

## Essential Actions to Be Undertaken by Key Actors

	Stage of Emergency	
	Pre-Emergency/Preparedness	Emergency/Stabilized Stage
<b>4. CLUSTER/SECTOR LEAD AGENCIES (CLA)</b>		
<b>Element 1: Assessment, Analysis and Strategic Planning</b>		
Ensure Heads of Agencies—particularly of UNCHR (as global protection lead) and UNICEF and UNFPA (as global GBV co-leads)—refer to the Guidelines in HCT/ICWG meetings and other forums to raise awareness and engagement among peers	✓	✓
<b>Element 2: Resource Mobilization</b>		
Leading by example, include relevant GBV Guidelines' recommendations in funding proposals	✓	✓
<b>Element 3: Implementation</b>		
<b>► Programming</b>		
Ensure the Guidelines' recommendations are integrated into programme responses across all humanitarian sectors addressed by the CLA	✓	✓
Employ and retain women and other at-risk groups as staff members	✓	✓
Pre-position age-, gender-, and culturally sensitive GBV-related supplies where necessary and appropriate	✓	
<b>► Policies</b>		
Develop and implement agency and global cluster policies, plans and proposals to ensure that GBV prevention, mitigation and (as appropriate) response is integrated across all CLA programmes (e.g. recruitment and HR policies, procurement policies as well as programming response)	✓	✓
<b>► Communications and Information Sharing</b>		
In the field, ensure there are sufficient copies of GBV Guidelines for CLA programming staff and partners	✓	✓
Ensure that CLA programme staff and managers have been trained in and use the Guidelines	✓	✓
From the start of the response, include regular reporting on GBV trends and prevention, mitigation and—for some clusters/sectors—response services for survivors in progress reports	✓	✓
<b>Element 4: Coordination with Other Humanitarian Sectors</b>		
Engage with the GBV coordination mechanism's CLAs and the Protection Cluster/Sector as resources for the implementation of the Guidelines across all sectors	✓	✓
Proactively support cross-cluster/sector, multi-agency approaches to addressing GBV prevention, mitigation and response in the HCT/ICWG and other inter-cluster/sector forums	✓	✓
<b>Element 5: Monitoring and Evaluation</b>		
Include relevant indicators from the Guidelines in all CLA monitoring frameworks and monitor and report on them regularly	✓	✓
Include evaluation questions relating to GBV prevention, mitigation and—for some clusters/sectors—response services for survivors into agency evaluations	✓	✓

## 5. CLUSTER/SECTOR COORDINATORS

### Element 1: Assessment, Analysis and Strategic Planning

Introduce the Guidelines in the first days of the response in cluster/sector meetings (sharing information about the various communication media through which partners can access them, such as print, Internet, phone apps, etc.)	✓	
Work with GBV specialists to develop GBV assessment questions and to advise on appropriate methods of data collection for cluster/sector-specific assessments	✓	✓
Include relevant Guidelines' recommendations in cluster/sector guidance for conducting the 3/4/5Ws	✓	✓

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## Essential Actions to Be Undertaken by Key Actors

### 5. CLUSTER/SECTOR COORDINATORS (continued)

#### Element 2: Resource Mobilization

	Stage of Emergency	
	Pre-Emergency/Preparedness	Emergency/Stabilized Stage
Use information collected on GBV risk factors and other GBV-related issues when drafting cluster/sector-specific proposals. Draw on the Guidelines' recommendations (contextualized for the particular setting) to inform funding proposals	✓	✓
Submit joint proposals of cluster/sector partners to ensure that GBV has been adequately addressed in the cluster/sector programming response	✓	✓
Work with national cluster/sector counterparts at different levels of government to ensure that different cluster/sector programming policies and plans include strategies for ongoing budgeting for GBV activities	✓	✓

#### Element 3: Implementation

##### ► Programming

Promote the employment and retention of women and other at-risk groups as members of staff, and advocate for their active participation and leadership in all cluster/sector-related community activities	✓	✓
Work with the GBV coordination mechanism to contextualize the Guidelines for the setting and for each cluster/sector	✓	✓
Advocate for cluster/sector partners to reference the Guidelines to inform their programming responses: <ul style="list-style-type: none"> <li>Attend training on the Guidelines and support cluster/sector membership to attend trainings on the Guidelines</li> <li>Promote guiding principles for working with GBV survivors into all responses</li> <li>Plan and implement programmes in an inclusive way so that women, girls and other at-risk groups contribute to programme design and implementation</li> </ul>	✓	✓
Develop cluster/sector strategies that specifically note GBV risks and how cluster/sector programmes can address these	✓	✓
Take advantage of GBV specialists to enhance cluster/sector programming interventions	✓	✓

##### ► Policies

Support the revision and adoption of national, local and customary laws and policies relevant to the cluster/sector that promote and protect the rights of women, girls and other at-risk groups	✓	✓
Develop and implement cluster/sector work plans with clear milestones that include GBV-related inter-agency actions	✓	✓
Drawing, as necessary, upon GBV specialists or cluster/sector staff who have attended Guidelines trainings, incorporate relevant GBV prevention and mitigation strategies into cluster/sector policies, standards and guidelines and circulate them widely ( <i>e.g. standards for equal employment of men and women; procedures to share information on GBV incidents; cluster/sector procedures to report, investigate and take disciplinary action in cases of sexual exploitation and abuse</i> )	✓	✓

##### ► Communications and Information Sharing

Share experience of integrating the Guidelines' recommendations into different cluster/sector responses and how this has contributed to an effective response	✓	✓
Share cluster/sector strategies that address GBV risks with global clusters and in inter-cluster/sector meetings	✓	✓

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## Essential Actions to Be Undertaken by Key Actors

### 5. CLUSTER/SECTOR COORDINATORS (continued)

#### Element 4: Coordination with Other Humanitarian Sectors

	Stage of Emergency	
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<p>For all cluster/sector coordinators:</p> <ul style="list-style-type: none"> <li>• Raise awareness of the Guidelines—particularly cluster/sector specific guidance—within cluster/sector working group meetings</li> <li>• Use relevant recommendations to inform cluster/sector contingency planning and response scenario development</li> <li>• Refer to the Guidelines in meetings with national counterparts to ensure they are aware of, and use, them for emergency preparedness and trainings</li> <li>• Designate a focal point to engage with the GBV coordination mechanism and act as a communication channel for each cluster/sector on GBV-related issues</li> <li>• Liaise with the GBV coordination mechanism for updated referral information on where survivors who report GBV can receive appropriate care</li> </ul>	✓	✓
<p>For the Protection Cluster/Sector coordinator:</p> <ul style="list-style-type: none"> <li>• Be a strong ally in implementing the Guidelines in humanitarian action, supporting the GBV coordination mechanism in its leadership of the implementation process and modelling good practice by incorporating the Guidelines' recommendations into protection work</li> </ul>	✓	✓

#### Element 5: Monitoring and Evaluation

Integrate relevant, contextualized indicators from the Guidelines into regular cluster/sector monitoring activities and share reports with GBV coordination mechanisms, HCT/ICWG and other stakeholders		✓
Develop monitoring systems that allow the cluster/sector to track their own GBV-related activities (e.g. including GBV-related activities in the 3/4/5Ws)		✓
Advocate for the inclusion of questions on the extent to which GBV has been prevented, mitigated and (if relevant) responded to in all cluster/sector assessments and evaluations		✓

### 6. GBV COORDINATION MECHANISM<sup>10</sup>

#### Element 1: Assessment, Analysis and Strategic Planning

As far as possible, ensure GBV specialists—and, where relevant, other GBV surge capacity—are available to support the HC, OCHA and clusters/sectors to develop and contextualize GBV components of assessments (multi-sectoral and sector-specific)	✓	✓
<p>Share any existing data (on the nature and scope of GBV, high-risk groups, vulnerability factors, etc.) to inform assessments, Preliminary Scenario Definitions, and funding proposals</p> <ul style="list-style-type: none"> <li>• Ensure that data are collected and shared according to safety and ethical standards</li> <li>• Raise awareness that lack of data does not mean lack of incidence of GBV, and that provision of services often results in increased levels of reporting</li> </ul>	✓	✓

#### Element 2: Resource Mobilization

<p>Engage and build relationships with donors around use of the Guidelines as part of their funding criteria</p> <ul style="list-style-type: none"> <li>• Share any relevant GBV data with donor representatives and advocate that GBV Guidelines' recommendations inform their funding decisions</li> <li>• Where appropriate, advocate for funding to GBV-specialized programming proposals and themes</li> </ul>	✓	✓
Develop joint proposals with clusters/sectors, drawing on the Guidelines' recommendations and ensuring comprehensive and coordinated action	✓	✓

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<sup>10</sup> The responsibilities listed here are specific to the implementation of these Guidelines. For more comprehensive information about the roles and activities of the GBV coordination mechanism, see: **GBV AoR. 2015. Handbook for Coordinating Gender-Based Violence Interventions in Humanitarian Settings**, <[www.gbvguidelines.org](http://www.gbvguidelines.org)>