

VAWG

Measuring the Economic Costs of Violence Against Women and Girls

Facilitator's Guide

GDP



The Commonwealth

Measuring the Economic Costs of Violence Against Women and Girls

FACILITATOR'S GUIDE

© Commonwealth Secretariat 2022

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Acknowledgments

The lead authors of this Facilitator's Guide were Dr Vasantha Chase and Dr Shelene Gomes.

The lead expert on the EconVAWG methodology and framework was Dr Bazlul Khondker; country leads were Dr Gerard Adonis (Seychelles) and Ms Jeanette Bloem Lehasa (Lesotho); and Ms Samantha Mackay, co-founder of Apteligen Limited, led on the development of the EconVAWG tool. Each of them wrote parts of, and contributed to all aspects of, this document.

The Guide and associated tools were peer-reviewed by Mr Akeem Rahman, Economic Adviser in the Economic Policy and Small States Section of the Commonwealth Secretariat; Ms Davina James-Hanman, specialist in the reduction and prevention of violence against women; and staff of the Gender Section of the Commonwealth Secretariat. This resource was also validated in Seychelles and Lesotho.

We note with thanks the contributions and guidance provided by all involved in this project. Special thanks go to the Ministry for Youth, Sports and Family in Seychelles and the Ministry of Gender and Youth, Sport and Recreation in Lesotho for ongoing co-operation and support in relation to the EconVAWG project and the development and validation of the Facilitator's Guide.

Foreword

Violence against women and girls (VAWG) is a key public health issue and a violation of human rights, affecting 30 per cent of women globally during their lives. VAWG impairs or nullifies women's enjoyment of their human rights and freedoms, including, among others, the right to life; the right to equality; the right to liberty and security of person; the right to equal protection under the law; the right to be free from all forms of discrimination; the right to the highest standard attainable of physical and mental health; the right to just and favourable conditions of work; the right not to be subjected to torture or other cruel, inhuman or degrading treatment or punishment.¹

VAWG also affects women's economic empowerment and is one of the most significant barriers to gender-inclusive democratic processes and economic development. Addressing and eliminating VAWG is crucial to fulfilment of the Commonwealth Charter² and the Commonwealth Priorities for Gender Equality. Ending VAWG is also vital to achieve Sustainable Development Goal (SDG) 5, *Achieve gender equality and empower all women and girls*, and the remaining 16 SDGs.³

The Commonwealth Secretariat's project on the Economic Cost of VAWG (EconVAWG) seeks to contribute to efforts to end VAWG by developing a ground-breaking framework – complementary to those based on needs and justice – that determines the economic cost of VAWG for various sectors in the economy, and ultimately for the state. Estimating the full cost of VAWG enables governments to understand the cost of inaction and failure of VAWG prevention and provides a basis for selecting appropriate interventions and policies.

Purpose of the Facilitator's Guide

The EconVAWG methodology was piloted in Seychelles (2019)⁴ and Lesotho (2020),⁵ and this Guide has been developed in response to the need to enable as many Commonwealth small states as possible to gather and analyse data pertinent to VAWG prevalence, as well as to facilitate estimation of the economic and financial burden of VAWG.

The Guide provides comprehensive guidance on the steps necessary in estimating the economic costs of VAWG, including real live examples on how to overcome possible challenges. It provides advice on how to estimate micro-, meso- and macro-level costs related to direct, indirect and induced costs; and helps with the identification of necessary resources and how to assign values to these. The EconVAWG assessment is based on both qualitative and quantitative indicators and indices that reflect a country's gross domestic product with regard to costs involved in addressing VAWG.

Furthermore, the Guide also aids with the designing of the preparatory stage, as well as suggesting possible follow-up activities once the costing is completed.

1 United Nations Human Rights Office (1993) *Declaration on the Elimination of Violence Against Women*. Adopted by United Nations General Assembly Resolution 48/04. <https://www.ohchr.org/en/instruments-mechanisms/instruments/declaration-elimination-violence-against-women>

2 <https://thecommonwealth.org/charter>

3 <https://sdgs.un.org/goals>

4 Commonwealth Secretariat (2019) *The Economic Cost of Violence Against Women and Girls: A Study of Seychelles*. London: Commonwealth Secretariat.

5 Commonwealth Secretariat (2020) *The Economic Cost of Violence Against Women and Girls: A Study of Lesotho*. London: Commonwealth Secretariat.

The Guide is designed to be a living document that will be revised and added to in future. Its use will be supported by training and technical assistance to further build capacity in the Commonwealth to effectively address VAWG.

Who should use the Facilitator's Guide?

The primary audience for this Guide is government researchers and policy-makers who are responsible for formulating responses on how to address VAWG, to better inform prevention and protection interventions to reduce and eventually eliminate the issue; as well as those responsible for producing country reporting on international mechanisms including the SDGs.

As VAWG also has significant adverse economic impacts on survivors, their family members, communities and ultimately the state, the Guide will also be helpful for those who are responsible for the formulation of national development strategies as well as following up on implementation.

However, this Guide will also be relevant to all researchers who need to identify the costs of VAWG, as well as persons and organisations involved in policy advocacy.

The framework is based on a systematic and participatory process to be carried out by the country using an inclusive process based on multistakeholder and multidisciplinary consultations.

How to use this Facilitator's Guide and what tools are included

This Guide provides step-by-step guidance on how to prepare and carry out the process of estimating the economic costs of VAWG. It also provides information on policy assessment, review and implementation tools for use in addressing and eradicating VAWG.

It is recommended that Sections 1 and 2 be read by the team that is assembled to undertake the EconVAWG exercise. These two sections provide the context necessary to understand the EconVAWG framework, which is a critical step before proceeding to applying the methodology.

Section 1 presents background information related to VAWG, the economic costing of VAWG and the EconVAWG project.

Section 2 focuses on the EconVAWG methodology and framework, including information on the structure, the types of cost approach, categories of costs, levels of cost estimation, and operationalisation of the methodology and framework.

Section 3 is the crux of the Guide and presents the five steps:

1. Preparation – desk review and initial assessment of VAWG in-country;
2. Data collection and preparation for simulation of EconVAWG;
3. EconVAWG estimation and simulation;
4. Evaluation and validation of data from the EconVAWG estimation and simulation;
5. Evaluation of existing policies and interventions against data from the simulation of EconVAWG.

Section 4 provides an overview of the major advantages of the EconVAWG methodology and framework and identifies challenges and opportunities both in strengthening the framework and in countries' data collection and organisational readiness to implement the framework.

Also provided are guides, customisable guidelines, tools and templates relevant to the tasks of data collection, estimating the economic costs of VAWG and post-assessment. Details of these resources are given in the annexes to this Guide: they are either included in full within this document (see Annexes 8, 9 and 10) or else are both downloadable from the Guide's [webpage](#)⁶ and included in this document as an attachment (in most PDF-reader software these can be accessed via a paperclip icon in the top-left corner).

All tools, resources and annexes are listed below.

Section 3 – Step 5	Tools to evaluate policies, legislation and interventions on VAWG
Annex 1	Checklist of guides and templates for each step in the methodology
Annex 2	PowerPoint presentations
Annex 3	Guidelines for secondary data collection
Annex 4	Primary data collection guidelines
Annex 4a	Household survey guidelines
Annex 4b	Household survey instrument
Annex 5	Focus group discussion guidelines
Annex 6	Simulation templates
Annex 7	Useful references
Annex 8	Manual for conducting the household survey
Annex 9	Primary data collection: Steps involved in conducting the household survey
Annex 10	Metadata guide

Furthermore, the Guide's webpage provides the PROTO Social Accounting Matrix (SAM) Model as well as the MS Excel tool for estimation of the economic costing of VAWG.

6 <https://thecommonwealth.org/economic-costs-violence-women-girls>

Abbreviations and definitions

12WAMM	12th Women's Affairs Ministerial Meeting
AIDS	Acquired Immune Deficiency Syndrome
Baseline Survey	A primary data collection method used to supplement and fill gaps that may have been identified in the data available in country. This could be gaps in the administrative data or in information around prevalence rates of VAWG. Data on experiences of violence and the associated personal costs incurred as a result of violence is collected.
CEDAW	Convention on the Elimination of All Forms of Discrimination Against Women
CGE	General Equilibrium Model. A class of economic model that uses actual economic data to estimate how an economy might react to changes in policy, technology or other external factors.
CHOGM	Commonwealth Heads of Government Meeting
COVID-19	SARS-CoV-2 Novel Coronavirus
CSO	Civil Society Organisation
DALY	Disability-Adjusted Life Year
DHS	Demographic and Health Survey
Direct cost	Cost of medical treatment for various types of physical and mental abuse, including medical bills for physical wounds; psychosocial care bills; law/police; loss of income owing to absence from work.
EconVAWG	The Commonwealth Secretariat's framework/ methodology for measuring the economic cost of VAWG. It applies an economy-wide modelling approach that will enable the capture of important linkages and secondary effects to assess the full impact of VAWG. Estimating the full cost of VAWG will in turn enable governments to understand the benefits of prevention and/or management of VAWG. It will also provide a basis for evidence-based decision-making, which is essential for choosing particular interventions and/or policies. In order to capture structural interlinkages within the real economy, and calculate the full economic cost of VAWG, the framework incorporates 1) direct and 2) indirect costs while capturing 3) induced costs that show how loss in consumption demand leads to further losses in output in the real economy.

Expert Group	The Expert Group should be made up of senior technical officers of the agencies represented by the VAWG Advisory Committee and/or other relevant and appropriate NGOs and private sector entities. It should be convened based on suggestions from local authorities and the consultant(s). It is critical to the success and accuracy of the data collected for the costing exercise.
Endogenous accounts	Economic activities identified in the national accounts, considering factors of production [labour and capital] and households. This is a type of macroeconomic data from the SAM that will be needed in the economic costing of VAWG.
Exogenous accounts	Composed of policy variables such as, but not limited to, government expenditure, investment, exports. This is a type of macroeconomic data from the SAM that will be needed in the economic costing of VAWG.
FGD	Focus Group Discussion
FGM/C	Female Genital Mutilation/Cutting
GDP	Gross Domestic Product
GTAP	Global Trade Analysis Project
HIV	Human Immunodeficiency Virus
Household survey	A primary data collection method by household. If a baseline is available, this survey is referred to as a 'household survey,' used to supplement and fill gaps that may have been identified in the data available in country.
ILO	International Labour Organization
Indirect cost	Measures the reduction of GDP through linkages between the income generation process and reduction in effective demand owing to loss of female work days. Loss of female work days translates to reduced income and hence loss of private consumption, which will lead to decline in both effective demand and subsequently GDP through their interdependence in the circular flow of income generation.

IOM	Input–Output Matrix. This usually captures the production structure of an economy for a particular year describing production technologies and ensuring equality of supply to demand for all sectors of activities classified in that economy.
Induced cost	Denotes a further reduction (i.e. second-round effects) in GDP owing to loss of demand for the products (unaffected in the first round) that are interdependent with the products affected indirectly.
IPV	Intimate Partner Violence
NGO	Non-Governmental Organisation
Operational cost	Cost to operate state services (e.g. hospitals, police, shelters, schools) within the four sectors of health, education, police/judiciary and social services. One of the three 'building blocks' of EconVAWG to measure the direct cost of VAWG.
Proportional operating cost	Based on identifying the share of survivors in the total number of service recipients (e.g. 30 per cent of the total social services budget spent for survivors).
Quality control	Can be done in the survey in the form of a pilot survey.
SAM	Social Accounting Matrix. This accounting approach identifies and calculates the direct and indirect costs of VAWG as well as the induced costs based on national-level data from health, law and justice, education and social services. The SAM is calculated from the IOM. This matrix documents unit costs and services.
School violence	Violence experienced at school.
SDG	Sustainable Development Goal
SDG 5	Achieve Gender Equality and Empower All Women and Girls.
SDG 16	Promote Just, Peaceful and Inclusive Societies.
SDG 17	Strengthen the Means of Implementation and Revitalize the Global Partnership for Sustainable Development.

Simulation	The economic costing of VAWG from data in the SAM.
UK	United Kingdom
UN	United Nations
UNFPA	United Nations Population Fund
Unit cost approach	Estimates the cost of a certain service package provided to a survivor in a certain case (e.g. per day hospital cost, medical service package for a survivor with grievous injuries). One of the three 'building blocks' of EconVAWG to measure the direct costs of VAWG.
VAWG	Violence Against Women and Girls
VAWG Advisory Committee	The VAWG Advisory Committee should be made up of senior policy-makers from relevant agencies that work directly with VAWG. It is envisaged that this VAWG Advisory Committee will have access to the cabinet of ministers and be able to mobilise the necessary resources for undertaking the economic costing. It should also provide the necessary support to collection of the necessary data and as such should also include NGOs and private entities involved in interventions in VAWG.
WHO	World Health Organization
Workplace Violence	Violence experienced in the workplace.

1. Background and introduction

1.1 Violence against women and girls: a global perspective

Violence against women and girls (VAWG)⁷ is a global problem. Worldwide, an estimated one woman in three will experience VAWG during her lifetime. The United Nations (UN) defines VAWG as 'any act of gender-based violence that results in, or is likely to result in, physical, sexual, or mental harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life.'⁸ The types of violence this definition encompasses are:

- physical;
- sexual;
- emotional; and
- economic.⁹

VAWG statistics indicate that around 35 per cent of women (over one in three) will experience non-partner sexual violence and either sexual intimate or physical partner violence in their lifetime. Intimate partner violence (IPV) makes up the majority of this violence. Nearly a third of women around the world who have been in a relationship report some kind of sexual and/or physical violence from their partner throughout their life.¹⁰ Other forms of violence against women include sexual trafficking, sexual exploitation and other practices such as child or forced marriage following rape or abduction, and female genital cutting/mutilation (FGM/C). Around the world, approximately 130 million women and girls have experienced FGM/C; and 80 per cent of people who are trafficked are women. Other less recorded forms of VAWG include femicide, economic abuse, emotional abuse, prenatal sex

selection, crimes committed for 'honour,' political violence, female infanticide, acid-throwing, dowry-related violence and elder abuse. Certain groups of girls and women, such as those with disabilities, migrants, HIV-positive women and those in areas of conflict, may be at more risk than others.¹¹

Apart from the obvious physical and emotional toll violence exacts on women and girls, VAWG is destabilising and dehumanising for families and communities. There is also an economic cost to societies and countries that spirals out from that first punch inflicted on a woman or child.¹²

Figure 1 presents the economic cost of violence against women in selected countries from studies in 2009–2017. 'While the studies used in this graphic all deal with the economic cost of violence against women, the focus of each study was not necessarily the same. The range of focus areas included the following: costs of gender-based violence; costs of VAWG to individuals, non-state actors, and state actors; cost of lost earnings due to partner violence; costs for businesses due to a reduction in labour productivity as a result of violence against women; and costs of intimate partner violence to households and communities.'¹³

Figure 1 demonstrates the scale and severity of the problem. In 2016 alone, the UN estimated that the global cost of VAWG in particular was US\$1.5 trillion.¹⁴ VAWG is one of the most pervasive human rights violations, having a detrimental impact on the rights of women and girls to non-discrimination, equal protection before the law and equality before the law; the right not to be subject to torture or to cruel, inhuman or degrading treatment or punishment; the right to life; the right to health; and the right to liberty and security of person. As such, VAWG has numerous damaging consequences for the welfare of women and girls, affecting their physical, mental and sexual

7 Girls are categorised as aged 15 and above, in line with Sustainable Development Goal (SDG) 5: To achieve gender equality and empower all women and girls.

8 WHO (World Health Organization) 'Violence Against Women'. https://www.who.int/health-topics/violence-against-women#tab=tab_1 (accessed 1 December 2020).

9 Commonwealth Secretariat (2019) *The Economic Costs of Violence Against Women and Girls: A Study of Seychelles*. London: Commonwealth Secretariat.

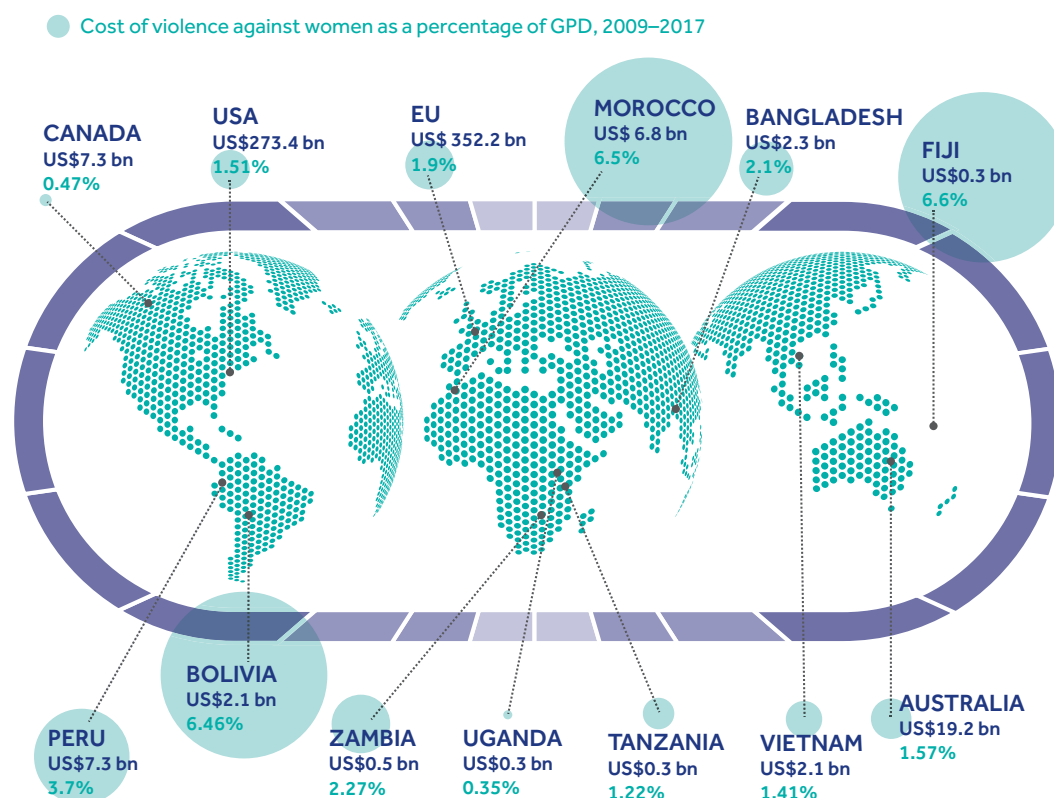
10 The Empowered Me 'Violence Against Women: The Different Types, the Laws, and How It Can Be Ended'. <https://theempoweredme.com/violence-against-women/> (accessed 4 January 2021).

11 Ibid.

12 Anstey, C. (2013) 'The Price of Violence Against Women and Girls'. World Bank Opinion. www.worldbank.org/en/news/opinion/2013/03/07/putting-a-price-on-violence-against-women-and-girls

13 CARE International (2018, 13). *Counting the Cost: The Price Society Pays for Violence Against Women*. Geneva: CARE International (p.13).

14 Ibid. (p.13).

Figure 1: Economic cost of violence against women in selected countries, 2009–2017¹⁵

wellbeing.¹⁶ During the national lockdowns imposed following the COVID-19 pandemic, calls to VAWG support services increased in many countries. Several Commonwealth member countries have recorded an increase in their VAWG rate. Table 1 presents the available information for select Commonwealth countries.

The high prevalence of VAWG and its many negative short- and long-term consequences mean that the economic costs for the individual, family, community and state are substantial. Hence, estimating the economic burden is important for several reasons:

- To raise awareness of the current severity of the problem;
- To assist policy-makers and government officials in prioritising funding in this area;

- To develop preventive services and other programmes that place the problem in the context of other public health concerns; and
- To provide data for economic evaluations of interventions to reduce or prevent child maltreatment.¹⁷

Understanding the extent and costs of VAWG is vital for economic growth. This need is particularly pertinent in the context of COVID-induced economic crisis. Figure 2 demonstrates the multisectoral impacts of VAWG.

Meanwhile, it is recognised that the human costs of VAWG go beyond what can be accounted for in economic terms. Furthermore, the adverse emotional effects of VAWG are cross-cultural. They are present at the micro (individual), meso (community) and macro (national) levels. An economic as well as an affective understanding of the effects of VAWG will, therefore, present a holistic view of the scope of the problem, along with methods and recommendations towards achieving gender equality.

¹⁵ Ibid. (p. 3).

¹⁶ 11th WoMen's Affairs Ministers' Meeting (2016) 'Commonwealth Priorities for Gender Equality and Women's Empowerment 2017–2020 and Beyond'. Samoa, 5–8 September.

¹⁷ Commonwealth Secretariat with exceptions identified.

Table 1: VAWG during the COVID-19 pandemic¹⁸

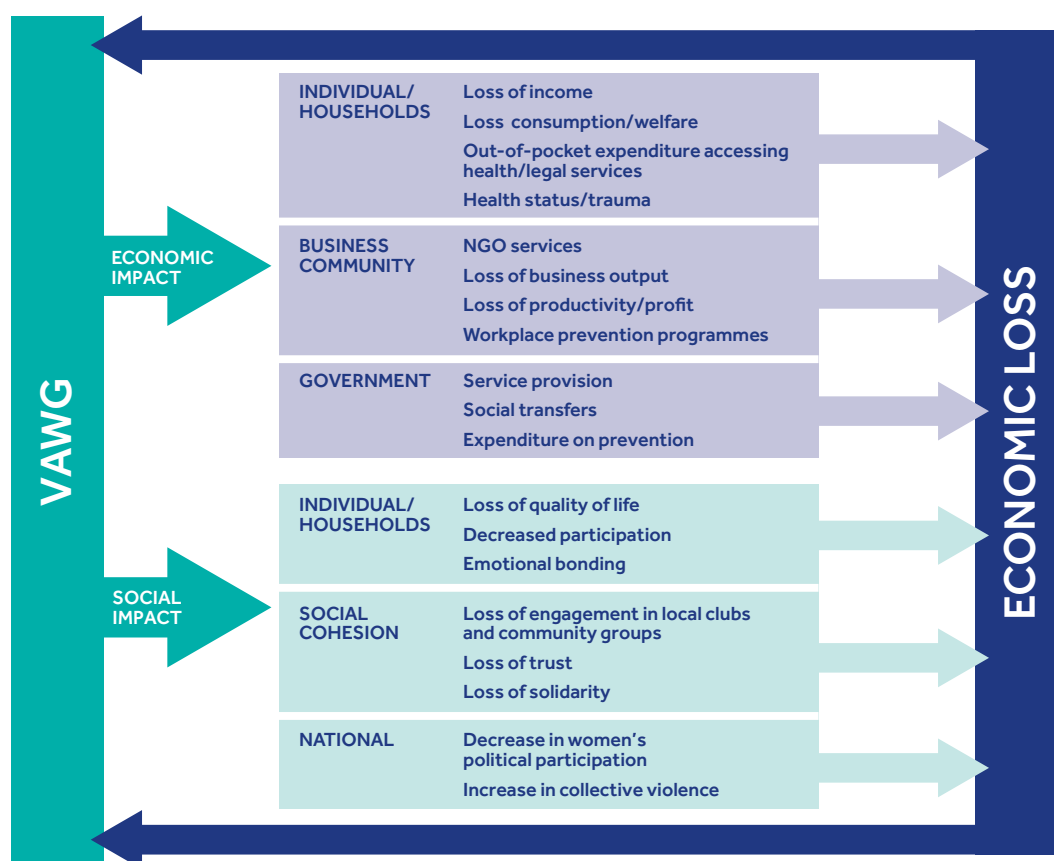
Region	Diverse data points by country
Africa	<p>Rwanda</p> <p>Rwanda Investigation Bureau noted a more than two-fold increase in incoming calls related to VAWG.</p> <p>Nigeria</p> <p>Lagos State Domestic and Sexual Violence Response Team was so inundated with calls that two additional lines were added to complement the existing one.</p> <p>Lesotho¹⁹</p> <p>After two weeks of lockdown (29 March–21 April 2020), 18 cases were reported.</p> <p>South Africa</p> <p>In the first days of the lockdown, the South African Police Service received more than 2,000 complaints related to VAWG, resulting in figures 37 per cent higher than the weekly average of VAWG cases reported to the police in 2019. Furthermore, the National Gender-Based Violence Command Centre has received 300 per cent more calls related to VAWG.</p>
Asia	<p>Bangladesh</p> <p>In Rohingya camps, there is evidence of an increase in the rates of child marriage and VAWG.</p> <p>India</p> <p>The National Commission for Women, the Indian government body that receives complaints of VAWG from all parts of the country, recorded a more than 200 per cent increase during the lockdown, including a sharp rise in complaints of rape or attempted rape.</p> <p>Malaysia</p> <p>The hotline operated by the Women and Family Development Ministry saw a 57 per cent increase in calls from women in distress up to 26 March 2020.</p>
Caribbean and Americas	<p>The Bahamas</p> <p>The stay-at-home measure resulted in increased VAWG rates.</p> <p>Canada</p> <p>In Toronto, the police recorded a 22 per cent increase in VAWG. The Ministry for Women confirmed that in some places calls for help went up by 400 per cent. This shocking reality is also reflected in the rates of Canadian women concerned about the possibility of VAWG: 1 in 10 surveyed women were very or extremely concerned about this risk.</p>
Europe	<p>Cyprus</p> <p>Calls to a VAWG helpline went up by 30 per cent in the first few weeks after stay-at-home-measures were imposed...</p> <p>UK</p> <p>Helplines and online requests for help in the UK increased by between 25 per cent and 150 per cent. More than 75 per cent of women responding to a survey on VAWG in April confirmed that domestic abuse was escalating and 72 per cent said that their abuser had more control over their life and refuges were running out of space. At the end of the VAWG spectrum, that increase claims women's lives. According to the Counting Dead Women project, the number of women killed by men between 23 March and 12 April 2020 was 200 per cent of an average femicide rate over the past 10 years.</p>

18 Information on Lesotho, Argentina and France is sourced from UN Women (2020) 'The Shadow Pandemic: Violence Against Women and Girls and COVID-19'. 6 April. <https://www.unwomen.org/en/digital-library/multimedia/2020/4/infographic-covid19-violence-against-women-and-girls>

19 Fang, X.M., Brown, D.S., Florence, C.S. and Mercy, J.A. (2012) 'The Economic Burden of Child Maltreatment in the United States and Implications for Prevention'. *on Child Abuse & Neglect* 36(2): 156–165.

Table 1: (Continued)

Pacific	<p>Australia</p> <p>Google searches on the subject of VAWG increased by 75 per cent in Australia; 40 per cent of VAWG frontline workers reported increases in pleas for help and 70 per cent said there was an increase in the complexity of cases. The Australian's government's Safer Pathways programme for female domestic and family violence victims noted an increase of 11 per cent in the number of referrals on the same period in the previous year.</p> <p>Fiji</p> <p>The Ministry for Women, Children and Poverty Alleviation announced that, in April 2020, there was a significant increase in calls to the national VAWG helpline, with 75 per cent of women reporting physical violence.</p> <p>New Zealand</p> <p>The Women's Refuge saw a 20 per cent increase in calls, and police investigations related to VAWG increased by 22 per cent on previous years.</p>
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Figure 2: The multisectoral impacts of VAWG²⁰

20 University of Limerick and NUI Galway (2019) *Economic and Social Costs of Violence Against Women in South Sudan: Summary Report*. Galway: NUI Galway (p.9). At the government level, the economic impact will also be loss of gross domestic product (GDP). Additional losses at the personal level include learning time losses, leisure time losses and property damage.

1.2 Economic costing of VAWG: review of existing methods

There are multiple methodologies for estimating the costs of VAWG. A literature review indicates that studies conducted so far have focused mostly on the direct cost, with few studies also attempting

Box 1: The human costs of VAWG²¹

At the household and individual levels, VAWG leads to mental trauma and feelings of unworthiness among women and children. These environments have additionally led to substance abuse and suicidal behaviours. For children, violence impacted on school attendance, leading to poor performance as well as intergenerational cycles of abusive behaviours. In the case of women, risk factors associated with being subjected to violence as adults included witnessing violence in the home between parents and parental figures or being sexually abused as children. Conversely, some women and men who had survived childhood abuse consciously attempted to break cycles of violence into adulthood.

to measure indirect costs. However, none of these methodologies can capture the full economic impact of VAWG, owing to lack of data and their inability to capture sectoral linkages. This, then, is the aim of the Commonwealth Secretariat's Economic Cost of VAWG (EconVAWG) framework.²²

There are three main elements to the methodologies used, so far, to cost VAWG:²³

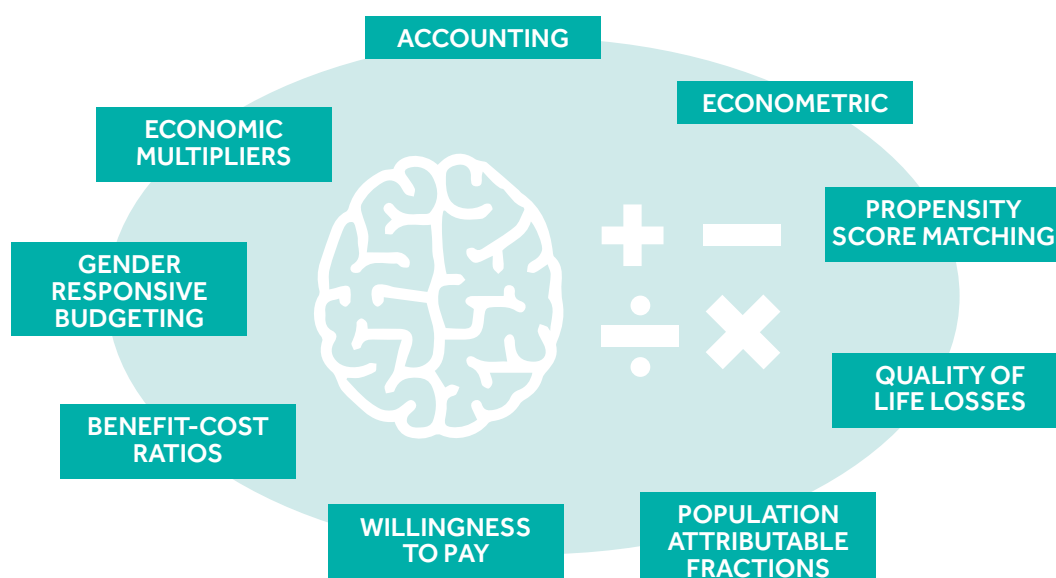
1. All studies use some kind of survey in order to obtain the information about prevalence and incidence of VAWG, often a national random sample survey of violence against women or sometimes smaller, more localised, surveys.

2. All studies use some data from service providers to estimate the overall costs of these services.
3. All studies gather information as to how many women access which services, and how frequently, as a consequence of VAWG. These studies may include victim recall to ask women how many times and what types of services they have accessed ever or in the past 12 months.

Figure 3 presents a summary of the different costing methods mentioned above.

Table 2 presents brief descriptions of each methodology.

Figure 3: Methodologies to quantify the impacts of VAWG²⁴



21 Adapted from UN Women (2018) *Gender Based Violence in Trinidad and Tobago: A Qualitative Study*. New York: UN Women.

22 Commonwealth Secretariat (2017) 'Economic Cost of Violence Against Women and Girls: An Information Brief for the Commonwealth'. London: Commonwealth Secretariat.

23 The source for these three main elements is Walby, S. (2004) *The Cost of Domestic Violence*. London: UK Women & Equality Unit.

24 Sinéad, A., Duvvury, N., Raghavendra, S., Scriver, S. and O'Donovan, D. (2017) 'Methodological Approaches for Estimating the Economic Costs of Violence Against Women and Girls'. What Works to Prevent Violence Against Women and Girls Programme Working Paper.

Table 2: Costing methodologies²⁵

Methodology	Description
Accounting	Multiplies the unit cost of services that women and girls use following acts of violence and the number of times these services are used in all sectors.
Econometric	Variables for violence are identified and tested 'against the outcome variable under consideration (for example, earnings) to assess its robustness as a variable for violence.'
Propensity score matching	A single variable (the propensity score) captures the intervention (the probability of experiencing VAWG).
Quality of life losses	Disability-adjusted life years (DALYs) and years of life lost can be used to estimate the quality of life losses. The DALY method is used to estimate the burden of different diseases, accidents and forms of violence. It is calculated as the present value of the future years of disability-free life that are lost as a result of illness, injury or premature death.
Population attributable fractions	This determines the proportion of a particular disease that could potentially have been avoided if the population had never been exposed to a risk factor. The share of disease that is attributable to VAWG is computed. The VAWG attributable cost for each disease of interest is then estimated by multiplying each population attributable fraction by the corresponding medical cost.
Willingness to pay	A cost-benefit analysis that determines how much people are willing to pay for a particular good, a particular service or a stipulated change in an outcome.
Benefit-cost ratios	Indicators used formally in cost-benefit analysis to summarise the overall value-for-money of a project or proposal. The economic logic is that excluding women from education, employment and other economic opportunities limits the pool of potential workers and robs economies of a key productive asset. Several econometric techniques are available, including fixed effects models and the use of instrumental variables within regression analysis.
Gender-responsive budgeting	A focus on the entire budget, rather than on specific unit costs of services, prevention interventions and/or application of legal remedies, demonstrates the gendered impacts of budgetary decisions. It involves 1) an institutional, policy and legal scan (environmental scan), 2) a review of previous research on violence in the country and of available administrative and (if it exists) survey data, 3) a mapping of the survivor's journey in seeking and accessing services and 4) budgetary analysis.
Economic multipliers	Money lost as a result of the impacts of VAWG is greater than the actual monetary number. It represents the lost tax revenue and the benefits thereof, as well as the lost savings and spending that is passed on to others to save and spend many times over (Day et al., 2005).

1.3 The Commonwealth's commitment to gender equality

The Commonwealth has a strong foundation of commitments, conventions and treaties on which to act towards greater gender equality, articulated in the 2013 Charter of the Commonwealth,²⁶ which recognises that gender equality and women's

empowerment are essential components of human development and basic human rights. At the 2015 Commonwealth Heads of Government Meeting (CHOGM) in Malta, leaders reaffirmed their conviction that gender equality and empowerment of all women and girls should be mainstreamed into development, and reaffirmed their commitment to prioritising the issue in line with the aspirations of the 2030 Agenda for Sustainable Development and within the work of the Commonwealth Secretariat. These commitments were further reaffirmed

²⁵ Ibid.

²⁶ <https://thecommonwealth.org/about-us/charter>

during the 2018 CHOGM, whereby Heads called for the Commonwealth to ratify and implement the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), through legislation, policies and programmes that mainstream and promote gender equality and the empowerment of all women and girls in social, economic and political life.²⁷

An end-of-term independent evaluation of the Commonwealth's Plan of Action on Gender Equality 2005–2015, along with feedback from member stakeholders,²⁸ identified four thematic areas as proposed priorities for the Commonwealth:

1. women's economic empowerment;
2. women in leadership;
3. ending VAWG; and
4. gender and climate change.

In 2016, the Commonwealth Women's Affairs Ministers endorsed 'The Commonwealth Priorities for Gender Equality 2017–2020 and Beyond,' in Samoa.²⁹ These priorities provide a mandate and a commitment for action and contribute to building a solid foundation for the achievement of gender equality and women's empowerment in the Commonwealth. They further reflect the Commonwealth's commitment to ensure that women and girls are regarded as equal partners with men and boys in shaping our common future. During the 12th Women's Affairs Ministerial Meeting, which took place in Nairobi, Kenya, in September 2019, the Ministers endorsed the focus to remain on these four priority areas for the next five years. The Commonwealth Secretariat's Strategic Plan 2021/22–2024/25 mainstreams gender equality through implementation of systematic gender equality and social inclusion analysis. It recognises gender mainstreaming as a cross-cutting theme: 'Gender disparities in access

to political, social and economic rights and violence against women and girls reduced.'³⁰

1.4 The Commonwealth's programme on the economic costs of VAWG

Following on from the commitments mentioned above, the Commonwealth Secretariat has embarked on a project on the Economic Cost of VAWG (EconVAWG). This seeks to contribute to the efforts to end VAWG through the development of a framework that will determine the economic cost of VAWG for various sectors in the economy, and ultimately for the state.³¹

Addressing the economic costs of VAWG contributes to preventing violence and lays the foundations for gender equality and empowerment. Estimating the full cost of VAWG will enable governments to understand the benefits of prevention and/or management of VAWG. It will also provide a basis for evidence-based decision-making, which is essential for choosing or strengthening particular interventions and/or policies. Additionally, knowing the costs of VAWG allows governments to evaluate the cost of failing to prevent VAWG. It identifies the cost of inaction and provides strong arguments to governments that investing in prevention programmes that treat the causes of VAWG are far more economical and cost-effective than treating the symptoms.³²

It is estimated that almost US\$12 trillion could be added to global gross domestic product (GDP) by 2025 by closing the gender gap in the public and private sectors. This is a necessary step toward achieving gender equality and will have a positive effect in decreasing violence against women.³³

The EconVAWG project promotes the establishment of a framework/methodology for assessing the economic costs of VAWG and

27 CHOGM (Commonwealth Heads of Government Meeting) (2015) 'Communiqué'. Malta, 27–29 November. <https://production-new-commonwealth-files.s3.eu-west-2.amazonaws.com/migrated/news-items/documents/CHOGM%202015%20Communiqué.pdf>

28 Outcomes of the inaugural Commonwealth Women's Forum of 2015 in. Malta, the annual consultation of Commonwealth National Women's Machineries in March 2016 in. New York and the July 2016 Women Leaders' Summit in London.

29 11th Women's Affairs Ministers' Meeting (2016).

30 Commonwealth Secretariat (2021) 'Commonwealth Secretariat Strategic Plan 2021/22–2024/25'. London: Commonwealth Secretariat.

31 Commonwealth Secretariat (2020) *The Economic Cost of Violence Against Women and Girls: A Study of Lesotho*. London: Commonwealth Secretariat.

32 The Commonwealth (2017) 'Economic Cost of Violence Against Women and Girls'.

33 CARE International (2018) *Counting the Cost* (p.14). While gender parity is important, attitudinal and changes in gender roles and expectations will also be necessary to end VAWG.

strengthening national information systems for policy co-ordination. Estimating the full cost of VAWG will enable governments to understand the costs of its prevention or/and management. EconVAWG aims to contribute toward achieving the Commonwealth's commitment to advancing gender equality through ending VAWG as well as Sustainable Development Goal (SDG) 5, specifically Target 5.2 – eliminate all forms of VAWG in public and private spheres, including trafficking and sexual and other types of exploitation – and Target 5.3 – eliminate all harmful practices, such as child, early and forced marriage and FGM/C. The data-gathering process also provides an opportunity to assess the strength of the statistical system. This is crucial to measure progress across all of the goals in a way that is both inclusive and fair.

The EconVAWG framework assesses the costs of VAWG based on both qualitative and quantitative indicators and indices at country level. It considers not only IPV but also non-partner violence faced by women and girls in schools, workplaces and/or public places. The framework moves beyond aggregating costs to individual women and families, to estimate the overall macroeconomic impact of VAWG. The methodology for EconVAWG is an

economy-wide modelling approach that draws on a social accounting matrix (SAM). This accounting approach identifies and calculates the direct and indirect costs of VAWG as well as the induced costs based on national-level data from health, law and justice, education and social services. The SAM is calculated from the input–output matrix (IOM), which documents unit costs and services.

The framework has been applied and field-tested using real country-level data and information in Lesotho and Seychelles.³⁴ The experiences and challenges experienced in the field-testing together with the framework form the basis of this Facilitator's Guide.

1.5 The Facilitator's Guide

The Facilitator's Guide provides clear guidance on the analytical framework and its application to assess the economic costs of VAWG. It is to be a tool for assessment and monitoring progress in addressing VAWG. It is illustrated with real live examples from Lesotho and Seychelles and it provides, where applicable, appropriate tools for undertaking activities that will enable the costing of VAWG.

³⁴ The Lesotho country study concluded that violence against women specifically cost the country US\$113 million annually. At the end of the simulation, recommendations were provided for the health, education, legal and private sectors to better meet the needs of victims – those who survive physical, sexual and emotional gender-based violence.

2. The Commonwealth EconVAWG framework

2.1 Why measure economic costs of VAWG?

As we have seen, VAWG is a widely recognized human rights violation with serious consequences for the health and wellbeing of women and their families. However, the wider ramifications of VAWG for businesses, communities, economies and societies are only recently being recognized. There are few studies exploring how the economic and social impacts of VAWG affect economic growth, development and social stability.³⁵ Measuring the costs of violence against women demonstrates how violence drains resources from

many sectors, including private businesses and agencies, the government, community groups and individuals.³⁶ In addition, VAWG is morally wrong while being economically pernicious. Furthermore, in developing economies, especially small states, it is important not to channel scarce resources away from the promotion of healthy, educated, and secure and viable communities. Measuring the costs of VAWG also helps frame the social discourse of public service provision in economic terms and reduces its social acceptability. International studies demonstrate that each US\$1 invested in VAWG prevention leads to \$5 to \$20 savings for the economy.³⁷

Box 2: The EconVAWG framework³⁸

The EconVAWG framework is capable of incorporating direct and indirect costs as well as capturing induced costs, which show how loss in consumption demand leads to further losses in output in the real economy.

EconVAWG will generate data and information that will enable better quantification of the costs of VAWG, which will assist small states to focus on policies, programmes, laws, budgets and plans that respond to the discriminatory social norms and institutions that drive violence against women, and to empower women and girls, men and boys, to challenge – and change – these norms and institutions.

Knowing the costs of violence allows policy-makers to measure the effectiveness of programmes aimed at reducing violence and its devastating consequences. Once the costs have been determined, the cost-benefit or cost-effectiveness of different programmes will aid in exploring effective options for early detection, intervention, treatment and public education, and the need for budgetary changes, for legislation and for effective programmes to help prevent VAWG and its costs and consequences at the individual, community and national levels.

2.2 Costs and cost categories measured by the EconVAWG framework

To capture structural interlinkages in the real economy, and thus calculate the full economic cost of VAWG, the framework incorporates not only direct and indirect costs but also induced costs, in which loss in consumption demand leads to further losses in output in the real economy (Box 4 and Figure 4).

35 Raghavendra, S., Kim, K., Ashe, S., Chadha, M., Asante, F., Piironen, P. and Duvvury, N. (2019) 'The Macroeconomic Loss Due to Violence against Women and Girls: The Case of Ghana'. Working Paper 939. Annandale-on-Hudson, NY: Levy Economics Institute.

36 Day et al. (2005) 'The Economic Costs of Violence Against Women'.

37 UNFPA (United Nations Population Fund) (2017) 'Economic Costs of Violence Against Women in Ukraine'. Kyiv: UNFPA and DFID.

38 Commonwealth Secretariat project document.

Box 3: Measuring VAWG is data-driven

Estimating the costs of violence is driven by the availability of data. Conceptualising violence against women as having widespread costs is easy. The possibility of measuring all of its multiple repercussions in any sort of systematic and reliable way is, however, daunting. Data is needed that provides a profile of the victims and the effects of violence in their lives: we need to know whether they were injured, sought medical attention or took time off work if we are to begin estimating the related costs. Second, the responses of all the social agencies must be known. The more data relevant agencies are able to provide, the more accurate the final estimates of costs can be. The most significant factor, therefore, in the economic costing of VAWG is the quality and quantity of the data available.

Box 4: Types of costs

Direct costs include the cost of medical treatment for various types of physical and mental abuse, including medical bills for physical wounds; psychosocial cure bills; laws/police; loss of income owing to work absence.

Indirect costs measure the reduction in GDP through linkages between the income generation process and the reduction in effective demand owing to loss of female work days. Loss of female work days translates into reduced income and hence loss of private consumption, which will lead to a decline in both effective demand and subsequently GDP through their interdependence in the circular flow of income generation.

Induced costs denote further reduction (i.e. second-round effects) in GDP owing to loss of demand for the products (unaffected in the first round) that are interdependent with the products affected indirectly. The tourism sector, which is not an essential type of regular expenditure, for instance, may not be affected in the first round but, given its interdependence with the rest of the economy, it would be impacted in the second round as the incomes of unaffected households would likely decline owing to the slowdown of economic activities affected in the first round.

Figure 4: The direct and indirect costs of VAWG³⁹

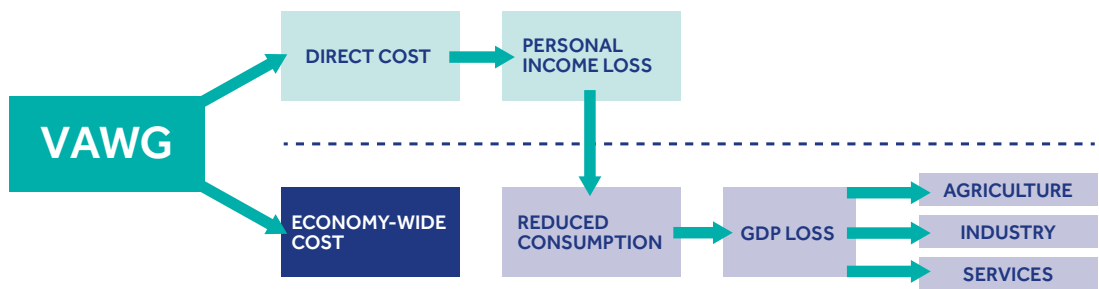


Table 3 shows categories of direct costs resulting from VAWG.⁴⁰ In addition to these, fieldwork in Lesotho and Seychelles identified the following

categories of costs: services, healthcare, law enforcement and judiciary, social and specialised services, learning time lost (education), personal cost and income lost.⁴¹ In Lesotho, divorce cost was also added to the direct costs.⁴²

39 Adapted from Commonwealth Secretariat (2018) *Economic Cost of Violence against Women and Girls: Seychelles*.

40 Day, T., McKenna, K. and Bowlus, A. (2005) 'The Economic Costs of Violence Against Women: An Evaluation of the Literature Expert'. Brief compiled for the UN Secretary-General's in-depth study on all forms of violence against women.

41 Commonwealth Secretariat (2018) *Economic Cost of Violence Against Women and Girls: Seychelles* (pp.8–9).

42 Commonwealth Secretariat (2020) *Economic Cost of Violence Against Women and Girls: Lesotho* (p.xiv).

Table 3: Categories of direct costs resulting from VAWG⁴³**Justice**

Police: vehicle use, dispatch centre use, emergency response teams, interrogations, training, administrative time, criminal investigations, forensic services, in-court time, restraining orders, coroner.

Legal: prosecuting and defending lawyers' time in office, preparation and in court, legal aid, judge time, court time, jury costs, witness time, courts of appeal, supreme court hearings and decisions.

Penal: prison time both prior to and after sentencing, probation, parole, therapies. Related: prisoner support organisations, victim compensation pay-outs.

Health

Direct costs include short- and long-run healthcare in doctors' offices, clinics of all types and hospitals, including: Capital for buildings, infrastructure, laboratory equipment, machinery and vehicles. Labour for ambulances, emergency ward services, hospital admissions, outpatient clinics, physicians' offices support staff, mental health services and clinics, physicians, nurses, paramedics, physiotherapists, other specialists, psychiatrists, psychologists, alternative healers, dentists, etc. Materials for diagnostic procedures, treatments, medications, food. Health insurance premiums and pay-outs.

Indirect health costs borne by individuals include reduced longevity, the effects of poor health on lifestyle choices, reduced mobility for participating in public life, HIV/AIDS and sexually transmitted infections, pregnancy from coerced sex, miscarriage and foetal abnormalities from assaults during pregnancy and health consequences of practices such as FGM/C.

Social services

May apply to victim, perpetrator or children. Publicly funded services such as shelters, crisis lines and services, social workers, counselling, home visits, children's services, emergency response teams, fire fighters, therapeutic support groups, retraining, networked support services. Government time addressing laws on violence against women, administration of ministries responsible, government research and policy analysis. Research grants, conferences, publications, policy papers, advocacy groups, public awareness campaigns. Privately funded services such as hotlines and helplines, Red Cross and Red Crescent societies, community support groups, church-run support, perpetrator therapeutic support groups, volunteer hours, volunteer agencies.

Education

Special education for children who witness violence. Job-readiness, training in the local language, retraining for victims and their children. School programmes aimed at reducing violence against girls. Indirect cost of reduced educational attainment for women and their children.

Under indirect costs, in terms of earnings and spending, the various types of work and labour expended (e.g. in agriculture, manufacturing, services and other sectors) generate income that is spent on commodities and services. This consumption of goods generates demand for commodities and services, which stimulates the production chain. Stimulated supply employs labour and capital and thus creates income for spending again – and the loop continues. One outcome of the direct cost of VAWG is the loss of workdays leading to loss of income. Income loss leads to a reduction

in private consumption expenditure (spending) with subsequent negative impacts on demand for and supply of goods and services. As production of goods and services depends on purchases of other goods and services, as well as factors of production, the loss of female workdays (which is a direct impact of VAWG) may indirectly lead to further loss of income owing to this interdependence.

2.3 Structure of the Commonwealth EconVAWG framework

The methodology that supports the framework is summarised in Table 4.

⁴³ Data for this table was assembled from the Commonwealth Secretariat and multiple other sources.

Table 4: Elements of the EconVAWG methodology

Type of cost	Measures of costs	Building blocks	Cost categories	Level of costs
Directly measurable costs	Includes the cost of medical treatment for various types of physical and mental abuse – doctors/hospital bills for physical injuries and bills for psychosocial care; costs for involvement of the law/police; loss of income owing to absence from work.	<ul style="list-style-type: none"> • Unit cost • Proportional operational cost • Total operational cost 	<ul style="list-style-type: none"> • Cost of services • Personal material losses and cash expenses of survivors owing to violence • Income loss from death, disability and reduced work productivity • Cost of services • Personal cost • Income loss 	<ul style="list-style-type: none"> • Micro–meso • Macro
Indirect costs (costs that are difficult to measure directly)	Measures reduced GDP as a result of linkages between income generation and reduced demand owing to loss of female workdays. This reduction in private consumption expenditure in turn leads to a decline in effective demand and subsequently GDP, because of their interdependence in the circular flow of income generation.		<ul style="list-style-type: none"> • Lost economic output 	<ul style="list-style-type: none"> • Economy-wide • Sectoral
Induced costs (costs leading to further linkages and that will have secondary effects)	Represents a further reduction in GDP owing to loss of demand for the products that are interdependent with the products affected indirectly.			

Three 'building blocks' make up the direct cost component of the methodology and another building block makes up the indirect cost component (Figure 5).

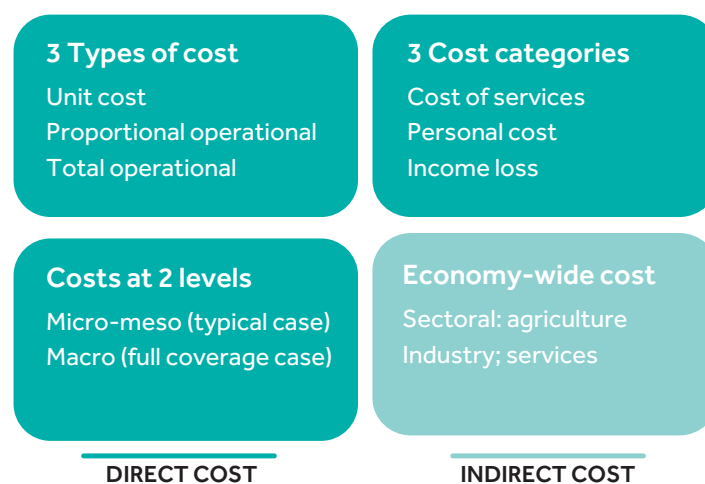
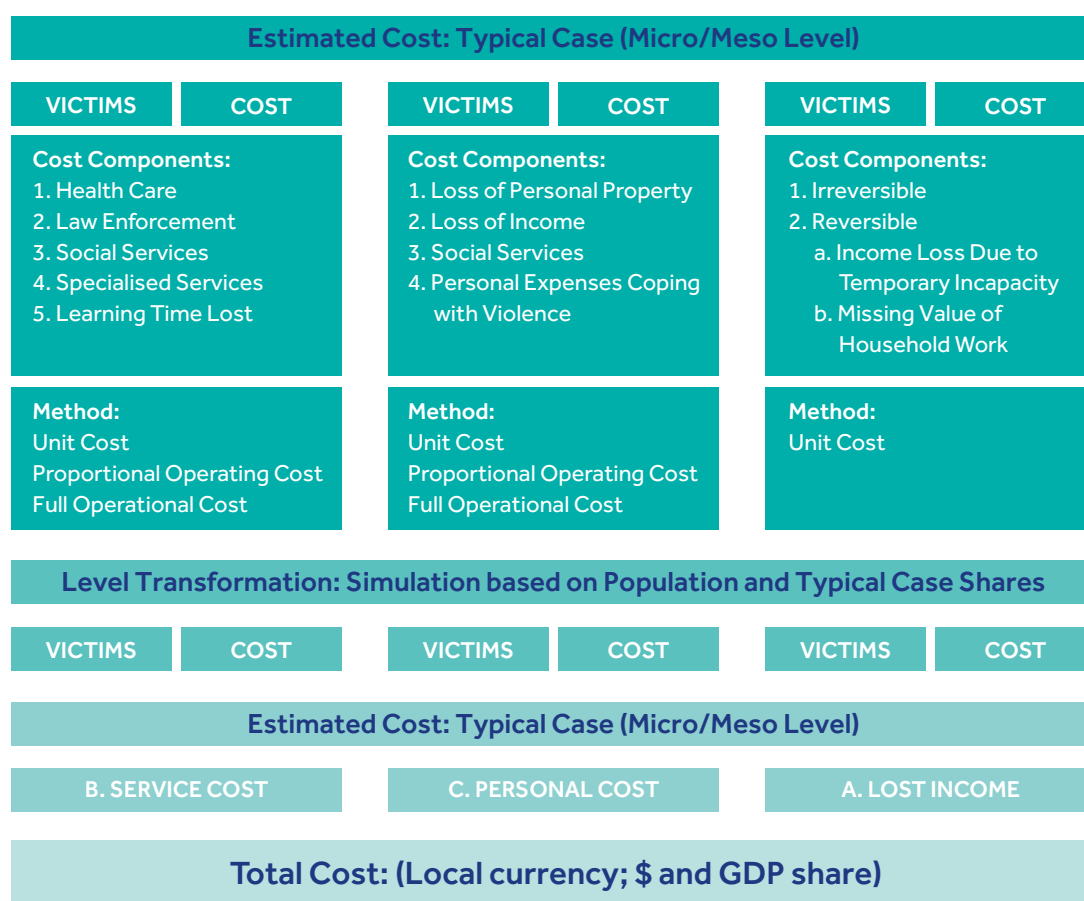
2.3.1 Direct cost measurement

The estimated costs are based on **three types of approach**.

1. The **unit cost approach** estimates the cost of a certain service package provided to a survivor in a certain case (e.g. a per day

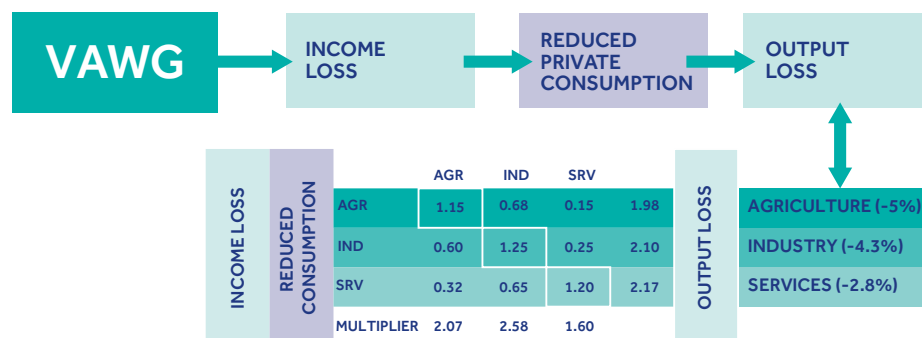
hospital cost or a medical service package for a survivor with grievous injuries).

2. The **proportional operating cost** approach is based on identifying the share of survivors in the total number of service recipients (e.g. 30 per cent of the total social services budget spent for survivors).
3. The **total operational cost** approach is applicable to 24 hour per day/7 days per week services (such as a telephone hotline for survivors of violence).

Figure 5: Building blocks for direct and indirect cost measurement⁴⁴Figure 6: Schematic presentation of the EconVAWG model (direct cost component)⁴⁵

44 Commonwealth Secretariat (2019) *The Economic Cost of Violence Against Women and Girls: Seychelles*; Commonwealth Secretariat (2020) *The Economic Cost of Violence Against Women and Girls: Lesotho*.

45 Commonwealth Secretariat (2018) *The Economic Cost of Violence Against Women and Girls: Seychelles* (p.27).

Figure 7: Schema of a hypothetical example⁴⁶

There are potentially **three categories of costs**:

1. **cost of services provided** in response to violence and assistance for survivors; this may include healthcare, law enforcement and the justice system, penitentiary institutions for abusers, social and specialised services for women affected by violence, etc.;
2. **personal material losses and cash expenses** of survivors owing to violence;
3. **lost economic income** owing to irreversible population losses, such as premature death of VAWG victims, temporary and permanent disability and reduced work productivity of survivors – leading to loss in output or income.

The EconVAWG framework is based on a systematic and participatory process to be carried out by the country using an inclusive process based on multistakeholder and multidisciplinary consultations. Administrative data from health, law and justice, education and social services is collected from national organisations. Necessary data also includes the prevalence rate and incidence rate of VAWG. If data is outdated or insufficient, it can be sourced from specialised surveys or population surveys or by estimating the institutional prevalence. These types of estimation establish a band within which costs may lie.

Estimates based only on official statistics may produce a significant underestimation of the economic cost of VAWG simply because the real magnitude of VAWG tends to remain unknown. Accordingly, a sensible approach is to **estimate costs at two levels or using two scenarios**:

1. **a cost estimation based on official or survey data** (based on micro- and meso-level data using the official police statistics on offences), referred to as **'typical case'**;

2. **a 'full coverage' scenario based on a simulation model** using violence prevalence rates and features of survivors contained in population-based surveys.

2.3.2 Economy-wide/indirect cost measurement

To capture the indirect impacts of VAWG, an economy-wide database or model is used. There are three widely used approaches to capture the economy-wide impacts:

1. a fixed price multiplier model based on an input–output table or matrix (IOM);
2. a fixed price multiplier model using a social accounting matrix (SAM) – which is a super set of the IOM encompassing activities, commodities, factors of production and institutions; and
3. a flex price computable general equilibrium (CGE) model – which invokes markets (e.g. product markets, the labour market, etc.), behavioural specifications of all agents (e.g. producers, consumers, etc.) and closure rules (e.g. defining how the accounts are balanced).⁴⁷

Figure 7 presents a hypothetical example, with only three broad economic sectors (agriculture, industry, services; in reality the number of sectors would be much larger). As can be seen, income loss derived in the direct cost approach leads to a reduction in private consumption expenditure. For a three-sector economy, private consumption loss is recorded for services as being 1.5 per cent and for

⁴⁶ CGE modelling is time- and resource-consuming, thus this EconVAWG uses either IOM or SAM models (depending on their availability).

⁴⁷ Commonwealth Secretariat (2020) *The Economic Cost of Violence Against Women and Girls: Lesotho*.

Table 5: An example of costing using the EconVAWG framework from Seychelles⁴⁸

Cost Categories	Typical case		Full coverage case	
	Million SCR	% of 2016 GDP	Million SCR	% of 2016 GDP
A. Direct cost	205.8	1.066	507.5	2.628
Service cost	190.0	0.984	267.7	1.386
Health care	115.9	0.600	115.9	0.600
Law enforcement and judiciary	9.7	0.050	59.2	0.306
Social and specialized services	0.7	0.003	3.8	0.020
Learning time loss (Education)	57.1	0.296	57.1	0.296
Personal cost	6.7	0.035	31.7	0.164
Income lost	15.8	0.082	239.8	1.242
B. Economywide cost (Indirect and induced)	29.88	0.155	385.68	1.997
Cost Categories	Typical case		Full coverage case	
<i>Agriculture</i>	4.65	0.024	60.03	0.310
<i>Industry</i>	11.86	0.061	153.05	0.790
<i>Services</i>	13.37	0.069	172.59	0.890
C. Total cost (Direct+Economywide)	235.7	1.221	893.13	4.625

Box 5: The social accounting matrix

The SAM is a macroeconomic dataset that captures the key interdependence between the product market (activities and/or commodities); factor markets (labour, capital, land, etc.); and institutions (households, corporations, government, etc.) and thus accounts for the structural interlinkages that exist within real economies.

Box 6: The input–output matrix

The IOM usually captures the production structure of an economy for a particular year, describing production technologies and ensuring equality of supply to demand for all sectors of activity classified in that economy.

agriculture as being 4 per cent. The consumption expenditure in the industry sector is considered unaffected to capture the interdependence of the multiplier model.

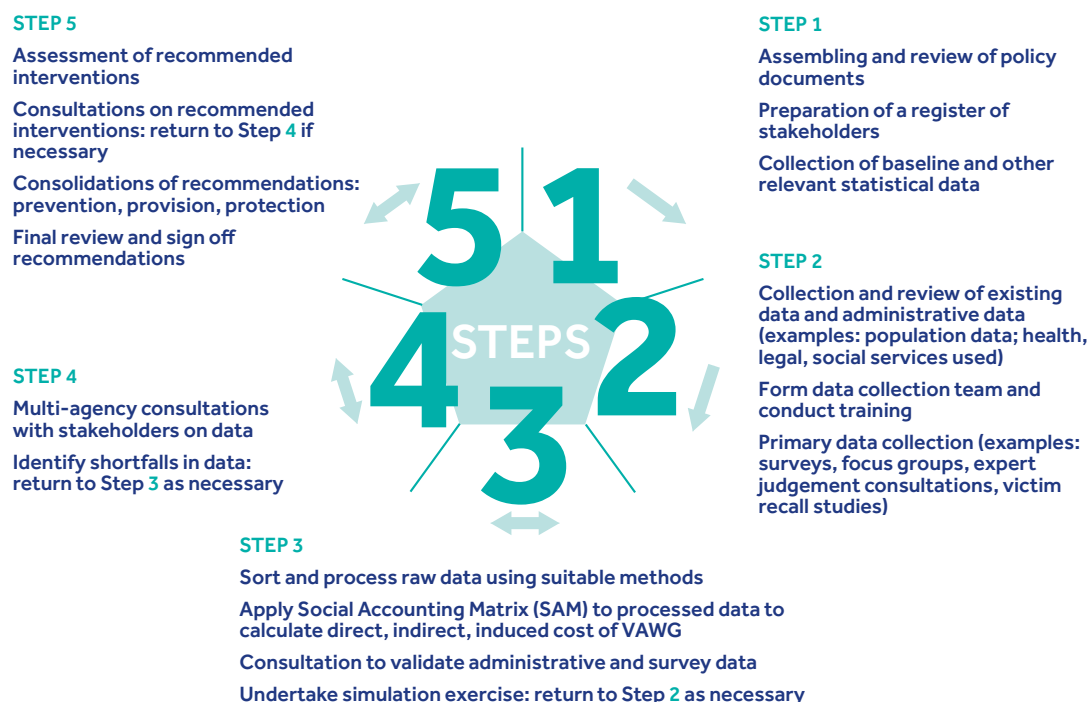
These reduced consumptions are then incorporated as exogenous shocks into the multiplier model (i.e., in this case, a 3 x 3 multiplier model) to assess the indirect and induced cost of violence. The total indirect cost is found to be 7.8

per cent (output loss to agriculture and services, 5+2.8), while the total induced cost is 4.3 per cent (output loss to industry).

The hypothetical framework explained above is usually based on a SAM representing main numerical transactions in an economy for a specific year. It simulates indirect and induced economy-wide costs of VAWG. Refer to Annex 6 for a proto SAM model.

As is discussed later, the data generated from the model can form a baseline from which to conduct

⁴⁸ Commonwealth Secretariat (2018) *The Economic Cost of Violence Against Women and Girls: Seychelles* (pp.8–9).

Figure 8: Steps to undertake the EconVAWG methodology

a cost–benefit analysis of potential interventions aimed at the prevention and eradication of VAWG. Given the lack of information on the comprehensive costs of VAWG, this framework enables an enhanced understanding of the actual cost of VAWG, thus contributing to raising awareness of the scale of the problem, and increases willingness to act.

Table 5 presents an example of use of the EconVAWG framework from Seychelles.

2.4 Operationalising the EconVAWG framework

As Figure 8 shows, the EconVAWG Framework is made up of five integrated steps that must be followed sequentially. Each step has a number of actions, each of which must be completed in order to generate the necessary data for the methodology, analysis and validation.

Depending on the availability of data and the population size, all five steps, as presented in Figure 8, can be completed within a six- to eight-month timeline. It is estimated that the costing exercise itself can be completed within a further four to six months. Presenting the recommendations to national authorities and governments as well as implementation can continue into the second year.

Given the paucity of data in small states, complete rollout of the framework can take up to two years. This timeframe should also be treated as the maximum amount of time within which the exercise should be completed. Prolonging the exercise beyond this can seriously affect the robustness of the data analysis.

Table 6 presents the steps in brief; they are explained in detail in Section 3 of this Facilitator's Guide.

Section 3 further describes the processes involved in the five-step framework.

Table 6: Processes in the five-step EconVAWG framework

Step 1. Preparation: desk review and initial assessment of VAWG in-country	
	<ul style="list-style-type: none"> i. Identification of primary and secondary stakeholders ii. Establishment of a multisectoral and multiagency stakeholder VAWG Advisory Committee iii. Assembling and review of relevant policy documents iv. Initial collection of administrative and other relevant statistical data
Step 2. Collection of micro/meso data from existing or primary data and/or administrative data and other secondary data on VAWG; conduct of household survey and or focus group discussions (FGDs) as necessary; assembling macro-level data for the SAM	
	<ul style="list-style-type: none"> i. Data collection and preparation for EconVAWG ii. Collection and review of administrative data, other secondary data and available survey data on VAWG iii. Data to generate prevalence rates for different intensity of physical violence (e.g. minor, medium gravity and grievous) iv. Administrative data to calculate the 'unit cost' for various services (e.g. per day hospitalisation cost; outpatient fee per visit, etc.) and cost categories (e.g. minimum wage; per capita income of employed person; hourly wages of police personnel, social service officials, judges, etc.) v. Data on intervention parameters for different services (e.g. number of hours spent per case by the police, judiciary, social services and family welfare, etc.) for cases under different intensity of violence vi. Detailed budget information for ministries and agencies involved in preventing VAWG vii. Consultations with local experts to validate findings based on administrative and survey data viii. Where necessary and with guidance from the Advisory Committee, additional primary data collection should be undertaken to gather recent information to update on VAWG prevalence rates, information on personal costs incurred, duration of treatment, loss of working days, etc.
Step 3.	
a.	Estimation of direct cost of VAWG
b.	Economic valuation of VAWG using the prescribed EconVAWG economy-wide simulation model
	<ul style="list-style-type: none"> i. Conduct cost estimation for the direct cost component ii. Carry out a simulation exercise with the economy-wide model to assess the cost of VAWG (this Guide provides a link to a soft copy of the Excel spreadsheets developed for the simulation)

Step 4. Presentation and validation of data from Step 3

- i. Evaluation and validation of data generated in the simulation exercise

Step 5. Policy review and recommended interventions resulting from review of existing policies and programmes against the data from Step 3

- i. Review of existing policies and programmes against data from the simulation exercise in order to identify policy gaps and gaps in programmatic interventions

3. Applying the EconVAWG methodology

Full comprehension of this section is necessary to apply the methodology. It is strongly recommended that training be provided on the contents of this section to the entire team undertaking the exercise. The training should also be extended to the advisory and technical committees and representatives of agencies that will provide the necessary data.

As mentioned above, the Commonwealth methodology for EconVAWG is made up of five steps, which are summarised below for ease of reference.

The next pages describe each of the five steps in detail. For ease of reference, each step is colour-coded.

The steps must be undertaken sequentially as set out in the table. It is recognised, however, that data collection in Step 2 can run concurrently with the training and stakeholder interviews outlined for Step 1. Step 3 should be undertaken only on the completion of Steps 1 and 2 and only after the necessary data has been collected and assembled for undertaking the simulation exercise.

Step 1: Preparation – desk review and initial assessment of VAWG in-country

This is an initial preparatory step in the methodology for measuring the economic cost of VAWG.

Step 1 should be completed within four to six weeks of commencement. It is recognised that the success of EconVAWG will involve a very active champion(s) who is a minister of government

Table 7: Brief explanation of content of each steps

Step	Content
Step 1: Preparation – desk review and initial assessment of VAWG in-country	<ul style="list-style-type: none"> i. Establishment of committees ii. Preparation of a stakeholder register iii. Desk review and initial assessment of VAWG in-country iv. Training in EconVAWG v. Initial stakeholder interviews
Step 2: Data collection and preparation for simulation of EconVAWG	<ul style="list-style-type: none"> i. Collection and review of existing data on VAWG ii. Collection of household survey or FGDs as necessary
Step 3: EconVAWG estimation and simulation	Economic valuation of VAWG
Step 4: Evaluation and validation of data from the EconVAWG estimation and simulation	Evaluation and validation of data from Step 3
Step 5: Assessment of existing policies and interventions against data from the simulation of EconVAWG	Assessment of data to determine policy gaps and recommendations for policy and programmatic interventions

Table 8: Detailed tasks to be undertaken in Step 1

Tasks
<p>Engagement with relevant authorities and introduction of the Commonwealth EconVAWG framework and methodology. Such authorities may include government offices such as the office of the head of state, the police and/or constabulary and investigative units, and the ministries of:</p> <ul style="list-style-type: none"> • women and/or gender affairs; • child and youth affairs; • finance; • planning; • community and/or social development; • education; • health.
<p>Engaging of national consultant(s), where deemed necessary, to spearhead the economic costing. The national consultant(s) will be responsible for:</p> <ul style="list-style-type: none"> • assisting the EconVAWG Advisory Committee and Expert Group with co-ordinating the fieldwork and data collection in Step 3, in ensuring that the data from the simulation exercise is evaluated and validated in Step 4 and in assisting in reviewing existing policies and programmes to provide recommendations to the VAWG Advisory Committee for strengthening policies and programmes.
<p>Identifying a focal point for the EconVAWG exercise, preferably in the agency responsible for gender affairs. It is recommended that the focal point be a senior officer who has easy access to officers in other ministries and agencies.</p> <ul style="list-style-type: none"> • Establish a VAWG Advisory Committee made up of senior policy-makers from relevant agencies that work directly on VAWG. It is envisaged that this VAWG Advisory Committee will have access to the cabinet of ministers and be able to mobilise the necessary resources for undertaking the economic costing. • The VAWG Advisory Committee should also provide the necessary support for the collection of the necessary data and as such should also include non-governmental organisations (NGOs) and private entities involved in interventions in VAWG. • The Expert Group should be made up of senior technical officers of the agencies represented by the VAWG Advisory Committee and/or other relevant and appropriate NGOs and private sector entities. This Expert Group should be convened based on suggestions from the local authorities and the consultant(s). The Expert Group is critical to the success and accuracy of the data collected for the costing exercise. It is recommended that the Expert Group include, but not be limited to, persons who work in the following sectors: <ul style="list-style-type: none"> • VAWG; • gender affairs; • the judiciary; • the statistical agency; • economic development; • finance; • health; • education; • social services.

(Continued)

Table 8: (Continued)

Tasks
This Expert Group will be responsible for providing guidance to the EconVAWG focal point and consultant(s) as to where to source the necessary data and advising on the fieldwork and data collection, as necessary. This Expert Group will also participate in the training on the Commonwealth EconVAWG framework and methodology.
Arranging an inception meeting to introduce the local consultant(s) to the VAWG Advisory Committee and Expert Group and maintaining regular communication with these offices will be immensely helpful to the success of the data collection. A letter of introduction for the consultant(s) to these in-country authorities before an in-person meeting will be advantageous. Ideally, these national authorities will foster contact with the community and additional local organisations during the data collection phase.
Local universities and academic or technical institutions can provide additional expertise and resources on interventions in VAWG. This will be particularly useful in Steps 2 and 3. As appropriate, a memorandum of understanding or an agreement of a similar nature can be signed between a university and the agency responsible for gender affairs to provide the necessary technical assistance.
Preparation of a register of stakeholders, from a cross-section of public, private and civil society organisations that are actively involved in interventions on VAWG and that can provide the necessary data. Many of these stakeholders should also be interviewed to obtain information that may not be documented or readily available.
Assembling and review of worldwide and country-specific policy documents on VAWG. For example, is there baseline data such as prevalence rates of violence.
Conduct of interviews with members of the VAWG Advisory Committee, the Expert Group and other pertinent stakeholders to ascertain the types and sources of data available on VAWG; economic sectors that contribute significantly to the country's national accounts; sectors where female employment is significant.
Training on the Commonwealth EconVAWG and in the use of this Facilitator's Guide. The training should be provided to all persons in the VAWG Advisory Committee, all members of the Expert Group and other interested stakeholders. The main focus will be the EconVAWG framework and methodology and will include use of data – real and proxy – to undertake the simulation exercise. Since a minimum set of data is required to undertake the costing exercise, and the methodology aims to capture sectoral linkages, understanding of and support for the methodology will be essential to the data collection.

and who has access to and is regarded highly by fellow ministers of cabinet. It will be laudable if this champion(s) has access to the resources necessary for collecting the data and can lead the discussions on the policy and programmatic implications of results of EconVAWG. Equally important will be a robust VAWG Advisory Committee and Expert Group. In Seychelles, the Expert Group was important in this initial stage of collecting information as well as for validating the findings of underreporting of cases of VAWG by government agencies. In Lesotho, an Expert Group consultation was arranged as part of information collection, as well as for validation. The Expert Group was asked to provide its perceptions of current VAWG prevalence rates on specific VAWG indicators, considering the extent of underreporting, as well as the gap in data – that is, between the indicators

study (2013) and the year 2017, which was chosen for the costing exercise.⁴⁹

Step 2: Data collection and preparation for simulation of EconVAWG

Following the establishment of committees, the preparation of a stakeholder register, the initial desk review and the assessment of VAWG in Step 1, Step 2 involves a number of tasks in order to obtain the information necessary for undertaking the economic costing of VAWG. Figure 9 maps out the process of data collection.

49 Commonwealth Secretariat (2020) *The Economic Cost of Violence Against Women and Girls: Lesotho* (p.15).

Figure 9: Data collection processes

STEP 4

If data from a household survey is available but inadequate undertake focus group interviews with victims using guide and protocols provided

STEP 1

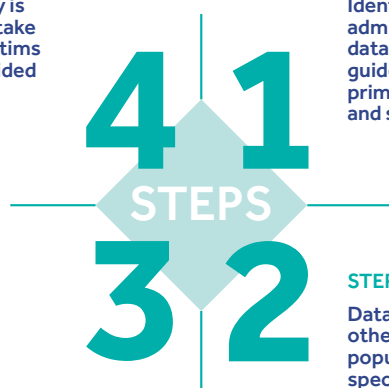
Identify existing data sources – administrative data, other secondary data; review and adapt interview guidelines for special interviews with primary stakeholders if administrative and secondary data not available

STEP 3

Undertake household survey if existing administrative data is inadequate, using guide and protocols provided

STEP 2

Data mining from administrative and other secondary sources; population-based surveys; conduct of special interviews with members of Expert Group and other key primary stakeholders using templates and guided by protocols



Statistics constitute an indispensable instrument in the Commonwealth's EconVAWG framework and methodology. Unfortunately, the challenges and constraints posed by the lack of reliable statistical data (caused by underreporting and outdated/ misleading information) or difficulties in accessing such data securely represent major obstacles towards achieving policy objectives when it comes to measuring VAWG. Thus, an initial task of Step 2 is to assess the types of data currently collected and in existence. This includes assessment of:

- the types of VAWG on which data is collected;
- the format of data;
- the frequency of collection and publishing of data (monthly, quarterly, yearly, etc.);

- the method of capturing data – for example routine admin/service data collection, surveys, FGDs/recollection, other means (specified).

Usually, several government offices as well as NGOs are responsible for dealing with VAWG in a country. Administrative records or data thus constitute a very important source of information for estimating the cost of violence. In Seychelles, for instance, the following agencies are involved in addressing VAWG.

Table 10 presents the detailed tasks to be undertaken in Step 2.

Having assessed and evaluated the data sources, identified whether there is a need for additional collection of data and collected the necessary data, the next task involves looking at information on the

Table 9: Data sources and data types available in Seychelles

Agency	Support service areas
A. Government	
1. Department of Family Affairs	Policy and strategy formulation; awareness and training
2. Family Tribunal	Law and justice; protection
3. Family Support Unit	Shelter, protection and counselling
4. Police	Prevention and protection
4.1. Child Protection Unit	Protection
4.2. Family Squad	Protection
5. Ministry of Health	Treatment and counselling
6. Ministry of Education	Education, monitoring and counselling
6.1 Children Welfare Unit	Monitoring, awareness and counselling
B. NGO/civil society	Shelter, awareness and counselling

Table 10: Detailed tasks to be undertaken in Step 2

Tasks
<p>Assessing the types of data currently collected and in existence. This includes assessment of:</p> <ul style="list-style-type: none"> • types of VAWG on which data is collected; • format of data; • frequency of collection and publishing of data (monthly, quarterly, yearly); • method of capturing data, e.g. routine admin/service data, survey, FGDs/recollection, other means (specified); • type of data.
<p>Collection of required data ((i.e. micro- and meso-level data) to generate prevalence rates for different magnitudes of violence (e.g. minor, medium gravity, grievous gravity etc.), through:</p> <ul style="list-style-type: none"> • <i>research-based survey</i> – desk research using published official documents from the national statistical office, the central bank, the ministry of finance, the department of prisons, the probation section, the ministry of education, the ministry of health, the police department, the judiciary and the ministry of social development; • <i>population-based surveys</i>; • <i>administrative/service-based data</i>; • <i>service-based data</i>⁵⁰ from shelters, NGOs and civil society organisations (CSOs); • <i>specialised interviews</i> – visits to the different sectors for short key informant interviews in relevant sectors in order to collect the required data, as this may not be readily available. <p>The required data from the above will be as follows:</p> <ul style="list-style-type: none"> • administrative financial information to calculate the 'unit cost' for various services (e.g. per day hospitalisation cost, outpatient fee per visit, etc.) and cost categories (e.g. minimum wage; per capita income of employed person; hourly wage of police personnel, social service officials and judges, etc.); • intervention parameters for different services (e.g. number of hours spent per case by police, judiciary, social services and family welfare affairs, etc.) for cases under different types of violence; • detailed budget of ministries and agencies involved in combating VAWG. This information will make it possible to determine the amount of public funds allocated to addressing VAWG; • age cohort gender-segregated population data to activate macro-level cost estimation. This will be used alongside the information on three types of costs (i.e. unit cost; proportional operation cost, total operational cost); • prevalence rates and other relevant shares to estimate macro-level costs or costs under the 'full coverage' scenario; • consistent macroeconomic data to designate exogenous and endogenous accounts. If a recent macroeconomic dataset is not available, it may be updated to a recent year using sectoral economic information (such as value-added or GDP, imports, exports, consumption, public expenditure and investment, etc.). In this case, the updated macroeconomic dataset will be converted into the economy-wide model.

50 Service-based data is basically routine administrative data collected by various public and private agencies as well as NGOs in record books or on forms of VAWG. It may include numbers of physical injuries in hospitals, reported cases to the police, court cases, women and/or families in shelters or counselling cases in schools. The cases are mainly of abused women and girls that these agencies come into contact with or whose cases have been reported to them, although the violence may not be the primary reason for the contact. Such information is not reliable because of the issue of underreporting. However, it can be used to monitor the number of women coming forward to various agencies for help, and can help identify the scope of violence-affected women among specific populations. In estimating the economic cost of VAWG, such information can be very useful, if collected in sufficient detail (Source: Gerard Adonis for the Commonwealth Secretariat).

Table 10: (Continued)

Tasks
<p>If the data from population-based surveys is inadequate and funding is available, undertake a household survey.</p> <p>Where existing data is insufficient, undertaking primary data collection methods as deemed appropriate and within the resources available:</p> <p><i>Household survey:</i> collect primary data to supplement and fill gaps that may have been identified in the data available in country. This could be gaps in the administrative data or in information around prevalence rates of VAWG. The survey will be of a quantitative nature where sampled households will be visited and one randomly selected woman aged 15 years and older will be interviewed, using a questionnaire designed specifically to collect data on experiences of violence and the associated personal costs incurred as a result of the violence.</p> <p>If some data is available, supplement the data with FGDs and interviews.</p> <p><i>FGDs:</i> use one of two types of focus group interview:</p> <ul style="list-style-type: none"> • for key experts (with participants drawn from sectors that work with victims of VAWG such as police, health, judiciary, shelters, etc.), used to verify and validate the administrative data and collect any additional information; and • for survivors of VAWG, used to collect supplementary data or update existing data if the administrative data and secondary sources are not adequate or the data needs updating.

The collection of primary data through either a household survey or FGDs depends on the needs of the country and the resources available. Guides, protocols and templates for the conduct of household surveys, FGDs and specialised interviews are in Annexes 4 and 5.

CAUTION

Obtaining robust estimates on the cost of VAWG is subject to significant data limitations and gaps in all countries. Where data/information is not readily available, an indirect method will be adopted to derive it. For instance, unit value (or return to employment) will be derived from information on earnings of female workers and number of person days or person hours worked. In extreme cases, some 'place holder' values may be obtained from similar studies for preliminary estimate with the aim that the 'place holder' values will be replaced with country-level data in a later period. Moreover, in some cases, surveys may need to be conducted to fill the data/information gaps. Digital records need to be identified and assessed and in some cases paper records will have to be digitised.

Another challenge will be to collect/gather IOM or SAM data to carry out indirect and induced cost estimation. Ideally, one needs to use a SAM for the indirect and induced cost estimation. Even when a SAM is not readily available, it is possible to develop a SAM using an IOM. An important source of IOM for a large number of countries is the Global Trade Analysis Project (GTAP) database.

types of data that will need to be collected in order to undertake the simulation exercise in Step 3. As briefly presented in Section 2 of this Facilitator's Guide, the data that needs to be collected is as in Table 11.

VAWG has a multiplier effect on the economy, which constitutes the true cost of VAWG on the economy of a country (Figure 10).

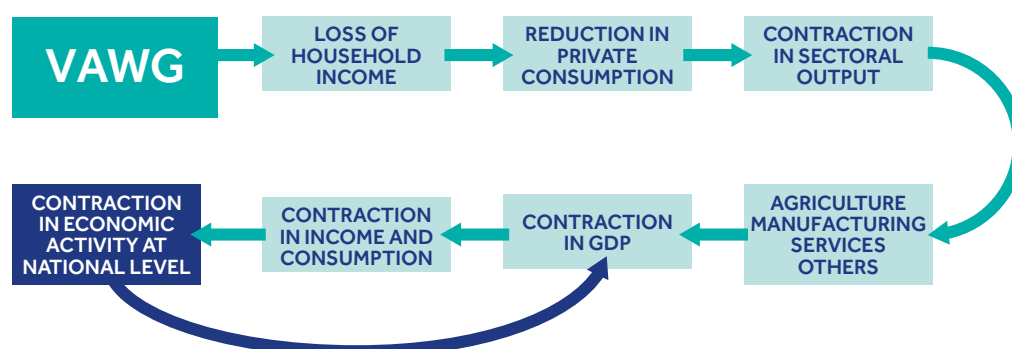
To reiterate, the **personal costs incurred by a victim** of VAWG include, among others:

- loss of personal property;
- loss of income;
- personal expenses incurred as a result of coping with the violence.

Table 11: Types of data needed for measuring EconVAWG

Type of costs	Description of costs
Direct costs	<ul style="list-style-type: none"> • Cost of medical treatment for various types of physical and mental abuse – doctors/hospital bills for physical injuries and bills for psychosocial care; • costs of involvement of the law/police; • loss of income owing to absence from work. <p>These costs are:</p> <ul style="list-style-type: none"> • unit costs; • proportional direct costs; • full direct costs. <p>These costs occur at two levels:</p> <ul style="list-style-type: none"> • micro/meso – at the level of the household/community; • macro – at the national level.
Indirect costs	<p>Indirect costs measure reduced GDP as a result of the contraction in income generation and reduced effective demand owing to the loss of workdays by women who have been subject to VAWG. The loss in workdays, in turn, translates into loss of income and hence reduced private consumption. This reduction in private consumption expenditure in turn leads to a decline in effective demand and subsequently GDP. These costs are:</p> <ul style="list-style-type: none"> • cost of services; • personal cost; • income loss. <p>There are two levels of these costs:</p> <ul style="list-style-type: none"> • economy-wide; • sectoral – important sectors that contribute to the GDP as identified in national accountants, generally agriculture, manufacturing, services and other.
Induced costs	<p>These represent a further reduction in GDP owing to loss of demand for the products that are interdependent with the products affected indirectly. For instance, the tourism sector may not be affected in the first round as it is generally not an essential type of regular expenditure for costings of VAWG. But given its interdependence with the rest of the economy, it will be impacted as the incomes of unaffected households will likely decline as a result of the slowdown in economic activities affected by a contraction of the national economy.</p>

Figure 10: Multiplier effect of VAWG on the economy



Additional service costs incurred by the state on behalf of a victim of VAWG will include, among others:

- healthcare;
- law enforcement;
- social services;
- specialised services;
- learning time.

Added to the personal costs and service costs are:

- loss of irreversible income;
- loss of reversible income as a result of temporary capacity to work, and temporary inability to undertake housework.

There are also the **costs resulting from the loss of economic output** owing to:

- irreversible population losses as a result of premature death of VAWG victims;
- temporary and permanent disability owing to VAWG;
- reduced work productivity of survivors leading to loss in output or income.

All these costs can be based on:

- **unit cost** – estimates the cost of a certain service package provided to a survivor in a certain case, for example a day hospital cost or medical service package for a survivor with grievous injuries;
- **proportional cost** - the share of the budget spent on survivors against the total number of service recipients (e.g. 30 per cent of the total social services budget spent for survivors);
- **total operational cost** – applicable to costs of services provided to victims on a 24 hour per day/7 days per week basis, which could include a telephone hotline for survivors of violence.

To measure direct costs, indirect costs and induced costs, the number of victims for each type of violence (minor case, medium case and serious case) as well as the unit costs for each sector need to be calculated. This entails:

- the costs of services;
- personal material losses;

- expenses of survivors;
- loss of income and labour from survivor illness and temporary or permanent disability. For example, to measure housework in order to calculate the cost of lost labour, a time-use survey can be used to calculate how many hours of cooking and cleaning are spent each day. In Lesotho, the household survey was used to collect such data; in Seychelles, a previously available survey on gender-based violence was used as baseline data;
- income loss owing to irreversible events (i.e. death).

Within each sector, the following are examples of both services and sectors:

- health: cost for treatment, emergency services, specialist work, testing;
- law and justice: court costs, police costs;
- social services: shelters, counselling, support telephone hotline (e.g. in Seychelles), relocation;
- education: district education officers, principals, school associations, teachers' unions.

Especially in small states, official statistics can produce a significant underestimation of the economic cost of violence. Hence, there is a need to estimate costs at two levels, based on:

- official statistics derived from administrative and other secondary data; and
- a simulation model using the violence prevalence rates and features of survivors contained in population-based surveys.

Step 3: EconVAWG estimation and simulation

In this step, the central statistical office and/or any other agency with competencies in statistics and economic modelling should be engaged in the estimation and simulation of VAWG. Persons from this agency should also be trained in the EconVAWG framework and methodology so they can provide a good level of technical support.

IMPORTANT NOTE

It is critical that personnel from the central statistical/national statistical system are integrally involved in the EconVAWG process. It is even more critical that they are part of and provide leadership for all of Step 3.

Box 7: Multi-stakeholder participation and consultation in data collection

Given the multiple sources of data on VAWG and the challenges in accessing the data securely and the constraints posed by lack of reliable data, data collection activities on VAWG require multistakeholder participation and consultation, including with data suppliers, agencies providing services to women, policy-makers, legislators and researchers, to ensure that the data is relevant to all stakeholders. In Lesotho, for instance, the researchers met with more than 75 stakeholders. One exclusive Expert Group consultation involving 25 experts was also conducted to gather data, as well as to cover gaps in information. Furthermore, a primary household survey, covering 800 females aged 15–64 years, was also conducted to gather recent information on the prevalence of VAWG, as well as some important data on the economic aspects of VAWG – which are usually not covered in traditional VAWG surveys. In the case of Seychelles, a meeting with the Expert Group helped validate findings on the extent of underreporting by various government agencies. Hence, a focus group discussion was conducted with 12 survivors by the Family Affairs Department. A very important aspect of VAWG captured through this was high-frequency repeat victimisation, which was not reported by the national VAWG baseline survey. The discussion also revealed the gravity of injuries, which have serious cost implication in terms of treatment and number of temporary incapacity days. Twenty per cent of the respondents experienced grievous bodily injuries of medium (30 per cent) and minor (50 per cent) gravity. This information was important for the economic costing of VAWG in Seychelles.

3.1 Approaches to estimating direct costs ('typical' case)

Health services

The most important loss to a survivor of VAWG is the health loss. Health of an individual was defined by the World Health Organization (WHO) in 1948⁵¹ as 'a state of complete physical, mental and social well-being and not merely the absence of diseases or infirmity.' Following this, in 2013, WHO⁵² proposed three groups of effects to

measure the health losses as a result of VAWG (see Table 12).

Administrative data (i.e. medical records from hospitals and/or health facilities) is the main source for measuring the cost of healthcare.

Table 13 provides a template for assembling data on the number of visits to a health facility by type of assault. To note, there may be other types of assaults that should also be recorded. This data should be obtained from health facilities.

Unit costs of various healthcare services can be obtained from the ministry responsible for health services. Table 14 provides a sample of healthcare services for which unit costs should be obtained. If the unit costs for the year that the costing is undertaken for are not available, the most up-to-date unit costs should be utilised and adjusted

51 Constitution of the WHO as adopted by the International Health Conference, New York, 19–22 June 1946; signed on 22 July 1946 by the representatives of 61 states (Official Records of the WHO, no. 2, p.100) and entered into force on 7 April 1948.

52 WHO (World Health Organization) (2013) *Global and Regional Estimates of Violence Against Women: Prevalence and Health Effects of Intimate Partner Violence and Non-Partner Sexual Violence*. Geneva: WHO.

Table 12: Types of VAWG health injuries

Physical injuries	<p>The cost of these effects is usually estimated and recorded, since required data/parameters are available (even if not in the best possible format and coverage). The following data sources can be considered to estimate costs:</p> <ul style="list-style-type: none"> • records of physical (bodily) injuries and sexual violence; • data from health statistics from ministries responsible for health; • the 'unit cost' approach – which provides a minimum of doctor/staff time, fees, etc.; • diagnostic tests and medical procedures for each 'typical' situation; • data on assault and violence; • rape and sexual assault data on female survivors who visited a medical facility for treatment (both public and private facilities, see Table 13).
Psychological traumas and stress disorders	In most countries, estimation of economic costs of psychological trauma/stress is not attempted owing to lack of data. But if data permits, this should be attempted.
Fear and effect of controlling behaviour	Costs are difficult to gauge, as they are generally associated with postponed effects, hence measurement is not attempted owing to lack of clarity on methodology as well as lack of data.

Table 13: Number of visits by type of assaults

Data	Number (female) of visits to health facility
Physical assault and violence	
Rape and sexual assault	

upward by considering inflation rates. In the case of Seychelles, the 2013 unit costs obtained from WHO were adjusted upward to reflect the 2016 costs.

Data and parameters for health services may be arranged in the format provided in Table 15.

Law enforcement and the judiciary

Data from the judiciary comes from the country's court system – for example the magistrate's court, the high court, the family court, the children's court, etc. – the police and prisons.

A suggested breakdown of agencies involved in addressing different types of violence is provided in Table 17. Table 18 provides a sample matrix for cost estimation for law enforcement and the judiciary while Table 19 provides an example of estimated costs for law enforcement and the judiciary services offered to victims of VAWG.

Social services

Time spent on case compilation and services provided to the referred case can be obtained

through discussions with staff at the ministry responsible for social development and other agencies involved in addressing VAWG. Table 22 provides a sample of data types and parameters used for costing of social services.

Specialised services such as shelters must also be accounted for in the costing. Such shelters can be government- or NGO-run. Referrals are usually done by the courts or the police. At times, there may be self-referrals. Referrals are assessed by a social worker, to see the condition of the shelter and determine the client's care and support needs. There is normally a maximum amount of time and a number of times that a client can stay at a shelter.

Other services that should be costed at the shelter include the following:

Implementation plan: A plan for a way forward is made. The client could be involved in this. Sometimes, the plan involves the shelter personnel calling their client and the perpetrator (her husband/partner) to offer mediation between the two.

Table 14: Example of healthcare service unit costs

Type of health service	Unit cost (local currency)		
	Year 1 (e.g. 2013)	Inflation rate (e.g. 2013–2016)	Year 2 (e.g. 2016)
Doctors' fees			
Medical wards			
Surgical wards			
Maternity wards			
Paediatrics			
Cost per nights			
Intensive care			
Accident and emergency			
Ambulance			
CT scan			
MRI			
Ultrasound			
X-ray			
Echography			
Theatre – general surgery			
Theatre – orthopaedic			
Theatre – ophthalmology			
Theatre – gynaecology			
Theatre – endoscopy			
Theatre – ENT			
Other			

Table 15: Parameters and unit costs used in cost estimation for health

Parameter	Value	Source
Share of emergency services		
Specialist		
Hospitalisation		
Sexual violence: traumatic case		
Visit to medical facilities		
Emergency services		
Specialist services		
Hospitalisation		
Sexual violence: case		
Sexual violence: psychological case		
Sexual violence: traumatic case		

Table 16: Estimated cost of healthcare services owing to VAWG

Category	Data (victims)	Parameters	Days	Unit cost (US\$)	Cost (US\$)
Visit to medical facilities					
Emergency					
Specialist					
Hospitalisation					
Total physical injury					
Sexual violence: case					
Sexual violence: psychological case					
Sexual violence: traumatic case					
Total sexual violence					
Total healthcare cost					
Total healthcare cost (inclusive of out-of-pocket expenses)					

Note: Out-of-pocket expenses – i.e., expenses not picked up by universal health care or private health insurance – can be obtained through the household survey.

Table 17: Types of services provided and associated tasks and time spent per task per victim

Physical injury	Sexual offence	Negligence
Services may be provided by: Police Prosecutor Victims of crime officer Clerks of court Magistrate Correctional officers Alternate dispute resolution official Social workers Other	Services may be provided by: Police Prosecutor Clerks of court Magistrate Medical officer Correctional officers	Services may be provided by: Police Clerks of court Magistrate Family support Ministry of social development Social workers NGOs
Tasks may include: <ul style="list-style-type: none"> • Police bring case to prosecutor. • Prosecutor may refer the matter to victims of crime for mediation if parties want to settle out of court. • Prosecutor files case with the clerk of court who allocates the case to a magistrate or other court. • Bail is administered and protective conditions imposed by the court. • Case proceeds to hearing. • Verdict is given. • Sentencing and/or alternative dispute resolution occurs. 	Tasks may include: <ul style="list-style-type: none"> • Police take accused for HIV testing and complainant for medical help. • Police bring case to prosecutor. • Prosecutor files case with the clerk of court who allocates the case to a magistrate. • Bail is administered and protective conditions imposed by the court. • Case proceeds to hearing. • Verdict is given. • Sentencing occurs. 	Tasks may include: <ul style="list-style-type: none"> • Police bring case to prosecutor. • Prosecutor may refer the matter to victims of crime for mediation if parties want to settle out of court. • Prosecutor files case with the clerk of court who allocates the case to a magistrate. • Bail is administered and protective conditions imposed by the court. • Case proceeds to hearing. • Verdict is given. • Alternative dispute resolution occurs.
Average time spent (hours per day) on each of the tasks above	Average time spent (hours per day) on each of the tasks above	Average time spent (hours per day) on each of the tasks above

Table 18: Cost estimation of services of police and judiciary

Data category	Number	Source of data
Number of complaints (administrative offences)		
Number of protection orders		
Number of probation orders		
Number of evictions		
Number of persons sent to prison		
Number of sexual offences		

Table 19: Unit cost of services associated with victims

Service provider	Unit cost (local currency)	Source of data
Hourly wage of police inspector		
Hourly wage of police officer		
Hourly wage of judge		
Hourly wage of nurse		
Hourly wage of doctor		
Hourly wage of other medical staff		
Hourly wage of family support staff		
Hourly wage of prosecutor support staff		
Hourly cost of service call (patrol)		
Hourly cost of detention		

Table 20: Estimated cost of law enforcement and judiciary

Category (A)	Total number of cases (B)	Days (C)	Unit cost of all services required (see Table 17) in category (D)	Total cost (E)
Service call by police	Total number of cases reported for the base year	x		
Registration and administration of case		x		
Probation/arrests		x		
Eviction		x		
Sexual offences		x		
Long-term detention		x		
Other				
Legend				
A Refers to the cluster of services offered by law enforcement and the judiciary.				
B The total numbers for each of the categories in (A) recorded for the base year.				
C The total time taken to undertake the activities per case in that category. Those categories that have an 'x' marked are not time bound.				
D Σ hourly unit cost of each of the services in the category x number of hours spent on each of the services in the category. Refer to example provided in Table 21.				
E Total number of cases reported for that year x the total unit cost for that category – i.e. (D)x(E)				

Table 21: Example of how to calculate the estimated cost of a category of law enforcement and judiciary services

Category	Services in the category	Unit cost per service per hour (US\$)	Hours spent	Total cost of services provided by the category
Protection				
	Police officer	36.00	1	36.00
	Family support staff	36.00	1	36.00
	Protection support staff	36.00	1.5	54.00
	Probation officer	58.00	1.5	87.00
	Judge	135.00	0.5	67.50
	Daily cost of detention	132.00		132.00
TOTAL				412.50

Table 22: Data and parameters used in social services cost estimation regarding VAWG

Data and parameter	Value	Source
<i>Data:</i>		
Number of compiled cases		
Number of self-referral cases		
<i>Parameter:</i>		
Hours of social workers for case compilation		
Hours of social workers time for counselling services		
<i>Unit cost:</i>		
Hourly wage of a social worker		

Nurse: After the implementation plan is made, the client then meets the nurse attached to the shelter. The nurse examines the client to determine the kind of help she needs. In most physical abuse cases, the nurse has to offer medication and any other help needed for the client to heal.

Social worker: The social worker may see the client for a counselling session. The social worker then takes the client to the shelter manager/matron, for the latter to allocate the client some living space. The shelter could also group counselling.

Recreational therapy: During the course of their stay at the centre, women may be offered training on income-generating activities such as knitting/sewing, beadwork and cooking.

Home visits: The shelter personnel also visit families experiencing problems with violence to offer support and to teach them how to deal with

the situation. Given limited space at shelters, some clients may not be able to stay there if they have somewhere else safe where they can stay. The police may be involved in this to ensure the safety of the client.

Shelters do not look for evidence every time. Most times they accept the word of the client but they will get most information when they visit the family. Shelter personnel may also go back to the family repeatedly after the client has left the shelter to monitor how the relationship is going.

The cost of operating a shelter could include those in Table 23.

Personnel costs to run the shelters could include those in Table 24.

Learning lost

Children are heavily affected by VAWG. Even if they are not the direct victims, VAWG has significant impacts on their behaviour and lifestyle, including

Table 23: Utilities and other expenses in operating a shelter

Utility	Payment in X year	
	Monthly payment (US\$)	Yearly payment (US\$)
Electricity		
Water		
Food		
Cleaner		
Gardener		
Total		

Table 24: Personnel expenses in operating a shelter

Personnel	Year		
	Staff number	Monthly salary (US\$)	Yearly salary (US\$) Chief gender officer
Nurse			
Social worker			
Matron/manager			
Office assistants			
Other			
Total			

Table 25: Data and parameters that can be used in estimating learning lost

Data and parameter	Value (US\$)	Source
<i>Data:</i>		
Education budget		
<i>Parameter:</i>		
Extent of learning time lost*		
Share of primary and secondary schools in total education budget		

*Stakeholders/informants may offer learning time losses of large magnitudes, which then will have to be corroborated with other relevant school/ministry of education officials.

being able to concentrate at school. Teachers normally would have an idea of time lost in learning. Teachers in two communities in Seychelles, for instance, claimed that learning lost owing to VAWG was between 25 and 35 per cent of total learning time in a year. In Lesotho, data on learning lost could not be easily ascertained, although the stakeholders consulted indicated that it was an important aspect. They, thus, felt that the cost implications needed to be incorporated. To overcome the lack of data, an alternative approach was adopted that incorporated 1) a review of existing literature to

find statistics on the extent of learning time lost in other countries or instances; 2) a review of learning time lost parameters reported in Seychelles; and 3) identification of budget allocation for the education sector, especially for primary and secondary.

In order to convert learning time lost to a monetary measure, the proportional cost approach can be adopted. Data can be obtained from, among others, ministries with responsibility for education, annual budget estimates, central bank figures, development bank figures, etc.

Table 26: Data and parameters that can be used in the estimation of divorce costs

Data and parameters	Value	Source
<i>Data:</i>		
Number of uncontested cases		
Number of contested cases		
<i>Parameters:</i>		
Days needed in uncontested cases		
Days needed in contested cases		
Daily hours allocated for uncontested cases		
Daily hours allocated for contested cases		
Unit costs (US\$):		
Average cost of settlement in uncontested cases		
Average cost of settlement in contested cases		
Hourly wage of registrar clerk		
Hourly wage of court messenger		
Hourly wage of allocating officer		
Hourly wage of judge's clerk		
Hourly wage of mediator		
Hourly wage of a judge		

The following specification was used to estimate the cost of learning time lost:

Learning time lost cost = total budget for education \times (share of primary and secondary schools in total education budget) \times estimated learning time lost.

Cost of divorce

Data collection and interviews with relevant stakeholders in the Seychelles revealed that there was a correlation between VAWG and divorce, the main reasons for which could be:

- desertion: malicious desertion (going away); and constructive desertion (i.e. physical assault, beating etc.); and
- adultery.

Divorce cases are usually settled in two forms: contested and uncontested (probably settled through mediators). The cost of divorce can be high in some jurisdictions.

The following specification can be used to estimate the cost of divorce:

$$\text{Divorce cost}_i = (\text{data}_i \times \text{parameters}_i) \times \text{unit cost}_i$$

Where, $i = 1..4$ (1 = personal expenses for uncontested cases, 2 = public expenses for uncontested cases, 3 = personal expenses for contested cases, 4 = public expenses for contested cases). The specifications and estimated costs are provided in Table 27.

Personal cost

Personal costs (i.e. out-of-pocket expenses) incurred by survivors themselves and their families could turn out of be an important source of costs. The main and perhaps only source of such data to estimate personal costs is a target survey of actual VAWG victims/survivors. Data and parameters for assessing personal costs that could be collected either through a household survey or in interviews with victims are provided in Table 28.

Personal income loss

In addition to the cost of services associated with VAWG, such violence also results in large income losses to survivors, their families, communities and the whole of society. This owes to VAWG-related deaths and temporary incapacity to carry out regular work and household activities. Violence-

Table 27: Estimated divorce cost owing to VAWG

Category	Data**	Days	Parameters	Unit cost (US\$)*	Total cost (US\$) (unit cost x data)
A. Uncontested cases					
Private cost					
Public cost					
Total uncontested cases					
B. Contested cases					
Private cost					
Public cost					
Total contested cases					
Total divorce cost (US\$)					

*Unit cost could be composed of hourly wage of a registrar clerk; hourly wage of a court messenger; hourly wage of an allocating officer; hourly wage of mediator; hourly wage of judge's clerk; and hourly wage of a judge.

**Refers to the number of divorce cases.

Table 28: Estimated personal cost of VAWG

Category	Data	Parameters	Unit cost (US\$)	Cost (US\$)
	# of women who sought help	% of survivors	Average cost	
Personal expenses for transportation				
Personal expenses to call ambulance				
Personal expenses for diagnosis and medicine				
Personal expenses for inpatient services				
Personal expenses for legal services				
Cost of property damage				
Personal expenses incurred for other items				
Total personal cost				

led income losses are usually classified into the following categories:

- death: income equivalent (income forgone) of irreversible losses (VAWG-related death);
- disability: income loss owing to temporary and permanent incapacity (disability) of VAWG survivors; and
- disorder: income loss arising out of employment termination or reduced labour productivity.

The following approaches have been used in various studies to estimate income loss under the

irreversible and reversible categories: value of statistical life and disability-adjusted life years.

3.2 Approaches to estimating direct costs ('full coverage' case)

The number of women who experience physical violence and sexual violence constitutes the main element of scenario generation under the 'full coverage' (or macro) case. All other parameters and the unit costs used in the typical case are retained for full coverage estimation. Therefore, full coverage estimates are influenced only by the

Table 29: Data and parameters used in income loss estimation owing to VAWG

Data and parameters	Value	Source
<i>Data:</i>		
Number of deaths		
Number of survivors		
<i>Parameters:</i>		
Survivors reporting minor injury		
Survivors reporting medium-gravity injury		
Survivors reporting grievous injury		
Incapable of working for days owing to minor injury		
Incapable of working for days owing to medium-gravity injury		
Incapable of working for days owing to grievous injury		
Employment rate among working-age women (%)		
Survivors reporting household work disruption rate		
Days incapable of household work		
Median hours incapable of household work		
<i>Unit costs (M):</i>		
GDP per employed person, per year – X year (US\$)**		National accounts

* GDP for the year/number of employed persons.

number of survivors estimated from the female population. The number of women can be obtained from the census and other more regularly obtained household surveys. Where necessary, as mentioned in Step 2, a household survey of the victims of VAWG can also be undertaken for purposes of this study – see Annexes 4A and 4B for full details and resources.

The costs of four major cost drivers found in the typical case – specialised services (shelter), learning time lost (education), irreversible cost associated with death (femicide) and cost of divorce – will remain unchanged for the full coverage case. This is because they are based on supposedly 'full coverage' data (e.g. shelter: total cost of operating the shelter; learning time lost: actual primary and secondary school budget for the particular year). However, the costs of law enforcement, social services and health services, personal costs and income losses should be re-estimated under the full coverage case.

Healthcare services

The following specification can be applied to estimate the healthcare costs of physical and sexual violence for each service or category:

$$\text{Healthcare cost}_i = (\text{data}_i \times \text{parameter}_j) \times \text{unit cost}_i$$

Where, i = 1..4 (1 = visits to medical facilities, 2 = emergency services, 3 = specialist services and 4 = hospitalisation), while j = 1..2 (1 = prevalence rate for physical injuries and 2 = prevalence rate for sexual violence). Table 31 gives specifications and estimated costs.

Law enforcement and the judiciary

Table 32 provides the data and parameters used in law enforcement and the judiciary cost estimation owing to VAWG (full coverage case).

These specification are used to estimate the cost of law enforcement and the judiciary for each category:

$$\text{Law enforcement and judiciary cost}_i = (\text{data}_i \times \text{days}_i) \times \text{unit cost}_i$$

Where, i = 1..7 (1 = service call, 2 = registration, 3 = protection, 4 = probation, 5 = eviction, 6 = sexual offences and 7 = prison). Table 33 provides specifications and estimated costs.

Social services

Table 34 provides the data and parameters used in social services cost estimation (full coverage).

Table 30: Data, parameters and unit cost used in cost estimation for health (full coverage)

Data and parameters	Value	Source
<i>Data:</i>		
Number of VAWG-related survivors seeking health services		Simulated based on population data
Number of sexual assault survivors		Simulated based on population data
<i>Parameters:</i>		
Share of emergency services		Primary survey/FGDs
Specialist services		Primary survey/FGDs
Hospitalisation		Primary survey/FGDs
Sexual violence: traumatic case		
<i>Unit cost (US\$):</i>		
Visit to medical facilities		As in a typical case
Emergency services		As in a typical case
Specialist services		As in a typical case
Hospitalisation		As in a typical case
Sexual violence: case		As in a typical case
Sexual violence: psychological case		As in a typical case
Sexual violence: traumatic case		As in a typical case

Table 31: Estimated cost of healthcare services owing to VAWG (full coverage)

Category	Data	Parameters	Days	Unit cost (US\$)	Cost (US\$)
Visit to medical facilities					
Emergency services					
Specialist services					
Hospitalisation					
<i>Total physical injury</i>					
Sexual violence: case					
Sexual violence: psychological case					
Sexual violence: traumatic case					
<i>Total sexual violence</i>					
<i>Total healthcare cost</i>					
<i>Total healthcare cost (inclusive of out-of-pocket expenses)</i>					

* Out-of-pocket expenses could include travel costs, costs of meals and such like.

The following specification can be used to estimate the cost of social services for each category:

$$\text{Social services cost}_i = (\text{data}_i \times \text{days}_i \times \text{parameters}_i) \times \text{unit cost}_i$$

Where, i = 1..2 (1 = case compilation; 2 = self-referral cases). Table 35 provides the specifications and estimated costs.

Personal costs

Table 36 provides data and parameters to estimate personal cost under the full coverage case. This is an update of the data and parameter sets used for the typical case.

Table 32: Data and parameters used in law enforcement and the judiciary cost estimation due to VAWG (full coverage)

Data and parameters	Value	Source
<i>Data:</i>		
Number of registrations		Derived using primary survey shares for women who sought help and female population between age X and Y
Number of protection orders		Derived using judiciary share for protection orders
Number of probation cases		Derived using judiciary share for protection orders
Number of evictions		Derived using judiciary share for protection orders
Number of persons sent to prison		Full coverage case estimates for probation
Number of sexual offences		Full coverage case estimate
<i>Unit cost (US\$):</i>		
Hourly wage of police inspector		
Hourly wage of police officer		
Hourly wage of judge		
Hourly wage of medical staff		
Hourly wage of family support staff		
Hourly wage of prosecutor support staff		
Hourly wage of probation staff		
Daily cost of detention		
Hourly cost of service call (patrol)		

Table 33: Estimated cost of law enforcement and the judiciary owing to VAWG (full coverage)

Category	Data	Days	Unit cost (US\$)	Total cost (US\$)
Cost of service call by police				
Registration and administration cost of case				
Protection				
Probation cases/arrests				
Eviction				
Sexual offences				
Long-term detention (prison)				
Total cost (US\$)				

The following specification can be used to estimate personal cost of physical and sexual violence for three types of losses:

$$\text{Personal cost}_i = (\text{data}_i \times \text{prevalence rate}_i) \times \text{unit cost}_i$$

Where, i = 1..7 (1 = personal expenses for transportation, 2 = personal expenses to call

an ambulance, 3 = personal expenses for diagnosis and medicine, 4 = personal expenses for inpatient services, 5 = personal expenses for legal services, 6 = cost of property damage and 7 = personal expenses incurred for other items). Table 37 provides the specifications and estimated costs.

Table 34: Data and parameters used in social services cost estimation owing to VAWG (full coverage)

Data and parameters	Value	Source
<i>Data:</i>		
Number of compiled cases (i)		
Number of self-referral cases (i)		
<i>Parameters:</i>		
Hours of social workers for case compilation		
Hours of social workers' time for counselling services		
<i>Unit cost (US\$):</i>		
Hourly wage of a social worker		

Table 35: Estimated cost of social services owing to VAWG

Category	Data	Days	Parameter	Unit cost (US\$)	Total cost (US\$)
Cost of case completion for family tribunal					
Cost of self-referral cases					
Total cost					

Table 36: Data and parameters used in personal cost estimation owing to VAWG (full coverage)

Data and parameters	Value	Source
<i>Data:</i>		
Number of women who sought help		
<i>Parameters:</i>		
% survivors who reported incurred transportation expenditure		
% survivors who reported incurred cost to call ambulance		
% survivors who reported incurred cost to call for diagnosis and medicine		
% survivors who reported incurred inpatient cost		
% survivors who reported incurred legal cost		
% survivors who reported loss of property due to violence		
% survivors who reported incurred other costs due to violence		
<i>Unit costs (US\$):</i>		
Average value of transport expenditure		
Average value of cost of ambulance call		
Average value of cost of diagnosis		
Average value of cost of inpatient services		
Average value of cost of legal services		Primary survey
Average value property lost		Primary survey
Average value other personal expenses incurred		Primary survey

Table 37: Estimated personal cost of VAWG

Category	Data	Parameters	Unit cost (US\$)	Cost (US\$)
Personal expenses for transportation				
Personal expenses for ambulance call				
Personal expenses for diagnosis and medicine				
Personal expenses for inpatient services				
Personal expenses for legal services				
Cost of property damage				
Personal expenses incurred for other items				
Total personal cost (US\$)				

Personal income loss

Table 38 gives data and parameters to estimate income loss under the full coverage case. This will be an update of the data and parameter sets used for the typical case, with only one exception: the number of VAWG survivors will be more than the number in the typical case.

The following specification was used to estimate income loss under the irreversible and reversible categories:

Irreversible (death)

Income loss = data(death) × unit cost (GDP per employed person)

Reversible (disorder)

- a. *Income loss from employment = [data (number of survivors) × Parameter 1 (female employment rate) × Parameter 2 (extent of injuries) × Parameter 3 (days unable to work owing to injuries)] × unit cost (GDP per employed person per year)*
- b. *Income loss from household activities = [data (number of survivors) × Parameter 1 (median incapacity days) × Parameter 2 (average incapacity hours)] × unit cost (GDP per employed person per year)*

Table 39 provides the specifications and estimated costs.

used to capture the indirect impacts of VAWG. The economy-wide datasets are then converted into a multiplier framework to capture the economy-wide indirect cost of VAWG.

An important feature of the methodology used in the present exercise is that it is able to estimate the economy-wide impacts (cost) of VAWG. There are three widely used approaches to capture the economy-wide impacts:

1. a fixed price multiplier model based on an IOM;
2. a fixed price multiplier model using a SAM – which is a super set of the IOM encompassing activities, commodities, factors of production and institutions; and
3. a flex price CGE model – which invokes markets (e.g. product markets, the labour market, etc.), behavioural specifications of all agents (e.g. producers, consumers, etc.) and closure rules (e.g. defining how the accounts are balanced).

Since the CGE model is a highly data-demanding exercise⁵³ and usually requires a longer time to reach a solution, it was agreed that a SAM-based fixed price model be used to assess the economy-wide impacts of VAWG.

The types of **macroeconomic data from the SAM** that will be needed are:

3.3 Approaches to economy-wide estimation

As already detailed in Section 2 of this Facilitator's Guide, an economy-wide model (i.e. IOM or SAM) is

⁵³ Generally, all data and parameters required for numerical specifications may not be available for countries like Seychelles where a SAM is not readily available.

Table 38: Data and parameters used in income loss estimation owing to VAWG (full coverage)

Data and parameters	Value	Source
<i>Data:</i>		
Number of deaths		
Number of survivors		
<i>Parameters:</i>		
Survivors reporting minor injury		
Survivors reporting medium-gravity injury		
Survivors reporting grievous injury		
Incapable of working for days owing to minor injury		
Incapable of working for days owing to medium-gravity injury		
Incapable of working for days owing to grievous injury		
Employment rate among working-age women (%)		
Survivors reporting household work disruption rate		
Days incapable of household work		
Median hours incapable of household work		
<i>Unit costs (US\$):</i>		
GDP per employed person in per year – in year (US\$)*	36,814	National accounts
GDP per employed person <i>per data</i> – in year of day (US\$)**	147.3	National accounts

* As an example, if GDP in 2017 was 34,715,120,000 maloti, and the number of employed persons was 942,983; then GDP per employed person in 2017 was M36,814 (=34,715,120,000/942,983).

** Given that there are 250 working days in a year, the per day per employed person's GDP can be calculated to be: 147.3 (=360,814/250).

- **endogenous accounts** – economic activities as identified in the national accounts; factors of production [labour and capital]; and households;
- **exogenous accounts** – composed of policy variables, such as government expenditure, investment, exports.

If a recent macroeconomic dataset or SAM is not available, the dataset may be updated to a recent year using sectoral economic information (such as value-added or GDP, imports, exports, consumption, public expenditure, investment, etc.). In this case, the updated macroeconomic data set is converted into an economy-wide model. Even when a SAM is not readily available, it may be possible to develop a SAM using an IOM (as was done for Lesotho). An important source of IOMs for a large number of countries is the GTAP database, which is available at: <https://www.gtap.agecon.purdue.edu/>

The availability of data will affect the robustness of the simulation exercise in Step 3. In order to develop the SAM, baseline data needs to be made available from a national income account which is assembled by the Central Statistical Bureau. If data is unavailable, data collection will need to be undertaken. The detailed templates provided in Annexes 4 and 5 in this Guide can be used to identify in-country baseline data.

Once the requisite data as identified above is assembled, a simulation of EconVAWG can be undertaken. For ease of undertaking the simulation, section 3.4 of this Guide provides a compendium of Excel spreadsheets, including download links, and detailed instructions on how to populate them.

If no SAM or an IOM for a recent year is available then the most recent IOM can be used to develop the SAM. In the *first step*, the most recent IOM is adjusted upward using price information for the year

Table 39: Estimated personal income loss owing to VAWG (full coverage)

Category	Data	Parameters				Unit cost (US\$)	Cost (US\$)
		Employment rate	Extent of injuries	Days	Hours		
Irreversible (death)							
Total irreversible							
Reversible							
a. Employment income loss							
a.1. Minor injuries							
a.2. Medium gravity							
a.3. Grievous injuries							
Total employment income loss							
b. household income loss		*					
Total reversible							
Total income loss (US\$)							

* This parameter refers to the share of survivors who reported that their household activities had been affected by VAWG.

for which the SAM is being calculated. In the *second step*, the SAM for the year that is being calculated is developed using the update IOM from *Step 1*.

The GATP project at the University of Purdue is a repository of IOMs for most of the countries in the world, as the project regularly simulates the welfare impacts of global trade reforms or shocks.⁵⁴ Some countries may as yet not be included in the list of GTAP countries. However, there will be an IOM for each country, even if outdated. In Seychelles, for instance, the IOM used for EconVAWG was from 1999. This IOM included 16 activities and two factors of production (i.e. one labour and one capital).

The move from a SAM data framework to a SAM model (also known as a multiplier framework) requires decomposing the SAM accounts into 'exogenous' and 'endogenous.' Generally, accounts intended to be used as policy instruments (e.g. government expenditure, investment and exports) are made exogenous and accounts specified as objectives or targets (e.g. output, commodity demand, factor return, household income or expenditure) must be made endogenous. For any given injection into the exogenous accounts of the SAM, influence is transmitted through the interdependent SAM system among the endogenous accounts.

The interwoven nature of the system implies that the incomes derived from the factors of production, households and production processes are all derived from exogenous injections into the economy via a multiplier process. The multiplier process is developed here on the assumption that, when an endogenous income account receives an exogenous expenditure injection, it spends it in the same proportions as shown in the matrix of average propensities to spend (APS). The elements of the APS matrix are calculated by dividing each cell by the sum total of its corresponding column (see Annex 2 for details on SAM-based modelling).

The multiplier analysis using the SAM framework helps in understanding further the linkages between the different sectors and the institutional agents at work within the economy. Accounting multipliers have been calculated according to the standard formula for accounting (impact) multipliers, as follows:

$$y = A y + x = (I - A)^{-1} x = M_a x$$

Where:

y is a vector of endogenous variables (which is 16 according to the example provided in Tables 40 and 41 above, SAM 2016, with only the activities account considered endogenous)

x is a vector of exogenous variables (which is also 16 according to SAM 2016)

⁵⁴ The GTAP 9 database features 2004, 2007 and 2011 reference years, as well as 140 regions for all 57 GTAP commodities.

Table 40: Basic structure of a social accounting matrix

		Expenditure columns							
		Activities C1	Commodities C2	Factors C3	Households C4	Government C5	Investment C6	Rest of world C7	
Income rows	Activities R1		Domestic Supply						Total
	Commodities R2	Intermediate demand			Consumption spending (C)	Recurrent spending (G)	Investment demand (I)	Export earnings (E)	Activity income
	Factors R3	Value-added							Total demand
	Households R4			Factor payments to households		Social transfers		Foreign remittances	Total factor income
	Government R5		Sales taxes and import tariffs		Direct taxes			Foreign grants and loans	Total household income
	Savings R6				Private savings	Fiscal surplus		Current account balance	Government income
	Rest of world R7		Import payments (M)						Total savings
	Total	Gross output	Total supply	Total factor spending	Total household spending	Government expenditure	Total investment spending	Foreign exchange inflow	Foreign exchange outflow

Legend: R = rows; C = columns.

Table 41: Description of Seychelles' SAM, 2016

SAM accounts	Detailed sector classification
Activities (16)	
	Agriculture and Forestry, Fishing (2)
	Food Processing, Petroleum Products, Other Manufacturing, Electricity and Water, Construction (5)
	Distribution of Goods, Hotels, Restaurants, Land Transport, Air Transport, Sea Transport, Communications, Other Services, Public Services (9)
Factors of production (2)	
	Labour factor
	Capital factor
Institutions (4)	
	Household
	Government
	Rest of the world
	Savings or gross fixed capital (consolidated capital)

A is the matrix of average expenditures propensities for endogenous accounts and

$M_a = (I - A)^{-1}$ is a matrix of aggregate accounting multipliers (generalised Leontief inverse).

The present multiplier model has only one endogenous account (i.e. activities), and hence it can calculate only one type of multiplier (activity multiplier) measures owing to changes in any one of the various exogenous accounts.

The economy-wide impacts of the reduced income (resulting from VAWG) are examined by changing the total exogenous injection vector, especially household consumption. Table 42 provides a sample of activity descriptions.

3.4 Tool for EconVAWG

Once the requisite data as identified above is assembled, a simulation of EconVAWG can be undertaken. This process is detailed here. Screenshots of the tool are presented in the following figures, and the tool itself is available here.⁵⁵ The tool has been created in Microsoft Excel and should be compatible with a range of early versions.

Opening the tool

When opening the tool, it is important to ensure that macros are enabled. This can be done by clicking 'Enable content' on the security bar that appears when you open the tool. Microsoft provides guidance on how to do this here⁵⁶. When the tool is opened, it automatically opens on the 'Home' tab.

The screen that appears will look like this:

This sheet provides the functionality to navigate through the tool more directly, although it is also possible to click tabs at the bottom of the sheet in the usual way.

Navigating the tool

There are two core conventions used within the tool to make it easier to navigate:

- The sheet tabs are colour-coded to make it clear what the sheet is used for.
- Cells are colour-coded to indicate whether values can be entered or where information is added for reference only and is therefore not used within core calculations in the tool.

55 <https://thecommonwealth.org/economic-costs-violence-women-girls>

56 <https://support.microsoft.com/en-us/office/macros-in-office-files-12b036fd-d140-4e74-b45e-16fed1a7e5c6>

Table 42: Output loss by activity

	Activity description	Output loss (typical case)
1	Agriculture and Forestry	
2	Fishing	
Agriculture		
3	Food Processing	
4	Petroleum Products	
5	Other Manufacturing	
6	Electricity and Water	
7	Construction	
Industry		
8	Distribution of Goods	
9	Hotels	
10	Restaurants	
11	Land Transport	
12	Air Transport	
13	Sea Transport	
14	Communications	
15	Other Services	
16	Public Services	
Services		
Total		
As percent of GDP		
Indirect effect		
Induced effects		

Figure 11: The home screen of the EconVAWG toolkit

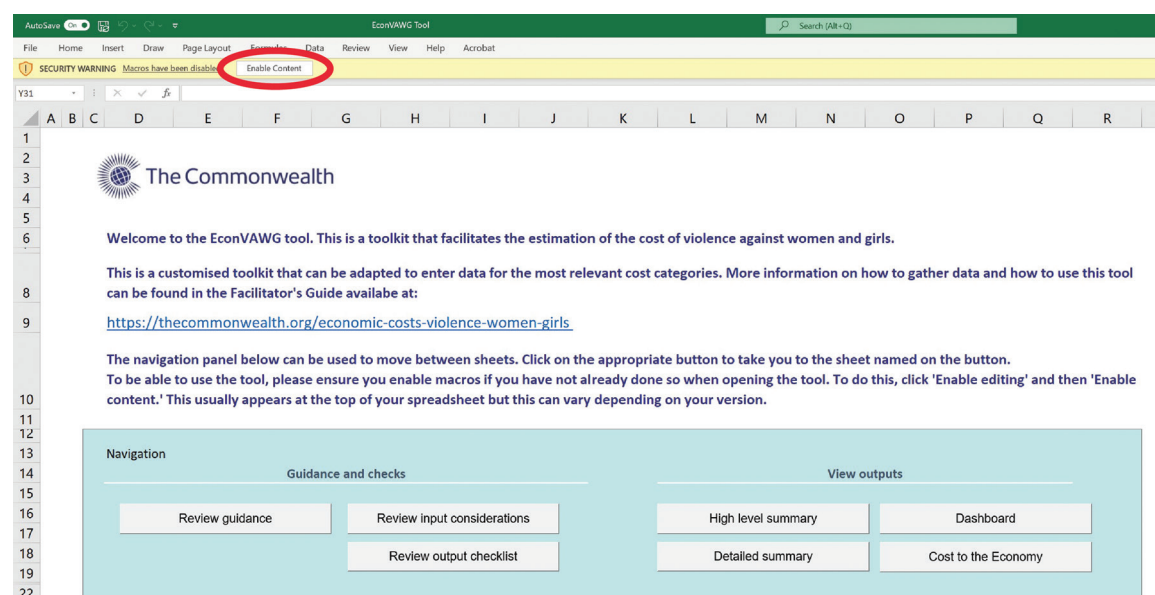


Table 43: Estimated cost of VAWG (economy-wide)

Cost category	Typical case			Full coverage case		
	Victims	Local currency	US\$	Victims	Local currency	US\$
A. Income loss						
1. Irreversible (deaths)						
2. Reversible (income loss)						
i. Employment income loss						
ii. Missing value of lost household work						
Total						
B. Healthcare						
1. Sexual violence						
2. VAWG						
Total						
C. Law enforcement and judiciary						
1. Cost of service call by police						
2. Registration and administration cost of case						
3. Protection						
4. Probation/arrest						
5. Eviction						
6. Sexual offences						
7. Long-term detention (prison)						
Total						
D. Social services						
1. Case completion for family tribunal						
2. Mediating self-referral cases						
3. Counselling services						

(Continued)

Table 43: (Continued)

Cost category	Typical case			Full coverage case		
	Victims	Local currency	US\$	Victims	Local currency	US\$
Total						
E. Specialised services						
Hotline						
F. Education services						
Learning time lost						
G. Personal expenses						
1. Loss of personal property						
2. Loss of personal income						
3. Personal expenses incurred						
Total						
Total direct cost						
Total economy-wide cost						
Total cost						
<i>Total direct cost as % of GDP</i>						
<i>Total economy-wide cost as % of GDP</i>						
<i>Total cost as % of GDP</i>						

Figure 12: Enabling editing in Excel

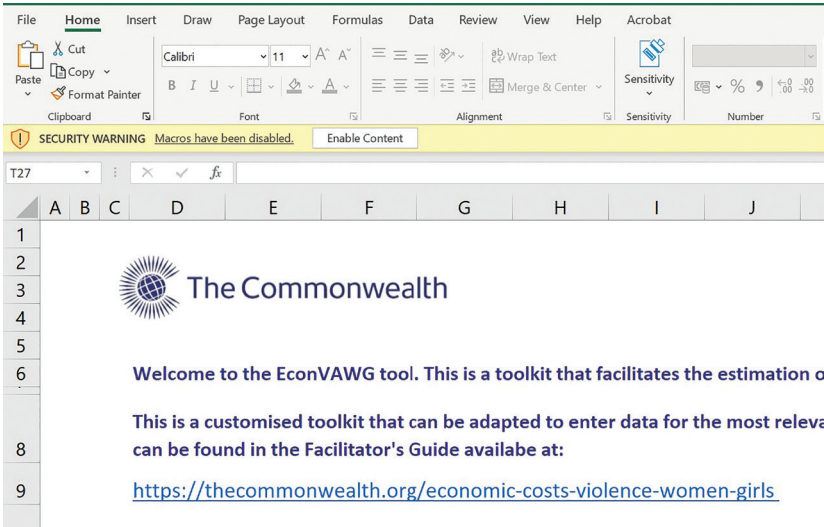
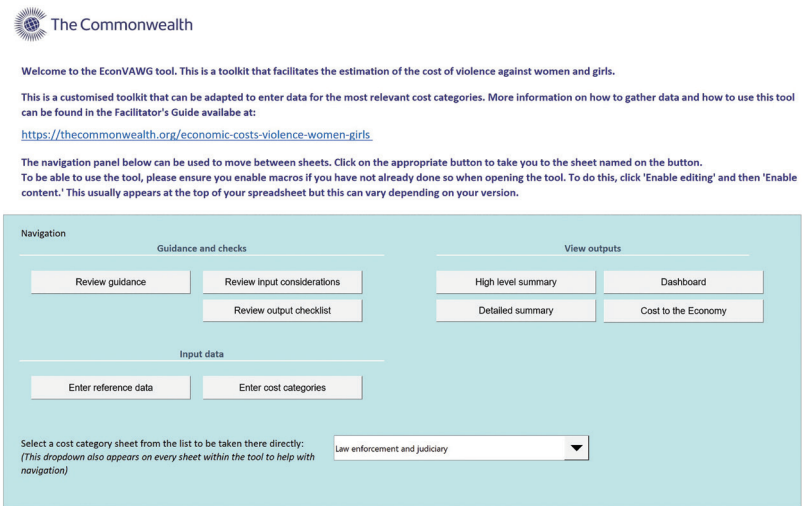


Figure 13: The home screen of the EconVAWG toolkit



Sheet colours

For the sheet colours:

- Blue tabs indicate that the sheet is for information or navigation only.
- Yellow tabs indicate that data can, or in some cases must, be entered in this sheet to support the modelling/calculations.
- Green tabs indicate that the sheet primarily contains outputs.

Cell colours

- Yellow cells are used for data/information to be entered. Note that all yellow cells in any given row need to be populated for the

calculations to work for that item. This may mean needing to add a '1' where there is no specific value or multiplier. This is particularly likely to apply to the 'Number of people/units' fields.

- Orange cells are optional. Reference or calculation information should be entered in these but this information will not link to elsewhere in the tool.

In order to avoid unintentional errors, the sheets in this tool have been 'locked.' Only the cells that need to be changed to make the model work can be edited. This also prevents additional changes to the tool that could cause formulae to become corrupted, such as columns being added.

Table 44: Excel sheets in the EconVAWG model

Sheet name	Questions and requests
Home screen	Opening page and navigation panel.
Guidance	This sheet is used to provide a reminder of the conventions set out on the home screen as well as providing a step-by-step guide to using the tool.
Checklist	This sheet needs to be reviewed at the end of the data entry to ensure all data has been entered and to identify any potential errors.
Input considerations	This sheet provides guidance to support users in the data entry on each of the cost category sheets.
Output checklist	This sheet needs to be reviewed at the end of the data entry to ensure all data has been entered and to identify any potential errors.
Detailed summary	A detailed output showing the costs at a cost category level. Costs are shown for a typical case and for a full coverage case. Costs are shown in both US\$ and local currency.
Total EconVAWG	This is a summary with alternative summary views of the data, including profiling the costs by women/girls and costs to the private sector, for example.
HL summary	This sheet is slightly different as it is both an output sheet and a data entry sheet. It provides a high-level summary that includes both the total direct cost drawn from the tool and the total economy-wide cost drawing data from the economy-wide models such as an IOM or a SAM model. The total costs are aggregated and are shown as a percentage of GDP. The economy-wide costs are aggregated and are shown as a percentage of GDP.
Dashboard	This sheet provides a summary of the costs as cost category level, and also shows the costs of each of these as a percentage of GDP. In addition, this sheet provides visual outputs. By clicking on the buttons above each of the charts, this will allow the chart to be copied and pasted into reports or other documents.
A. Reference figures	This sheet is required for setting up the tool to tailor it to the needs of the country. The name or code used is the country's currency, and can be formatted as preferred. For example, 'Seychelles rupee' or 'SCR' would be acceptable in the tool.
B. Cost categories	This is an additional sheet that is used to tailor the tool to local needs. Within the tool there is a sheet for each cost category in column D – e.g. personal income, healthcare – as well as scope to add local cost categories. Cost items can be added against each cost category. Additional details on completing this can be found below.
Example	For each cost item there is an associated sheet used to populate the tool. The 'Example' sheet helps explain the different features of the cost item sheets and how these should be used.
Individual cost category sheets	There is a cost category sheet for every cost category listed in the 'B. Cost categories' sheet. On each sheet there is a separate table for each cost item and a working area at the bottom in which calculations can be undertaken that do not feed directly into the tool. More information on completing these sheets is shown below.
	<i>N.B. There are differences in the 'Education' sheet compared with those for all the other cost items. This is because it uses a top-down costing approach where a proportion of the budget is considered to the cost of VAWG, in contrast with the other cost items, in which the cost is calculated from events and activities.</i>

Figure 14: Steps involved in completing the tool

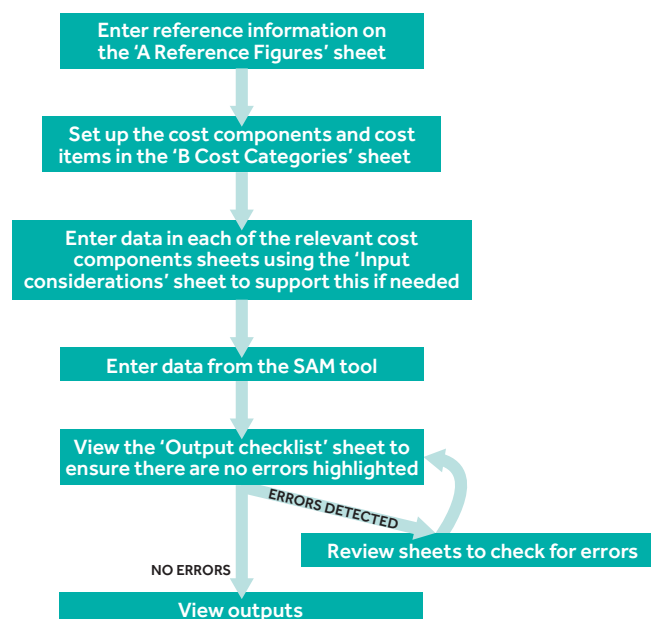


Figure 15: Reference information in the EconVAWG toolkit

Reference information

This sheet contains details for key figures that will be used throughout the tool. Complete the yellow cells below to facilitate the presentation of data and calculations within the tool. The orange cells are optional and can be used to enter reference information. The grey cells do not need any information to be added.

Note that missing data here will mean that some calculations in the tool will not work. You will see a 'DIV0#' error in other sheets if you have not added in data here.

Data item	Value	Reference / contextual data
Currency (enter symbol / code)		
Exchange rate to US dollars (Enter rate of to \$1)		
Reference date for exchange rate		
GDP market price in		
GDP market price in \$	Enter exchange rate	

Model sheets

Table 44 shows the sheets contained within the model and the purpose of each sheet.

Reference information

It is important that reference information is added so that the data inputs into the tool use the local (or national) currency and hence outputs are displayed in the local (or national) currency. The outputs also convert the costs into US\$ using the appropriate exchange rate between the local (national) currency and US\$. This section also requires users to enter details of economic statistics such as GDP, inflation, exchange rate (preferably end year), female

employment rate, GDP per capita (i.e. female citizens) and minimum wage rate (if available). This data is used for key calculations in the tool.

Cost categories and cost items

Cost categories and cost items to be used elsewhere in the tool are set up in the 'B. Cost categories' sheet. The top of the sheet is shown in the image below.

As can be seen above, there is a set of cost categories such as 'personal income.' For each of these cost categories, a likely set of cost items that would be incurred within that cost category is input into the cells. There is also a space for additional cost

Figure 16: Cost categories and cost items in the EconVAWG toolkit

Cost categories

1. Personal income

Return to the Home screen

This sheet can be used to change the details for the different cost categories included within all the sheets.
You can add labels where sufficient rows already exist or add new ones with the button below.

If you add or change the cost categories, you need to click the update button to view these tabs.

Note that you can change any of the yellow cells at any point and they will reflect in the sheets (remember to click the update tool button to ensure the additional cost category sheets are visible or hidden as required). However, you will need to ensure you make any corresponding additions/edits to the associated cost category sheet as only the heading tables will update and not any information entered in the yellow cells on the cost category sheets.

The additional cost categories (reference numbers 9 to 14) can be removed at any time by removing the details and running the 'Update tool' button again. However, data in the individual cost category sheets in the yellow cells would have to be edited manually.

Update tool

Ref no.	Cost categories	Cost item
1	Personal income	Irreversible (deaths)
		Reversible - Employment Income loss
		Reversible - Missing value of lost household work
2	Healthcare	
		Sexual violence
		Physical violence

items to be added within the yellow cells. Users may enter up to three cost items for each cost category.

Additional general cost items can be added against the 'Other' cost category. Locally relevant cost categories and cost items can also be added below the 'Other' (reference numbers 9–14). As is consistent through the tool, data can be entered in yellow cells. This is shown in Figure 17.

Note that, as the cost categories become the names of sheets, the cost categories should not contain any special characters and should be kept relatively short, up to a maximum of 28 characters.

N.B. When cost categories are added, it is important to click the button to 'Update tool' at the top as this will prepare the remaining

Figure 17: Additional cost items

	64	No.	
	65	1	
	66	2	
	67	3	
	68	4	
	69	5	
	70	6	
	71	7	
	72	8	
	73	9	
	74	10	
	75		Sub-Total
	76		

sheets to facilitate data population. If this is not clicked then the new cost category sheets will not be visible.

Note that, if a cost category is removed, the data entered within the sheets being removed should also be deleted manually.

Cost items

There is a cost item sheet for all costs listed in the 'B. Cost categories' sheet. On each sheet there is a table, as in Figure 18, which should be populated for the given cost item. In the example below, the table is for personal income lost owing to absence from paid work, inability to attend routine household works and death owing to VAWG (this is also known as 'irreversible cost or cost due to deaths'). Within each table, data should be entered for a typical case and for the full coverage case. The typical case will include statistics obtained from the service provider (or administrative data). The number of victims in this particular sheet must come from data collected under the judiciary, the police, the courts and healthcare and health services. Since, administrative statistics are usually underestimated, the rule is to anchor on the largest victim numbers out of these above-noted service providers. For instance, if police statistics report 1,000 victims, courts refer to 900 victims and healthcare reports 1,200 victims, the person income typical case should ideally anchor on 1,200 victims. Once data is entered in the yellow cells, the total costs will automatically update. It should be noted:

- Data must contain numerical values that are greater than zero in the columns for using costs, number of people/units and days/hours.

- It is not necessary to complete all the rows in any table but if a row is used there is a minimum of data required. This data must be entered for the unit cost and for at least one of number of people/units or days/hours.
- There is an area to the right to provide information for future reference. This serves as an audit trail. The information is not used elsewhere in the tool and is meant solely for future review.

Ensure that you consult the 'Input considerations' sheet as the data is entered on each sheet to support validation on the values entered.

For ease of viewing, a grouping has been applied to allow sections to be hidden. When the table is visible, a '-' sign is also visible, as in the diagram below. Clicking on this will group the rows, hide the table and turn the '-' into a '+'. Clicking on the '+' will then expand the section and unhide the rows.

Once the data entry is complete, it is important to remember to check the 'Output checklist' sheet to make sure there are no errors identified.

If this sheet has no errors, then the data entry is largely complete. The guidance sheets (green tabs) can be reviewed to explore the total costs and different profiles of how these costs are derived. The only remaining data entry is to enter the figures derived from the IOM/SAM model on the 'HL summary' sheet in the yellow cells. It may be helpful to review the prototype SAM in populating this sheet. The tool references the cell on the prototype as an example of what links through into the 'HL summary' sheet.

Figure 19: The grouping function (expand and collapse)

No.	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Sub-T	

The link to the spreadsheets for the simulation exercise is provided [here](#).⁵⁷

Step 4: Evaluation and validation of data from the EconVAWG estimation and simulation

In order to ensure as high a level of accuracy as possible, once the simulation is complete, meetings with administrative agencies, the VAWG Advisory Committee, the Expert Group and survivors of VAWG should be arranged to discuss the statistical findings and to ensure accuracy: whether or not the figures resulting from the simulation appear to be plausible. If there are any doubts with the figures, then every attempt should be made to review those that appear to provide unsure simulation results. Those who will have the best feel for the validity of the figures generated through the exercise are those who operate at the local level and with the victims themselves.

Note: Whatever final figure is arrived at in the simulation exercise, it will be an underestimate because of:

- underreporting
- under-identification
- under-recording
- impossibility of attaching an economic cost to damage to women's self-esteem/sense of self-worth/ambition.

The EconVAWG framework and methodology are extremely data-intensive. In addition, the data required for computing the value of VAWG is very often inadequate. This, coupled with the often inadequately up-to-date data on the SAM and/or IOM, makes it imperative that every effort be made to ensure that whatever data is available is interpreted correctly so that the simulation does not provide figures that appear to be inconsistent with reality.

It is imperative that officials from the central statistics office/national statistical system are actively involved in Step 3. These officials will have easy access to the kinds of administrative data necessary for computing the direct costs. Nevertheless, there will be situations in which additional data has to be sourced from the primary agencies (health, police and judiciary, social services) that contribute to the administrative data. Data can also be sourced from surveys, project reports, etc., that are available only in the relevant ministries. Finally, data not available nationally may be available in international domains, including from the United Nations (see in particular UN Women), World Bank, WHO and regional organisations, among others.

Step 5: Assessment of existing policies and interventions against data from the simulation of EconVAWG

Once the data from the simulation has been validated, then it may be used to assess the gaps or shortcomings in existing policies and programmatic intervention on VAWG in the state. Such an assessment, with a suitable country evaluation framework, will offer an opportunity to revisit and strengthen national gender policies and/or national policies on ending VAWG and national/regional action plans; and can support the development of national policies and action plans on ending VAWG if they are not already in place. The EconVAWG framework is also intended to support monitoring and evaluation efforts on the effectiveness of implemented policy: the costing exercise should be repeated periodically, and the results utilised to review progress to date on efforts related to ending VAWG.

It is important to note that the assessment should be undertaken in the context of understanding the lived experiences and needs of VAWG survivors, as this is the most crucial step in shaping the right perspective on how to address VAWG. This knowledge helps define what constitutes VAWG and what policies, provisions and tools are required to address the problem. Clearly defining VAWG as a violation of woman's human rights in line with UN definitions, applying the principle of non-discrimination and fulfilling states due diligence obligations should underpin approaches to VAWG.

⁵⁷ <https://thecommonwealth.org/economic-costs-violence-women-girls>

A consultative meeting to share the study report and findings will provide a space not only to reflect on the costing results themselves but also to determine and prioritise actions that will help address VAWG. This dialogue should be conducted in the context of the current or planned national and regional action plans and strategies on VAWG. The assessment may be undertaken by the Expert Group and other relevant stakeholders. Recommendations coming out of this evaluation should recognise that VAWG is a violation of women and girls' human rights and be aligned with global and regional norms and standards (see Box 8).

Given the constrained national budgets of small states, and the importance of collecting national-level data on VAWG to meet development goals as well as commitments to international agreements, it is recommended that countries consider collecting this primary data during enumeration for the national census and/or the demographic and health survey (DHS). This practice will underscore the importance of having up-to-date statistics at the macro level. This is crucial for measuring progress across the SDGs in a way that is both inclusive and fair.

Countries may wish to update any strategies or roadmaps for interventions into VAWG in tandem with statistical data and social programmes premised on a needs and justice approach to gender equality and children's rights. Such interventions may comprise a road map that countries can then adapt to specific contexts.

Some tools are provided below on how policies, programmes, legislation, institutional arrangements, etc. can be evaluated together with the data generated by the EconVAWG methodology in order to improve the response to VAWG.

Note: These tools are only for evaluating policies, legislation, interventions, etc. on VAWG. These are not tools to evaluate gender equality, gender discrimination and such like.

1. Problem identification and agenda-setting

Application of the EconVAWG framework assists countries in their obligations under international law to identify main priorities and determine actions that will help address VAWG, specifically through the following:

- identification of the cost of inaction on VAWG to the state, its impact on GDP and costs to community, individual survivors and private sector;

Box 8: The most prominent global norms and standards on ending VAWG

- Convention on the Elimination of All Forms of Discrimination Against Women (1979): General Recommendations 12, 19, and 35.
- World Conference on Human Rights (1993) called for the appointment of a Special Rapporteur on violence against women in the Vienna Declaration and Programme of Action
- Declaration on the Elimination of Violence Against Women (1993) was the first international instrument explicitly addressing violence against women, providing a framework for national and international action
- International Conference on Population and Development (1994)
- Beijing Platform for Action (1995) identifies specific actions for governments to take to prevent and respond to VAWG
- UN General Assembly biannual resolutions, including on the intensification of efforts to eliminate all forms of violence against women, trafficking in women and girls and intensifying global efforts for the elimination of female genital mutilations
- UN Human Rights Council Resolution (2012) resolution on accelerating efforts to eliminate all forms of violence against women
- During the 64th session of the Commission on the Status of Women (2020), leaders pledged to increase efforts to fully implement the Beijing Declaration and Platform for Action, including ending all forms of violence and harmful practices against women and girls

- enhanced understanding of the benefits of prevention and/or management of VAWG;
- provision of a basis for evidence-based decision-making, which is essential for choosing interventions and/or policies;

- identification of gaps in policies and programmes on VAWG;
- mapping out challenges and constraints related to data collection on VAWG and recommendations for mitigating some if not all of these challenges and constraints;
- interventions that can be implemented in the short and medium term to reduce VAWG.

This agenda-setting exercise should identify strategic short-, mid- and long-term initiatives, clearly identifying agency/ies in charge and allocating adequate financial and human resources. It should also consider what structures are required for successful implementation of priority actions, and determine which stakeholders need to be directly and actively engaged in this process, including government departments, NGOs, civil society, including women's organisations, academia and others.

The recommendations should be presented to a high-level board or steering committee on VAWG comprising senior government officials across all government departments and other stakeholders including civil society, for further action. If possible, the final recommendations should be presented to parliamentarians for action and allocation of required financial and human resources to address VAWG.

2. Policies, legislation and institutions

Conduct an assessment of existing policies, legislation, institutional mechanisms and plans that will support VAWG in the country and that will complement the EconVAWG framework and the data generated through the application methodology.

The scoreboard should be evaluated regularly to identify if there has been any progress on any of the criteria.

As detailed in Step 3, the EconVAWG framework and methodology generates a significant amount of data. Such data can be used to evaluate the adequacy and strength of the services offered to victims of VAWG and the gaps that reduce the robustness of the services being offered. The services that can be evaluated are listed in Table 46.

Based on the foregoing, countries may wish to consider these additional policy imperatives:

- educating, informing and challenging young people about healthy relationships, abuse and consent;
- making early intervention and prevention a priority, and intervening early to make sure victims get the help they need for themselves and for their children;
- making specialist support available for the most vulnerable victims, who are able to access the services they need.

3. Policy development and implementation

The process of data collection, as well consultative/ Expert Group meetings' success, relies heavily on active participation of a broad range of stakeholders – ministers and civil servants from various ministries, civil society, survivors, private sector, parliamentarians, NGOs, multilateral organisations, academia and development agencies. Each of these groups contributes to the research but also benefits from its participation through learning about the economic costing of inaction on VAWG, and by understanding how VAWG inaction affects their respective organisation.

To support the process of policy development and implementation, the EconVAWG framework offers a wide range of evidence, including the economic costing itself, at micro, meso and macro level. Apart from data and estimated costing, the project also captures qualitative data (from survivors and experts) as well as research in this area. Through employment of a consultative, partnership way of working, the framework is also helping demonstrate that the success of each organisation mandated to work on ending VAWG depends on collaboration with other stakeholders.

The policy process is complex and frequently non-linear, requiring various types of evidence throughout the process; and its development steps and implementation differ from country to country. The Commonwealth Secretariat can provide technical assistance to Commonwealth countries on a demand-driven basis, focusing on strengthening national capabilities through institutional development and capacity-building with a view to long-term sustainability.

4. Monitoring and evaluation

While the EconVAWG framework is not designed to assist with monitoring and evaluation of particular policies and initiatives, it can help with

Table 45: Scoreboard of policies, legislation, programmes and institutions for mitigating VAWG

Notes: Scoring: 0 = no action in place 1 =<50% action in place 2 =>50% action in place	Ratification of international conventions	National legislation	National policies and programmes	Institutional mechanisms
Respond to allegations of violence, assault or harassment of women elected officials and candidates for political office, create an environment of zero tolerance for such offences and, to ensure accountability, take all appropriate steps to prosecute those responsible				
Put in place mechanisms to ensure equal and fair treatment for both women and men				
Enact laws against gender-based violence, marital rape, sexual harassment				
Improve availability of quality and timely gender-responsive statistics (especially in the private sector) and economic development (e.g. access to credit/property/tenders/subsidies, etc.)				
Prevent discrimination against pregnant and lactating female workers in the private sector, and ensure compliance with the law				
Strengthen protection of workers from the risk of violence, including especially those in high-risk jobs, e.g. medical staff, police officers, prison officers and defence forces				
Take effective legal measures, including penal sanctions, civil remedies and compensatory provisions to protect women and girls against sexual harassment in the workplace, including domestic workers, persons living with HIV/AIDS and migrant workers				
Laws and policies explicitly define sexual harassment and provide appropriate deterrent sanctions that reflect the unacceptability and serious nature of this form of discrimination; laws should also ensure that employers and workers have accessible complaint mechanisms in place and foster a safe working environment				
Good quality statistics are regularly collected on victims of VAWG and on the types of services and cost of the services provided				
Women and girls are able to access the support they need, when they need it, helped by the information they need to make an informed choice				
Prohibition of child marriage				
Prohibition of FGM/C				

(Continued)

Table 45: (Continued)

Notes: Scoring: 0 = no action in place 1 = <50% action in place 2 = >50% action in place	Ratification of international conventions	National legislation	National policies and programmes	Institutional mechanisms
Lifetime physical and/or sexual IPV official national statistics are a primary data source in the national statistical system and on the website of the institutions and agencies working on VAWG				
Lifetime non-partner sexual violence official national statistics are a primary data source in the national statistical system and on the website of the institutions and agencies working on VAWG				
Cases related to VAWG are fast-tracked through special courts or other legal structures/systems for prompt and decisive hearings				
Ongoing awareness-building and sensitisation on VAWG for law enforcement officers and judiciary				
A strong justice response, effective and robust systems are in place				
VAWG is incorporated in the curriculum and training including workplace programmes and national media programmes				
Implement education and awareness programmes on the importance of respect and consent in relationships and that abusive behaviour is always wrong, incorporated in the schools' curriculum, in the workplace and in national media programmes				
Raise awareness of what constitutes violence and abuse, and that it is unacceptable in any form				
Incorporate rehabilitation and educational programmes for perpetrators or potential offenders of VAWG and deliver in prison, detention centres and the local community				
Programme specifically for victims or potential victims to help them to long-term independence and freedom from violence and abuse by breaking the generational cycle, strengthening the focus on prevention and early intervention and addressing underlying issues driving perpetrators				
One central agency for VAWG for more synergy and better co-ordination				
Review the role of the different agencies to remove unnecessary duplications, pull resources together and narrow focus on more material issues such as early detection/prevention for maximum impact of actions and, hence, decrease the number of cases				
Training and systems are in place to help services (police officers, teachers, community workers, social workers and housing officers, GPs, midwives, dentists, etc.) that come into daily contact with women, children and young people to be able to identify those at risk and offer an appropriate, safe and consistent response				

Table 46: Evaluation of services offered to victims of violence

Type of service: <i>Note: 0 = inadequate; 1 = sufficient; 2 = good</i>	Adequate	Unit cost	Availability of private sector options
Health			
<i>Medical wards for victims</i>			
<i>Surgical wards</i>			
<i>Maternity wards</i>			
<i>Paediatric wards</i>			
<i>Intensive care</i>			
<i>Accident and emergency</i>			
<i>Ambulances</i>			
<i>Imaging equipment</i>			
<i>Operating theatres</i>			
<i>Specialist care for traumatic cases from sexual violence</i>			
<i>Psychiatrist to treat victims</i>			
<i>Affordable healthcare</i>			
<i>Ease of access to healthcare facilities</i>			
Police			
<i>Officers and vehicles for service call</i>			
<i>Victims of crime officer</i>			
<i>Processing in a timely manner</i>			
<i>Understand VAWG issues</i>			
<i>Correctional officers</i>			
Judiciary			
<i>Magistrates</i>			
<i>Prosecutors</i>			
<i>Clerk of courts</i>			
<i>Alternate dispute resolution</i>			
<i>Time taken for judgement</i>			
Social services			
<i>Rate of case compilation</i>			
<i>Family support</i>			
<i>Social workers</i>			
<i>Protection support staff</i>			
Shelters			
<i>Number of shelters</i>			
<i>Services offered in shelter</i>			
Learning lost – primary and secondary			
<i>Record of learning time lost by victims</i>			

Box 9: Addressing VAWG in the Seychelles

A study conducted in 2016 showed that more than half of the sampled female population in Seychelles had experienced some form of gender-based violence. Despite being such a small country, Seychelles is undertaking serious steps to conform to CEDAW. Gender mainstreaming remains a priority for the government. The Commonwealth Secretariat worked in close partnership with the Ministry of Social Affairs, Community Development and Sports from the inception of the initiative to estimate the overall cost of VAWG to the economy. This was estimated to be 4.6 per cent of GDP in 2016, 1 percentage point higher than the country's annual education budget. The Secretariat also supported the Attorney-General's Office to review Seychelles' national policy and legal frameworks for gender-based violence, and particularly the VAWG Bill. The Bill was adopted in June 2020, providing a legal basis for defining different forms of VAWG, criminalising acts of VAWG. It further sets out the role of police in relation to victims in need of shelters; imparts powers to social services to take up legal action against abusers, even in cases where the victim removes their case; and increases the options available to third parties seeking protection for survivors. The new legislative framework is a critical step in addressing VAWG in Seychelles, enabled by the Secretariat. To implement it, the Secretariat has delivered training to law enforcement teams in Seychelles to help survivors get the support they need, as well as promoting increased reporting, police referrals, prosecutions and convictions. This will contribute to existing data on VAWG and support future policy developments. Police officers participating in the training recommended the programme be extended.

determination of effectiveness of overall policy direction. Once the baseline is established, and policy and other initiatives implemented, the costing exercise should be repeated periodically.

Institutionalisation of the methodology has been identified by stakeholders in both Lesotho and Seychelles as one of the main priorities. One way of embedding the framework is to align it with the DHS or other regular surveys to maximise the efficiency

of the process. As mentioned above, inclusion of the VAWG module in the DHS rollout, and extending it to include questions required for the costing exercises, ensures that data required for subsequent costing exercises will be readily available each time the DHS or other household survey is rolled out. The updated costing will offer insights into efficiency of the policy implemented in the aftermath of the baseline (and subsequent) costings.

4. Epilogue

4.1 Usefulness of the Commonwealth EconVAWG framework and methodology

Given the lack of information available on the comprehensive cost of VAWG, this framework will enable an enhanced understanding of the actual cost of VAWG and thus contribute to raising awareness on the scale of the problem and increase willingness to act. Furthermore, it will form a baseline from which to conduct a cost-benefit analysis of potential interventions to prevent and manage VAWG.

Knowing the costs of violence allows policy-makers to measure the effectiveness of programmes aimed at reducing violence and its devastating consequences. Once the costs have been determined, the cost-benefit or cost-effectiveness of different programmes will aid in exploring effective options for early detection, intervention, treatment and public education; and the need for budgetary changes, for legislation and for effective programmes to help prevent VAWG and its costs and consequences at the individual, community and national levels.

As identified in Seychelles, the EconVAWG can help:

1. Enable informed policy on VAWG by:

- engaging interaction of policy-makers, administrative officials and programme stakeholders to acknowledge VAWG as a priority development issue by preparing and implementing an adequately funded plan of action;
- implementing a multisectoral and interministerial response to VAWG through establishing mechanisms focusing on co-ordination and accountability;
- scaling up investments in primary prevention and establishing a dedicated budget for addressing VAWG.

2. Strengthen national capacity for addressing VAWG by:

- strengthening capacity of national statistics office and administrative agencies in data collection on VAWG for designing effective strategies and monitoring of progress;

- buttressing the capacity of frontline service providers such as police, social services, healthcare services, etc. for effective service delivery as well as to improve collection and maintenance of records in suitable formats and environment;
- designing and implementing a comprehensive communication strategy involving communities; individual stakeholders, including men and boys; government; NGOs/ CSOs; and the private sector;
- Designing a data collection protocol for front-line service providers (healthcare, police, judiciary) using computer enabling software for faster collection, processing and sharing.

In addition to the benefits of EconVAWG, the data to determine economic cost has multiple benefits.

Preventing VAWG is cost-effective: Addressing the economic costs of VAWG contributes to preventing violence and lays the foundations for gender equality and empowerment. Knowing the costs of VAWG allows governments to establish the cost of inaction and thus of failure to prevent VAWG, and provides strong arguments to governments that investing in prevention programmes that treat the causes of VAWG are far more economical and cost-effective than treating the symptoms. The use of VAWG data reaffirms focus and channels momentum behind establishing a culture to address VAWG and provide a basis for evidence-based decision-making essential for choosing particular interventions and/or policies.

Preventing VAWG and investing in gender equality and empowerment is vital for economic growth:

There is a multiplier effect that comes from investing in VAWG prevention, gender equality and empowerment. For example, investing in a girls' education contributes to a country's economic growth and raises the average GDP of that country. Likewise, investing in health increases the likelihood that a girl will complete school and as a result perhaps find a job that improves her quality of life and lifts her out of poverty. Delaying parenthood, eliminating child marriage and preventing IPV are equally all positive side-effects to investing in girls' education and health. Through this, women's

participation in the economy can be increased and opportunities for their leadership can be encouraged and supported. If by 2025 the gap between male and female participation rates can be closed by 25 per cent, then the International Labour Organization (ILO) estimates some US\$5.8 trillion could be added to the world economy and unlock large tax revenues.⁵⁸

Data revolution for sustainable development and gender equality:

Data gathered for use within this framework can and should be used when compiling member country/national reports on the SDGs, in particular on SDG 5 and SDG 16, thus ensuring a better and more expedient way of reporting. Furthermore, the data-gathering process provides an opportunity to ascertain data gaps and assess the strength of statistical system, both of which are crucial for measurement of progress across all of the SDGs in a way that is both inclusive and fair, and for accelerating progress on ending extreme poverty, combating climate change and ensuring a healthy, free from violence and prosperous life for all.

The major advantage of this model is that it is developed in Microsoft Excel and thus can be transferred to government counterparts (as well to other stakeholders) with focused training. A modular approach has been considered in developing it such that multiple developers can work simultaneously on different model components. The most important merit is that *it is a live product* – it allows updates, modifications and extensions with ease.

There are, however, some data-related challenges, which may affect the ability of countries to successfully utilise the EconVAWG methodology:

- The challenges and constraints posed by the lack of reliable statistical data (caused by underreporting and out-dated/misleading information) or difficulties accessing it securely are major obstacles towards

achieving policy objectives when it comes to measuring VAWG. These shortcomings are partly caused by the fact that some institutions do not have proper arrangement/procedures in place such as a management information system, an information unit or a statistical officer to ensure data is well captured and reported. Sometimes the produced/published statistics are different from the statistics policy-makers require.

- The data on VAWG has be up-to-date and analysed. In addition, the mechanisms to access the data securely, in a timely manner and effectively need to be in place. This should provide knowledge of what is going on, on how resources and ideas can be shared and what better strategy for monitoring and evaluation can be implemented. As a result, this means that decision-making should be more robust.
- Given the multiple sources of data on VAWG, and the challenges in accessing the data securely and the constraints posed by lack of reliable data, data collection activities and methodology on VAWG require multistakeholder participation and consultation, including with data suppliers, advocates and agencies providing services to women, policy-makers, legislators and researchers, to ensure the data is relevant to all stakeholders.
- Service-based data is often inadequate because of the lack of procedures and mechanisms to effectively capture it in a format that can easily be extracted. The reason for this is that most of the service agencies in small states do not have data collection as a primary responsibility. Furthermore, data collected by these agencies is often not collected in a systematic way and consequently exists in a non-standardised form.

Note on training on the framework and methodology

There needs to be dedicated training on the methodology for relevant government officials and other stakeholders, so that EconVAWG can be institutionalised and the necessary data collected systematically and regularly as part of the national statistical data system's data collection processes and procedures.

⁵⁸ ILO (International Labour Organization) (2017) *World Employment Social Outlook - Women*. Geneva: ILO.

4.2 Further improvements to the EconVAWG framework and methodology

Pursuant to comments from reviewers of the Facilitator's Guide, it is recognised that there is scope for strengthening the EconVAWG framework and methodology – but this is beyond the terms of reference of this Guide. However, further development of the framework and methodology could include:

- **Socio-psychological costs** were not included in this first version of the Facilitator's Guide because of the difficulty in obtaining such data. In addition, there has not been sufficient research on how to produce a standard set of parameters to determine the types of socio-psychological costs that result from VAWG.
- While **conflicts and disasters** have significant impacts on VAWG, accurately estimating the economic cost of conflict is hard: the very existence of a conflict makes measurement of economic activity difficult, and conflict can interact with the economy through multiple, complex pathways. In addition to the immediate, direct effects of violence on the economy, there are a number of indirect effects that may last long after the violence has receded. These effects and how they impact on VAWG have not been sufficiently understood in order to develop appropriate costing methodologies.
- The Facilitator's Guide provides a **template** for undertaking household surveys to obtain data on VAWG (see Annexes 4A and 4B). This template was developed and used in Lesotho. It is, however, acknowledged that it could be adapted or replaced as deemed necessary. Similarly, it is also acknowledged that the guide for FGDs could be adapted as deemed necessary.
- A **video** on how to undertake the calculations and run the simulation exercise would be useful.

Annex 1: Checklist of guides and templates for each step in the methodology

- Annex 2 PowerPoint presentations
- Annex 3 Guidelines for secondary data collection
- Annex 4 Primary data collection guidelines
- Annex 4a Household survey guidelines
- Annex 4b Household survey instrument
- Annex 5 Focus group discussion guidelines
- Annex 6 Simulation templates
- Annex 7 Useful references
- Annex 8. Manual for conducting the household survey
- Annex 9: Primary data collection: Steps involved in conducting the household survey
- Annex 10: Primary data collection (household survey): Metadata guide

Annex 2: PowerPoint presentations

Readers are encouraged to refer to the PowerPoint slides used in two presentations delivered by Dr Bazlul H Khondker, the lead expert on the EconVAWG methodology and framework, and a contributor to this Guide.

These files are available to download from the *Facilitator's Guide's* webpage,⁵⁹ and are also included as attachments to this PDF (these can normally be accessed via a paperclip icon in the top-left corner of your PDF reader window).

- Khondker, B H (2020), *Methodology to Assess Economic Cost of Violence against Women and Girls: Applications to Seychelles and Lesotho*, presentation, New York, USA, 9 March 2020.
- Khondker, B H (2020), *Economic Cost of Violence against Women and Girls: Findings on Lesotho*, Maseru, 29 January 2020.

⁵⁹ <https://thecommonwealth.org/economic-costs-violence-women-girls>

Annex 3: Guidelines for secondary data collection

When embarking on this exercise, as detailed in Section 3, Step 1 of this Guide, it is necessary to mine data as follows:

- data from a research-based survey – desk research using published official documents from the national statistical office, the central bank, the ministry of finance, the department of prisons, the probation section, the ministry of education, the ministry of health, the police department and the judiciary;
- data from population-based surveys;
- administrative data;
- service-based data;
- data from baseline surveys;
- FGDs with experts and victims;
- interviews with experts and victims.

A sample template for data input can be downloaded as a Word file from the *Facilitator's Guide* webpage,⁶⁰ and is also included as an attachment to this PDF (these can normally be accessed via a paperclip icon in the top-left corner of your PDF reader window).

If some data is available, supplement this with FGDs and interviews.

CAUTION: There are gaps and challenges with service-based data on VAW

One key challenge encountered with service-based data, when piloting the project in Lesotho and Seychelles was the lack of procedures and mechanisms to effectively capture the information in a format that makes it easy to extract. The reason for this is that most service agencies do not have data collection as their primary responsibility. Furthermore, data being collected by those agencies, as rightly stated by the Expert Group Meeting on 'Violence Against Women: A Statistical Overview, Challenges and Gaps in Data Collection and Methodology and Approaches for Overcoming Them,' organised by the UN Division for the Advancement of Women, is often not collected in a systematic way and consequently exists in a non-standardised form.

It is important to undertake a thorough assessment of the available data and check for consistency in the way service data is collected and compiled, especially if it comes from different sources. Care must also be taken prior to using the data to test its reliability by checking for things like **double-counting**, where the same person used multiple services at the same time or over a period of time.

As it stands, there are issues with data with regard to its standard, consistency and level of disaggregation and the extent of detail included. Lack of appropriate personnel handling the original data and of guided procedures may be viewed as the main reasons for data falling short of standards.

Identification of gaps entails mixed methodologies:

- interactive key personnel engagement;
- desk research/analysis;
- reviewing of data collection/ dissemination instruments.

Note:

- Data collection tools and reporting should be standardised.
- Data collection and generation processes should be digitised.
- The Commonwealth Secretariat should advocate for participating countries to review the entire process of data management (collection and reporting) on VAWG, while ensuring that all procedures are in place and fully respected.
- Participating countries should to improve the quality of statistics, especially gender-based-violence (VAWG) indicators, with a view to better guiding decisions and strategies.
- Training of key personnel handling the data on VAWG is crucial.

If the data from population-based surveys is inadequate and funding is available, undertake a household survey. Annex 4 presents the guidelines on conducting household surveys.

⁶⁰ <https://thecommonwealth.org/economic-costs-violence-women-girls>

Annex 4: Primary data collection guidelines

Annex 4A: Household survey guidelines

The survey is of a quantitative nature. Sampled households will be visited and one randomly selected woman aged 15 years and older will be interviewed, using a questionnaire designed specifically to collect data on experiences of violence and the associated personal costs incurred as a result.

This section provides guidelines to follow for the countries that will use the survey as a means of collecting primary data to supplement and fill gaps that may have been identified in the data available in the country. This could be gaps in the administrative data or in information around prevalence rates of VAWG. The questionnaire is the data collection instrument.

The three broad phases that should be followed when conducting the survey as well as associated factors are as follows.

- planning the study;
- organising the survey;
- fieldwork and data management.

Note: Those carrying out the household survey and/or other data collection exercises should be equipped with the knowledge that recalling experiences of VAWG may be difficult and even re-traumatising. At the very least, data collectors must be able to share with distressed participants where can they seek support (phone numbers, email addresses, etc). Ideally, trauma-informed staff would be involved in the data collection.

i. Planning the study

Key partners including the country team, stakeholders and the expert group should work collaboratively to determine the following:

- What are the intended objectives of the survey?

- What sample size and sampling procedures will be used?
- What is the timeline for the survey?
- Are funds available to undertake such a study?
- Who will undertake the survey?

The activities that need to be undertaken under each of the key phases are presented below.

ii. Organising the survey

At this stage the national consultant/s will have been engaged and will be responsible for considering and implementing the activities outlined below:

- Check the need to obtain ethical clearance from the country's ethical review board/committee.
- Finalise the sampling design and procedures.
- Translate questionnaire and consent forms.
- Adapt the manual for fieldworkers provided as part of this Guide.
- Obtain educational material and organise support networks to be used by study participants.
- Recruit female fieldworkers. It is advised that all fieldworkers, given the sensitive topic.⁶¹ However, if women's safety in the field is a consideration it is prudent to have both men and women fieldworkers.
- Train field workers. The trainer should explain the ethical and safety procedures in VAWG research as well as sensitising the fieldworkers to issues of gender and gender-based violence, including its types. Emotional and psychological support for the fieldworkers may also be necessary to ensure the safety

⁶¹ It is also recommended that all facilitators of FGDs with survivors are female.

and wellbeing of all team members. This support may take the form of an on-call social worker/mental health professional or 'de-briefing' sessions following the data collection.⁶²

- Pilot the study with the trained fieldworkers. Determine the number of interviews each fieldworker will be required to conduct.
- Revise the questionnaire and consent forms.
- Plan for the fieldwork: materials and equipment to be used, transport, accommodation and other field logistics.
- Procure all required field materials, stationery and equipment.
- Develop a data management and analysis plan.

iii. Safety, privacy and ethical considerations

VAWG data collection is an undertaking that requires adherence to strict ethical and safety considerations. These have been of paramount importance during the pandemic. While many countries have struggled with epidemics, including of HIV, Ebola and Zika, the COVID-19 pandemic requires even greater attention to safety considerations during data collection. National guidelines should be adhered to in face-to-face activities.

In addition, in some countries it may be a requirement to obtain ethical clearance from ethical review boards/committees prior to implementation of the survey. The procedures and time taken to get ethical approval vary by country.

The VAWG Advisory Committee together with the consultant/s in each country will be required to establish if this is a requirement and what steps need to be followed to obtain this approval.

As safety is of paramount importance, those carrying out any data collection with survivors must be equipped with knowledge that recalling experiences

of VAWG may be difficult and even re-traumatising. At the very least, the data collectors must be able to share with distressed participants where they can seek support (by providing contact information such as phone numbers, email addresses and physical addresses). Ideally, trauma-informed staff would be involved in the data collection.

iv. Finalisation of sampling design and procedures

The sampling design, procedures and sample size will be determined by the country teams and stakeholders, and the national consultant/s. These teams will be expected to finalise the design and procedures. The consultant/s in collaboration with the country team and stakeholders will then decide on the most suitable sampling frame to use, as well as the specific geographical areas in the country where the study will be conducted, and will clearly articulate how these have been selected.

v. Sample size

The preferred sample size for the survey will be that which yields a 95 per cent confidence level; however, financial and time constraints that may occur within countries mean that some level of flexibility will be allowed for deriving a suitable sample size for the study.

It is recommended that the government agency that will be responsible for implementing the study (usually the ministry of gender) should work with the national statistics department to determine the required sample size for the survey. There are mathematical formulas that statisticians use to calculate desired sample sizes. Statistical computer packages can also be used to determine survey sample sizes. One example is Epi Info's STATCALC program for ideal sample size calculation. This is available online at <http://www.cdc.gov/epiinfo>.⁶³

vi. Study area/location

Once the sample size has been determined the country team should agree on the study area where the survey will be conducted.⁶⁴ The sampling of the

62 Useful guidelines on collecting data are found here: WHO (World Health Organization) (2016) *Ethical and Safety Recommendations for Intervention Research on Violence Against Women*. Geneva: WHO; UN Women and WHO (World Health Organization) (2020) 'Violence Against Women and Girls Data Collection During COVID-19'. 17 April; UN Women (2020) 'Decision Tree: Data Collection on Violence Against Women'. <https://www.unwomen.org/en/digital-library/publications/2020/07/decision-tree-data-collection-on-violence-against-women-and-covid-19>

63 Ellsberg M. and Heise L. (2005) *Researching Violence Against Women: A Practical Guide for Researchers and Activities*. Washington, DC: WHO and PATH.

64 In Lesotho, the household survey sample was chosen from a mix of rural and urban; low and high prevalence; and remoteness and access to various services (police, health, social services, etc).

study areas should be informed by and guided by existing data on VAWG in the country.

vii. Selection of households

Households should be randomly selected for participation in the survey.

viii. Eligibility criteria and selection of study participants

For the primary data collection, the target population will be women aged 15 years and older, as aligned with the SDG 5 indicators 5.2.1 and 5.2.2. The eligibility criteria is that the woman:

- is 15 years and older;
- currently lives in the household; and
- slept at home last night – this is done to ensure that only women who are currently living in the household at the time of the survey are included for sampling purposes.

Only one woman per household should be interviewed about her experiences of violence. This is done to protect the confidentiality of the respondent. In households with more than one eligible woman, one randomly selected respondent should be interviewed. The use of the Kish grid is one way to randomly select one eligible woman in cases where there is more than one eligible woman.

The Kish grid or Kish selection grid is a method of selecting members within a household to be interviewed. It uses a pre-assigned table of random numbers to find the person to be interviewed. Each eligible member is assigned a number based on age. This method helps avoid any bias in the selection of the one woman who gets to participate in the study by giving each eligible woman in the household an equal chance of being selected. A populated Kish grid is presented below as a sample.

Kish selection grid

# of eligible respondents	Last 2 digits of questionnaire number																			
	00-04	05-09	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-99
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
3	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1
4	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

After obtaining individual consent to conduct the interview at the said household, the enumerator asks how many females live in the household, slept at home last night and are aged 15 years and older. The enumerator then writes the ages down in the table, starting with the eldest woman.

The template for the table is presented below.

If there is more than one household member aged 15 years and older in the household, as per the table above, the enumerator randomly selects the respondent for interview based on the Kish grid table. The enumerator randomly selects the interviewee through the cell that corresponds with the number of adults versus the last two digits

on the questionnaire number. If there is only one eligible household member, the enumerator moves on to obtain consent from the selected participant.

If the chosen person is not available at the time of the visit, the enumerator has to find out when she might be available so that the enumerator can revisit the household. If the interview does not happen after XX number of attempts, it should be abandoned and reported as 'Not completed – respondent not available after XX attempts.' The precise number of attempts should be set and specified during the planning of the data collection.

Question	Females
How many females aged 15 years and older currently live in this household and slept here last night?	15 years and older
<u>Respondent 1</u> : Of these, who is the oldest person in this age range? [age]	
<u>Respondent 2</u> : Who is the next oldest? [age]	
<u>Respondent 3</u> : Who is the next oldest? [age]	
<u>Respondent 4</u> : Who is the next oldest? [age]	
<u>Respondent 5</u> : Who is the next oldest? [age]	
<u>Respondent 6</u> : Who is the next oldest? [age]	
<u>Respondent 7</u> : Who is the next oldest? [age]	
<u>Respondent 8</u> : Who is the next oldest? [age]	
<u>Respondent 9</u> : Who is the next oldest? [age]	
<u>Respondent 10</u> : Who is the next oldest? [age]	
Total number in household same sex as yourself and 15 years and older	

ix. Adaptation and translation: questionnaire and adult consent form

The use of one standard questionnaire across the different countries will allow for comparison of findings with other countries and international studies. Below are the tasks that will be required:

- Each country will adapt the questionnaire to suit particular country needs without making changes to the key questions. Any adaptations made to the questionnaire should then also be made in the training manual.
- Each country will translate the questionnaire and consent forms into the country's local languages. This should be done as accurately and precisely as possible.
- As part of the translation process, the questionnaire and consent forms should be back-translated to ensure that the translation has not brought about changes to the original meaning of the questions.
- The questionnaire and consent forms (both the English and the translated versions) should then be pre-tested with women who do not live in the proposed study area, but who have similar characteristics to the study target group. Pre-testing the questionnaire and consent forms enables the researchers

to detect any problems relating to the wording of the questions and consent forms as well as the length of the interview.

At this point, the research experts will also have the opportunity of deciding on whether to use paper-based questionnaires or electronic devices during data collection.

Annex 4B: Household survey instrument

The manual for the household survey, guidance for fieldwork supervisors and consent forms to be adapted and used by all participating countries are provided below as Word documents for ease of use. Also provided is the full questionnaire for the household survey.

The manual for the household survey also contains guidance for the fieldwork supervisor.

The manual and the guide for conducting the household survey are included in this document as annexes 8 and 9 respectively.

The household survey questionnaire is divided up into different sections, explained in the table below.

Please also see either the webpage⁶⁵ or the attachments to this file to access the following resources.

65 <https://thecommonwealth.org/economic-costs-violence-women-girls>

Section	Section description
Sec. 0	Interview details: Before the start of the interview, these are needed to identify the household. These are essential for data entry and should never be left blank.
Sec. A	Background and experience of violence: This section collects general information on the individual member who is being interviewed and her experience of violence.
Sec. B	Health losses and status of incapacity: This records any health losses and incapacity that resulted from experiencing violence.
Sec. C	Personal cash expenses: This records any personal cash expenses incurred as a result of the violence experienced.
Sec. D	Work place Violence: This section is completed only by women who are employed or were employed at the time of experiencing the violence.
Sec. E	School violence: This section is completed only by women/girls who are still at school or who were at school at the time of experiencing the violence.

- The full questionnaire for the household survey.
 - The voluntary consent form to be signed by the interviewee.
 - The parental consent form for interviewees below the age of 15.
- The metadata guide is included in this document as Annex 10.

Annex 5: Focus group discussion guidelines

The input of the experts and/or resource persons into the data collection forms a major component of this undertaking. Stakeholders and individuals from various sectors and society are to be consulted, as and when required. The aim of the FGD is to seek qualitative inputs rather than primary data.

The FGDs are conducted by trained moderators/facilitators. Expert opinion interviews are conducted by the national consultant (and/or the focal person in the ministry responsible for the costing exercise).

Phases in conducting FGDs or expert group interviews

Planning FGDs

Key partners including members of the VAWG Advisory Committee and Expert Group, stakeholders, research experts and others should work collaboratively to determine the following:⁶⁶

- what you want to gain knowledge of;
- when you need to have that information;
- how will you apply what you learn;
- how much will it cost, for budgeting.

Criteria for selecting participants

The most commonly used and simplest method for selecting participants for FGDs is referred to as 'convenience' sampling. This method selects participants who are knowledgeable enough to provide you with the required information to the best of their experience.

Select people who are knowledgeable, asking who can provide the best information.

The target group/population for the FGDs should encompass persons with good know-how of the subject in question. They are to be selected in a manner that ensures good representation of a cross-section of society, of those who are believed to be knowledgeable and have experience of the different issues being covered by the research study, including survivors of VAWG.

For the Expert Group FGDs, persons with suitable technical skills and/or professional background should be selected.

For the FGDs with survivors, the group should be made up of people who have experienced VAWG.

Draft a recruitment screener document

To ensure your selection process is reliable, and hence guarantee that participants meet the criteria, it is recommended to draft a recruitment screener – a short questionnaire designed to facilitate the recruitment process. This is easily managed through a brief telephone call to potential participants.

Issues to consider regarding selection

- The number of groups or interviews to be conducted: Depending on the context of the study, the range of issues to be covered and the diversity of the participants, more than one group may be required. Once you are convinced that you have covered sufficient ground and the information collected is adequate, then there is no need to conduct more sessions. There is no limit on the number of sessions to be conducted.
- Composition of the group: You can achieve the best outcome from a FGD when the group constitutes people with similar background/characteristics. The mere fact that people in the group share a common characteristic could be advantageous, as they will feel more comfortable talking openly knowing that others have a similar background or experiences.

⁶⁶ Oak Ridge Institute for Science and Education (Ind) 'Steps for Conducting Focus Groups or Individual In-Depth Interviews' presents a step-by-step guide on how to conduct FGDs and individual in-depth interviews. Topics include *Plan the study; Choose the location and format for focus groups or interviews; Draft a recruitment screener; Recruit participants; Develop a moderator's guide; and Conduct the focus groups or interviews.*

- How many participants to include in the group: The rule of thumb is a minimum of four and a maximum of 12. Once you have decided on the number of participants to be selected, make sure you have sufficient backup (at least five additional) in case of any dropout.

When it comes to dealing with victims/survivors of VAWG, experiences from the Seychelles case study suggest it is more manageable to work with smaller group of a maximum of six at any one time.

Recruit participants

It is crucial in the recruitment process that the right participants are being chosen for the FGDs or interviews. This is not straightforward: it is paramount to have clear guidelines and criteria for selection, as above. The selection screener must be followed thoroughly.

- Ensure that the recruitment process starts well in advance of the session.
- Identify the most suitable candidates. The ideal situation is to have a data frame/ database that you can choose from, but this is not always the case. Alternatively, you must work with various stakeholders and partners such as NGOs, government institutions, community-based organisations and religious institutions to help identify potential candidates for the focus group.
- Contact participants. This can be done in various ways including directly through visits or through use of WhatsApp, telephone or email. Regardless of the communication platform used, when initial contact is being made with the participants, they should be briefed carefully about the study (without discussing the FGD questions) – that is, why they have been selected and how their input or valuable experiences could be used.

Focus group discussions: moderator's guide

This guide is vital to the overall success of the interviews/FGDs. It will give step-by-step guidance to the moderator/interviewer on how to conduct the interviews/FGDs and hence obtain the required information from participants, and on keeping the discussion on track and on time as well.

Usually, it is the researcher who has the responsibility for drafting the moderator's guide. The following information may be used to inform it. These may be

adapted to country circumstances. When drafting the guide, the following must be established:

- What is the key information you want to obtain from the FGD/interview – that is, the learning outcome?
- How best can you use the learning outcome to enrich the study/address the information gap?
- What are the best means to capture the information (e.g. questionnaire, open debate, interview)?

Drafting the questions

Usually, when drafting questions for FGDs, the researcher must leave these open-ended so participants can express their views in a profound detailed manner rather than giving short or yes/no responses.

Wording of the questions is crucial, as this can affect the way the participants respond. Ensure the questions do not trigger a particular response. Questions should be straightforward and easy to grasp.

As a basic rule of thumb:

- use simple language;
- be sure the meaning of the question is clear;
- keep questions short;
- do not have several parts to each question.

Avoid asking questions that target individuals or that might prompt individual responses, unless this is a case of a self-administered questionnaire that is provided to participants during the FGD.

Time allocated to each question or issue will vary depending on the significance of the respective question/issue.

Choose a format for FGDs of survivors or expert group interviews

FGDs or interviews can be conducted in several ways:

- in a group meeting in one location (i.e. a room);
- by telephone;
- through teleconferencing using a platform such as Zoom or Skype (this has become very popular under COVID-19);
- by self-administered questionnaire given out during the FGD;
- in face-to-face interview.

Conduct the FGDs or interviews

Recording FGDs

Various methods or a combination of methods can be used to record information from FGDs. The most widely used are:

- note-taking;
- audio recording;
- video recording.

CAUTION: If the FGDs or interviews are conducted with survivors/victims of VAWG, they should not be video recorded. If the FGDs or interviews with survivors/victims of VAWG are audio recorded, consent needs to be obtained. The consent form is presented below. Generally, consent need to be acquired from survivors/victims before participating in the FGDs.

Getting participants to join in⁶⁷

One way to attract people to participate is to offer some sort of incentive (monetary or non-monetary, such as vouchers). Adopting simple strategies in this regard can help ensure enough people participate. The following could be implemented:

- scheduling sessions at times that are convenient for potential participants (e.g. at lunch or after work);
- choosing a safe and convenient site;
- providing transportation (or reimbursing agreed-upon transportation costs);
- arranging childcare, if necessary;
- letting participants know that snacks or refreshments will be provided.

It is equally important not to persuade someone to participate; rather, participation should be voluntary, and potential participants should show a willingness to participate.

There are many factors that may affect willingness to participate in FGDs and talk openly about experiences, especially VAWG, or to provide information in an interview.

As for those who are willing to participate, it is imperative to reassure them that the information provided will not be disclosed to any other parties, especially their identity.

Conducting FGDs or interviews

Who will conduct the interviews/guide the FGDs? Should you recruit a moderator/facilitator? Useful resource material exists for selecting a facilitator for FGD.⁶⁸

NOTE: In the case of survivors of VAWG, it is strongly recommended to hire female facilitators with specific skills to conduct FGDs – that is, people who are well trained and experienced in the VAWG area.

Begin by introducing yourself to the group (participants)/interviewee as the moderator. Inform the participants that they have been randomly selected to partake in the study and that their responses will be dealt with in a highly confidential manner. Acknowledge that you understand this is a sensitive topic but that you would really appreciate their co-operation, as their opinion is very important to the outcome of the study. Tell them that the session/interview should not exceed two hours. Then hand them their official letter of selection and inform them that further information about the objectives of the study can be found in the letter provided. The aim of the letter is to officially confirm what you have said to the participants/interviewee.

Next take a few minutes to brief them on the process – that is, how the session will be organised – and at the same time make them feel at ease. Next get the participants to introduce themselves to the group; while they are doing so, the moderator can ask each participant some basic (ice-breaker) questions just to get them to open up. This is a good way to develop or build a good relationship between the moderator and the participants as well.

Following the introduction, the session shifts into another gear when the formal discussion starts. The moderator/facilitator will lead the discussion and

67 Addition resource materials are available from WHO (2016) *Ethical and Safety Recommendations*; UN Women (2020) 'Decision Tree: Data Collection on Violence Against Women'.

68 WHO (2016) *Ethical and Safety Recommendations*; UN Women (2020) 'Decision Tree: Data Collection on Violence Against Women'; UN Women and WHO (2020) 'Violence Against Women and Girls: Data Collection During COVID-19'.

Data collection	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Development of data/information collection protocol and procedures (administrative data) as necessary						
Development of guidelines for conducting primary data (as necessary) such as FGDs and surveys						
Training and team briefing meetings						
Data collection						
Data preparation (in anticipation of Step 3)						

ensure all the issues/questions are covered sufficiently within the allocated time. The moderator must ensure all participants have equal opportunity to express their views openly even if they do not agree with others or the way the moderator feels about the issue.

Moderator/facilitator characteristics

Usually, FGDs should be facilitated by someone well versed with the methodology, in particular when dealing with survivors of VAWG.

It is important to select and train facilitators carefully. It is strongly encouraged to select female facilitators/moderators. During the training of facilitators, the trainer should explain the ethical and safety procedures in VAWG research as well as sensitising the team to issues of gender and gender-based violence, including its types. Emotional and psychological support for the facilitators may also be necessary to ensure the safety and wellbeing of all team members. This support may take the form of an on-call social worker/mental health professional or 'de-briefing' sessions following the FGD, as in the survey.

The following should be considered when recruiting a moderator:⁶⁹

- minimum education level;
- age (minimum or maximum);
- sex (generally the moderator should be the same sex as the participants);
- language and communication skills;
- ability to feel at ease with people;
- good verbal and interpersonal skills;
- comfort level with discussing sensitive topics;
- good listening skills;

- ability to be non-judgemental and respect the dignity of respondents and confidentiality;
- interest and motivation to work;
- previous experience with focus groups or other research activities.

Data identification and collection plan

The following table presents a draft schedule for data collection, dependent upon the types of existing data for the country.

Data processing

As part of organising the study, the research experts will be required to develop a data management plan outlining how the data will be processed and analysed. The following key points should be addressed:

- Which data entry program will be used to capture the data and which will be used for data analysis?
- Who will develop the data entry template, and which logical controls will be included in the template to help reduce errors?
- Decide on whether single or double entry will be used when capturing the data.
- Recruit a data entry person.
- Orient the data entry personnel and test the data entry template.

An FGD consent form template can be downloaded as a Word file from the *Facilitator's Guide* webpage,⁷⁰ and is also included as an attachment to this PDF (these can normally be accessed via a paperclip icon in the top-left corner of your PDF reader window).

69 Make Every Woman Count: <https://www.mewc.org/>

70 <https://thecommonwealth.org/economic-costs-violence-women-girls>

Annex 6: Simulation templates

Step 3 provided screenshots of sheets in the EconVAWG costing tool. The both entire simulation tool and the PROTO_SAM model can be downloaded as Excel files from the *Facilitator's Guide*

webpage,⁷¹ and are also included as attachments to this PDF (these can normally be accessed via a paperclip icon in the top-left corner of your PDF reader window).

⁷¹ <https://thecommonwealth.org/economic-costs-violence-women-girls>

Annex 7: Useful resources

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Annex 8: Manual for conducting the household survey

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1. Introduction

This manual describes the household questionnaire used to collect primary data on violence against women and girls (VAWG) for the economic costing study. This instrument is to be administered by trained experienced fieldworkers.

2. Background and objectives of the study

The Commonwealth's commitment to gender equality draws on international commitments for the realisation of gender equality and women's rights enshrined in the Commonwealth Charter; the Convention on the Elimination of All Forms of Violence Against Women (CEDAW); the Beijing Platform for Action; Agenda 2030 and the Sustainable Development Goals (SDGs); United Nations Security Council Resolutions; the four priorities of the Commonwealth on gender equality; and related health and education targets. It provides the framework for members to advance gender equality, consolidate achievements, address challenges and respond to global priorities and emerging concerns.

The Commonwealth Secretariat's Strategic Plan 2017/18–2020/21 recognises gender mainstreaming as a cross-cutting theme, and includes as one of its Intermediate Outcomes (People): Women, girls and other vulnerable groups in member countries empowered and protected against violence and harmful practices.

To date, the Secretariat has developed through its project: Economic Cost of Violence Against Women and Girls (EconVAWG) an analytical framework as a practical tool for policy-makers in small states for evidence-based policy formulation, planning and decision-making to eliminate VAWG and achieve the SDGs, especially SDG 5: Achieve gender equality and empower all women and girls.

To support efforts to share the knowledge and institutionalise the framework and approach at national and local levels, the Secretariat through this project plans to develop a Facilitator's Guide. This knowledge product will facilitate knowledge transfer to member countries and ensure its availability for future users. The Facilitator's Guide will provide materials and a step-by-step

activity flow to enable costing of VAWG in a given economy, and will be illustrated with real live examples. The Guide will attempt to develop a sense of ownership and confidence and empower the users.

3. Role of field team members

Each individual member country will decide on the team composition that most suits its needs; however, it is recommended that at the bare minimum the team be composed of a supervisor and three data collectors. The total number of team members will be decided on by each member country depending on the size of the sample, the geographic location of the study area, the local language and the intended duration of data collection.

Your job is to interview the sampled households in the community. Your task is to ask questions and to record the answers. You must make every effort to obtain complete and accurate answers and to record them correctly. The success of the survey depends on respondents' willingness to co-operate and it is your job to obtain this by being polite, patient and tactful.

Below is a list of some of the most important fieldwork protocols:

- It is important that all individual field team members:
 - are clear about their role;
 - seek fully informed consent;
 - answer questions openly;
 - ensure confidentiality;
 - behave and dress respectfully during fieldwork.
- It is very important to ensure that the research is both **ethical** and **accurate**.
 - The research will be ethical if research participants are not offended or demeaned, and their expectations are not raised, by the research.
 - The research will be more accurate if research participants see no reason to twist their responses in a particular way and if they feel comfortable during the interview.

- It is important that **field team members explain very clearly what they are doing**, and answer questions about the research patiently, clearly and honestly to each individual that asks.
 - **Never promise anything** to respondents, whether individuals, households or the community.
- Respondents will be sharing a great deal of personal information with the field teams, and it is important to make sure they feel **comfortable** doing this honestly and fully.
- Field team members should **never comment** on any of the answers given by the respondents, unless it is to show sympathy with bad news.
- Field team members should **not show disapproval** of any of the answers, even if they think that a respondent's answer indicates that he/she has done something incorrect or even stupid.
 - Failure to do so may affect the respondent's future answer and this will bias the information we are collecting.
- Field team members must not tell respondents the correct answer to questions on knowledge.
- All of the information given to field team members by a household is to be treated as **absolutely confidential**. Field team members should reassure households of this before and during the interview, whether or not they ask.
 - The names of households will not be shared with any external party, including those who operate programmes on VAWG.

Table 1: Questions you may receive and suggested answers

Question	Suggested answer
Why are you here?	We work for _____, a local research company that has been commissioned by the Government of _____ (Ministry of Gender) to conduct research about the lives of people who live in this area, so we can help design and implement better policies. This area was randomly selected, along with others, to participate in the research.
Do I have to answer these questions?	No, you don't. We would be extremely grateful for your help, which would help improve policies in your area, but you are under no obligation and we will provide no compensation for your time.
Why are you asking questions to me and not to my neighbours?	We have selected people to answer our questions at random. Everyone in the area had an equal chance of being selected. It is not based on anything to do with you or your neighbour. We hope that, by randomly selecting people from this area and other areas, we will get a good picture of the economic cost of VAWG in _____.
What happens after the interview has finished?	We will take your answers to these questions and add them to the answers of many other people from _____. The information will then be analysed together with other information that is being collected from various agencies to determine the economic cost of VAWG in _____. We will then be circulating general results of the analysis to key stakeholders.
Will you pass on my information to anyone?	Certainly not. All the information you provide will be kept absolutely confidential. We will combine it with information gathered from many other households to form general pictures of this area. No one outside our survey team will know what you have told me in this interview.
Can I see what my neighbours said about this?	I'm afraid not. We keep all information confidential – we will also not be sharing what you say with anyone else.

- We will not use household-level information for any purpose – all data will be aggregated upwards.
- Field team members must not leave questionnaires lying around where they can be read by other people, and must take great care not to lose them.

During the administration of the quantitative questionnaire, the enumerator must:

- introduce him/herself as per the introductory note in the questionnaire;
- verify that the household has women 15 years and older;
- obtain signed consent as per the separate consent form;
- for children below 18 years, obtain signed parental consent from the child's parent or legal guardian and assent from the child to confirm her willingness to participate in the study;
- make sure the interviewee is comfortable;
- reassure the interviewee that all information collected will be kept absolutely confidential;
- introduce the topics under which questions will be asked;
- keep the interviewee interested;
- record responses to **all** questions accurately in black ink; and
- keep track of time.

Points to remember:

1. Introduce yourself, and thereafter the topic: what you are doing, why you are there, whom you are working for, whom you are doing the study for, what you want to do today, what the information will be used for, where/how the study is being conducted, how long the interview/discussion will take today, etc.
2. It is important to note that the introduction serves three essential purposes: 1) ensures the interviewee understands what the study is all about; 2) ensures the interviewee understands that the interview is confidential; and 3) ensures the interviewee gives consent

to participate in the interview. It should also be made very clear to the interviewee that there will be no direct material benefits linked to participation in the interview.

3. Read the consent form and ensure the interviewee understands its contents before obtaining signature.
4. Ask if there are any questions about what you have just said before starting with the questions. Please be sure that all interviewees clearly understand what you are doing.
5. The interviewer must ensure that he/she does not give away information during the introduction or make any promises, or raise expectations during the interview. The interviewer must also ensure the interviewee is given an accurate assessment of time, when asked how long the interview will take (remembering that it depends largely on how well you conduct the interview and the length of responses). To ensure time is well managed, please be sure you do not let the interviewee wander off the subject, but politely repeat questions and be professional in your handling of any responses, whatever your own opinions.
6. The first impression that you build with the interviewee is very important; the way you dress is therefore very important as your clothing tells a great deal about you. Making a positive impression will enable the interviewee to trust you and to be open and honest about personal, sensitive and/or controversial issues. It is important not to dress in a manner that will provoke the participants or members of their community or make them feel inadequate or poor. Avoid heavy jewellery and t-shirts with political logos/colours (or any other misleading signs that may link you to organisations or parties other than those whom you represent).
7. Avoid wearing trousers and shirts that have holes in them or look unwashed or not ironed. Women should be especially aware of some cultures that do not agree with modern dress codes. The way you dress should in other words not offend and should comply with what is an acceptable dress code in the area that you are visiting.

8. Be polite, friendly and sensitive to accepted ways of greeting members of a community.
9. Thank the interviewees for their time and contribution to the investigation.

4. General rules for filling in the questionnaire

It is very important that you record your answers in the questionnaire in an appropriate way. The completed questionnaire is your main output and your performance will be judged on how well this has been done.

4.1 The four response categories

There are four main different types of question in this questionnaire:

- categorical, where the response that you record must fit one of the pre-assigned categories (e.g. yes, no);
- open text, where you are required to write down an answer (e.g. a name);
- categorical+'other', where you may be required to write down a categorical response of 'other' and then a description of what that 'other' is; and
- numerical, where you are required to record a number, usually between certain limits, and usually with certain numerical codes assigned to certain answers (e.g. don't know=99).

Categorical responses

Please follow these rules when completing categorical responses:

- If you have asked the question, the response must be selected from the list given.
- Do not prompt the interviewee with this list of possible responses unless the question specifically states that you should (sometimes you may be instructed to ask, then prompt if the respondent cannot answer).
- If the question has been asked, it is not acceptable for the response to be a blank cell, or a response outside the list of categorical responses or instructions given.

Open text responses

Please follow these rules when completing open text responses:

- If you have asked the question, then something must be written in the space for a response.

- If the interviewee does not know, please choose the 'DK' option (code 99).
- If you have not asked the question, please leave the space blank.

Categorical+'other' responses

Please follow these rules when completing categorical+'other' responses:

- Follow the same rules as for categorical responses.
- If the categorical response is 'Other, specify,' you should specify the correct answer using an open text response.
- If the interviewee does not know, please choose the 'DK' option (code 98).
- If the interviewee says that they prefer not to answer at all, please use 'Prefer not to answer' (code 99).


Numerical responses

Please follow these rules when completing numerical responses:

- If the question has been asked, write an answer in the space for the answer.
- If the answer is nothing, or zero, write '0' in the space. Do not leave it blank.
- If the question has not been asked, do not write anything in the space for the answer.
- If the respondent prefers not to answer at all, use code 99.
- If the respondent has an approximate idea but is not 100 per cent sure, please work with them to make their estimate as accurate as possible, by asking appropriate questions. Do not just use 'Don't know' in this situation.
- Never write down the units of the number being requested. These are pre-coded in the questionnaire and you should follow the instructions provided.

4.2 How to record answers

Answers should be recorded by circling the correct response in the appropriate column. It is very important that you use your best handwriting and make sure your numbers are clearly legible (1 and 7 should not be confused!). For example, in the following case:

A8	What is your current marital status? ♦ Interviewer: <i>READ OUT OPTIONS, ONLY ONE RESPONSE POSSIBLE</i>	01=Single (never married) 02=Married (civil marriage or traditional) 03=Widowed 04=Divorced 05=Separated 99=Prefer not to say	
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4.3 Following skips

It will be extremely important to follow skips throughout the interview process, so as not to ask irrelevant questions. A skip is shown by a bold triangle (►) followed by a bold question number. See the example below:

4.4 Interpreting fonts/style/type note, etc.

Throughout the questionnaire, a few style conventions are followed so as to make it easier for you to interpret what is being required of you. These are listed below:

A19	Does (did) your (last) (husband/ partner) drink alcohol?	01=Yes 02 No ► A21	
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- When a question is directed to the interviewer, rather than having to be read out loud, you will see the symbol ♦ then a bold **Interviewer:** followed by the relevant instruction in *italics*. See example above.
- Generic instructions to the interviewer will always be in *italics*.
- When we expect an amount in (currency of country) to be entered, you will see a capital sign of the currency to indicate this. Do NOT repeat the sign: simply enter the relevant number.
- When we expect dates/ages to be entered, we provide the relevant format – e.g. DD/MM/YY. Please follow this format.
- All SKIPS are always indicated in **bold**.

- Details of a question that could alter the result (e.g. specifying that we want a **per day** wage) are in **bold** so as to highlight them.

4.5 Correcting mistakes

If a mistake is made in answering a question, mark a clear CROSS (X) over the wrong answer and record the new answer next to it. Remember that, if you are not careful to cross mistakes out neatly, it may not be possible to determine the correct answer when the data is entered later in the computer.

5. Questionnaire sections and key definitions

5.1 Sections in the questionnaire

The household questionnaire is aimed at collecting general information on the individual household member being interviewed. The questionnaire is composed of various sections. Table 2 presents an overview of the sections included in the questionnaire.

5.2 Definitions

In completing the household questionnaire, a few key definitions should be noted:

Eligible women:

- are all women aged 15 years and older AND
- live in the household AND
- slept at home last night.

Violence against women includes physical, sexual, psychological and economic violence.

Physical violence is an act attempting to cause or resulting in pain and/or physical injury and includes beating, burning, kicking, punching, biting or killing or the use of an object or weapon.

Sexual violence includes engaging in non-consensual vaginal, anal or oral penetration with

Table 2: Overview of sections in household questionnaire

	Section description
Sec. 0	Interview details: Before the start of the interview some interview details are needed to identify the household. These are essential for data entry and should never be left blank.
Sec. A	Background and experience of violence: This section collects general information on the individual member who is being interviewed and her experience of violence.
Sec. B	Health losses and status of incapacity: This records any health losses and incapacity that resulted from experiencing violence.
Sec. C	Personal cash expenses: This records any personal cash expenses incurred as a result of the violence experienced.
Sec. D	Workplace violence: This section is completed only by women who are employed or were employed at the time of experiencing the violence and records experiences of violence at the workplace.
Sec. E	School violence: This section is completed only by women/girls who are still at school or who were at school at the time of experiencing the violence and records experiences of violence at school.

another person, by the use of any body part or object; engaging in other non-consensual acts of a sexual nature with a person; or causing someone else to engage in non-consensual acts of a sexual nature with a third person (marital rape and attempted rape; sexual harassment and abuse related to reproduction such as forced pregnancy; forced abortion; forced sterilisation; female genital mutilation).

Psychological violence is an act aimed at hurting the integrity and dignity of another person and includes acts of humiliation, withholding information, disinformation, threatening behaviour/ intimidation and blackmailing.

Economic violence is also known as socioeconomic violence or deprivation and typically includes financial dependency or manipulation with money. This can happen by taking away the earnings of the victim, not allowing them to have a separate income or making the victim unfit for work through targeted physical abuse.

Formal sector refers to agencies and private firms with specific working hours and regular wages.

Informal sector refers to work by individuals or businesses that by law or practice are not sufficiently catered for through formal arrangements, for example street vendors, self-employed artisans, etc.

6. The questionnaire, section by section

HH number

! IMPORTANT This is extremely important and should never be left blank. Without this code you will not be able to randomly select the one eligible woman (using the Kish selection grid) to interview in the selected household. The HH number should have minimum of three digits, to enable you to use the last two digits during the selection of eligible participants. Every household sampled for interview should have a different HH number.

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HH number

Selection of study participants

Introduce yourself and obtain consent to proceed with the interview prior to administering this table.

STEP 1: List all female household members

In each household you will have to ask how many females live in the household and slept at home last night who are age 15 years and older. You will then write the ages down in the table below starting with the eldest woman.

Question	Females
How many females aged 15 years and older currently live in this household and slept here last night?	15 years and older
Respondent 1: Of these, who is the oldest person in this age range? [age]	
Respondent 2: Who is the next oldest? [age]	
Respondent 3: Who is the next oldest? [age]	
Respondent 4: Who is the next oldest? [age]	
Respondent 5: Who is the next oldest? [age]	
Respondent 6: Who is the next oldest? [age]	
Respondent 7: Who is the next oldest? [age]	
Respondent 8: Who is the next oldest? [age]	
Respondent 9: Who is the next oldest? [age]	
Respondent 10: Who is the next oldest? [age]	
TOTAL NUMBER OF FEMALES IN HOUSEHOLD AGED 15 YEARS AND OLDER	

If there is only one eligible household member, the enumerator moves on to obtain consent from the selected participant to continue with the interview.

STEP 2: Use of the Kish selection grid to select one eligible member

If there is more than one household member aged 15 years and older in the household, as per the table above, you will move on to select the respondent for interview based on the table below. You randomly select the interviewee

through the cell that corresponds with the number of adults versus the last two digits on the questionnaire number.

If the chosen person is not available at the time of visit, the enumerator must find out when she might be available so he/she can revisit the household. If the interview does not happen after X attempts, it should be abandoned and reported as a 'Not completed – respondent not available after X attempts.'

Grid 1: Kish selection grid

# of eligible respondents	Last 2 digits of questionnaire number																			
	00-04	05-09	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-99
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
3	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1
4	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

EXAMPLE:

The HH number on the questionnaire to be used in this household is 10123.

STEP 1: List all the female household members

There are 4 females aged 15 years and older who live in the household and all 4 slept at home last night. You will then write down their ages in the table below starting with the eldest woman.

Question	Females
How many females aged 15 years and older currently live in this household and slept here last night?	15 years and older
<u>Respondent 1</u> : Of these, who is the oldest person in this age range? [age]	76
<u>Respondent 2</u> : Who is the next oldest? [age]	55
<u>Respondent 3</u> : Who is the next oldest? [age]	31
<u>Respondent 4</u> : Who is the next oldest? [age]	29
<u>Respondent 5</u> : Who is the next oldest? [age]	
<u>Respondent 6</u> : Who is the next oldest? [age]	
<u>Respondent 7</u> : Who is the next oldest? [age]	
<u>Respondent 8</u> : Who is the next oldest? [age]	
<u>Respondent 9</u> : Who is the next oldest? [age]	
<u>Respondent 10</u> : Who is the next oldest? [age]	
TOTAL NUMBER OF FEMALES IN HOUSEHOLD AGED 15 YEARS AND OLDER	4

There are 4 eligible women in the household and the last two digits of the questionnaire you will be using in this household is 23. You go to the row that corresponds with the number of eligible respondents – that is, 4 – and the column

that corresponds with the last two digits of the questionnaire – that is, column 20–24. This means you will interview the 3rd person listed in the table above – that is, the 31-year-old woman.

Grid 1: Kish selection grid

# of eligible respondents	Last 2 digits of questionnaire number																			
	00-04	05-09	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-99
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
3	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1
4	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5

The consent form

One of the key principles of our fieldwork is that all respondents give informed consent to participate in the survey. The consent form is aimed at giving respondents all the information they need in order to know whether they want to participate in our survey or not. When you are filling out the consent form, please follow the following advice:

- Do not read out loud with your eyes on the paper.
- Introduce the respondent to yourself and our project, explaining the main sections that the questionnaire will cover. Use the words

on the questionnaire as a prompt to cover all the issues that you need to inform the respondent of.

- In order to do this, you will have to learn the content of the consent form very well.
- Once you have finished informing the respondent, ask them to sign in the appropriate space. You can fill in the date yourself.
- If the respondent does not know how to sign, you can sign for them in the space below (and the supervisor will then countersign).

Section 0: Interview details

The aim of this short section is to collect details of the interview (location, start and end time) as well as the results of the interview and the level of co-operation.

! NOTE This section can be filled in at the END of the questionnaire, as long as it is never left empty. DO NOT keep the respondent waiting while you fill it in at the beginning of the interview as you will lose their attention (the reason it is positioned here is to record information for households that you do NOT find). **The only information you should record immediately is the interview start time.**

! IMPORTANT Only fill in this section if you have managed to establish a contact with the respondent and you have reached the stage of signing the consent form.

Section A: Background and experience of violence

This section aims to collect background information on the study participants and their experience of violence.

A1 In which month and year were you born [Month____] [Year____]?

- Ask the respondent the month and year they were born.
- Some people do not know the month or year they were born but may be able to recall an event that occurred at the time. In this case you will note the event – if you know the year when the event happened complete the year otherwise note the event down and ask other team members later when you get home.
- Some people do not know the month or year they were born and do not know of any event that happened at the time. In this case write **8888=Don't know.**
- For those who decline to give their month and year of birth write **9999=Decline to answer.**

A2 How old were you at your last birthday [_____]?

- We want to know how old the respondent was at her **last** birthday.
- Some people cannot say their age but would have given you their date of birth in question A1. In this case you can use the year and month of birth to calculate the exact age.

- Record age in completed years: if someone is 33 years and 11 months old then she is 33. Likewise, a person who has had a 33rd birthday but not yet a 34th is 33 years old, even if her 34th birthday is tomorrow.
- When a respondent states their age in years, two mistakes are common. One is rounding the age to a certain digit, particularly to numbers ending in 5 or 0. If a respondent gives an age ending in these digits then you **MUST** check whether the individual is exactly that age or simply close to that age. If the latter, a more precise age should be collected. For example, if a respondent gives her age as 35, you should ask whether she is exactly 35 or in fact a year or two older or younger. If she is not exactly 35, then determine her age more exactly using the techniques alluded to below.
- The second common error is to 'round up' age so that, if a person is nearly 35 years old but has not yet reached her 35th birthday, her age is given as 35 years.

An approximate age, calculated from an approximate year of birth, is **much more useful than having no age information for an individual.** For this reason there is no 'Don't know' code for age.

A3 What is your highest level of education?

- This question refers to the **highest** grade the respondent has successfully completed. If they are currently in school, this will refer to their previous grade.
- If a respondent does not know exactly, perhaps because they finished their education a long time ago and can't remember, prompt the respondent to give the most accurate response they can.

A4 What is your MAIN occupational status?

This question asks for broad occupational category – that is, employed, self-employed, student, housewife, unemployed, pensioner. We are interested in the **main** occupation.

! IMPORTANT DO NOT READ OUT OPTIONS, CHECK ONE RESPONSE ONLY

A5 If you are employed, do you work in the formal or informal sector?

Only people who state that they are employed in A4 answer this question. Formal sector refers to

agencies and private firms with specific working hours and regular wages.

A6 If you are employed, please answer the following (working days, working hours, wage per day)

This question is a continuation from A5 and is only for people who are employed. It asks about the number of working **days** in a month; the number of working **hours** per day; and the wage earned **per day**, either in cash or as an in-kind payment. If the response is 'Other' for the question on what is your per day wage, the respondent has to specify what this 'Other' is.

A7 What is your relationship status?

This question is very important and is aimed at establishing the relationship status of the respondent.

! IMPORTANT READ OUT OPTIONS, ONLY ONE RESPONSE IS POSSIBLE

A8 What is your current marital status?

This question is different from A7 and asks specifically about the **current** marital status of the respondent.

! IMPORTANT READ OUT OPTIONS, ONLY ONE RESPONSE IS POSSIBLE

A9 Please tell me if these apply to your relationship with your (last) husband/partner

This question involves a set of statements that are read out to the respondent, who responds by providing either a YES or a NO. The questions explore aspects of controlling behaviours by intimate partners.

A10 Did your (last) husband/partner ever ... ?

This question involves a set of statements that are read out to the respondent, who responds by providing either a YES or a NO. The questions explore aspects of emotional violence by intimate partners. For all those who say YES, the question further asks how often this has happened in the past 12 months.

A11 Have you ever experienced violence?

This question directly asks about **ever** experiencing violence regardless of who the perpetrator was and when it happened. The response is either YES or NO. This is an important question that has to be asked to every respondent in the study sample

as it helps us establish the lifetime prevalence of violence against women.

! IMPORTANT Note skip rules and follow accordingly.

A12 If yes to A11, who was responsible?

This question aims to establish the perpetrators of the violence that was ever experienced as presented in A11.

! IMPORTANT MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

A13 If yes to A11, what types of violence did you experience?

This question is a follow-up to A11 and aims to establish the types of the violence ever experienced. Examples are provided for each type of violence, to assist the interviewer with the classification should the respondent mention only what was done to her by the perpetrator, as shown below. 'Other' is provided in case the respondent gives an answer that the interviewer is unable to classify. The interviewer should write down the full explanation so that this can later be classified.

Physical (beating, kicking, other form of physical abuse)

Sexual (non-consensual sexual intercourse, harassment)

Emotional, psychological (humiliation, intimidation, blackmailing)

Economic (manipulation with money, financial dependency)

Other:

! IMPORTANT Do not read out the responses. MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

Questions A14–A18 are aimed specifically at establishing violence that has occurred during the past 12 months (i.e. in the 12 months up to the time of the interview).

A14 Have you experienced violence in the past 12 months?

This question asks about experiences of violence in the past 12 months regardless of who the perpetrator was. The response is either YES or

NO. This is an important question that has to be asked to every respondent in the study sample who reports ever experiencing violence as it helps us establish the prevalence of violence against women in the past 12 months.

A15 If yes to A14, please state your status in the labour market at the time of violence

Here we want to know the status of the women who have experienced violence in the past 12 months in the labour market at the time of the violence.

We want to know whether the respondent was employed, self-employed, unemployed, studying/student, a housewife or a pensioner.

! IMPORTANT Two answers are possible if the respondent was a student in the past 12 months and is no longer one at the time of the interview.

A16 If yes to A14, who was responsible?

This question aims to establish the perpetrators of the violence experienced in the past 12 months.

! IMPORTANT MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

A17 If yes to A14, what types of violence did you experience?

Here we want to establish the types of violence experienced in the past 12 months. Examples are provided for each type of violence, to assist the interviewer with the classification should the respondent mention only what was done to her by the perpetrator, as shown below. 'Other' is provided in case the respondent gives an answer that the interviewer is unable to classify. The interviewer should write down the full explanation so that this can later be classified.

Physical (beating, kicking, other form of physical abuse)

Sexual (non-consensual sexual intercourse, harassment)

Emotional, psychological (humiliation, intimidation, blackmailing)

Economic (manipulation with money, financial dependency)

Other:

! IMPORTANT Do not read out the responses. MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

A18 If yes to A14, how many times have you experienced violence during the past 12 months?

This question seeks to establish the number of times that the respondent has experienced violence during the past 12 months. If the respondent gives a number higher than the four times that appear on the questionnaire, please write down the number under 'Other.'

A19 Does (did) your (last) husband/partner drink alcohol?

Here we want to find out whether the husband/partner drinks alcohol. The response is either YES or NO.

! IMPORTANT Note skip rules and follow accordingly.

A20 How often does (did) he get drunk: often, only sometimes or never?

This question is a follow-up to A19 and asks all those who state that their husband/partner drinks alcohol, how often he gets drunk – the response is either often, only sometimes or never.

A21 Does (did) your (last) husband/partner use other drugs, e.g. marijuana?

Here we want to find out whether the husband/partner uses other drugs. The response is either YES or NO.

A22 How often does (did) he get high: often, only sometimes or never?

This question is a follow-up to question A21, and is asks all those who state that their husband/partner uses other drugs, how often he gets high because of the drugs – the response is either often, only sometimes or never.

A23 Are (were) you afraid of your last husband/partner: most of the time, sometimes or never?

The question seeks to establish the dynamics of the relationship – that is, whether the woman is afraid of her husband/partner or not. The response is either most of the time, sometimes or never.

A24 Do you have children under age 16 years (age 0–16 years) living with you?

Here all the women are asked whether they have children aged 0–16 years who live with them. The question asks about all children and not only biological children and the response is YES or NO.

A25 If you have ever experienced violence, did your child/children witness the violence?

This question is a follow-up to A24, and is asked to all women who have experienced violence who state that they have children aged 0–16 years who live with them. The response is YES or NO. This is an important question as it helps us establish the proportion of children who grow up witnessing violence.

A26 Have you ever witnessed violence in the household?

All the survey respondents are asked whether they ever have witnessed violence in the household. The response to this question is YES or NO. This is an important question as it helps us establish the proportion of women who witness violence in the household even though they may not have experienced the violence themselves.

A27 Have you sought any help for violence? If yes, where did you seek it?

This is an important question as it helps us determine whether women who experience violence seek help or not, and for those who seek help what are the most likely places for seeking help.

! IMPORTANT Do not read out the responses. MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

Section B: Health losses and status of incapacity

This section focuses on the health losses that result from experiencing violence and the extent to which the violence experienced results in incapacity. Only the women who have reported that they have ever experienced violence are asked questions in this section. This section should be filled in following the skips.

B1 What kind of bodily injuries did you have/have you got?

This question asks about the kind of bodily injuries that the respondent has received as a result of the acts of physical violence experienced regardless of who the perpetrator was. These could be minor injuries, injuries of medium gravity or grievous bodily injuries. Examples are provided to assist the interview to classify the injuries, as shown below.

Minor bodily injuries (bruises, scratches, etc.)

Bodily injuries of medium gravity (dislocations, fractures, sprains, etc.)

Grievous bodily injuries (deep wound, serious head injuries, etc.)

Other health disorders, not injuries (general sickness, aggravation of chronic diseases)

None

! IMPORTANT Do not read out the responses. MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

B2 Were you on sick leave as a result of the injuries?

The response to this question is YES or NO or NOT APPLICABLE (for women who are/were unemployed, on maternity leave or pensioners). Women who respond YES are further asked how many days of sick leave they took as a result of the injuries.

B3 Were you hospitalised as a result of the injuries?

This question is a follow-up for all the women who reported that they had bodily injuries as a result of the violence and seeks to establish whether they have ever been hospitalised because of these injuries. The response to this question is YES or NO. Women who respond YES are further asked how many days they were hospitalised for.

B4 Were you bedridden as a result of the injuries?

This question is a follow-up for all the women who reported that they had bodily injuries due to the violence and seeks to establish whether they were bedridden because of these injuries. The response to this question is a YES or NO. Women who respond YES, are further asked how many days they were bedridden at home for?

B5 Did the injuries result in permanent incapacity (invalid status)?

This question aims to uncover whether the injuries have resulted in permanent incapacity that has been documented and in the respondent receiving invalidity benefits. The answer to this question is YES if the woman is receiving invalidity benefits or YES if the woman is partially incapacitated but not officially documented or NO if the injuries have not resulted in any incapacity. This distinction is very important.

B6 Have the injuries/violence affected your daily household work (e.g. housekeeping, childcare, care for other members of the family)?

This question seeks to establish whether the injuries or violence have resulted in the woman not being able to perform her daily household chores. The answer to this question is NO if the injuries/violence have not affected daily household work and YES if daily household work has been affected. For those who say YES we further ask how much time they normally dedicate to doing the household chores on a normal day.

B7 If yes, have the injuries/violence prevented you from doing one of the following?

This question seeks to establish which daily household chores the woman has been unable to perform as a result of the injuries incurred because of the violence or as a result of the violence experienced. The interviewer reads out each of the household chores and the answer to each should be a NO if the injuries/violence have not affected performance and YES if they have. For those who say YES we further ask how many hours of work were affected.

Daily household work

Childcare

Care for members of the family

Activities for the production of food (e.g. farming)

Housekeeping

Paid employment activities

! IMPORTANT Interviewer needs to take special note that the reported hours of work do not exceed the daily hours.

Questions B8 and B9 should be asked only to women who are STUDENTS or have been students during the past 12 months.

B8 Have the injuries/violence affected your daily school work (attending classes, homework, sports, etc.)?

This question seeks to establish whether the injuries or violence have resulted in the girl/woman not being able to perform her daily schoolwork. The answer to this question is NO if the injuries/violence have not affected daily school work and YES if they have. For those who say YES, we further ask how much time they normally devote to doing their school work on a normal day.

B9 If yes, have the injuries/violence prevented you from doing one of the following?

This question seeks to establish which daily school activities the girl/woman has been unable to perform as a result of the injuries incurred because of the violence or as a result of the violence experienced. The interviewer reads out each of the school activities and the answer to each should be NO if the injuries/violence have not affected it and YES if they have. For those who say YES we further ask how many hours of school work were affected.

Daily school work

Attending classes

Homework

School sports

! IMPORTANT Interviewer needs to take special note that the reported hours of school work do not exceed the daily hours.

The next set of questions should be asked to ALL RESPONDENTS

B10 Did you or your family member pay for the medical expenses?

This question seeks to establish whether the woman incurred any medical expenses as a result of the injuries that resulted from the violence she experienced. The answer to this question is YES fully if the woman or a member of her family paid for all the medical expenses or YES partially if the woman or a member of her family paid part of the medical expenses and NO if the medical expenses were not paid by them or a member of their family. This distinction is very important.

B11 If yes to B10, please specify the amounts paid during the past 12 months?

This question seeks to establish the amount of money (full or partial) paid for medical expenses during the past 12 months. This question is completed only for respondents who reported that the medical expenses had been paid by themselves or a member of their family in B10.

B12 If no to B10, who paid and how much?

This question is completed only for respondents who reported that they or a member of their family did not pay for the medical expenses in B10. The aim of the question is to find out who paid for

the medical expenses and how much they paid. The medical expenses could have been paid by other relatives, friends, employers, teachers, the perpetrator, etc. Remember to specify any other person who would have paid for the medical expenses if the respondent mentions any person other than those provided in the questionnaire.

For the question on how much they paid, please provide the total amount paid if more than one person paid for the medical expenses.

Section C: Personal cash expenses

This section deals more with personal cash expenses that the woman/girl has incurred as a result of the injury/violence experienced.

C1 Have you experienced any material damage to your property or family property? If yes, please state the cost

This question seeks to establish whether there has been any material damage to property as a result of the violence experienced. The answer to this question is YES if there has been material damage to the property of the woman or that of her family and NO if not. For those who say there has been material damage to the property, we ask them to estimate how much the damage cost.

C2 Have you experienced any losses related to earning (e.g. job loss, inability to concentrate on work, temporary incapacity)? If yes, how much would the estimated loss be?

This question seeks to find out whether the woman has lost any of her earnings as a result of the violence experienced. The answer to this question is YES if there has been any loss and NO if there has not been, and then skip to C3. For those who say they have had losses related to earnings, we ask them to estimate how much the loss was.

C3 Please indicate all items borne by you or your family to cope with violence

For this question, a list of items is provided and the interviewer goes through the items one by one to obtain an estimated cost of how much the woman or her family has spent to cope with the violence. For 'Other,' please specify any other item that is mentioned that does not appear on the list, and include its associated cost. Please do not leave any item blank; if no cost was incurred for the particular item put a '0' in the column for cost. It is important

that each item has an answer; remember, a blank means the question was not asked.

Item	Cost
1. Transportation to and from healthcare institutions, police departments, forensics, courts, social service providers, etc.	
2. Ambulance call, healthcare services, laboratory tests	
3. Diagnostics examination and purchase of medicines	
4. Inpatient treatment (hospital)	
5. Consultation with psychologist/ psychotherapist	
6. Consultation with child psychologist	
7. Legal advice and legal support in court	
8. Administrative services such as payments for issuing certificates, mandatory court fees, document recovery	
9. Payment of rent of separate apartment (monthly)	
10. Moving to a new place of residence, placing children in another school	
11. Purchase of lost or damaged personal property (clothes, shoes, etc.)	
12. Cost related to searching for a new job/school	
13. Others (please specify)	

C4 Who paid for the above expenses?

The question is a follow-up to C3 and seeks to establish who paid for the expenses mentioned in C3. These could have been paid by the woman herself, parents, the abuser or other people such as friends, employer, etc.

Section D: Workplace violence

Here we will be asking a number of questions relating to violence that happens in the workplace. This section is asked only to women who are employed or were employed at the time of the violence. This section should be filled in following the skips.

D1 Have you ever experienced violence at your workplace?

This question seeks to find out whether women who are employed or were ever employed have ever experienced violence at their workplace. The answer to this question is YES if the woman has experienced violence at her workplace and NO if she has not. If the woman says she has never experienced violence at her workplace, the interviewer thanks the woman and ends the interview, unless the woman being interviewed has been a student in the past 12 months, in which case the interviewer will skip to Section E on school-based violence.

D2 If yes, which of the following types of violence have you experienced?

This question is a follow-up to D1 and asks all the women who reported having experienced violence at their workplace the types of violence experienced there. Examples are provided for each type of violence, to assist the interviewer with the classification should the respondent mention only what was done to her by the perpetrator, as shown below.

Physical (beating, kicking, other form of physical abuse)

Sexual (non-consensual sexual intercourse, harassment)

Emotional, psychological (humiliation, intimidation, blackmailing)

Economic (manipulation with money, financial dependency)

! IMPORTANT Do not read out the responses. MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

D3 If yes to D2, who was responsible?

This question aims to establish the perpetrators of the workplace violence experienced in D2.

D4 Have you experienced violence at your workplace in the past 12 months?

This question seeks to find out whether the women who are/were employed have experienced violence at their workplace in the past 12 months. The answer to this question is YES if the woman has experienced violence at her workplace in the past 12 months and NO if she has not. If the woman says

she has not experienced violence at her workplace in the past 12 months the interviewer thanks the woman and ends the interview, unless the woman being interviewed has been a student in the past 12 months, in which case the interviewer will skip to Section E on school-based violence.

D5 If yes, which of the following types of violence have you experienced in the past 12 months? And how often?

This question is a follow-up to D4 and asks all the women who reported having experienced violence at their workplace in the past 12 months the types of the violence experienced there. Examples are provided for each type of violence, to assist the interviewer with the classification should the respondent mention only what was done to her by the perpetrator, as shown below. The question goes on to ask how often they have experienced the violence that they mention.

Physical (beating, kicking, other form of physical abuse)

Sexual (non-consensual sexual intercourse, harassment)

Emotional, psychological (humiliation, intimidation, blackmailing)

Economic (manipulation with money, financial dependency)

! IMPORTANT Do not read out the responses. MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

D6 If yes to D4, who was responsible?

This question aims to establish who were the perpetrators of the workplace violence experienced in the past 12 months.

D7.1 If yes to D4, did the violence disrupt your work?

This is a follow-up to D4, and is aimed at establishing whether the violence experienced at work disrupted the woman's work. The response to this question is YES or NO. If the response is NO the interviewer skips D7.2.

- If the response is YES the respondent is asked how many days or hours of work were lost as a result of the violence. Please fill in only one option – that is, days only or hours only and not both.

- The respondent is further asked how many days she had to take off **unpaid** from work.
- The respondent is also asked to estimate the personal income lost as a result of the disruption from work because of the violence.

D7.2 Did you need to visit the doctor or hospital as a result of violence experienced at work?

Still as a follow-up to D4, the respondent is asked whether they needed to visit the doctor or the hospital as a result of the violence experienced at work. The response to this question is YES or NO. If the response is NO skip to D7.4.

- If the response is YES the respondent is asked how many visits she made to the doctor.
- The respondent is also asked how much it cost her. Here we need the total amount paid to consult the doctor.

D7.3 Are you still on medication?

This is a follow-up to D7.2, for respondents who said they had visited a doctor/hospital – we need to find out whether they are still on medication. The response to this question is YES or NO. If the response is NO skip to D7.4.

- If they are still on medication, we ask them how much the medication costs.
- We also ask them who bears the costs of medication. This question seeks to establish who is paying for the medication. This could be the respondent herself, parents, the abuser or other people, such as friends and relatives.

D7.4 Are you consulting a psychologist?

This is a follow-up question to D4 and asks all the women who stated that they had experienced violence at the workplace whether they are consulting a psychologist as a result of the violence they experienced. The response to this question is YES or NO. If the response is NO skip to D7.5.

- For those who state that they are consulting a psychologist, we ask them how much it costs to consult the psychologist.
- We also ask them who bears these costs of consulting the psychologist.

D7.5 Did you lodge a complaint?

This question is for all the women who stated that they had experienced violence at the workplace and it seeks to establish whether they lodged a

complaint regarding the violence that had been inflicted upon them. The response to this question is YES or NO. If the woman says she did not lodge any complaint, the interviewer thanks the woman and ends the interview, unless the woman being interviewed has been a student in the past 12 months, in which case the interviewer skips to the Section E on school-based violence.

D7.6 If yes, with whom did you lodge the complaint?

If a complaint was lodged, we need to find out with whom within the work setting – this could be the immediate supervisor, shop steward, human resources manager, chief executive officer/director or the Directorate of Dispute Prevention and Resolution (DDPR)/Commission for Conciliation, Mediation and Arbitration (CCMA) (*each country will modify to add the relevant authority that deals with labour issues*).

D7.7 If yes, what was the outcome of the complaint?

This question is a follow-up to D7.6 and is aimed at finding out what the outcome of the complaint has been for all those who said they had lodged one.

Section E: School violence

This section is asked only to girls/women who are students/were students at the time of the violence. Here we will be asking a number of questions relating to violence that happens at school.

E1 Have you ever experienced violence at school?

This question seeks to find out whether girls/women who are students or were students have ever experienced violence at school. The answer to this question is YES if the girl/woman has experienced violence at school and NO if she has not. If the girl/woman says she has never experienced violence at school the interviewer thanks the girl/woman and ends the interview.

E2 If yes, which of the following types of violence have you experienced?

This question is a follow-up to E1 and asks all the girls/women who reported having experienced violence at school the types of the violence experienced there. Examples are provided for each type of violence, to assist the interviewer with the classification should the respondent mention only what was done to her by the perpetrator, as shown below.

Physical (beating, kicking, other form of physical abuse)

Sexual (non-consensual sexual intercourse, harassment)

Emotional, psychological (humiliation, intimidation, blackmailing)

Economic (manipulation with money, financial dependency)

! IMPORTANT Do not read out the responses. MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

E3 If yes to E1, who was responsible?

This question aims to establish who were the perpetrators of the school violence experienced by the girls/women in E1.

E4 Have you experienced violence at school in the past 12 months?

This question seeks to find out whether girls/women who are/were at school have experienced violence at school in the past 12 months. The answer to this question is YES if the girl/woman has experienced violence at school in the past 12 months and NO if she has not. If the woman says she has not experienced violence at school in the past 12 months the interviewer thanks the woman and ends the interview.

E5 If yes to E4, which of the following types of violence have you experienced in the last 12 months? And how often?

This question is a follow-up to E4 and asks all the girls/women who reported having experienced violence at school in the past 12 months the types of the violence experienced there. Examples are provided for each type of violence, to assist the interviewer with the classification should the respondent mention only what was done to her by the perpetrator, as shown below. The question goes on to ask how often they have experienced the violence that they mention.

Physical (beating, kicking, other form of physical abuse)

Sexual (non-consensual sexual intercourse, harassment)

Emotional, psychological (humiliation, intimidation, blackmailing)

Economic (manipulation with money, financial dependency)

! IMPORTANT Do not read out the responses. MULTIPLE RESPONSES POSSIBLE, WRITE ALL THAT APPLY

E6 If yes to E4, who was responsible?

This question aims to establish who were the perpetrators of the school violence experienced in the past 12 months.

E7.1 If yes to E4, did the violence disrupt your school work?

This is a follow-up to E4, and is aimed at establishing whether the violence experienced at school disrupted the girl's/woman's school work. The response to this question is YES or NO. If the response is NO skip to E7.2.

- If the response is YES the respondent is asked how many days or hours of school were lost as a result of the violence. Please fill in only one option – that is, days only or hours only and not both.
- The respondent is further asked how many days she had to take off from school.

E7.2 Did you need to visit the doctor or hospital as a result of the violence experienced at school?

Still as a follow-up to E4, the respondent is asked whether she needed to visit doctor or the hospital as a result of the violence experienced at school. The response to this question is YES or NO. If the response is NO skip to E7.4.

- If the response is YES the respondent is asked how many visits she made to the doctors.
- The respondent is also asked how much it cost her. Here we need the total amount paid to consult the doctor.

D7.3 Are you still on medication?

This is a follow-up to E7.2, for the respondents who said they had visited a doctor/hospital – we need to find out whether they are still on medication. The response to this question is YES or NO. If the response is NO skip to E7.4.

- If they are still on medication, we ask them how much the medication costs.
- We also ask them who bears the costs of the medication. This question seeks to establish who is paying for the medication. This could be the respondent herself, parents, the abuser or other people, such as friends and relatives.

E7.4 Are you consulting a psychologist?

This is a follow-up question to E4 and asks all the girls/women who stated that they had experienced violence at school whether they are consulting a psychologist as a result of the violence they experienced. The response to this question is YES or NO. If the response is NO skip to D7.5.

- For those who state that they are consulting a psychologist, we ask them how much it costs to consult the psychologist.
- We also ask them who bears these costs of consulting the psychologist.

E7.5 Did you lodge a complaint?

This question is for all the girls/women who stated that they had experienced violence at school and it seeks to establish whether they lodged a complaint regarding the violence that had been inflicted upon them. The response to this question is YES or NO. If the girl/woman says she did not lodge any complaint, the interviewer thanks the girl/woman and ends the interview.

E7.6 If yes, with whom did you lodge the complaint?

If a complaint was lodged, we need to find out with whom within the school environment – this could be a teacher, principal or school governing body or the department of education. If the respondents gives any other response, the interviewer must write this down under 'Other' and specify it.

E7.7 If yes, what was the outcome of the complaint?

This question is a follow-up to E7.6 and is aimed at finding out what the outcome of the complaint was for all those who said they had lodged one.

The interviewer then thanks the respondent for her time and for taking part in the study.

7. Fieldwork organisation and logistics

7.1 Responsibilities

The fieldwork will be conducted by ____ field teams. Each team will include one supervisor, ____ enumerators and one driver. Responsibilities are the following:

- Supervisors
 - logistics and co-ordination
 - some household interviews
 - quality control

- Enumerators
 - household interviews

7.2 Targets

In total, the fieldwork will cover ____ **communities/villages** and a TOTAL of ____ **household interviews**.

Each team should cover ____ communities/villages.

In each **community** there will be ____ household interviews

Note that these time references are *indicative numbers*. The **supervisor will have flexibility to arrange fieldwork as needed, as long as the ____ interviews are completed by the end of the ____ days**.

Note that one community will have to be completed before the team moves to the next one.

! IMPORTANT ALL THIS MATERIAL WILL HAVE TO BE KEPT IN GOOD STATE AND BE READY TO SEND BACK TO THE PROJECT OFFICE IN _____ EVERY WEEK.

7.3 Sending questionnaires back for data entry

Note that **data entry must start in parallel with fieldwork**. Batches of questionnaires will be sent back to the main office to enable this. Questionnaires will be sent through the fieldwork manager, through other personnel sent by the team leader or through a member of the fieldwork team. This will happen every week or every two weeks, depending on where you are located.

! IMPORTANT IT IS VERY IMPORTANT THAT QUALITY CONTROL OF QUESTIONNAIRES IS COMPLETED AS SOON AS POSSIBLE, AND WHILE THE FIELDWORK TEAM IS STILL IN THE COMMUNITY; THIS ENSURES THAT:

- Information can be corrected and amended via revisits while the team is still in the area (this avoids having to travel back to the community in the future).
- Questionnaires can be sent back to the project main office on a regular basis.

7.4 Quality control

Quality control during field implementation of the quantitative questionnaire is central to the success of the study. The quality control system includes layered supervisory structures and repeated

systems of checks during implementation. Supervisors are required to review, check and code each and every response in every questionnaire completed by data collectors while still in the community where the survey is being conducted.

This quality control exercise is to ensure that there are no missing values or inaccuracies in completed questionnaires once the team leaves an area. Quality control needs to take place while the fieldwork team is still in the community as enumerators can then be sent back to respondents concerned in order to capture or correct any information that may have been missed or is erroneous. The fieldwork manager is required to double-check completed questionnaires handed over by supervisors for final quality control while in the field.

The respective officers sign the cover sheet only following a review of the questionnaire. The data collector self-checks the questionnaire, signs it and submits it to the supervisor for review. The supervisor codes each question, queries any problems (e.g. main question–sub-question mismatches), notes all missing values and reviews the questionnaire with the enumerator if there are any inconsistencies or queries. Any missing values will need to be explained, and any unexpected missing values will result in the enumerator returning to the household to complete the interview. Upon return and resubmission of the questionnaire to the field supervisor, the field supervisor then signs it. A similar review process will take place and any problems arising will need to be resolved by the field supervisor and subsequently the data collector.

Table 3: Roles and responsibilities in the quality control process

Enumerators are expected to:

- check all questionnaires while at the household immediately after the interview to ensure all questions have been completed
- self-check all questionnaires on a daily basis to ensure there are no errors or missing data and all skip and filters have been followed correctly
- exchange questionnaires among each other to cross-check one another and correct questionnaires accordingly
- once corrections have been made, sign questionnaires and hand them over to supervisors for verification

Supervisors are expected to:

- spend ___ days per community on quality control
 - Conduct ___ days of sit-in during interviews (1 interview per interviewer per community, during the first 1 or 2 weeks of fieldwork) OR of revisits to households to conduct spot-checks to verify that the information is correct and the enumerators have actually visited the households.
 - Conduct ___ days of checking and amending the questionnaires of all enumerators in the team to ensure there are no errors or missing values and all skips and filters have been done correctly. It is the supervisor's responsibility to make sure all questionnaires are checked and quality-controlled during fieldwork. Ideally, new questionnaires should be checked the same evening they are conducted or the day after
 - If the supervisors spot errors, enumerators are expected to go back to the household to correct these.
 - Supervisors should recheck with enumerators to ensure corrections have been made.
 - Once satisfied with the work, supervisors should sign off on the questionnaires, and assign each questionnaire a serial HH/ID number (from 01 to ___ in each community). Remember the HH number should not be less than 3 digits.

Field managers are expected to:

- check questionnaires that the supervisors have already checked and verified to ensure they are correct
- sit in during interviews
- conduct spot-checks by revisiting some of the households
- once satisfied, sign the questionnaires and submit them for data entry

NOTE! The team leader will randomly pick the completed and signed-off questionnaires for spot-checks on their quality.

Security

All completed questionnaires will be stored in a locked vehicle, under the supervision of the field supervisor. If stored in a temporary facility where the supervisor is staying in the field, this will be a locked room.

The envelope containing household identifiers will be kept on the person of the supervisor at all times and, as necessary, locked and stored separate from the questionnaires.

Transportation of the completed questionnaires from the field to the project main offices will be the

responsibility of the field manager and/or the team leader. They will be transported to _____ for data entry at the project main offices, and kept in a locked room at all times when not being used for data entry. Household identifiers will not be stored in the same room as the questionnaires.

8. Fieldwork instructions for fieldwork supervisors

This section aims at providing GUIDANCE TO FIELDWORK SUPERVISORS. The information provided refers to both enumerators and fieldwork supervisors in all ____ teams involved in the survey.

Step 1: Before leaving for the field

- You will be given a list of all the communities you and your team will be visiting.
- Make sure you have all the things you need! This includes the right number of questionnaires, pens, etc.
- Find out where the communities you need to visit are and start planning your next five days.
- Choose which villages you will go to first.

Step 2: When you get to the field

- Make sure you speak to the relevant authorities and chiefs before you start.

Step 3: Start fieldwork

- Send interviewers to start interviews.
- Sit in on an interview with each interviewer in each community (especially at the beginning of fieldwork – first one or two weeks).

Step 4: Continue fieldwork

- As every day goes by, *quality check* all the questionnaires in the evening. Sign the questionnaire when you have finished and the interview is COMPLETE.
- You will also be doing some spot-checks of interviews.

Step 5: Complete fieldwork

- Your fieldwork in a community will be complete when you have finished the target number of completed interviews in the community. This will mean ____ completed interviews per community.
- Co-ordinate with your field manager to start sending completed and quality-checked interviews back.
- Travel to the next community.
- Every six days worked take a day's break!

Annex 9: Primary data collection: Steps involved in conducting the household survey

Jeanette Bloem Lehasa

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This document provides guidelines/steps to follow for the countries that opt to use the household survey as a means of collecting primary data to supplement and fill gaps identified in the data available in-country for use in the costing of economic violence against women and girls (VAWG). These could be gaps in the administrative data or in information around prevalence rates of VAWG.

Four key steps need to be followed when undertaking survey work: planning the survey; organising the survey; fieldwork; and data management, analysis and reporting. Below we present the activities that need to be undertaken under each of the four key steps.

1. Planning the survey

Key partners including the country team and stakeholders should work collaboratively to determine the following:

1. What are the intended objectives of the survey?
 - Is the survey meant to supplement and fill gaps in the administrative data?
 - Is it to provide/update the violence prevalence data?
 - Or both?
2. What sample size and sampling procedures will be used?

- What will the sample size be and what is the rationale for the sample size calculation?
 - In which geographical areas in the country will the survey be conducted and how will these be selected?
 - What will the eligibility criteria for participants be?
 - How will respondents be selected?
3. What is the timeline for the survey?
 - When will the survey be conducted?
 - For how long?
 4. Are funds available to undertake such a survey?
 5. Who will undertake the survey?
 - How will the identification of research organisation be done – head-hunting or tender?
 - How will a research organisation be engaged to undertake the survey?

2. Organisation of the survey

At this stage, the research experts will have been engaged and will be responsible for implementing the steps below:

1. ethical clearance from the country's ethical review board/committee, if necessary;
2. finalisation of the sampling design and procedures;
3. translation of the questionnaire and consent forms;
4. adaptation of the manual for fieldworkers, provided as part of the Facilitator's Guide;
5. securing of educational material and organisation of support networks to be used by survey participants;
6. recruitment of fieldworkers;
7. training of fieldworkers;
8. piloting of the survey with the trained fieldworkers, determining the number of interviews each fieldworker will be required to conduct;
9. revising the questionnaire and consent forms;

10. planning for the fieldwork – materials and equipment to be used, transport, accommodation and other field logistics;
11. procuring all required field materials, stationery and equipment;
12. development of a data management and analysis plan.

2.1 Ethical clearance

In some countries, it may be a requirement to get ethical clearance from ethical review boards/committees prior to implementation of the survey. The procedures involved and the time taken to obtain ethical approval vary by country. This will require that the research protocol for the survey be submitted for review and approval.

The research experts in each country will be required to establish whether this is a requirement or not and what steps need to be followed to obtain such clearance.

2.2 Finalisation of the sampling design and procedures

The sampling design and procedures and the sample size will be determined by the country teams and stakeholders, and the research experts' role will be to finalise these. The experts, in consultation with the country team and stakeholders, will then decide on the geographical areas in the country where the survey will be conducted and will clearly articulate how these have been selected.

Sample size

The preferred sample size for the survey will be that which yields a 95 per cent confidence level; however, given that financial and time constraints may occur within countries, a level of flexibility will be permitted in deriving a suitable sample size for the survey.

It is recommended that the government agency responsible for implementing the costing study (usually the ministry of gender) work with the national statistics department to determine the sample size for the survey. Mathematical formulas exist for calculating desired sample sizes. Statistical computer packages can also be used to determine survey sample sizes; an example is Epi Info's STATCALC program for ideal sample size calculation, available online at <http://www.cdc.gov/epiinfo>.⁷²

⁷² See Ellsberg, M. and Heise, L. (2005) *Researching Violence Against Women: A Practical Guide for Researchers and Activities*. Washington, DC: WHO and PATH.

Survey area

Once the sample size has been determined, the country team, stakeholder and research experts should agree on the area where the survey will be conducted. The sampling of the survey areas should be informed and guided by existing data on VAWG in the country.

Selection of households

Households should be randomly selected for participation in the survey.

Eligibility criteria and selection of survey participants

For the purposes of the primary data collection for the costing study, the target population will be all women aged 15 years and older as aligned with the Sustainable Development Goal indicators 5.2.1 and 5.2.2. The eligibility criteria are that the woman:

- is 15 years and older;
- currently lives in the household; and
- slept at home last night – this is done to ensure that only women who are currently living in the household at the time of the survey are included for sampling purposes.

Only one woman per household should be interviewed about her experiences of violence. This is done to protect the confidentiality of the respondent. In households with more than one eligible women, one randomly selected respondent should be interviewed. Use of the Kish grid⁷³ is one way to randomly select one eligible woman in cases where there is more than one eligible woman. This method helps avoid any bias in the selection of the one woman who gets to participate in the survey by giving each eligible woman in the household an equal chance of being selected.

After obtaining individual consent to conduct the interview at the said household, the enumerator asks how many females live in the household, slept at home last night and are aged 15 years and older. The enumerator then writes the ages down in the table, starting with the eldest woman:

If there is more than one household member aged 15 years and older in the household, as per the table above, the enumerator randomly selects the respondent for interview based on the Kish grid table below. The enumerator randomly selects the interviewee through the cell that corresponds with the number of adults versus the last two digits on the questionnaire number. If there is only one eligible household member, the enumerator moves on to obtain consent from the selected participant.

Question	Females
How many females aged 15 years and older currently live in this household and slept here last night?	15 years and older
<u>Respondent 1:</u> Of these, who is the oldest person in this age range? [age]	
<u>Respondent 2:</u> Who is the next oldest? [age]	
<u>Respondent 3:</u> Who is the next oldest? [age]	
<u>Respondent 4:</u> Who is the next oldest? [age]	
<u>Respondent 5:</u> Who is the next oldest? [age]	
<u>Respondent 6:</u> Who is the next oldest? [age]	
<u>Respondent 7:</u> Who is the next oldest? [age]	
<u>Respondent 8:</u> Who is the next oldest? [age]	
<u>Respondent 9:</u> Who is the next oldest? [age]	
<u>Respondent 10:</u> Who is the next oldest? [age]	
TOTAL NUMBER IN HOUSEHOLD SAME SEX AS YOURSELF AND 15 YEARS AND OLDER	

If the chosen person is not available at the time of the visit, the enumerator has to find out when she is available so he/she can revisit the household. If the interview does not happen after X attempts, it should be abandoned and reported as a 'Not completed – respondent not available after X attempts.'

73 A Kish grid or Kish selection grid is a method of selecting members within a household to be interviewed. It uses a pre-assigned table of random numbers to find the person to be interviewed. Each eligible member is assigned a number based on age. See https://en.wikipedia.org/wiki/Kish_grid#:~:text=The%20Kish%20grid%20or%20Kish,widely%20used%20in%20survey%20research

Grid 1: Kish selection grid

# of eligible respondents	Last 2 digits of questionnaire number															
	00-04	05-09	10-14	15-19	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65-69	70-74	75-79
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
3	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
4	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2
5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1

2.3 Adaptation and translation of questionnaire and consent forms

A questionnaire and consent forms to be adapted and used by all participating countries are included in Annexes 4, 5 and 6 of the *Facilitator's Guide*. The use of one standard questionnaire across the different countries will allow for comparison of findings in the survey with other country and international studies. Below are the steps that will be required:

- Each country will adapt the questionnaire to suit its individual country needs without making changes to the key questions. Any adaptations made to the questionnaire should then also be made in the training manual.
- Each country will translate the questionnaire and consent forms into its local languages. This should be done as accurately and precisely as possible.
- As part of the translation process, the questionnaire and consent forms should be back-translated to ensure the translation has not brought about changes to the original meaning of the questions.
- The questionnaire and consent forms (both the English and the translated versions) should then be pre-tested with women who do not live in the proposed survey area but who have similar characteristics to the survey target group. Pre-testing the questionnaire and consent forms enables the researchers to detect any problems relating to the wording of the questions and consent forms as well as the length of the interview.

At this point, the research experts will also have the opportunity to decide whether to use paper-based questionnaires or electronic devices during data collection.

2.4 Selection and recruitment of fieldworkers

Finding the right people for the data collection is critical. So is preparing them well and sustaining them throughout the data collection process.

The number of fieldworkers and field teams depends on the:

- sample size;
- geographic distribution of selected survey areas;

- languages required for conducting the interviews;
- timing of the survey;
- time allocated for the data collection.

Typically, a team should be made up of a supervisor and three to four enumerators depending on the vehicle that the teams will be using during data collection. In some instances, it is advisable to also recruit a study co-ordinator/ manager to assist the project manager with planning, co-ordinating, managing and supervising field data collection; ensuring the quality control of data collection; and accepting completed questionnaires daily before handing them over for data-capturing.

Ellsberg and Heise (2005) point out that 'The key rule to selecting interviews is that women should interview women and men should interview men.' There are, however, exceptions to this rule, depending on individual country contexts. In Lesotho, for instance, despite awareness of the nature of the survey and that it was preferable to have only female enumerators, it was decided that, given the safety concerns of enumerators and supervisors, mixed teams would be deployed to administer the questionnaire.

Some of the key factors to consider when selecting interviewers include the following:

- age;
- relevant academic training;
- experience as an interviewer;
- experience in similar studies – i.e. gender-based violence and/or women's health studies;
- ability to communicate fluently in English and any other of the local languages as well as to convey information to the next person without compromising its quality;
- ability to work independently and as a member of a team;
- availability for the duration of the work; and
- ability to travel outside the usual place of residence.

At the time of recruitment, fieldworkers need to be provided with a job description outlining their responsibilities and remuneration.

2.5 Training of fieldworkers

Training of data collectors is one of the key steps to be undertaken before the commencement of data collection. It is key to obtaining reliable and accurate data.

It is recommended that a slightly higher number of trainees than the number of interviewers required be invited to participate in the training. This will allow the research experts to select the most competent for employment after the training. At the start of the training, trainees need to understand that participating in the training does not automatically guarantee employment on the project. They need to be informed that only the most competent interviewers will be hired after the training but that all trainees will be compensated for their time during training even if they are not hired.

The purpose of the training is to:

- explain the research protocol and code of conduct;
- explain roles of field team members;
- explain the ethical and safety procedures in gender-based violence research;
- sensitise the team to issues of gender and gender-based violence including the types of gender-based violence;
- train the team on interviewing techniques, including how to handle interruptions during interviews and how to deal with respondents who require special help after participating;
- detail the sampling procedures, including the selection of households and respondents in households and how to deal with situations where respondents in selected households are not present at the time of the visit;
- familiarise team with the survey instruments, including the instructions and skip rules;
- practise applying the instruments;
- explain the importance of ensuring that all questions are completed and the implications of having a lot of missing responses;
- improve interviewing skills; and
- give the research experts a chance to observe the fieldworkers and to select those among the fieldworkers who will serve as supervisors and those who will serve as enumerators.

Ellsberg and Heise (2005) indicate that, during the enumerator training, there is a 'need to deal explicitly with violence and gender' (as well as to provide emotional support to project staff throughout the research process). Acknowledging this will help team members who have been a direct target of violence or come from a family where violence is/was common to open up and deal with their own experiences.

A training manual to be adapted and used by participating countries is included in Annex 8 of the *Facilitator's Guide*.

Fieldworkers who are hired at the end of the training should be given employment contracts stipulating the terms of employment, the duration and their remuneration. The remuneration can be either by time worked (i.e. a daily, weekly or monthly rate) or per completed questionnaires. Remuneration by time worked is the preferred method of payment as fieldworkers are encouraged to take the time needed to do quality interviews.

2.6 Pilot survey

Pilot-testing is an important step in the research process as it gives the research team an opportunity to refine the overall data collection procedures. It is usually done in a community with similar features but not included in the survey sample community.

Piloting provides an opportunity for the interviewers and supervisors to:

- practise the study sampling procedures – that is, the selection of eligible households and respondents;
- practise using the questionnaire in a real practical setting;
- detect procedures that may require changing prior to the actual data collection process.
- It also gives the data-capturing team an opportunity to test the data entry template for errors.

Below are the steps that need to be followed when preparing for the pilot survey:

1. Select a pilot area – this should be a community with similar features as the study area but not included in the survey sample.
2. Obtain permission from local community leaders to enter to conduct the pilot survey.

3. Inform service providers in the area about the possibility of respondents needing support and services as a result of participating in the interviews.
4. Print questionnaires and consent forms for the pilot survey.
5. Assign field teams – each team should have a supervisor and enumerators.
6. Assign roles to the supervisors and the enumerators.
7. Ensure that fieldworkers follow the study sampling procedures – that is, the selection of eligible households and respondents.
8. Assign fieldworkers with the target number of interviews to conduct during the pilot survey.
9. Observe the process (research experts).
10. Review the pilot survey questionnaires to identify errors.
11. Hold a debriefing session with all fieldworkers after the pilot survey to discuss the experience and any challenges that may have arisen. These could be challenges pertaining to the following:
 - respondents (unwelcoming or reluctant to respond; suffering flashbacks from previous experiences of violence, etc.);
 - consent form (phrasing of certain issues, clarity, etc.);
 - questionnaire (phrasing of questions, skips and filters, response codes, etc.);
 - fieldworkers themselves (approach, inability to ask questions properly, too many errors, etc.).
12. Revise the questionnaire, instructions and consent form and produce the final versions and print in preparation for fieldwork.
13. Capture the data from the pilot survey to test and modify the data entry template where required.

2.7 Planning and organising the fieldwork

Before the fieldwork starts, it is important to come up with a detailed logistic and organisation plan outlining how field issues will be dealt with, and sufficient funds need to be set aside to cover field costs. The field costs include funds for the

procurement of supplies and equipment to be used in the field; transport for the field teams and for transporting completed questionnaires; accommodation for the field teams; means of communication between the field teams and the research experts; and food or money for meals and incidental costs for the fieldworkers.

There are a number of important factors to prepare prior to actual data collection.

Negotiating community access

Negotiating community access involves:

- sensitising district/provincial and local authorities about the impending survey and seeking their approval to work in the selected communities;
- informing service providers about the possibility of respondents needing support and services as a result of participating in the interviews.

It is recommended that the research team in each country obtain an introduction letter stating the purpose of the study from the relevant ministry. This should be on the agency's official letterhead and be signed and stamped. This will be useful to the field team as it authenticates the work and the team.

Organising the fieldwork

Organising the fieldwork involves ensuring that:

- all field logistics are sorted and in place;
- supplies have been procured;
- transport to the field is available;
- a plan and transport are in place for transporting completed questionnaires for capturing;
- accommodation and food are available for the field staff;
- airtime is available for communication between the supervisors and research experts; and
- questionnaires and other field materials are available and ready.

The research experts will need to procure all the required supplies prior to the commencement of the data collection. These include items such as:

- clipboards for the enumerators to write on;
- pens;
- backpacks for carrying materials; and
- staples and staplers.

It will also be important to print out identification cards for the fieldworkers as this helps distinguish them from any criminals who may move around communities claiming to be part of the study team.

Means of **transportation** for the field teams and for completed questionnaires need to be arranged prior to the start of fieldwork. The research experts need to decide on the form of transportation, and this may vary depending on the region where the survey will be done (i.e. urban vs rural). Either public transport or hired vehicles could be used. Some places may require teams to use boats, horses or other modes of transportation. It is usually better to use hired vehicles as this allows team members to travel together and ensures that none of them are late for work. It also provides security for the field teams and for the field materials and questionnaires.

A plan on how to return completed questionnaires to the project office for data-capturing needs to be put in place, covering who will bring the questionnaires to the office, how often and using what type of transport.

Accommodation for the fieldworkers also needs to be pre-arranged. It should be booked either directly in or close to the communities in which data collection will take place. What is of importance is for the fieldworkers to be close to the workplace and, where feasible, to stay in the same place so that teams can meet for debrief sessions and to check on one another's work in the evenings. Staying in the same place also helps with team-building.

The fieldworkers will require **food** while out in the field. In most cases, they will purchase food stuffs to prepare for themselves; it is therefore usually best to provide each fieldworker with an allowance for meals and incidentals and have them decide on what food they would like to get.

It is important to maintain **communication** between the field team and the research experts (particularly the study leader) as this allows the field team to communicate any challenges in a timely manner so that remedial action can be taken. It is therefore important to set up a means of

communication. This could be through purchasing airtime and/or data for the supervisors so they can use their mobile phones to communicate with the research experts and other team members.

If supervisors will be carrying large sums of cash to cover costs for things such as accommodation, fuel, etc., plans should be put in place in advance on how to protect the money.

Questionnaires, consent forms and other field materials need to be printed and ready for fieldwork.

Communicating all the step the field team should undertake in the field

It is important to properly communicate prior to the team's departure the targets for each team and the steps that the field team needs to follow in the field.

The targets include:

- number of days they are expected to be in the field – this includes travel time and rest days;
- number of interviews they are expected to complete per community; and
- number of interviews each enumerator is expected to complete per day.

The steps that need to be communicated to the team to follow in the field include:

- the need, on arrival, to pay courtesy visits to local community leaders;
- clear tasks and communication channels to use in conducting their daily data collection tasks;
- how to deal with problems encountered in the field.

2.8 Development of a data management and analysis plan

As part of organising the survey, the research experts will be required to develop a data management plan outlining how the data will be processed and analysed. This will address the following key points:

Which data entry program will be used to capture the data and which for data analysis

Various data entry programs are available for capturing data and exporting it to other statistical programs such as SPSS and Stata for analysis. Each country must choose a suitable program;

however, it will be important to use similar variable names and value labels across countries. In order to ensure that all participating countries use the same variable names and value labels, metadata has been developed as part of this Facilitator's Guide – see Annex 4B.

Who will develop the data entry template and what logical controls to include to reduce errors

Some data entry programs permit users to pre-set controls and to add skip filters during the design of the template. These controls help reduce data entry errors. It is therefore important to have a person with data entry experience or an information technology specialist to develop the template and to ensure necessary controls are put in place prior to the start of the actual data-capturing. It is usually best to set up the template prior to the pilot survey and to then use the pilot survey data to test the template to see that the system runs smoothly and to detect errors and rectify them in advance.

Whether single or double entry will be used when capturing the data

It will be important for the research experts to decide on how the data will be entered – that is, whether single or double entry of data (entering of a questionnaire twice by different people). Double entry is a reliable way of capturing data as it allows for the two datasets to be compared for inconsistencies, and once these are identified they can then be addressed to produce one clean data set; however, this is very costly, as it requires more personnel and additional computers.

Recruitment of a data entry person

Dedicated data entry personnel will be required to capture the data if a paper-based questionnaire is used for data collection. The decision on the number of personnel to recruit depends on the type of entry to be done, the sample size and the time allocated for data entry. Some of the key factors to consider when selecting and recruiting data entry personnel include the following:

- relevant academic training;
- experience with data entry;
- availability for the duration of the work;
- ability to work independently and as a member of a team; and
- ability to work long hours and under pressure.

Orientation of the data entry personnel and testing of the data entry template

Orientation of the data entry personnel is key to obtaining reliable and accurate data. The orientation serves to:

- familiarise the team with the data entry program to be used for the data entry;
- familiarise the team with the study instruments, including the instructions and skip rules; and
- explain the importance of ensuring that all questions are captured and the implications of having a lot of missing data.

Testing of the template using the pilot survey data and modification where need be

Equally important is the testing of the data entry template; ideally, this should be done using the data from the pilot survey, and by the trained data entry personnel, as it gives them a chance to further familiarise themselves with the study tools. Using the pilot survey data also gives the person who is developing the template the opportunity to identify errors in the template and to modify them accordingly. Likewise, the research experts will have the chance to pick up errors that the fieldworkers have made during the pilot survey and to rectify them prior to the team leaving for the field. They also have the opportunity to run some preliminary analysis using the captured data from the pilot survey and are then able to start developing an analysis plan.

3. Data collection/fieldwork

Once the teams are in the field, the following steps need to be followed.

Courtesy visit to local authorities, introduction of fieldworkers and obtaining final permission to work in the communities

Upon arrival in the community, the team should visit the local authorities – chiefs, heads, local councillors, etc. – to inform them of their presence and to introduce the team. The teams should briefly inform the local leadership how they will be carrying out their work – for example door-to-door or random selection of households. Here, an introduction letter on the relevant ministry's letterhead is very useful as it serves to authenticate the work and the team.

Data collection

After going through the sampling procedures for the selection of households and study participants, the enumerators will proceed to obtain individual consent and commence with the interview.

The need to maintain the privacy of the respondents and to maintain their confidentiality is very important, and fieldworkers need to remember this at all times. It is equally important to stress the importance of maintaining the confidentiality of the information collected during the survey. This can be done by:

- ensuring all interviewers receive and adhere to strict instructions on the importance of maintaining confidentiality;
- ensuring no interviewer conducts interviews in their own community;
- using unique identifiers/codes on the questionnaires instead of writing the respondent's name. Where identifiers are required to link questionnaires with the household or respondents, these should be kept separately and should be destroyed once the survey has been completed. Consent forms should also be kept separately from the questionnaires;
- ensuring interviews are conducted in private settings and respondents feel free to change the time or place where the interview is being conducted to a safer place or convenient time for them;
- in the case of interruptions during the interview, either terminating it or changing the subject of discussion;
- ensuring all the completed questionnaires and consent forms are stored in secure storage, and if possible in locked storage;
- in instances where the unit of sampling for the survey is the household, interviewing only one woman per household about her experiences of violence. This is done to protect the confidentiality of the respondent. In households with more than one eligible women, one randomly selected respondent should be interviewed.

Data quality control

Quality control during field implementation of the questionnaire is central to the success of

the study. It is important to ensure that strict quality control measures are put in place so that mistakes are rectified early in the survey and while the data collection team is still in the field, and preferably still in the community where the mistakes have happened. This is critical as it will allow the interviewers to go back to the household to correct the mistake and obtain any missing information (unless the respondent did not want to provide responses). Interviewers should be encouraged to write notes on the questionnaire at the end of the interview explaining any information gaps or observations made during the interview.

A quality control system should be put in place; this should include:

- a layered supervisory structure;
- repeated systems of checks during implementation;
- encouraging enumerators to check their work before leaving a household to ensure all questions have been answered;
- encouraging enumerators to check one another's work in the evening;
- supervisors reviewing, checking and coding each and every response in every questionnaire completed by data collectors while still in the community where the survey is conducted.

This quality control exercise aims to ensure that there are no missing values or inaccuracies in completed questionnaires once the team leaves an area. Quality control needs to take place while the field team is still in the community as enumerators can then be sent back to respondents concerned in order to capture or correct any information that may have been missed or is erroneous. The fieldwork manager is required to double-check completed questionnaires handed over by supervisors for final quality control while in the field.

The measures used for data quality control include the following:

- Each fieldworker should be in possession of the training manual (see Annex 4B); this will help ensure that all procedures for carrying out the interviews are performed in a uniform manner. The manual provides information about the purpose of each question and how it should be asked and how to code the answers.

- The data collector should self-check the questionnaire, sign it and submit it to the supervisor for review.
- The respective officers sign only the cover sheet following a review of the questionnaire.
- Each supervisor should:
 - a. ensure that interviewers follow the guidelines of the study;
 - b. review questionnaires before they leave the field to ensure that they are properly completed, that skip patterns have been followed, that there is no missing information and that the information provided makes sense;
 - c. code each question, query any problems (e.g. main question – sub-question mismatches) and note all missing values;
 - d. review the questionnaire with the enumerator if there are any inconsistencies or queries. Any missing values will need to be explained, and any unexpected missing values will result in the enumerator returning to the household to complete the interview.
- Upon return and resubmission to the field supervisor, the field supervisor will sign the questionnaire. A similar review process will take place, and any problems arising will need to be resolved by the field supervisor and subsequently the data collector.
- Each team should stay in one common place while in the field to enable them to have regular team debriefing meetings to identify and correct problems that members may have encountered during the day while conducting interviews.
- A final debriefing meeting should be held at the end of data collection, attended by the interviewers, supervisors, study co-ordinators and project managers. This provides an opportunity for the team to give feedback on the entire data collection process, problems that may have been encountered and views regarding the study.

4. Data management, analysis and reporting

Where possible, data entry needs to be done at the same time as data collection. This makes it

easier to identify and correct problems in the data collection before it is too late. The research experts need to discuss the quality of the data with the fieldworkers and make them aware of the errors they are picking up so these can be rectified while the teams are still in the field.

It is also important that the research experts:

- Monitor and supervise the data entry throughout the data entry process to minimise errors; more time needs to be dedicated to this, particularly at the start of the data entry process.
- Run data quality tables – this helps in detecting refusal rates and comparing results on specific variables. This method can reveal problems that have occurred in specific teams or individuals.
- Inspect and clean data to make sure there are no obvious mistakes, missing values, miscoded values and inconsistencies. If such

problems are found, it is important to consult the original questionnaire and to clean the data accordingly. This can be done by going through the data matrix frame, running frequencies and cross tables.

- Perform preliminary analysis (i.e. descriptive analysis), for example of the women interviewed (age, level of education, marital status, etc.) and of violence prevalence rates (percentage of women interviewed who have ever experienced violence, percentage of women interviewed who have experienced violence in the past 12 months, etc.), and discuss the findings with the team that will be undertaking the costing of VAWG to see that the results respond adequately to the data gaps identified in the administrative data. If need be, the findings should also be discussed with the country team and stakeholders.
- Complete data analysis and interpretation and submit report.

Annex 10: Primary data collection (household survey): Metadata guide

Jeanette Bloem Lehasa

1. Introduction and overview

The Commonwealth's commitment to gender equality draws on international commitments for the realisation of gender equality and women's rights enshrined in the Commonwealth Charter; the Convention on the Elimination of All Forms of Violence Against Women; the Beijing Platform for Action; Agenda 2030 and the Sustainable Development Goals (SDGs); United Nations Security Council Resolutions; the four priorities of the Commonwealth on gender equality; and related health and education targets. It provides the framework for members to advance gender equality, consolidate achievements, address challenges and respond to global priorities and emerging concerns.

The Commonwealth Secretariat's Strategic Plan from 2017/18–2020/21 recognises gender mainstreaming as a cross-cutting theme, and includes as one of its Intermediate Outcomes (People): Women, girls and other vulnerable groups in member countries empowered and protected against violence and harmful practices.

To date, the Secretariat has developed through its project: Economic Cost of Violence Against Women and Girls (EconVAWG) an analytical framework as a practical tool for policy-makers in small states for evidence-based policy formulation, planning

and decision-making for eliminating VAWG and achieving the SDGs, especially SDG 5: Achieve gender equality and empower all women and girls.

To support efforts to share the knowledge and institutionalise the framework and approach at national and local levels, the Secretariat through this project plans to develop a Facilitator's Guide. This knowledge product will facilitate knowledge transfer to member countries and ensure its availability for future users. The Facilitator's Guide will provide materials and a step-by-step activity flow to enable costing of VAWG in a given economy, and will be illustrated with real live examples. The Guide will attempt to develop a sense of ownership and confidence and empower users.

The household survey is one way of collecting primary data to supplement and fill gaps that may have been identified in the data that is available in-country for use in the costing of VAWG. This could be gaps in the administrative data or in information around prevalence rates of VAWG.

The study is of a quantitative nature, whereby sampled households will be visited and one randomly selected woman aged 15 years and older will be interviewed, using a questionnaire designed specifically to collect data on experiences of violence and the associated personal costs that are incurred as a result of the violence.

Questionnaire

The questionnaire includes sections as outlined in the table below:

Table 1: Overview of sections in the household questionnaire

	Section description
Sec. 0	Interview details: Before the start of the interview some interview details are needed to identify the household. These are essential for data entry and should never be left blank.
Sec. A	Background and experience of violence: This section collects general information on the individual member who is being interviewed and her experience of violence.
Sec. B	Health losses and status of incapacity: This records any health losses and incapacity that resulted from experiencing violence.
Sec. C	Personal cash expenses: This records any personal cash expenses incurred as a result of the violence experienced.
Sec. D	Workplace violence: This section is completed only by women who are employed or were employed at the time of experiencing the violence and records experiences of violence at the workplace.
Sec. E	School violence: This section is completed only by women/girls who are still at school or who were at school at the time of experiencing the violence and records experiences of violence at school.

2. File description

The dataset contains one file – the household questionnaire.

Main questionnaire – main file (individual-level data)	
No. of cases	
No. of variables	211
Key variable	HHNO
Content: The file contains basic demographic information of the woman being interviewed and covers responses to questions in different sections of the questionnaire that are focused at the individual level.	

3. Variable list and description

The dataset for the household questionnaire contains 199 variables, split into 6 sections, as outlined below:

Section 0 – Interview Details				
Variable Name	Type	Width	Decimals	Label/Question
HHNO	Numeric	5	0	HH Number
Q1	Numeric	1	0	Q1 Interview status
Q2	Numeric	2	0	Q2 Total number of visits
ENUMERATOR	Numeric	2	0	Enumerator name
Q4	Date	8	0	Q4 Date
SUPERVISOR	Numeric	2	0	Supervisor name
Q6	Date	8	0	Q6 Date

Section 0 – Interview Details (continued)				
Variable Name	Type	Width	Decimals	Label/Question
Q7	Numeric	1	0	Q7 District
Q8	Numeric	1	0	Q8 Location
Q9	String	30	0	Q9 Alternative village name
Q10	Date	8	0	Q10 Date of interview
Q11	Numeric	4	2	Q11 Start time
Q12	Numeric	4	2	Q12 End time
Q13	Numeric	4	2	Q13 Total time taken.
Q14	Numeric	1	0	Q14 Level of respondents cooperation

Section A – Background and Experience of Violence				
Variable Name	Type	Width	Decimals	Label/question
HHNO	Numeric	5	0	HH Number
Q1	Numeric	1	0	Q1 Interview status
Q2	Numeric	2	0	Q2 Total number of visits
ENUMERATOR	Numeric	2	0	Enumerator name
Q4	Date	8	0	Q4 Date
SUPERVISOR	Numeric	2	0	Supervisor name
Q6	Date	8	0	Q6 Date
Q7	Numeric	1	0	Q7 District
Q8	Numeric	1	0	Q8 Location
Q9	String	30	0	Q9 Alternative village name
Q10	Date	8	0	Q10 Date of interview
Q11	Numeric	4	2	Q11 Start time
Q12	Numeric	4	2	Q12 End time
Q13	Numeric	4	2	Q13 Total time taken.
Q14	Numeric	1	0	Q14 Level of respondents cooperation
QA1.mont	Numeric	2	0	QA1.mont In which month and year were you born (month)
QA1.year	Numeric	4	0	QA1.year In which month and year were you born (year)
QA2	Numeric	2	0	QA2 How old were you at your last birthday?
QA3	Numeric	2	0	QA3 What is your highest level of education?
QA4	Numeric	1	0	QA4 What is your main occupational status?
QA4Othr	String	50	0	QA4Othr What is your main occupational status?
QA5	Numeric	1	0	QA5 If you are employed do you work in the formal sector or informal sector?
QA6.days	Numeric	2	0	QA6.days If you are employed, please answer the following? Working days in a month
QA6.hours	Numeric	2	0	QA6.hours If you are employed, please answer the following? Working hours in per day

Section A – Background and Experience of Violence (continued)				
Variable Name	Type	Width	Decimals	Label/question
QA6.Cash	Numeric	8	2	QA6.Cash What is your per day wage? Cash
QA6.Inkind	Numeric	8	0	QA6.Inkind What is your per day wage? In kind
QA6.Othr	String	50	0	QA6.Othr What is your per day wage? Other, specify
QA7	Numeric	2	0	QA7 What is your relationship status?
QA8	Numeric	2	0	QA8 What is your current marital status?
QA9.1	Numeric	1	0	QA9.1 Please tell me if he is/was jealous or angry if you talk/talked to other men?
QA9.2	Numeric	1	0	QA9.2 Please tell me if he frequently accuses/accused you of being unfaithful?
QA9.3	Numeric	1	0	QA9.3 Please tell me if he does/did not permit you to meet your female friends?
QA9.4	Numeric	1	0	QA9.4 Please tell me if he tries/tried to limit your contact with your family?
QA9.5	Numeric	1	0	QA9.5 Please tell me if he insists/insisted on knowing where you are/were at all times
QA10.1	Numeric	1	0	QA10.1 Did your last husband/partner ever say or do something to humiliate you in front of others?
QA10.1often	Numeric	2	0	QA10.1often If yes, how often in the last 12 months?
QA10.2	Numeric	1	0	QA10.2 Did your last husband/partner ever threaten to hurt or harm you or someone you care about?
QA10.2often	Numeric	2	0	QA10.2often If yes, how often in the last 12 months?
QA10.3	Numeric	1	0	QA10.3 Did your last husband/partner ever insult you or make you feel bad about yourself?
QA10.3often	Numeric	2	0	QA10.3often If yes, how often in the last 12 months?
QA11	Numeric	2	0	QA11 Have you ever experienced violence?
QA12.a	Numeric	2	0	QA12.a If yes, to Question A11, who was responsible?
QA12.b	Numeric	2	0	QA12.b If yes, to Question A11, who was responsible?
QA12.c	Numeric	2	0	QA12.c If yes, to Question A11, who was responsible?
QA12Other	String	50	0	QA12Other If yes, to Question A11, who was responsible?
QA13.a	Numeric	2	0	QA13.a If yes, to Question A11, what types of violence did you experience?
QA13.b	Numeric	2	0	QA13.b If yes, to Question A11, what types of violence did you experience?

Section A – Background and Experience of Violence (continued)				
Variable Name	Type	Width	Decimals	Label/question
QA13.c	Numeric	2	0	QA13.c If yes, to Question A11, what types of violence did you experience?
QA14	Numeric	2	0	QA14 Did you experience violence in the last 12 months?
QA15.a	Numeric	2	0	QA15.a If yes, to Question A14, please state your status in the labour market at the time of violence?
QA15.b	Numeric	2	0	QA15.b If yes, to Question A14, please state your status in the labour market at the time of violence?
QA15Other	String	50	0	QA15Other If yes, to Question A14, please state your status in the labour market at the time of violence?
QA16.a	Numeric	2	0	QA16.a If yes, to Question A14, who was responsible?
QA16.b	Numeric	2	0	QA16.b If yes, to Question A14, who was responsible?
QA16.Other	String	50	0	QA16.Other If yes, to Question A14, who was responsible?
QA17.a	Numeric	2	0	QA17.a If yes, to Question A14, what types of violence did you experience?
QA17.b	Numeric	2	0	QA17.b If yes, to Question A14, what types of violence did you experience?
QA17.c	Numeric	2	0	QA17.c If yes, to Question A14, what types of violence did you experience?
QA17.d	Numeric	2	0	QA17.d If yes, to Question A14, what types of violence did you experience?
QA17Other	String	50	0	QA17Other If yes, to Question A14, what types of violence did you experience?
QA18	Numeric	2	0	QA18 How many times did you experience violence during last 12 months?
QA18Other	Numeric	2	0	QA18Other How many times did you experience violence during last 12 months?
QA19	Numeric	2	0	QA19 Does (did) your (last) husband/partner drink alcohol?
QA20	Numeric	1	0	QA20 How often does he get drunk: often, only sometimes or never?
QA21	Numeric	2	0	QA21 Does (did) your (last) husband/partner use other drugs e.g. marijuana?
QA22	Numeric	1	0	QA22 How often does he get high: often, only sometimes or never?
QA23	Numeric	1	0	QA23 Are (were) you afraid of your last husband/partner?

Section A – Background and Experience of Violence (continued)				
Variable Name	Type	Width	Decimals	Label/question
QA24	Numeric	1	0	QA24 Do you have children under age 16 (Age 0-16) living with you?
QA24.Child	Numeric	2	0	QA24.Child If yes, how many?
QA25	Numeric	1	0	QA25 If ever experienced violence, did your child/ children witness the violence?
QA26	Numeric	1	0	QA26 Have you ever witnessed violence in the household?
QA27.a	Numeric	2	0	QA27.a Have you sought any help for violence? If yes, where did you seek for it?
QA27.b	Numeric	2	0	QA27.b Have you sought any help for violence? If yes, where did you seek for it?
QA27.c	Numeric	2	0	QA27.c Have you sought any help for violence? If yes, where did you seek for it?
QB1.1	Numeric	1	0	QB1.1 What kind of bodily injuries did you have/ have you got?
QB1.2	Numeric	1	0	QB1.2 What kind of bodily injuries did you have/ have you got?
QB2	Numeric	1	0	QB2 Have you been on a sick leave due to the injuries?
QB2.Leave	Numeric	2	0	QB2.Leave If yes, how many days?
QB3	Numeric	1	0	QB3 Did you hospitalize due to the injuries?
QB3.Hosp	Numeric	2	0	QB3.Hosp If yes, how many days were you hospitalized?
QB4	Numeric	1	0	QB4 4 Were you bed-ridden at home due to injuries?
QB4.Bed	Numeric	2	0	QB4.Bed If yes, how many days were you bed-ridden?
QB5	Numeric	1	0	QB5 Did injuries result in permanent incapacity (invalid)?
QB6	Numeric	1	0	QB6 Have the injuries/violence affected your daily household work?
QB6.House	Numeric	4	0	QB6.House If Yes, how much time do you usually devote to household activities?
QB7.1Child	Numeric	1	0	QB7.1Child If yes, have the injuries/violence prevented you to do childcare?
QB7.1hours	Numeric	3	0	QB7.1hours If yes, for how long did the injuries prevent you from Childcare
QB7.2Care	Numeric	1	0	QB7.2Care If yes, have the injuries/violence prevented you to Care for members of the family?
QB7.2hours	Numeric	3	0	QB7.2hours If yes, for how long did the injuries prevent you from Care for members of the family
QB7.3Acti	Numeric	1	0	QB7.3Acti If yes, have the injuries/violence prevented you to do activities for production of food (e.g. farming?

Section A – Background and Experience of Violence (continued)				
Variable Name	Type	Width	Decimals	Label/question
QB7.3hours	Numeric	3	0	QB7.3hours If yes, for how long did the injuries prevent you from Activities or production of food
QB7.4hours	Numeric	1	0	QB7.4hours If yes, have the injuries/violence prevented you to do housekeeping?
QB7.4hours	Numeric	3	0	QB7.4hours If yes, for how long did the injuries prevent you from Housekeeping
QB7.5Paid	Numeric	1	0	QB7.5Paid If yes, have the injuries/violence prevented you to do paid employment activities?
QB7.5hours	Numeric	3	0	QB7.5hours If yes, for how long did the injuries prevent you from Paid employment activities
QB7.6Pref	Numeric	2	0	QB7.6Pref Prefer not to answer?
QB8	Numeric	1	0	QB8 Have the injuries/violence affected your daily school work (attending classes, homework, sports etc.)?
QB8.Time	Numeric	4	0	QB8.Time Yes, how much time do you usually devote to school activity?
QB9.1	Numeric	1	0	QB9.1 If yes, have the injuries/violence prevented you from attending classes?
QB9.1hours	Numeric	3	0	QB9.1hours If yes, for how many hours have the injuries/violence prevented you from attending classes?
QB9.2	Numeric	1	0	QB9.2 If yes, have the injuries/violence prevented you to do homework?
QB9.2hours	Numeric	3	0	QB9.2hours If yes, for how many hours have the injuries/violence prevented you to doing homework?
QB9.3	Numeric	1	0	QB9.3 If yes, have the injuries/violence prevented you to do school sports?
QB9.3hours	Numeric	3	0	QB9.3hours If yes, for how many hours have the injuries/violence prevented you to doing school sports?
QB9.Pref	Numeric	2	0	QB9.Pref If yes, have the injuries/violence prevented you to do one of the following - prefer not to answer?
QB10	Numeric	1	0	QB10 Did you or your family member pay for the medical expenses?
QB11	Numeric	8	2	QB11 If yes to Question B10, please specify the amounts during the last 12 months?
QB12.Who	Numeric	1	0	QB12.Who If no to question B10, who paid?
QB12.How	Numeric	8	2	QB12.How If no to question B10, who paid and how much?
QC1	Numeric	1	0	QC1 Did you have any material damage to your property or family property?
QC1.Cost	Numeric	8	2	QC1.Cost If yes, please state the cost

Section A – Background and Experience of Violence (continued)				
Variable Name	Type	Width	Decimals	Label/question
QC2	Numeric	1	0	QC2 Did you have any losses related to earnings (e.g. job loss, inability to concentrate on work, temporary incapacity?)
QC2.Cost	Numeric	8	2	QC2.Cost If yes how much would the estimated loss be?
QC3.1	Numeric	8	2	QC3.1 Transportation to and from health care institutions, police departments, forensics, courts, social service providers etc.
QC3.2	Numeric	8	2	QC3.2 Ambulance call, healthcare services, laboratory tests
QC3.3	Numeric	8	2	QC3.3 Diagnostics examination and purchase of medicines
QC3.4	Numeric	8	2	QC3.4 In patient treatment (hospital)
QC3.5	Numeric	8	2	QC3.5 Consultation with psychologist/ psychotherapist
QC3.6	Numeric	8	2	QC3.6 Consultation with child psychologist
QC3.7	Numeric	8	2	QC3.7 Legal advice and legal support in court
QC3.8	Numeric	8	2	QC3.8 Administrative services such as payments for issuing certificates, mandatory court fees, and document recovery
QC3.9	Numeric	8	2	QC3.9 Payment of rent a separate apartment (monthly)
QC3.10	Numeric	8	2	QC3.10 Moving to a new place of residence, place children in another school
QC3.11	Numeric	8	2	QC3.11 Purchase of lost or damaged personal property (clothes, shoes etc.)
QC3.12	Numeric	8	2	QC3.12 Cost related to searching for a new job/ school
QC3.13	Numeric	8	2	QC3.13 Others, specify
QC3.14	Numeric	2	0	QC3.14 None
QC3Other	String	15	0	QC3Other Please indicate all items borne by you or your family to cope with violence?
QC4	Numeric	1	0	QC4 Who paid for the above expenses?
QD.1	Numeric	1	0	QD.1 Have you ever experienced violence at work place?
QD2.1	Numeric	1	0	QD2.1 If yes, did you experience Physical (beating, kicking, other form of physical abuse)
QD2.2	Numeric	1	0	QD2.2 If yes, did you experience Sexual (Sexual intercourse, harassment)
QD2.3	Numeric	1	0	QD2.3 If yes, did you experience Emotional, psychological (humiliation, intimidation, blackmailing)

Section A – Background and Experience of Violence (continued)				
Variable Name	Type	Width	Decimals	Label/question
QD2.4	Numeric	1	0	QD2.4 If yes, did you experience Economic (manipulation with money, financial dependency
QD3	Numeric	1	0	QD3 If yes, who was responsible?
QD3Other	String	15	0	QD3 If yes, who was responsible?
QD4	Numeric	1	0	QD4 Did you ever experience violence at your work place in the last 12 months?
QD5.1	Numeric	1	0	QD5.1 If yes, Physical (beating, kicking, other form of physical abuse)
QD5.1Fre	Numeric	2	0	QD5.1Fre Frequency 1
QD5.2	Numeric	1	0	QD5.2 If yes, Sexual (Sexual intercourse, harassment)
QD5.2Fre	Numeric	2	0	QD5.2Fre Frequency 2
QD5.3	Numeric	1	0	QD5.3 If yes, Emotional, psychological (humiliation, intimidation, blackmailing)
QD5.3Fre	Numeric	2	0	QD5.3Fre Frequency 3
QD5.4	Numeric	1	0	QD5.4 If yes, Economic (manipulation with money, financial dependency
QD5.4Fre	Numeric	2	0	QD5.4Fre Frequency 4
QD6	Numeric	1	0	QD6 If yes, who was responsible?
QD6Other	String	15	0	QD6 If yes, who was responsible?
QD7.1	Numeric	1	0	QD7.1 Did the violence disrupt your work?
QD7.1Days	Numeric	3	0	QD7.1Days If yes, how many days or hours of work had been lost due to violence? Days
QD7.1Hours	Numeric	2	0	QD7.1Hours If yes, how many days or hours of work had been lost due to violence? Hours
QD7.1Work	Numeric	2	0	QD7.1Work If yes, how many days you had to take off unpaid from your work? Days
QD7.1Loss	Numeric	8	2	QD7.1Loss If yes, what is the estimated personal income loss?
QD7.2	Numeric	1	0	QD7.2 Did you need to visit doctors or hospital due to violence at work?
QD7.2Doc	Numeric	2	0	QD7.2Doc If yes, how many visits to doctors?
QD7.2Amo	Numeric	8	2	QD7.2Amo If yes, how much did it cost?
QD7.3	Numeric	1	0	QD7.3 Are you still on medication?
QD7.3Much	Numeric	8	2	QD7.3Much If yes, how much does it cost?
QD7.3Who	Numeric	2	0	QD7.3Who If yes, who bears these costs?
QD7.4	Numeric	1	0	QD7.4 Are you consulting a psychologist?
QD7.4Much	Numeric	8	2	QD7.4Much If yes, how much does it cost?
QD7.4Who	Numeric	1	0	QD7.4Who If yes, who bears these costs?
QD7.5	Numeric	1	0	QD7.5 Did you lodge any complaint?
QD7.6	Numeric	1	0	QD7.6 If yes, whom did you lodge any complaint with?

Section A – Background and Experience of Violence (continued)				
Variable Name	Type	Width	Decimals	Label/question
QD7.7	Numeric	1	0	QD7.7 If yes, what is the outcome of the complaint?
QE1	Numeric	1	0	QE1 Did you ever experience violence at school?
QE2.1	Numeric	1	0	QE2.1 If yes, did you experience Physical (beating, kicking, other form of physical abuse)
QE2.2	Numeric	1	0	QE2.2 If yes, did you experience Sexual (Sexual intercourse, harassment)
QE2.3	Numeric	1	0	QE2.3 If yes, did you experience Emotional, psychological (humiliation, intimidation, blackmailing)
QE2.4	Numeric	1	0	QE2.4 If yes, did you experience Economic (manipulation with money, financial dependency)
QE3	Numeric	1	0	QE3 If yes, who was responsible?
QE3Other	String	15	0	QE3Other If yes, who was responsible?
QE4	Numeric	1	0	QE4 Did you ever experience violence at your school in the 12 months?
QE5.1	Numeric	1	0	QE5.1 If yes, did you experience Physical (beating, kicking, other form of physical abuse)
QE5.1Fre	Numeric	2	0	QE5.1Fre Physical Frequency
QE5.2	Numeric	1	0	QE5.2 If yes, did you experience Sexual (sexual intercourse, harassment)
QE5.2Fre	Numeric	2	0	QE5.2Fre Sexual Frequency
QE5.3	Numeric	1	0	QE5.3 If yes, did you experience Emotional, psychological (humiliation, intimidation, blackmailing)
QE5.3Fre	Numeric	2	0	QE5.3Fre Emotional Frequency
QE5.4	Numeric	1	0	QE5.4 If yes, did you experience Economic (manipulation with money, financial dependency)
QE5.4Fre	Numeric	2	0	QE5.4Fre Economic Frequency
QE6	Numeric	1	0	QE6 If yes, who was responsible?
QE6Other	String	15	0	QE6Other If yes, who was responsible?
QE7.1	Numeric	1	0	QE7.1 Did the violence disrupt your school work?
QE7.1Days	Numeric	3	0	QE7.1Days If yes, how many days of hours of school had been lost due to violence? Days
QE7.1Hour	Numeric	2	0	QE7.1Hour If yes, how many days of hours of school had been lost due to violence? Hours
QE7.1Scho	Numeric	2	0	QE7.1Scho If yes, how many days you have to take off from your school? Days
QE7.2	Numeric	1	0	QE7.2 Did you need to visit doctors or hospital due to violence at school?
QE7.2Doc	Numeric	2	0	QE7.2Doc If yes, how many visits to doctors? Visits

Section A – Background and Experience of Violence (continued)				
Variable Name	Type	Width	Decimals	Label/question
QE7.2Cost	Numeric	8	2	QE7.2Cost If yes, how much did it cost?
QE7.3	Numeric	1	0	QE7.3 Are you still on medication?
QE7.3Much	Numeric	8	2	QE7.3Much If yes, how much does it cost?
QE7.3Who	Numeric	1	0	QE7.3Who If yes, who bears these costs?
QE7.4	Numeric	1	0	QE7.4 Are you consulting a psychologist?
QE7.4Much	Numeric	8	2	QE7.4Much If yes, how much does it cost?
QE7.4Who	Numeric	1	0	QE7.4Who If yes, who bears these costs?
QE7.5	Numeric	1	0	QE7.5 Did you lodge any complaint?
QE7.6	Numeric	1	0	QE7.6 If yes, who did you lodge any complaint with?
QE7.6Other	String	15	0	QE7.6Other If yes, who did you lodge any complaint with?
QE7.7	Numeric	1	0	QE7.7 If yes, what is the outcome of the complaint?

Section B – Health Losses and Status of Incapacity				
Variable Name	Type	Width	Decimals	Label/Question
QB1.1	Numeric	1	0	QB1.1 What kind of bodily injuries did you have/have you got?
QB1.2	Numeric	1	0	QB1.2 What kind of bodily injuries did you have/have you got?
QB2	Numeric	1	0	QB2 Have you been on a sick leave due to the injuries?
QB2.Leave	Numeric	2	0	QB2.Leave If yes, how many days?
QB3	Numeric	1	0	QB3 Did you hospitalize due to the injuries?
QB3.Hosp	Numeric	2	0	QB3.Hosp If yes, how many days were you hospitalized?
QB4	Numeric	1	0	QB4 4 Were you bed-ridden at home due to injuries?
QB4.Bed	Numeric	2	0	QB4.Bed If yes, how many days were you bed-ridden?
QB5	Numeric	1	0	QB5 Did injuries result in permanent incapacity (invalid)?
QB6	Numeric	1	0	QB6 Have the injuries/violence affected your daily household work?
QB6.House	Numeric	4	0	QB6.House If Yes, how much time do you usually devote to household activities?
QB7.1Child	Numeric	1	0	QB7.1Child If yes, have the injuries/violence prevented you to do childcare?
QB7.1hours	Numeric	3	0	QB7.1hours If yes, for how long did the injuries prevent you from Childcare

Section B – Health Losses and Status of Incapacity (continued)				
Variable Name	Type	Width	Decimals	Label/Question
QB7.2Care	Numeric	1	0	QB7.2Care If yes, have the injuries/violence prevented you to Care for members of the family?
QB7.2hours	Numeric	3	0	QB7.2hours If yes, for how long did the injuries prevent you from Care for members of the family
QB7.3Acti	Numeric	1	0	QB7.3Acti If yes, have the injuries/violence prevented you to do activities for production of food (e.g. farming?
QB7.3hours	Numeric	3	0	QB7.3hours If yes, for how long did the injuries prevent you from Activities or production of food
QB7.4Hous	Numeric	1	0	QB7.4Hous If yes, have the injuries/violence prevented you to do housekeeping?
QB7.4hours	Numeric	3	0	QB7.4hours If yes, for how long did the injuries prevent you from Housekeeping
QB7.5Paid	Numeric	1	0	QB7.5Paid If yes, have the injuries/violence prevented you to do paid employment activities?
QB7.5hours	Numeric	3	0	QB7.5hours If yes, for how long did the injuries prevent you from Paid employment activities
QB7.6Pref	Numeric	2	0	QB7.6Pref Prefer not to answer?
QB8	Numeric	1	0	QB8 Have the injuries/violence affected your daily school work (attending classes, homework, sports etc.)?
QB8.Time	Numeric	4	0	QB8.Time Yes, how much time do you usually devote to school activity?
QB9.1	Numeric	1	0	QB9.1 If yes, have the injuries/violence prevented you from attending classes?
QB9.1hours	Numeric	3	0	QB9.1hours If yes, for how many hours have the injuries/violence prevented you from attending classes?
QB9.2	Numeric	1	0	QB9.2 If yes, have the injuries/violence prevented you to do homework?
QB9.2hours	Numeric	3	0	QB9.2hours If yes, for how many hours have the injuries/violence prevented you to doing homework?
QB9.3	Numeric	1	0	QB9.3If yes, have the injuries/violence prevented you to do school sports?
QB9.3hours	Numeric	3	0	QB9.3hours If yes, for how many hours have the injuries/violence prevented you to doing school sports?
QB9.Pref	Numeric	2	0	QB9.Pref If yes, have the injuries/violence prevented you to do one of the following - prefer not to answer?
QB10	Numeric	1	0	QB10 Did you or your family member pay for the medical expenses?
QB11	Numeric	8	2	QB1 1f yes to Question B10, please specify the amounts during the last 12 months?
QB12.Who	Numeric	1	0	QB12.Who If no to question B10, who paid?
QB12.How	Numeric	8	2	QC1 If no to question B10, who paid and how much?

Section C – Personal Cash Expenses				
Variable Name	Type	Width	Decimals	Label/Question
QC1	Numeric	1	0	QC1 Did you have any material damage to your property or family property?
QC1.Cost	Numeric	8	2	QC1.Cost If yes, please state the cost
QC2	Numeric	1	0	QC2 Did you have any losses related to earnings (e.g. job loss, inability to concentrate on work, temporary incapacity)?
QC2.Cost	Numeric	8	2	QC2.Cost If yes how much would the estimated loss be?
QC3.1	Numeric	8	2	QC3.1 Transportation to and from health care institutions, police departments, forensics, courts, social service providers etc.
QC3.2	Numeric	8	2	QC3.2 Ambulance call, healthcare services, laboratory tests
QC3.3	Numeric	8	2	QC3.3 Diagnostics examination and purchase of medicines
QC3.4	Numeric	8	2	QC3.4 In patient treatment (hospital)
QC3.5	Numeric	8	2	QC3.5 Consultation with psychologist/psychotherapist
QC3.6	Numeric	8	2	QC3.6 Consultation with child psychologist
QC3.7	Numeric	8	2	QC3.7 Legal advice and legal support in court
QC3.8	Numeric	8	2	QC3.8 Administrative services such as payments for issuing certificates, mandatory court fees, and document recovery
QC3.9	Numeric	8	2	QC3.9 Payment of rent a separate apartment (monthly)
QC3.10	Numeric	8	2	QC3.10 Moving to a new place of residence, place children in another school
QC3.11	Numeric	8	2	QC3.11 Purchase of lost or damaged personal property (clothes, shoes etc.)
QC3.12	Numeric	8	2	QC3.12 Cost related to searching for a new job/school
QC3.13	Numeric	8	2	QC3.13 Others, specify
QC3.14	Numeric	2	0	QC3.14 None
QC3Other	String	15	0	QC3Other Please indicate all items borne by you or your family to cope with violence?
QC4	Numeric	1	0	QC4 Who paid for the above expenses?

Section D – Work Place Violence				
Variable Name	Type	Width	Decimals	Label/Question
QD.1	Numeric	1	0	QD.1 Have you ever experienced violence at work place?
QD2.1	Numeric	1	0	QD2.1 If yes, did you experience Physical (beating, kicking, other form of physical abuse)
QD2.2	Numeric	1	0	QD2.2 If yes, did you experience Sexual (Sexual intercourse, harassment)

Section D – Work Place Violence (continued)				
Variable Name	Type	Width	Decimals	Label/Question
QD2.3	Numeric	1	0	QD2.3 If yes, did you experience Emotional, psychological (humiliation, intimidation, blackmailing)
QD2.4	Numeric	1	0	QD2.4 If yes, did you experience Economic (manipulation with money, financial dependency)
QD3	Numeric	1	0	QD3 If yes, who was responsible?
QD3Other	String	15	0	QD3 If yes, who was responsible?
QD4	Numeric	1	0	QD4 Did you ever experience violence at your work place in the last 12 months?
QD5.1	Numeric	1	0	QD5.1 If yes, Physical (beating, kicking, other form of physical abuse)
QD5.1Fre	Numeric	2	0	QD5.1Fre Frequency 1
QD5.2	Numeric	1	0	QD5.2 If yes, Sexual (Sexual intercourse, harassment)
QD5.2Fre	Numeric	2	0	QD5.2Fre Frequency 2
QD5.3	Numeric	1	0	QD5.3 If yes, Emotional, psychological (humiliation, intimidation, blackmailing)
QD5.3Fre	Numeric	2	0	QD5.3Fre Frequency 3
QD5.4	Numeric	1	0	QD5.4 If yes, Economic (manipulation with money, financial dependency)
QD5.4Fre	Numeric	2	0	QD5.4Fre Frequency 4
QD6	Numeric	1	0	QD6 If yes, who was responsible?
QD6Other	String	15	0	QD6 If yes, who was responsible?
QD7.1	Numeric	1	0	QD7.1 Did the violence disrupt your work?
QD7.1Days	Numeric	3	0	QD7.1Days If yes, how many days or hours of work had been lost due to violence? Days
QD7.1Hours	Numeric	2	0	QD7.1Hours If yes, how many days or hours of work had been lost due to violence? Hours
QD7.1Work	Numeric	2	0	QD7.1Work If yes, how many days you had to take off unpaid from your work? Days
QD7.1Loss	Numeric	8	2	QD7.1Loss If yes, what is the estimated personal income loss?
QD7.2	Numeric	1	0	QD7.2 Did you need to visit doctors or hospital due to violence at work?
QD7.2Doc	Numeric	2	0	QD7.2Doc If yes, how many visits to doctors?
QD7.2Amo	Numeric	8	2	QD7.2Amo If yes, how much did it cost?
QD7.3	Numeric	1	0	QD7.3 Are you still on medication?
QD7.3Much	Numeric	8	2	QD7.3Much If yes, how much does it cost?
QD7.3Who	Numeric	2	0	QD7.3Who If yes, who bears these costs?
QD7.4	Numeric	1	0	QD7.4 Are you consulting a psychologist?
QD7.4Much	Numeric	8	2	QD7.4Much If yes, how much does it cost?
QD7.4Who	Numeric	1	0	QD7.4Who If yes, who bears these costs?
QD7.5	Numeric	1	0	QD7.5 Did you lodge any complaint?
QD7.6	Numeric	1	0	QD7.6 If yes, whom did you lodge any complaint with?
QD7.7	Numeric	1	0	QD7.7 If yes, what is the outcome of the complaint?

Section E – School Violence				
Variable Name	Type	Width	Decimals	Label/Question
QE1	Numeric	1	0	QE1 Did you ever experience violence at school?
QE2.1	Numeric	1	0	QE2.1 If yes, did you experience Physical (beating, kicking, other form of physical abuse)
QE2.2	Numeric	1	0	QE2.2 If yes, did you experience Sexual (Sexual intercourse, harassment)
QE2.3	Numeric	1	0	QE2.3 If yes, did you experience Emotional, psychological (humiliation, intimidation, blackmailing)
QE2.4	Numeric	1	0	QE2.4 If yes, did you experience Economic (manipulation with money, financial dependency)
QE3	Numeric	1	0	QE3 If yes, who was responsible?
QE3Other	String	15	0	QE3Other If yes, who was responsible?
QE4	Numeric	1	0	QE4 Did you ever experience violence at your school in the 12 months?
QE5.1	Numeric	1	0	QE5.1 If yes, did you experience Physical (beating, kicking, other form of physical abuse)
QE5.1Fre	Numeric	2	0	QE5.1Fre Physical Frequency
QE5.2	Numeric	1	0	QE5.2 If yes, did you experience Sexual (sexual intercourse, harassment)
QE5.2Fre	Numeric	2	0	QE5.2Fre Sexual Frequency
QE5.3	Numeric	1	0	QE5.3 If yes, did you experience Emotional, psychological (humiliation, intimidation, blackmailing)
QE5.3Fre	Numeric	2	0	QE5.3Fre Emotional Frequency
QE5.4	Numeric	1	0	QE5.4 If yes, did you experience Economic (manipulation with money, financial dependency)
QE5.4Fre	Numeric	2	0	QE5.4Fre Economic Frequency
QE6	Numeric	1	0	QE6 If yes, who was responsible?
QE6Other	String	15	0	QE6Other If yes, who was responsible?
QE7.1	Numeric	1	0	QE7.1 Did the violence disrupt your school work?
QE7.1Days	Numeric	3	0	QE7.1Days If yes, how many days of hours of school had been lost due to violence? Days
QE7.1Hour	Numeric	2	0	QE7.1Hour If yes, how many hours of school had been lost due to violence? Hours
QE7.1Scho	Numeric	2	0	QE7.1Scho If yes, how many days you have to take off from your school? Days
QE7.2	Numeric	1	0	QE7.2 Did you need to visit doctors or hospital due to violence at school?
QE7.2Doc	Numeric	2	0	QE7.2Doc If yes, how many visits to doctors? Visits
QE7.2Cost	Numeric	8	2	QE7.2Cost If yes, how much did it cost?
QE7.3	Numeric	1	0	QE7.3 Are you still on medication?
QE7.3Much	Numeric	8	2	QE7.3Much If yes, how much does it cost?

Section E – School Violence (continued)				
Variable Name	Type	Width	Decimals	Label/Question
QE7.3Who	Numeric	1	0	QE7.3Who If yes, who bears these costs?
QE7.4	Numeric	1	0	QE7.4 Are you consulting a psychologist?
QE7.4Much	Numeric	8	2	QE7.4Much If yes, how much does it cost?
QE7.4Who	Numeric	1	0	QE7.4Who If yes, who bears these costs?
QE7.5	Numeric	1	0	QE7.5 Did you lodge any complaint?
QE7.6	Numeric	1	0	QE7.6 If yes, who did you lodge any complaint with?
QE7.6Other	String	15	0	QE7.6Other If yes, who did you lodge any complaint with?
QE7.7	Numeric	1	0	QE7.7 If yes, what is the outcome of the complaint?
COMMENTS	String	100	0	

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