotline, and others) are available to both men and women.			
5	Did you observe the following at the health facility? a) information that aid is free b) information on available complaint mechanisms			
6	PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the health facility.			
<b>CAMP MANAGEMENT</b>		Yes	No	n/a
1	Were the following groups included in the services and assistance provided in the camp? a) Women and girls b) Children c) Elderly Persons d) Persons with Disabilities e) Other			
2	If no, please explain:			
3	Do you observe privacy in the camp_for the following groups? a) Women and girls b) Children c) Elderly Persons d) Persons with Disabilities e) Other			
4	If no, please explain:			
5	Do you observe security when using WASH facilities in the camp for the following groups (for example facilities are separate for men and women, have locks, queues are monitored, etc.)? a) Women and girls b) Children c) Elderly Persons d) Persons with Disabilities e) Other			

6	If no, please explain:			
7	Do you observe any of the following harmful practices towards beneficiaries? a) Direct contact between IP teams or contractors/contractor workers with children b) Direct contact between IP teams (especially males) or contractors/contractor workers with teenage females c) Behaviours of intimidation or violence towards beneficiaries			
8	If yes, please explain:			
9	Camp residents have easy access and communication pathway to camp management for complaints and requests.			
10	There is female representation in camp management.			
11	There are awareness raising sessions / visible materials in the camp surrounding topics of gender, protection, and prevention of sexual exploitation and abuse.			
12	Safe child-care facilities are provided.			
13	Community members, especially women, are actively involved in the security matters in the camp.			
14	Did you observe the following at the camp site/facility? a) information that aid is free b) information on available complaint mechanisms			
15	PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the camp.			
<b>PROTECTION</b>		Yes	No	n/a
1	Are activities provided in a safe and secure environment, accessible for all, including persons with disabilities?			
2	If no, please explain:			
3	Do you observe staff making or receiving referrals for protection services (including specialized protection services such as child protection and gender-based violence)?			
4	All case management services are carried out in a safe and confidential space that protects privacy.			
5	If no, please explain:			
6	As far as possible, male and female staff are present in protection teams.			
7	For any protection related activities (such as awareness raising sessions, community consultations, FGDs), PSEA awareness materials (such as pamphlets/banners) and reporting hotline is visible/provided to beneficiaries.			
<b>GENERAL OBSERVATIONS</b>		Yes	No	n/a
1	Do you observe any of the following problems? (select all that apply) a) bad treatment of beneficiaries by staff b) lack of information (beneficiaries seem confused) c) very long distribution process (long waiting lines) d) security concerns (site physically not safe)			

	e) remote service/distribution site f) no separate lines for men and women g) no accessibility support for persons with disabilities and other vulnerable groups h) Other (specify):			
2	If yes, please explain or describe other:			
3	Did you at any point observe a humanitarian actor asking for something in return for providing assistance/services?			
4	If yes, please explain:			
<b>ADDITIONAL COMMENTS</b>				
1	Please provide additional details for any of the above, or share observations otherwise not mentioned.			
	<i>Free text</i>			