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Subject : Guidelines in the Institutionalization of Women Friendly Space (WFS) in Camp Coordination and Camp Management

I. RATIONALE

When a disaster hits or conflict erupts, saving lives, meeting the basic needs and protection of survivors are the primary concerns of humanitarian actors or the service providers. With such rush to provide immediate response, the appeal to “pay attention to gender issues” often falls on deaf ears and may seem irrelevant. Paying attention to gender issues or “putting gender lens” means recognizing the different needs, capacities and contributions of women, girls, boys and men.¹

According to the typology of risks and shock developed by World Development Report 2000/2001, risks are classified by the level at which they occur (household/micro, local/meso and national/macro) and by the nature of the event (natural, environmental, economic, social, etc.) but do not encompass gender issues. It is important to understand the level and nature of a risk when planning and developing response for it provides scope for a more detailed analysis. (ADB:2008)

At the micro level, women are biologically more susceptible to some illnesses and face specific health issues. Women are also more susceptible to domestic violence, and having little or no control over intra-household distribution of resources and power. At the meso level, women may find it more difficult to recover from shocks due to social norms, insecure property rights, or limited job prospects. At the macro level, economic transition can have gender-differentiated impacts or legislation may discriminate against women and men. The gender dimension of risk can be significant.

Even though men and women are exposed to the same kind of risks² such as disaster and conflicts, they can be affected by the same risk in a different way. Thus it is important to consider men and women as different constituents in any analysis and planning for intervention. Women as a group have particular needs, which differ from those of men as a group which should be addressed from a gender perspective. Being blind to these different needs (of men and women) would have implication on the protection and survival of those affected by crisis.

Gender-Based Violence (GBV) is especially problematic in disaster situation. Women and children are often the target of abuse and the most vulnerable to exploitation and violence because of their gender, age and status in society. In the aftermath of a disaster, they became particularly vulnerable as health,

¹Inter-Agency standing Committee, Women, Girls, Boys and Men Different Needs-Equal Opportunities. December 2006

²Risk refers to uncertain events that can damage well being while vulnerability is the probability to become poor in the future.

education, police and social services are disrupted and community support systems and protection mechanism break down.

In the Multi-Cluster Needs Assessment of the Philippine Humanitarian Action Plan (HAP) for 2013, out of the targeted 14 municipalities and 1 city that are vulnerable to humanitarian emergencies across the Mindanao region, 53% have cited incidents of different types of GBV. Only 40% of the sites indicated that GBV cases were referred to service providers; 40% have GBV preventive measures in place; and 37% have a reporting mechanism. The Mindanao GBV Sub Clusters (based in Cotabato, Cagayan De Oro and Iligan Cities) have facilitated response to 134 survivors of GBV from the period of January to September 2012. In Basilan, violence against women escalated during the period of conflict from 2000 to 2003. Their communities considered raped women unclean, and they were forced to marry the men who had raped them.³

Based on the Protection Advisory No. 2 dated January 22, 2013, women and children in areas affected by Typhoon Pablo in Mindanao are at high risk of being trafficked. An estimated 80% of the affected communities are women adults and children. Many of them were already at risk due to forced displacement caused by the on-going conflict prior to the typhoon. In many situations, women and children are living separately from their families as they, or their spouse/parents find work elsewhere. This increases their vulnerability to GBV including human trafficking, domestic violence, and sexual exploitation and abuse.

It is within this premise that the DSWD as mandated by laws and national policies and as the Lead on Gender Based Violence (GBV) Sub-Cluster needs to pay attention to gender issues and concerns in disaster management. The establishment of the Women Friendly Space (WFS) in evacuation camps, transitional sites or disaster affected communities can be the appropriate intervention to address gender issues and concerns during crisis situation.

With such, the Social Technology Bureau conceptualized the Women Friendly Space (WFS) as a strategy in mainstreaming gender as a cross cutting theme in providing humanitarian responses in evacuation camps, transitional sites or disaster/conflict affected communities, taking off from the experience in Typhoon Sendong in CY 2011.

The WFS was pilot tested in Compostela Valley Province specifically in the evacuation camps only in the municipalities of New Bataan, Compostela and Monkayo from December 2012 to June 2014, 2013. The said municipalities were hardly hit by typhoon Pablo on December 4, 2012. On the other hand, WFS was pilot tested in the affected communities which were hardly hit by Typhoon Yolanda (Haiyan) in 2013 in, Regions VI and VIII. Specifically in Region VI pilot testing was made in the municipalities of Carles, Estancia, Concepcion and in Roxas City and in Region VIII in the different municipalities in Leyte Province and Eastern Samar.

The establishment and implementation of Women Friendly Space shall be an integral part of the Camp Coordination and Camp Management (CCCM). With the different services that will be provided through the WFS, it will facilitate case management of internally displaced women to enable them to cope with their situation brought about by disaster and prepare them for their return to their communities.

³ Magcalen-Fernandez, E. 2006. Conflict, State Fragility and Women's Reproductive Health: The Case of Basilan, Philippines. Washington DC: USAID.

II. LEGAL BASES

The Philippines is a signatory to many international instrument, enacted several law and issued national policies that aim to protect the rights and welfare of women and promote gender equality.

A. International Instruments

- The **Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)** It defines what constitutes discrimination against women and sets up an agenda for national action to end such discrimination. The Convention provides the basis for realizing equality between women and men through ensuring women's equal access to, and equal opportunities in political and public life -- including the right to vote and to stand for election -- as well as education, health and employment.
- The **Beijing Declaration and Platform for Action (BPFA)** identified other acts of VAW including violation of human rights of women in situations of armed conflict, in particular murder, systematic rape, sexual slavery and forced pregnancy.
- The **Millennium Declaration and Millennium Development Goals (MDGs)** outline a set of time-bound and measurable goals and targets to promote gender equality and to combat poverty, hunger, disease, illiteracy and environmental degradation by 2015. It pronounces to combat all forms of violence against women and to implement the CEDAW

B. National Laws/Policies and Issuances

- **Republic Act 9710**, the Magna Carta of Women is a comprehensive women's human rights law that seeks to eliminate discrimination against women by recognizing, protecting, fulfilling and promoting the rights of Filipino women, especially those in the marginalized sector. It promotes empowerment of women and pursues equal opportunities for women and men and ensures equal access to resources and to development results and outcome through the development of plans, policies, programs, measures, and mechanisms to address discrimination and inequality in the economic, political, social, and cultural life of women and men.

Section 10 of RA 9710, *Women Affected by Disaster, Calamities and other Crisis Situation* states that women have the right to protection and security in times of disasters, calamities and other crisis situations especially in all phases of relief, recovery, rehabilitation and construction efforts.

- **Executive Order 865**, the **Creation of a National Steering Committee on Women, Peace and Security (NSCWPS) to Implement UN Security Council Resolutions 1325 and 1820 and Providing Funds Thereof**. The Committee shall spearhead the implementation of the National Action Plan on Women, Peace and Security which include the promotion and mainstreaming gender perspectives in all aspects of conflict prevention, conflict resolution and peace building.
- **Executive Order No. 15 Series of 1998** as amended by E.O. 221 S. 2003 mandates the DSWD to provide assistance to develop and implement programs, projects and services that will alleviate poverty and empower disadvantaged individuals, families and communities for an improved quality of life.

Moreover, the following law, policies and guidelines were issued to specifically address the disaster management to include the concerns of gender-based violence in disaster situation:

- **Republic Act 10121 or the Philippine DRRM Law** promotes community based disaster management. Under this law, the DSWD Secretary is mandated to be the Vice Chairperson of the NDRRMC for Disaster Response.
- **NDCC Circular 05-2007:** Institutionalization of the Cluster Approach in the Philippine Disaster Management System, Designation of Cluster Leads and their Terms of Reference at the National, Regional, and Provincial Levels. The DSWD was designated as cluster head for Emergency Shelter, Protection, Food and Livelihood. Part of its roles and responsibilities as cluster head is to ensure integration of agreed cross-cutting issues in sectoral needs assessment, analysis, monitoring and response to gender concerns.
- **NDCC Circular 12-2008:** Amendment of NDCC Circular No. 5-2007 which merged several clusters and designation of government leads. The DSWD is the lead for Food and Non-Food Items, Camp/IDP Management, Emergency Shelter and Protection; and Permanent Shelter and Livelihood.
- **Terms of Reference of the Sub-Cluster on Gender Based Violence (GBV).** The overall objective of the GBV Sub-Cluster is to put in place effective mechanisms to prevent incidents of sexual violence and to provide accessible, prompt, confidential service to survivors during crisis. The SCBV Sub-Cluster is primarily tasked to coordinate and support the activities of all relevant stakeholders in the prevention and response to SGBV. The DSWD is designated as the government Sub-Cluster Lead of GBV.

III. DEFINITION OF TERMS

1. **Gender** - refers to roles, attitudes and values assigned by culture and society to women and men. These roles, attitudes and values define the behaviours of women and men and the relationship between them. ⁴Gender Mainstreaming – a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies, programs and projects in all social, political, civil and economic spheres so that women and men benefit equally.⁵
2. **Practical Gender Needs** – are needs of women identify in their socially accepted roles. Practical gender Needs are a response to immediate perceived necessity, identified within the a specific context⁶
3. **Strategic Gender Needs** – are the needs women identify because of their subordinate position to men in their society. Meeting strategic gender needs helps women to achieve a greater equality.

⁴ Philippine Commission on Women

⁵ RA 9710 otherwise known as Magna Carta of Women

⁶ Moser, 1993

4. **Violence against Women (VAW)** – refers to any act of gender-based violence that results or is likely to result in physical, sexual or psychological harm or suffering to women including threats of such acts, coercion or arbitrary deprivation of liberty whether occurring in public or private life.⁷
5. **Gender-based Violence (GBV)** – refers to violence that is directed at a person on the basis of gender or sex.⁸ GBV is an umbrella term encompassing a wide range of human rights violations and can be directed at adult women and men and male and female children. GBV takes the form of rape, domestic violence, sexual assault and harassment, trafficking of women, girls and boys and several harmful traditional practices including female genital mutilation/cutting, early marriage, bride inheritance.⁹
6. **Victim-survivor** – refers to a woman or child who has suffered gender-based violence. While as a victim, she should be treated with compassion and sensitivity, referring to her as a survivor recognizes her strength and resiliency.¹⁰

IV. DESCRIPTION

The establishment of Women Friendly Space (WFS) is a strategy to mainstream gender as across cutting theme in providing humanitarian response and to address the specific needs of women affected by the crisis/disaster. Through the WFS, women as well as men will be provided with wide range of services to address their practical and strategic needs. It will provide a more systematic, organized and gender-responsive way of delivering services.

The WFS shall be established in the evacuation camps, transitional sites or disaster affected communities. It can be installed in a classroom, vacant office facility/structure, if such is available in the area. However, if not, a separate tent or a structure made of indigenous or any available materials in the locality can also be constructed to serve as the WFS. It shall be managed by a team of at least three trained WFS Facilitators, who maybe members of local women's organization, women leader in the community and internally displaced women in coordination with the camp manager and under the supervision of the Local Social Welfare Officer (LSWDO).

The phases of emergency and the Gender Equality and Women Empowerment Framework will serve as the guide in the provision of services to internally displaced women as well as men. It shall be facilitated by the WFS Facilitators in close coordination and partnership with the identified service providers

V. OBJECTIVES

General Objective:

The establishment of Women Friendly Space (WFS) in evacuation camps, relocation/transitional sites aims to address the practical and strategic gender needs of women in humanitarian crisis through the provision of wide range of services

⁷ UN Declaration on the Elimination of Violence Against Women, 1993.

⁸ Recommendation 19, No. 6 of the 11th CEDAW Session.

⁹ <http://oneresponse.info/GlobalClusters/Protection/GBV/Pages/default.aspx>

¹⁰ Philippine Commission on Women and Inter Agency Council on Violence Against Women and Their Children. *Guidelines in the Establishment and Management of a Referral System on Violence Against Women at the Local Government Unit Level.*

Specific Objectives

1. To provide a safe and accessible space for internally displaced women to facilitate access to services that will respond to their welfare needs.
2. To increase awareness among women and the community at large, on issues related to well-being, women's rights, sexual and reproductive health and gender based violence
3. To ensure that internally displaced women will have equal access to emergency employment and economic empowerment activities.
4. To enhance/develop their knowledge and skills to enable them to participate and have control on matters concerning their needs and interest.

VI. THE PROGRAM FRAMEWORK

The establishment of WFS as a strategy in providing a more gender responsive interventions in emergencies / crisis considers the phases of an emergency as follows:

- Phase 1 **Pre-crisis** (before the disaster strikes)
- Phase 2 **Crisis** (when the disaster strikes)
- Phase 3 **Stabilization** (when immediate emergency needs have been addressed)
- Phase 4 **Return/recovery** (when those who are displaced are returning home and/or the focus is on rebuilding systems and structures and transitioning to development).¹¹

The establishment of Women Friendly Space is anchored on the premise that even during humanitarian crises women, girls, boys and men have immediate, "practical" survival needs and strategic gender needs.¹² Thus, it should be considered and integrated during contingency planning (**Phase 1. Pre-crisis**) to focus on the responding to the different needs of women after the disaster strikes (**Phase 2 Crisis**). It shall highlight the kind of activities to be undertaken/ continued and services to be provided until the stabilization (**Phase 3**) and return/recovery (**Phase 4**) phases.

The Gender Equality and Women's Empowerment Framework (GEWEF) which presents the process of empowerment through a sequence of measurable actions will serve as a guide in providing appropriate response to internally displaced women. The path can be used as a frame of reference for progressive steps towards increasing/attaining women empowerment and equality. The framework centres on five levels of equality which are hierarchical.¹³

These five levels of equality are as follows:

Welfare. Level of women's material welfare which will include food supply, medical care and other basic services.

¹¹Handbook for Coordinating Gender-Based Violence Interventions in Humanitarian Settings, pp. 3-4

¹²Inter-Agency Standing Committee, Gender Handbook in Humanitarian Action. Women, Girls, Boys and Men Different Needs-Equal Opportunities. December 2006, p. 3

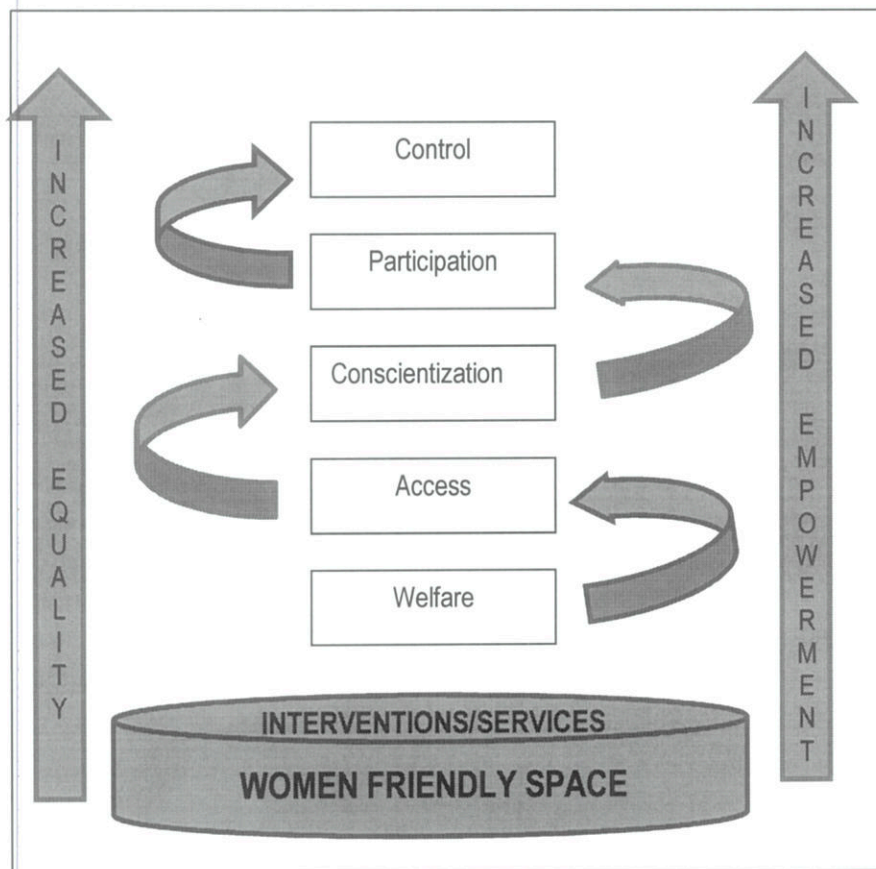
¹³March Candida, et. Al, A Guide to Gender-Analysis Frameworks. Oxfam GB 1999. Pp. 93-94

Access. Women's access to the factors of production, equal access to training, marketing facilities and all public services and benefits.

Conscientization. A conscious understanding of the difference of sex and gender and awareness that gender roles are cultural and can be changed.

Participation. Women's equal participation in decision making process, in policy-making, planning and administration.

Control. Women's control over the decision-making process through conscientization and mobilization.



The different services that will be provided to the internally displaced women through the Women Friendly Space will help address their welfare needs, increase their access to factors of production leading to their economic empowerment while also increasing their gender awareness. All these shall also encourage/lead them to equally participate in decision making and planning process and thereby allow them to achieve equality of control over matters concerning their needs and interests.

VII. TARGET CLIENTELE

Internally displaced women in the evacuation camps/transitional sites/disaster affected community will be the primary beneficiaries of the services to be provided in the Women Friendly Space. During the acute emergency phase or right after the disaster strikes, the WFS shall only be utilized / dedicated for activities for women and their children.

During the early recovery phase, the WFS may also be utilized for gender awareness education specifically targeting men and boys, cognizant of the fact that it is crucial for men and boys to be allies in promoting women's empowerment and gender equality.

VIII. PROJECT COMPONENTS

1. Social Preparation and Advocacy

The establishment of the Women Friendly Space will be carried out in close coordination with the Local Government Unit, DSWD camp management team and the GBV Sub-cluster.

Advocacy campaigns directed towards other government organizations and local and international NGOs as key humanitarian actors shall also be conducted to support the WFS in terms of service delivery.

2. Information Dissemination

In coordination with the camp manager and the C/MSWDOs, the WFS facilitator shall be responsible for disseminating information about the Women Friendly Space and its different services to all internally displaced women.

3. Service Delivery

The Gender Equality and Women Empowerment Framework will serve as the guide in the provision of services to internally displaced women through the different levels of equality which include welfare, access, conscientization, participation and control. The WFS Facilitators in close coordination and partnership with the identified service providers shall be responsible in the delivery of services to internally displaced women.

4. Monitoring and Evaluation

This involves the conduct of periodic monitoring and evaluation to ensure effectiveness of the strategy for the purpose of improving service delivery as well as replication to other evacuation camps. This shall be done in different levels, DSWD Central Office, DSWD Field Office and the Local Government Unit. Monitoring tool shall be used to gauge the effectiveness and responsiveness of the project.

5. Partnership and Networking

This involves tapping and maximizing local, national and international resources, linking/partnership with other agencies and organizations and resource mobilization for the implementation of the services in the WFS.

IX. IMPLEMENTING PROCEDURES

A. Pre-Implementation Phase

The pre-implementation shall cover the Social Preparation and Advocacy and Information Dissemination and Partnership and Networking

Social Preparation and Advocacy

- In every City/Municipality Disaster Risk Reduction and Management (DRRM) Plan, the DSWD and LGU shall ensure that an area in the evacuation camps/transitional sites/community affected area shall be provided for the establishment of WFS.
- The establishment of the WFS will be in close coordination with the Protection Cluster, GBV Sub-Cluster and Local Committee on Anti-Trafficking and Violence Against Women and their Children (LCAT-VAWC).
- For identification of appropriate space/location for the establishment of WFS with accessibility and safety as the prime considerations, the following activities should be undertaken:
 - In the evacuation camp, meeting with Camp Coordination and Camp Management (CCCM), Emergency Shelter and Protection Clusters
 - In the affected community, coordination and meeting with the Barangay Chairperson, other Barangay officials and existing women's organization in the community
- The C/MSWDO shall identify and tap local women's organization in the area to co-manage the establishment and operationalization of WFS. Likewise, identify a woman/women leaders from among the internally displaced to be a potential WFS Facilitator.
- The camp manager and the C/MSWDO, to tap GBV Sub-Cluster and LCAT-VAWC members to provide the following activities to the officers and members of the women's organization and WFS Facilitators:
 - Psychosocial interventions if they are also survivors of the disaster prior to the establishment of WFS. This is to ensure that the women leaders are in a better psychosocial state than internally displaced women in the community.
 - Orientation of WFS highlighting the framework for the delivery of services for better understanding and appreciation of the strategy as well as ne monitoring tool.
 - Orientation of the roles and responsibilities of the WFS Facilitator
- The camp management team, C/MCWDO and WFS Facilitators shall collect the following information as basis for planning of activities and services in the WFS:
 - Number of households and average family size
 - Number of female and male residents by age
 - Number of female, single and child-headed households by their age and sex

- Number of persons by age and sex with specific needs (unaccompanied children, women with disability, chronically ill and elderly women)
 - Number of pregnant (and their expected date of delivery) and lactating women.
- The WFS Facilitator shall conduct Focused Group Discussion with internally displaced women to identify their needs.
 - C/MSWDO and CCCM Cluster members shall advocate with other government agencies, local and international NGOs, group and individual donors, civil society organizations and humanitarian clusters to invite service providers to support and utilize the WFS in terms of service delivery.

Information Dissemination

- In coordination with the camp manager and C/MSWDO, the WFS facilitators shall be responsible for disseminating information to all IDPs by giving orientation about the WFS during meetings or assemblies. Services available and schedule of activities shall be posted outside the WFS.
- Referral Pathway shall also be placed outside the WFS.

Partnership and Networking

- C/MSWDO and WFS Facilitator shall identify and partner with the service providers who shall conduct psychosocial interventions for internally displaced women as well as men as the primary service that shall be provided to women through the WFS.
- They shall identify and forge partnership with private companies in which their corporate social responsibility is inclined for women and other donor agencies for provision of non-food items (i.e. underwear, sanitary napkins, family planning commodities, etc) and food items (ie. foods that meet the nutritional requirement of pregnant and lactating women).
- For gender awareness education and other information sessions, C/MSWDO and WFS facilitator shall coordinate and partner with the DSWD Field Office, PSWDO, DOJ Regional Office, RIACAT-VAWC members, MSWDO, P/C/MHO, PNP-WCPD and NGOs for women. **Pool of Resource Person can be organized for easy mobilization of speakers during the activities.**
- For other information sessions, WFS facilitator shall coordinate and partner with other LGU service providers, civil society organization and concerned individuals.
- For livelihood opportunities, WFS Facilitator shall coordinate with DSWD Field Office Sustainable Livelihood Program, TESDA, Provincial Agricultural Office (PAGRO), Public Employment Service Office (PESO), World Food Programme, and NGOs providing livelihood activities.

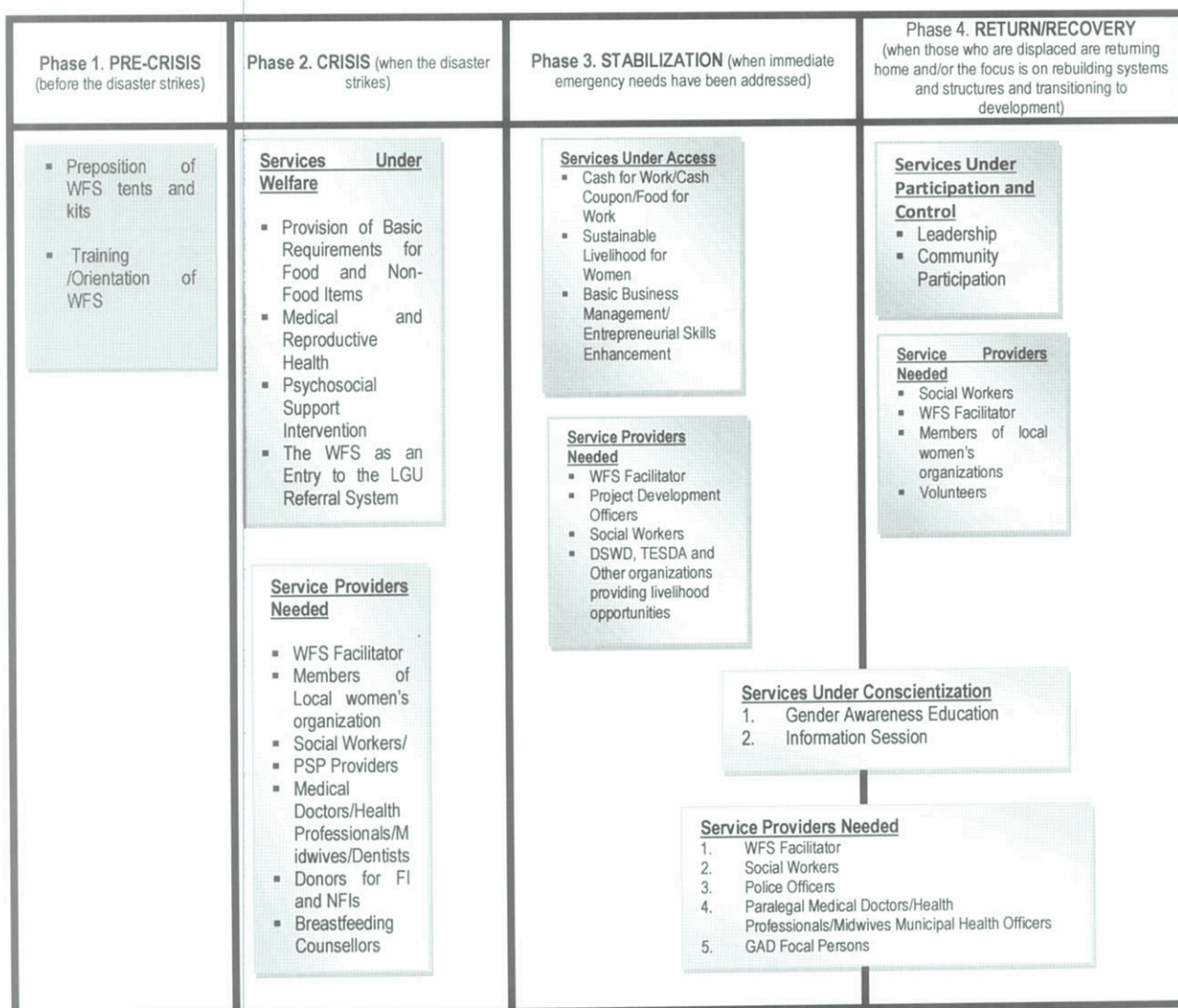
B. Implementation Phase

The implementation phase shall focus on the delivery of services and monitoring and evaluation

Service Delivery

The service delivery shall take into consideration the phases of emergency and the Gender Equality and Women Empowerment Framework as the guide in the provision of services to internally displaced women. It shall be facilitated by the WFS Facilitators in close coordination and partnership with the identified service providers.

The illustration below shows the specific services to be provided according to the phases of emergency:



Each of the services is described in details below:

WELFARE

Services under this level of equality shall be provided immediately after the disaster strikes. These may refer to but not limited to the following:

1. Provision of Basic Requirements for Food and Non-Food Items

- Distribution of food to meet the nutritional requirement of pregnant and lactating women.
- Non-food items e.g. flashlights/solar lamps, brassieres, panties, hygiene /dignity kits, sanitary napkins/cloth napkin, etc.
- NFI for babies

2. Medical and Reproductive Health

- Prenatal check-ups for pregnant women
- Breast feeding Counselling and session with pregnant and lactating women
- Reproductive Health check-ups for women of reproductive age (menarche up to pre-menopause)
- Provision of family planning commodities
- Other medical and dental check-ups for women

3. Psychosocial Support Intervention

It is any type of local or outside support which aims to protect or promote psychosocial well-being and/or prevent or treat mental disorder. It is also a process of meeting emotional, social, mental and spiritual needs, all of which are considered essential elements of meaningful and positive human development. It goes beyond simply meeting the person's physical needs.¹⁴

This would include provision of critical incidence stress debriefing, counselling, distracting activities and opportunity for women to express their feelings, emotions and experiences in crisis situations to avoid further trauma.

4. The WFS as an Entry to the Referral System on Violence Against Women and Children

The **Referral System** is a cooperative framework through which government agencies carry out their obligations to protect and promote the human rights of the victim-survivors of violence, coordinating their efforts in a strategic partnership with NGOs/FBOs and civil society as a whole. The main purpose is to ensure the human rights of victims of violence are respected and to provide an effective way to refer these victims to support services to address their various needs.¹⁵

WFS may serve as one of the entry point to the referral system on Violence Against Women and Children where victims may access interventions and services.

¹⁴ Psychosocial Support Training Manual, DSWD

¹⁵ Guidelines in the Establishment and Management of a Referral System on VAW at the LGU

When a victim-survivor approaches a WFS to report, the WFS Facilitator shall provide information about the existing referral system and services that may be accessed.

Based on the Guidelines in the Establishment and Management of a Referral System on VAW at the LGU level, City/ Municipal Social Welfare and Development Officer shall act as the case manager. If trained, the Social Worker may use the Gender-Responsive Case Management (GRCM) in managing the case of the victim-survivors.

ACCESS

Services under Access shall be provided to women when immediate welfare needs have been addressed. Convergence of services of the Department and other agencies /organizations shall be observed. WFS Facilitators shall coordinate with different agencies to advocate in the provision of livelihood opportunities for women such as the following:

1. Cash for Work/ Food for Work

Livelihood, Early Recovery and Food Clusters are utilizing these schemes to provide access to IDPs capable of working on a 10-day period and shall be paid through cash or food.

Agencies that are implementing these measures will be encouraged to identify activities that can encourage and allow equitable access of IDP women to cash and food for work programme. In addition, where applicable, women friendly space facilitators will also be enrolled in the cash/food for work programme for their honorarium.

2. Sustainable Livelihood for Women

Adopting the Sustainable Livelihood Program of the DSWD, women with entrepreneurial interest will be provided with skills training and minimum capital assistance in order for them to start an income generating project. On the other hand, those that do not have entrepreneurial interest will be linked to employment opportunities that would match their skills.

Also to be given attention under this service are livelihood programs and services offered by other agencies/organizations and trainings on marketing skills, i.e. rug making, hair cutting and others

3. Basic Business Management/Entrepreneurial Skills Enhancement

Skills enhancement on basic business management/ entrepreneurship will be provided to internally displaced women to enable them to manage effectively the income generating project they will be engaged. The modules developed by DSWD and other service providers be it government and non-government organizations can also be utilized for this purpose.

The following modules by DSWD can be used for this purpose:

- a. Basic Business Management Skills Training (BBMST)
- b. Numeracy Exercises and Social Communication Skills Development Exercises

CONSCIENTIZATION

Services under this level of equality could be simultaneously provided with services under ACCESS among which are the following:

1. Gender Awareness Education

Conduct of activities to raise the awareness of women about the prevention of gender based-violence. This shall include the conduct of Gender Sensitivity Training, orientation on women's rights and different laws related to women such as the following:

- Republic Act (RA) 9262 *Anti-Violence Against Women and Their Children Act*,
- RA 9208 *Anti-Trafficking in Persons Act* and
- RA 9710 *Magna Carta of Women*,
- RA 8353 *Anti-Rape Law*.

Men's involvement is crucial to combat gender-based violence and to attain gender equality, thus a separate session for men on these activities should be highly encouraged.

2. Information Session

The following sessions from the Modular Packages for Women developed by DSWD will also be provided:

a) Self-Enhancement

In this module, women will be given an opportunity to have self-discovery by identifying their strengths and weaknesses, assess the different roles they perform as women, be knowledgeable of the laws that protect them as women, and acquire the skills on time management and financial management.

b) Self-Care of Women

In this module, women will understand the physical and biological changes in their bodies and proper care and management of health problems they encounter. This includes puberty and menstruation, fertility, pregnancy, common health problems, communicable diseases, self-breast examination and the danger signs of cancer.

c) Maternal and Child Care Nutrition

In this module, women will learn about nutrition and the effects of choosing the right kind of food everyday as well as the consequences if the meals of the family do not provide a balanced diet. They will also know the right amount of food that normal adults, children, sick persons and elderlies need.

d) Early Childhood Illnesses

In this module, women will learn how to treat and prevent common illnesses of children. They will also learn about immunization and growth monitoring to ensure their children's survival and development.

e) Environmental Sanitation

In this module, women will increase awareness on the proper use of the environment and how to take care of it for good health and other benefits.

Other Sessions

Based on the need, The WFS facilitator may plan other information sessions and use other modules such as Parent Effectiveness Services (PES), Parenting the Adolescent Manual (PAM) and Family Development Session (FDS). WFS can also serve as a venue for sessions on spirituality and/or prayer room. However, the session on spirituality should have a neutral kind of discussion and strictly no promotion of any religion or sect.

Other modules relative to women's empowerment and gender equality developed by other service providers can also be shared to internally displaced women and men.

PARTICIPATION AND CONTROL

Women will have the opportunity to exercise participation and control as levels of empowerment after they have attended the following modules and have exercised and applied what has been learned:

1. Leadership

In this module, women will have the chance to develop themselves as leaders who can influence others and direct their group. This module will equip socially disadvantaged women with the knowledge and skills of an effective leader.

2. Community Participation

In this module, women will realize the importance of organizing themselves in relation to their involvement in community activities. They will have an opportunity to understand the essence of a community and the importance of community participation. This will create a venue for women to relate and interact with other women and be analytical in identifying community problems, their causes, and the possible solutions. They will be able to discuss and initiate actions on issues that affect them as a group. The module ultimately aims to organize and mobilize women to become productive members of their community.

Related modules/trainings in connection with community participation/development implemented by other service providers can also be utilized for this purpose.

OTHER SERVICES

Depending on the identified needs of women in the locality which are not mentioned above, the WFS Facilitator in coordination with the camp manager and the C/MSWDO shall partner with other service providers in order to respond to such needs.

C. POST IMPLEMENTATION PHASE

1. Monitoring and Evaluation

This involves the conduct of periodic monitoring and evaluation to ensure effectiveness of the strategy for the purpose of improving service delivery. This shall be done in different levels, DSWD Central Office, DSWD Field Office and the Local Government Unit.

Different monitoring tools shall be utilized by the WFS Facilitators, Field Office and LGU implementers to determine the progress and impact of the services provided to the internally displaced women through the WFS. (Annex A)

Indicators of Empowerment among Internally Displace Women can also be used as guide for the evaluation of the project. (Annex B)

2. Reporting

Quarterly reports shall be submitted to the DSWD Field Office every 10th day of the preceding month. The DSWD FO shall consolidate the reports and submit to DSWD Central Office – Protective Service Bureau on a quarterly basis within six months of its implementation and on a semestral basis thereafter. Said report shall be the basis for the provision of technical assistance.

IX. CASE MANAGEMENT PROCESS

The Gender Responsive Case Management (GRCM) is adopted to ensure that internally displaced women who are victim-survivors of gender-based violence are provided with appropriate interventions using gender, strengths and rights-based perspectives.

GRCM is the process of coordinating and providing direct services to women and girl survivors of abuses that starts from the recognition of gender biases against women and girls in the home, in the community and in society; pursues empowerment as the goal of the healing partnership and service delivery where the woman sees her value and status in relation to herself, in the family and in the society; and addresses the victim-survivor's immediate needs and long-term needs.

The flow of the case management process is shown below:

a. Initial Supportive Responses	<ul style="list-style-type: none"> ▪ Intake Interview ▪ Initial Assessment ▪ Problem Identification ▪ Initial Response
b. Gender Assessment Process	<ul style="list-style-type: none"> ▪ Data Collection ▪ Use of Gender Assessment format
c. Intervention Planning, Partnership and Implementation	<ul style="list-style-type: none"> ▪ Intervention Plans ▪ Healing Process and Empowerment
d. Monitoring and Evaluation, Closure and Follow-up	<ul style="list-style-type: none"> ▪ Reassessment ▪ Use of Gender Responsive Indicators

A. Steps in the Initial Support Responses:

The following are the detailed steps to be taken during the intake interview. The intake interview is very critical in the helping process, hence the social worker must ensure that necessary details are gathered and appropriate immediate actions are undertaken.

- Step 1: Assess the psychosocial condition of the victim-survivor
- Step 2: Create a safe and stable environment for the client and family
- Step 3: Use a gender-sensitive interview
- Step 4: Make an initial assessment and identification of the problem
- Step 5: Take immediate responsive action

A. Gender-Based Assessment

Gender-based Assessment is the comprehensive analysis of the client experiences of abuse and violence and her responses within the context of existing inequalities in society.

Three phases of gender-based assessment:

1. Initial Assessment.
2. In-depth Assessment
3. Periodic Reassessment

Gender-based assessment is done through the following:

- a. Use of Participative Involvement
- b. Use of Gender Lens in Data Analysis

The social worker shall utilize the following tools in conducting gender-based assessment:

- **Gender Violence Survivor Assessment (GVSA) Tool**-this uses a simplified listing of internal and external factors that are relevant to the presenting problems of the survivor. It can be used generally with various cases of violence. It has five parts namely: (1) identifying

Information (2) presenting problem (3) gender analysis of the family situation (4) internal power of the survivor (5) external power support systems (6) summary statement and (7) helping plan

- **Interdisciplinary Gender Assessment (IDGA) Tool**-this requires almost the same data as the GVSA. The only difference is that IDGA has an additional section containing the assessment of the survivor by an interdisciplinary team. The team is composed of people from different disciplines who use their talents, perspectives, knowledge and experiences towards the common goal of helping the survivor.
- **Domestic Violence Survivor Assessment (DVSA) Tool**-the DVSA tool was developed specifically for survivors of Domestic violence. It is used in the context of the Change Model. The said Model evaluates issues in two areas: the **relationship** and the **survivor**.

B. Intervention Planning, Partnership and Implementation

Intervention planning, which is the process of working out with the victim-survivor the objectives of the helping process, is important. Intervention plans should be properly focused on what specific situations or behavior should be changed. Further, it should be formulated with the victim-survivor and her family and in consultation with the interdisciplinary team composed of police personnel, prosecutor, doctor and social worker either from DSWD or LGU.

Steps in intervention planning:

1. Determine the desired impact/goals and set the desired changes to be achieved.
Set objectives that are **SMART**
2. Determine the inputs, enabling mechanisms and prepare the resources required to support the intervention/activities
3. Determine the intervention/activities/timeline. Decide what interventions and activities are needed including the target period to enable the victim-survivor to make the necessary changes
4. Determine the effects/changes in the victim-survivor. These are the victims-survivor needs to know, agree with and do differently before the desired impact can occur.

C. Monitoring and Evaluation and Closure

Depending on how the survivor is progressing, intervention can be reassessed. The reassessment is done by the victim-survivor and the social worker and a consensus is arrived at whether the intervention is working based on the indicators set. Analyze once more the validity of the assessment previously done, data collection, partializing the problem and setting objectives.

Closure is a mutual decision by the social worker and the victim-survivor when the intervention objectives have been met. It is a part of the planned intervention and done in a timely and responsible manner.

The Manual on Gender Responsive Case Management and the Administrative Order #14 series of 2012, Guidelines on the Institutionalization of GRCM as a Practice Model in Handling Violence Against Women Cases can be used for further reference.

X. INSTITUTIONAL ARRANGEMENTS

1. Department of Social Welfare and Development

1.1. Social Technology Bureau

- Lead in the social marketing and replication of Women Friendly Space in partnership with PSB /DRRROO.
- Undertake capacity-building of implementers along WFS Management
- Provide technical assistance and resource augmentation to Field Offices, NGOs, CSOs and LGUs in the institutionalization of WFS

1.2. Protective Service Bureau

- Provide necessary technical assistance to Field Office along the provision of services in the WFS.
- Participate in the monitoring and evaluation of the implementation of WFS.

1.3. Disaster Risk Reduction and Response Operations Office

- Institutionalize the establishment of WFS as a strategy in camp management through inclusion to the Guidelines in Camp Management
- Advocate with LGUs the establishment of WFS in evacuation camps, transitional sites and community affected areas.

1.4. Capacity Building Group

- Develop modules for gender awareness education in consultation with STB and GAD TWG

1.5. Standards Bureau

- Identify/mobilize volunteers with background and expertise on women's empowerment and gender equality to provide support in the operation WFS or can serve as the WFS Facilitator.
- Provide technical inputs in the development of standards of WFS

1.6. Policy Development and Plans Bureau

- Provide technical inputs in the development of a gender-responsive monitoring and evaluation tools.

1.7. DSWD Field Office

- Ensure the establishment of WFS in the evacuation camps being the lead agency in camp management.
- Provide technical assistance to LGUs along the provision of services in the WFS.

- Provide resource augmentation in terms of food and non-food items, hygiene kits, among others.
- Advocate for the use of WFS and assist in mobilizing service providers
- DRRRU to identify existing WFS structures in the evacuation camp/transitional sites and request technical assistance from PSU in the provision of services to women if necessary.

2. Other Government Agencies

2.1. *Technical Education and Skills Development Authority (TESDA), /PLGU Office in-charge of Livelihood trainings*

- Provide resource persons/trainers
- Provide livelihood and/ or skills training applicable to the situation of internally displaced women in the evacuation camps

3. Local Government Units

3.1. *PSWDOs*

- Provide resource augmentation to MSWDOs operationalizing WFS e.g. tents, non-food items needed by women (panties, brassieres, flashlights, rubber boots), minimum supplies such as rubber mats, chairs and tables, equipment if there are ;
- Provide technical assistance along women welfare services and gender awareness sessions
- Activate PCAT-VAWC and/or GBV Sub-cluster and advocate for the needs of women and use of WFS in their province.
- Collect information on the contact details of members of the provincial referral system and convene regular meetings
- Coordinate/partner with other agencies/CSOs/organizations for the provision of services in the WFS.
- Conduct awareness raising programs at the WFS on issues relating to well-being, women's rights, sexual/reproductive health and gender based violence.

3.2. *MSWDOs*

- Supervise the operationalization of established WFS in their locality
- Conduct information sessions, gender awareness education for internally displaced women.
- Coordinate/partner with other agencies/CSOs/ organizations for the provision of services in the WFS.
- Ensure that the LGU Referral System service providers are present in the camps/transitional sites/affected community or accessible by the IDPs/WFS Facilitators should there be cases of GBV.
- Sustain the implementation of WFS as regular community based program for women.

3.3. *Provincial/Municipal Philippine National Police-Women and Children Protection Desk (PNP-WCPD)*

- Provide protection services such as but not limited to the following: conduct information session with IDPs regarding laws protecting women, how to detect potential traffickers and abuses, where to report incidents, existing referral system in the area;
- Provide additional security patrolling in evacuation camps/transitional sites/affected community
- Coordinate with MSWDO in conduct of activities in the WFS

3.4 Provincial/Municipal Health Office

- Provide health services such as but not limited to the following: medical and psychiatric care and medication to clients with mental illnesses;
- Provide Minimum Initial Service Package for Reproductive Health
- Extend other medical services to the internally displaced women as necessary

4. UNFPA and other International Agencies/Humanitarian Actors

- Provide necessary administrative and logistic support/assistance in the establishment of WFS
- Provide support in the implementation/provision of services to internally displaced women

XI. EFFECTIVITY

This Memorandum Circular shall take effect immediately and rescind orders that may be contrary to it.

Issued in Quezon City this 29 th day of April 2015.


CORAZON JULIANO SOLIMAN
 Secretary

ANNEX A

Monitoring Tools

Form 1. Profiling Sheet

Form 2. Summary of Profile

Form 3. Monthly Schedule

Form 4. Weekly Schedule

Form 5. Daily Attendance Sheet

Form 6. Monthly Summary Report (For use of C/MSWDO)

Form 1. Profiling Sheet



Province of _____
Municipality of _____
Women-Friendly Space (WFS)
PROFILING SHEET


Name of EC/Location of WFS: _____
 Conducted by: _____
 Date of Profiling Conducted: _____
 Name of Barangay/Purok/Zone: _____

NO	LAST NAME	MIDDLE NAME	FIRST NAME	AGE	CIVIL STATUS (ONLY Separated/Divorced/ Widowed & 1st, 2nd, 3rd, 4th)	EDUCATIONAL ATTAINMENT	OCCUPATION (indicate if student, with part time job)	Indicate if with SPECIAL NEEDS (pregnant and date of delivery, lactating, with disability, solo parent, with illnesses)	SKILLS	PANTAWID BENEFICIARY? Yes/No
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Form 2. Summary of Profile

Province of _____
 City/Municipality of _____
 Barangay _____

Women-Friendly Space (WFS)
Summary of Profile



Name of EC/Location of WFS: _____
 Conducted by: _____
 Date of Profiling Conducted: _____
 Name of Barangay/Purok/Zone: _____

Categories	15-18	19-59	60 and above	Total
Women				
<i>According to Civil Status</i>				
Single				
Married				
With Live-in Partner				
Widow				
Separated				
<i>According to Special Needs</i>				
Pregnant				
Lactating				
With Disability				
Solo parents				
With illness				

Form 3. Monthly Schedule

WOMEN-FRIENDLY SPACE (WFS)



NAME OF EC/ BRGY _____ MUNICIPALITY/CITY of _____, PROVINCE of _____

Monthly Schedule of Activities

Supported by

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Prepared by: _____

Noted by: _____

WFS Facilitator

C/MSWDO

Form 4. Weekly Schedule



WOMEN-FRIENDLY SPACE (WFS)

NAME OF EC/ BRGY _____ MUNICIPALITY/CITY of _____, PROVINCE of _____

Weekly Schedule of Activities

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Date & Time _____ Name of Activity:	Date & Time _____ Name of Activity:	Date & Time _____ Name of Activity:	Date & Time _____ Name of Activity:	Date & Time _____ Name of Activity:	Date & Time _____ Name of Activity:	Date & Time _____ Name of Activity:
Number of Target participants	Number of Target participants	Number of Target participants	Number of Target participants	Number of Target participants	Number of Target participants	Number of Target participants
Session to be provided by:	Session to be provided by:	Session to be provided by:	Session to be provided by:	Session to be provided by:	Session to be provided by:	Session to be provided by:
Remarks:	Remarks:	Remarks:	Remarks:	Remarks:	Remarks:	Remarks:
WFS Facilitators on Duty: 1. 2.	WFS Facilitators on Duty: 1. 2.	WFS Facilitators on Duty: 1. 2.	WFS Facilitators on Duty: 1. 2.	WFS Facilitators on Duty: 1. 2.	WFS Facilitators on Duty: 1. 2.	WFS Facilitators on Duty: 1. 2.



Prepared by: _____


WFS Facilitator

Noted by: _____

C/MSWDO Staff

Form 5. Daily Attendance Sheet



Province of _____
Municipality/City of _____

Women-Friendly Space (WFS) DAILY/SESSION ATTENDANCE SHEET

Name of EC/Location of WFS: _____
Date and Time: _____

Name of Activity: _____
Resource Person or Service Providers: _____

WFS Facilitator on Duty: _____
Total Number of Participants: _____

NO	NAME <i>(First Name, Middle Initial, Last Name)</i>	AGE	SEX <i>(M or F)</i>	Indicate if with SPECIAL NEEDS <i>(pregnant and date of delivery, lactating, elderly, with disability, solo parent, with illness)</i>	PANTAWID BENEFICIARY? <i>Yes or No</i>	SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Form 6. Monthly Monitoring Tool

For Use of C/MSWDO



Monthly Monitoring Tool

Name of City/ Municipality: _____ Date of Visit: _____ Period Covered: _____

Name of Evacuation Camp /Barangay _____

Name of Activities	Schedule		Participants				What are the facilitating or hindering factors?	Cite some impressions from the participants after the session		
	Target	Actual	Target		Actual					
			Female	Male	Female	Male				
			15-18 yrs. old	19-59 yrs.old	60+ yrs. old	15-18 yrs. old	19-59 yrs. old	60+ yrs. old		

Please cite other concerns/remarkable findings?

ANNEX B

INDICATORS OF WOMEN EMPOWERMENT AMONG INTERNALLY DISPLACED WOMEN

Levels of Equality	Indicators		
	Knowledge	Attitude	Skills
Welfare	<ul style="list-style-type: none"> Recognizes that Her needs are different from His needs in relation to her biological/ reproductive capacities 	<ul style="list-style-type: none"> Advocates for her needs such as food supply intended for pregnant and lactating women, well-lit bathing facilities, toilets with locks, water supply for washing, cooking 	<ul style="list-style-type: none"> Articulates her specific needs e.g. underwear, family planning commodities, sanitary napkins, flash lights
Access	<ul style="list-style-type: none"> Acquires knowledge on the basic business management Knows how to access different resources from the community for IGP 	<ul style="list-style-type: none"> Recognition of her economic abilities Have control over income from IGP Determination to look for other source of income Believes in her capacity to engage in economic activities 	<ul style="list-style-type: none"> Acquires skills from livelihood trainings Acquires skills in managing her resources Avails/participates in cash or food for work Manage and own a family enterprise business
Conscientization	<ul style="list-style-type: none"> Awareness of the difference of sex and gender, social construction of gender Recognizes of her rights as an individual and as a woman Understand the meaning, nature of VAW Understand the salient features of RA 9262, 9208 and other laws related to women Understand the importance of loving herself and self-care of women Recognize the importance of the environment and how to take care of it for good health and other benefits. 	<ul style="list-style-type: none"> Appreciate how gender affects her daily life Believes that gender can be changed and that she has a role to play Asserts her right Appreciate that reproductive roles i.e. child rearing, household chores and productive role i.e. work is a shared responsibility of husband and wife/ partners Believes in the importance of taking care of her body and health 	<ul style="list-style-type: none"> Practices self-care Practices ways to help protect the environment
Participation	<ul style="list-style-type: none"> Regularly attends on gender awareness activities and information session Understand the relevance of taking part in community related activities 	<ul style="list-style-type: none"> Encourages other IDPs to participate in camp activities, attend meetings 	<ul style="list-style-type: none"> Takes part in decision-making process in the community i.e. camp meetings Demonstrates problem-solving skills
Control	<ul style="list-style-type: none"> Recognizes the relevance of sharing and asserting her decisions 	<ul style="list-style-type: none"> Believes in her capacity to decide for herself 	<ul style="list-style-type: none"> Asserts her position in a particular issue and speak in behalf of other women