

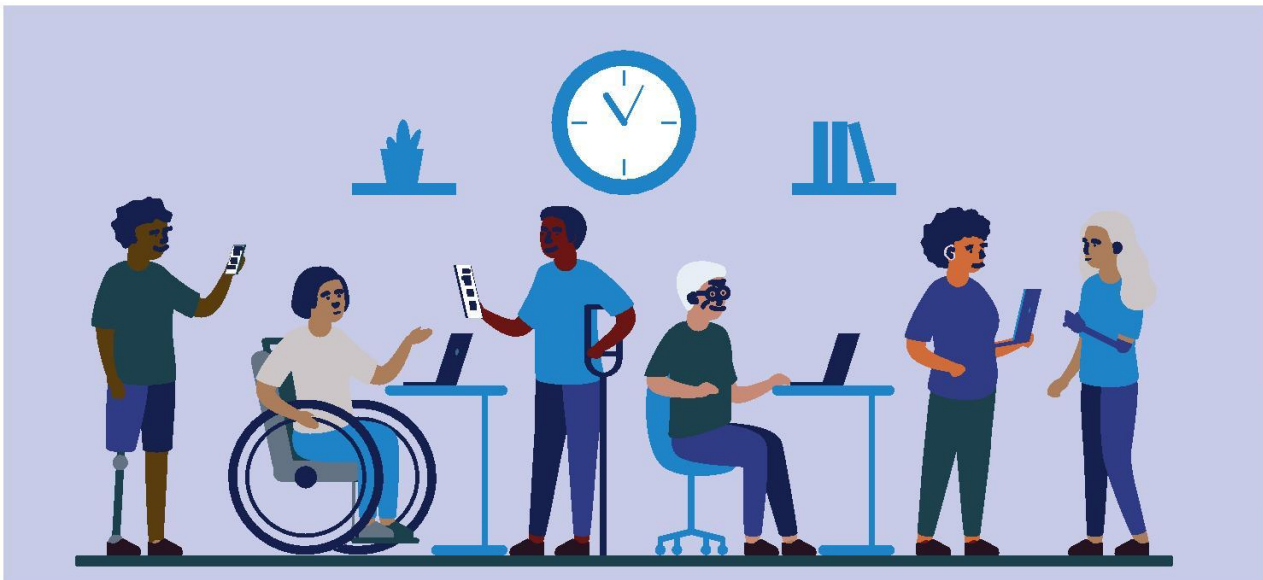


Fiche d'outils

Division de protection
et de réduction
des risques

Remarque pratique : Lire avant d'utiliser le guide de protection

Mars 2024



En quoi consiste ce guide ?

Ce guide fournit aux organismes humanitaires un soutien afin qu'ils puissent adapter leurs outils de données de protection pour générer des informations améliorées à propos des personnes handicapées. Il se base sur les **Directives CPI** d'intégration des personnes handicapées dans l'action humanitaire, surtout en ce qui concerne l'application des quatre mesures incontournables de la section sur la protection des Directives CPI. Ce guide comprend des grilles d'évaluation, des exemples d'outils, un recueil de questions et une liste de contrôle. Ensemble, ces ressources présentent des instructions détaillées vous permettant d'adapter vos outils et processus de collecte des données sur la protection. Les tableurs vous permettent d'évaluer des outils d'évaluation, qu'il s'agisse de Procédures opérationnelles standard (SOP), de segments démographiques, de questionnaires d'évaluation ou de grilles d'observation. Le guide porte sur la protection générale et non sur la protection des enfants ou la violence sexuelle et sexiste (VSS).

La structure de ce guide :

Le guide est un fichier Excel. Il utilise des onglets pour la navigation. Il y a 11 onglets en tout. Les onglets sont de différentes couleurs pour simplifier la navigation.

Onglets d'introduction : l'onglet 1 vous fournit un aperçu de tous les onglets disponibles

et décrit l'utilisation ciblée de chaque onglet.

L'onglet 2 propose une introduction à ce guide, son objectif et vous aide à décider comment l'utiliser le mieux possible.

Onglets d'évaluation : les onglets 3, 4 et 8 contiennent des grilles d'évaluation. Consultez la page suivante pour une introduction concernant leur structure.

Onglets des listes de contrôle et de recueil de questions : l'onglet 6 propose une liste de contrôle qui vous aide à réfléchir à la planification des vos collectes, aux discussions de groupes cibles, aux entretiens avec des informateurs clés ou aux observations.

L'onglet 7 vous fournit un recueil de questions avec des exemples de questions pour rendre vos bilans de risques et menaces plus inclusifs des handicaps.

- **Onglets des exemples d'outils : les onglets 5 et 9** montrent des outils de bilan inclusifs des handicaps ou des sections d'outils permettant de stimuler

Onglets de soutien : l'onglet 10 répertorie la terminologie utile pour vérifier ou mieux comprendre les termes clés utilisés dans ce guide.

L'onglet 11 propose de nombreux modules en face-à-face, en ligne et d'apprentissage numérique utiles qui mobilisent une approche axée sur les droits et qui ciblent des acteurs de l'humanitaire. Il contient également d'autres ressources d'apprentissage sur l'action humanitaire inclusive du handicap, avec un accent particulier sur la protection.



Tab	Table of contents	Description
1	Table of contents	
2	Introduction to this guidance	An overview of when and how to use this guidance. How to adapt this guidance to your organisation's Mandate or Protection Data Collection. Read this section to plan how best to deliver this guidance to make your humanitarian programming more inclusive of persons with disabilities.
3	Screening tool for Standard Operating Procedures (SOPs) and other guidance on collecting protection data	Use this screening tool to identify gaps and potential barriers in your SOPs and guidance for further disability inclusion.
4	Screening tool for demographic collection of data on persons with disabilities	Use this screening tool to identify gaps in collecting information on the number of persons with disabilities affected by protection risks.
5	Screening tool for a comprehensive review of a data collection tool	Take a look at a comprehensive screening tool that integrates questions for identifying persons with disabilities.
6	Checklist for accessible and inclusive protection risk assessment methods	Use this checklist to ensure that your protection risk assessment data collection tools are accessible and inclusive to persons with disabilities. The checklist can be used for a range of methods such as focus group discussions (FGDs), key informant interviews (KIIs), questionnaire or qualitative questionnaires, feedback mechanisms and direct observation tools.
7	Question bank for protection risk assessments	This question bank lists questions for in-depth data collection on protection risks that are specific to persons with disabilities. Select relevant questions to include in your organisation's protection risk assessment tool.
8	Screening tool for direct observation tools	Use this screening tool to identify gaps in your direct observation or direct observations of persons with disabilities. For example, to assess an understanding of what and how to collect protection data that are specific to persons with disabilities.
9	Sample direct observation tool	Take a look at the sample observation tool collection tool for examples of how to integrate questions with data collection on disability-specific protection risks.
10	Useful terminology	A list of terms and definitions used in this guidance.
11	Further resources	A list of further resources, such as guidelines, links to online training materials on protecting disabilities, inclusive humanitarian programming, and more.

Onglets de navigation



Avant tout, commencez par **lire** l'introduction au guide sur **l'onglet 2** pour savoir s'il est bien adapté à votre utilisation et comment l'utiliser de façon efficace.



- Dans la première colonne de gauche se trouvent des **questions directrices d'évaluation (symbole)**
 - À côté d'elle, vous trouverez une colonne avec les **bonnes pratiques** recommandées qui vous aident à évaluer vos outils et/ou SOP existantes
 - Vous trouverez dans la colonne de droite des **cellules de notation où vous pouvez noter vos pratiques** selon un barème allant de l'alignement total au non-alignement avec les bonnes pratiques
 - Ensuite, si vous avez trouvé des disparités, **l'une des colonnes vous fournit un endroit pour prendre des notes** à propos de ces écarts
- La 5e colonne **contient des références sur les bonnes pratiques des organisations** qui ont convenu de les partager

Titre pour chaque onglet

Informations générales
sur l'onglet et
recommandations
d'utilisation étape par
étape

Contenu principal

Scénario 1 :



Si vous souhaitez évaluer vos SOP/conseils, sections démographiques ou outils d'observation, ouvrez l'une des trois grilles d'évaluation proposées (onglet 3 modes opératoires/conseils, onglet 4 sections démographiques et onglet 8 guides d'observation).

Bien que le contenu soit différent, chaque onglet est structuré de manière similaire. Le scénario 1 pour l'évaluation des SOP s'applique également à l'évaluation des sections démographiques ou des outils d'observation.

Pour évaluer votre SOP :

- Sélectionnez l'onglet 3 pour les SOP et étudiez les sections de contexte en haut de ces onglets pour en savoir davantage sur l'objectif de l'onglet, et savoir quelles références sont utilisées.

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Review grid for Standard Operating Procedures (SOPs) and related guidance on implementing your protection assessments

Use this review grid and step-by-step instructions for reviewing your organisation's SOP/other related guidance for conducting protection assessments.

The guiding questions are grouped by must-do actions as outlined in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The green column shows typical elements of an SOP and other guidance in which disability inclusion is integrated well. The review grid includes columns for your notes as well as references that will support you in adapting your SOPs and other related guidance.

Recommended Steps for Use

Step 4 List the gaps you have identified in your document or tool using the columns indicated.

Step 5 Use the references for good practices to find suggestions on how to adapt your document or tool for disability-inclusive approaches.

Step 6 Repeat steps 3-5 for each guiding question.

- Lisez bien les **consignes** expliquant la marche à suivre, que vous trouverez en haut de chaque onglet.

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Review grid for Standard Operating Procedures (SOPs) and related guidance on implementing your protection assessments

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The guiding questions are grouped by must-do actions as outlined in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The green column shows typical elements of an SOP and other guidance in which disability inclusion is integrated well. The review grid includes columns for your notes as well as references that will support you in adapting your SOPs and other related guidance.

Please note, that disability inclusion in protection related data collection is a somewhat new thematic. Hence, where references for good practices are not available, the recommended good practice is based on expertise from practitioners and the IASC Guidelines. This is a living document. If you come across references for good practice on disability inclusion in SOPs and other guidance for protection assessments, please share them with us for the next updated version of this guidance. Contact us at Humanity & Inclusion: Urike Lust (u.lust@hi.org) and Irene Mulunda (i.mulunda@hi.org).

Recommended Steps for Use

Step 1 Read the guiding question.

Step 2 Review and compare your document or tool with the green column (recommended good practice). Does your document or tool include these elements? If so, score your document or tool using the dropdown menu as no adaptation needed.

Step 3 If your document or tool is not aligned with the good practice, review your document or tool and assess whether it is partially aligned or not aligned. Score your document or tool using the dropdown menu as adaptation needed.

- Vous trouverez les **questions directrices** dans la colonne A.

	II	III	IV	V
Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
aware				
publics mentions that a focus on diversity and disability-inclusion (the gender) is a prerequisite for better collection and analysis. See the further information for best training materials.	Not yet scored		See the CPD Your Gender in Transition Case. The document is also available in a simplified version in French and Arabic.	
publics includes concrete activities of awareness. Diversity of expertise mentions persons with expert of the team.	Not yet scored			
publics mentions that when to bring reasonable accommodations and an individual basis to ensure that all can contribute equally on the ground. The measures and divisions that are of appropriate to avoid imposing a burden on persons with disabilities. The provision of a sign interpreter for deaf encounters and for first encounters.	Not yet scored			
publics includes the CPD as part of the work relevant for protection, i.e. the impact and protect the rights of persons. The monitoring of the CPD not that the right to protection and the affected persons with disabilities. public's emphasizes that persons with	Not yet scored			

- À côté d'elle se trouve une colonne avec la **bonne pratique recommandée**. Comparez la SOP de votre organisation avec la pratique recommandée.

	II	III	IV	V
Guiding questions	References for good practice	List the gaps you identified in your tools	References for good practice	Your notes
Next to action: Empowerment and capacity development				
Does the SOP or guidance include a section on disability inclusion training for and building awareness among enumerators and protection data management staff?	The SOP or guidance includes approaches to quality data management.		See the CPD Your Gender in Transition Case. The document is also available in a simplified version in French and Arabic.	
Does the SOP or guidance provide instructions on including persons with disabilities as enumerators?	The SOP or guidance includes instructions on including persons with disabilities as enumerators.			
Does the SOP or guidance include provision of reasonable accommodations for enumerators with disabilities?	The SOP or guidance includes provisions on reasonable accommodations for enumerators with disabilities, language and sign language.			
Does the SOP or guidance refer to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and/or	The SOP or guidance refers to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and/or			

- La troisième colonne vous permet de **noter l'état de votre SOP** dans trois catégories :
 - Harmonisée avec les bonnes pratiques
 - En partie harmonisée avec les bonnes pratiques
 - Non harmonisée avec les bonnes pratiques

A	B	C	D	E	F
Guiding questions	Recommended good practice	score	tools	practice	Your notes
Must do action: Empowerment and capacity development					
Does the SOP or guidance include a section on disability inclusion strategy for and building awareness among enumerators and protect on data management staff?	The SOP or guidance mentions that a basic understanding of disability and disability inclusive approaches (the gender) is appropriate for better quality data collection and analysis. See the further resources table for more good practice materials.	Aligned with good practice - no adaptation needed		See IFFHS2 Your Guide to Empowerment Case Management, page 80: SOP on how to build local attitudes towards and skills on disability.	
Does the SOP or guidance provide instructions on including persons with disabilities as enumerators?	The SOP or guidance includes concrete action to ensure diversity of enumerators. Diversity of enumerators explicitly mentions persons with disabilities as part of the team.	Not aligned with good practice - adaptations needed			
Does the SOP or guidance include provision of reasonable accommodations for enumerators with disabilities?	The SOP or guidance mentions that where accessibility is lacking, reasonable accommodations may be provided to individuals to ensure persons with disabilities can contribute equally as enumerators. The measure mentions that are necessary and appropriate, to avoid putting a disproportionate or undue burden on persons with disabilities. Furthermore, the provision of a sign language interpreter for deaf enumerators and sign language for blind enumerators.	Partially aligned with good practice - some adaptations needed			
Does the SOP or guidance refer to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and introduce a rights-based approach to disability?	The SOP or guidance cites the CRPD as part of the legal framework relevant for persons with disabilities and persons in the region of affected populations. The mentioning of the CRPD makes it explicit that the right to protection applies to all people affected by persons with disabilities. The SOP or guidance emphasizes that persons with disabilities are active rights-holders in their own right and that the rights of girls, boys, men and women with and without disabilities are respected, understood, protected, and fulfilled without discrimination.	Aligned with good practice - adaptation needed			

- À côté de la colonne de notation se trouve un **espace pour saisir vos observations** et les résultats des discussions à propos des écarts à combler, ainsi que la marche à suivre pour ce faire.

A	B	C	D	E	F
Guiding questions	Recommended good practice	score	tools	practice	Your notes
Must do action: Empowerment and capacity development					
Does the SOP or guidance include a section on disability inclusion strategy for and building awareness among enumerators and protect on data management staff?	The SOP or guidance mentions that a basic understanding of disability and disability inclusive approaches (the gender) is appropriate for better quality data collection and analysis. See the further resources table for more good practice materials.	Aligned with good practice - no adaptation needed			
Does the SOP or guidance provide instructions on including persons with disabilities as enumerators?	The SOP or guidance includes concrete action to ensure diversity of enumerators. Diversity of enumerators explicitly mentions persons with disabilities as part of the team.	Not aligned with good practice - adaptations needed			
Does the SOP or guidance include provision of reasonable accommodations for enumerators with disabilities?	The SOP or guidance mentions that where accessibility is lacking, reasonable accommodations may be provided to individuals to ensure persons with disabilities can contribute equally as enumerators. The measure mentions that are necessary and appropriate, to avoid putting a disproportionate or undue burden on persons with disabilities. Furthermore, the provision of a sign language interpreter for deaf enumerators and sign language for blind enumerators.	Partially aligned with good practice - some adaptations needed			
Does the SOP or guidance refer to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and introduce a rights-based approach to disability?	The SOP or guidance cites the CRPD as part of the legal framework relevant for persons with disabilities and persons in the region of affected populations. The mentioning of the CRPD makes it explicit that the right to protection applies to all people affected by persons with disabilities. The SOP or guidance emphasizes that persons with disabilities are active rights-holders in their own right and that the rights of girls, boys, men and women with and without disabilities are respected, understood, protected, and fulfilled without discrimination.	Aligned with good practice - adaptation needed			

- Nous avons indiqué des **références** concernant les **bonnes pratiques** (telles qu'elles existent actuellement) en tant que ressources pour informer vos modifications.

A	B	C	D	E	F
Guiding questions	Recommended good practice	score	tools	practice	Your
Miscellaneous: Employment and capacity development					
Does the SOP or guidance include a section on disability inclusion/seeking for and building an alliance among enumerators and protection data management staff?	The SOP or guidance mentions that it has an understanding of disability and disability inclusion approaches like gender is appropriate for better quality data collection and analysis. The further resources to the field good practice materials.	Aligned with good practice - no adaptation needed		See IFRC's Good Practice Guide to Document Case Management pages 40-52, which include all relevant knowledge and skills on disability.	
Does the SOP or guidance provide information on including persons with disabilities as enumerators?	The SOP or guidance includes accurate action to ensure diversity of enumerators. Diversity of enumerators helps to ensure persons with disabilities are part of the team.	Not aligned with good practice - adaptation needed			
Does the SOP or guidance include provision of reasonable accommodations for enumerators with disabilities?	The SOP or guidance mentions that where accommodations including, reasonable accommodations may be provided to an individual to ensure persons with disabilities can participate equally as enumerators. The measures and actions that are necessary and appropriate to avoid imposing a disproportionate or undue burden on persons with disabilities. Furthermore, the provision of sign language interpreters for deaf enumerators and sign guides for blind enumerators.	Partially aligned with good practice - some adaptations needed			
Does the SOP or guidance refer to legal obligations under the Convention on the Rights of Persons with Disabilities (CRPD) and/or involve a rights-based approach to disability?	The SOP or guidance cites the CRPD as part of the legal framework relevant for protection, in that all persons respect and protect the rights of affected populations. The mentioning of the CRPD implies a belief that the rights protection applies to all people affected by persons with disabilities. The SOP or guidance emphasizes the persons with disabilities are active rights-holders with inherent and identifiable rights and that the rights of girls, boys, men and women with various disabilities are respected, understood, protected, and fulfilled without discrimination.	Aligned with good practice - no adaptation needed			

Scénario 2 :

Vous souhaitez évaluer vos bilans et questionnaires sur les besoins de protection (DGC, EIC, individuel).



Étape 1 : Si votre question dispose d'une section démographique, ouvrez l'onglet 4 « **Grille d'évaluation de section démographique** ». (Sinon, passez à l'étape 2)

- **Sélectionnez l'onglet 4** et étudiez sa section de contexte. Vous verrez en haut de cet onglet des informations à propos de son objectif et des références utilisées

Review grid for demographic sections of data collection tools					
Use this review grid and step-by-step instructions for reviewing your organisation's data collection tools or sections of data collection tools that capture demographic data.					
The guiding questions are grouped by must-do actions as outlined in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The green column shows elements of a data collection tool in which disability inclusion is integrated well. The review grid includes columns for your notes as well as references for adapting your data collection tool.					
Please note, that disability inclusion in protection related data collection is a rather new thematic. Some of the recommended good practice is based on expertise from practitioners and the IASC Guidelines. This is a living document. If you come across references for good practice on disability inclusion in protection data collection, please share them with us for the next updated version of this guidance.					
Recommended Steps for Use					
Step 1	Read the guiding question.				
Step 2	Review and compare your document or tool with the green column (recommended good practice). Does your document or tool include these elements? If so, score your document or tool using the dropdown menu as no adaptation needed.				
Step 3	If your document or tool is not aligned with good practice, review your document or tool and assess whether it is partially aligned or not aligned. Score your document or tool using the dropdown menu accordingly.				

- Lisez bien les **consignes** expliquant la marche à suivre, que vous trouverez en haut de chaque onglet, puis suivez :

Review grid for demographic sections of data collection tools					
Use this review grid and step-by-step instructions for reviewing your organisation's data collection tools or sections of data collection tools that capture demographic data.					
The guiding questions are grouped by must-do actions as outlined in the IASC Guidelines on Inclusion of Persons with Disabilities in Humanitarian Action. The green column shows elements of a data collection tool in which disability inclusion is integrated well. The review grid includes columns for your notes as well as references for adapting your data collection tool.					
Please note, that disability inclusion in protection related data collection is a rather new thematic. Some of the recommended good practice is based on expertise from practitioners and the IASC Guidelines. This is a living document. If you come across references for good practice on disability inclusion in protection data collection, please share them with us for the next updated version of this guidance.					
Recommended Steps for Use					
Step 1	Read the guiding question.				
Step 2	Review and compare your document or tool with the green column (recommended good practice). Does your document or tool include these elements? If so, score your document or tool using the dropdown menu as no adaptation needed.				
Step 3	If your document or tool is not aligned with good practice, review your document or tool and assess whether it is partially aligned or not aligned. Score your document or tool using the dropdown menu accordingly.				

- Vous trouverez les **questions directrices** dans la colonne A.

	B	C	D	E	F
	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
12					
13					
14	Collection tool recognises persons with disabilities as a population that faces increased risk of being excluded due to barriers in their physical environment and in protection. They present on the basis of any population. Also, the target population includes persons with	Not yet scored		UNHCR Specific Codes, Disability	
15	For identifying persons with disabilities located in the field or in the data section of the collection tool.	Not yet scored		REACH Guide on Use of Washington Group Questions in Multi-Sector Needs Assessments	
16	Collection tool includes the Washington Group questions (Short Set or Expanded Set) or 12 (Enhanced Set) at minimum. Focus on function and not on impairment, for example: "Do you have difficulty walking or... (provide all...)"	Not yet scored		UNHCR Specific Codes, Disability	

- À côté d'elle se trouve la colonne B avec la **bonne pratique recommandée**. Comparez la section démographique de votre organisation avec la pratique recommandée.

	A	B	C	D	E
	Guiding questions	Recommended good practice	List the gaps you identified in your tools	References for good practice	Your notes
12					
13	Most-at-risk action: Data collection and monitoring				
14	Are boys, girls, women and men with disabilities included in the target population or sample?	The data collection tool includes a group that is vulnerable to social and economic exclusion (average 14% of the sample, explicitly or implicitly in disabilities)		UNHCR Specific Codes, Disability	
15	Are questions identifying persons with disabilities included in the demographic section of the questionnaire?	Questions on disabilities demographic data collection		REACH Guide on Use of Washington Group Questions in Multi-Sector Needs Assessments	
16	Does the questionnaire use the Washington Group sets of questions on disability at an individual and/or household level, for example the Short Set or the Enhanced Set of questions?	The data collection tool uses the Washington Group Set, 8 questions (Short Set) or 12 questions (Enhanced Set) for diagnosis of disability. Do you have a climbing stick? (Washington Group questions) - No difficulty - Some difficulty - A lot of difficulty - Cannot do at all In data analysis, the cutoff for disability is "a lot of difficulty" or "cannot do at all"		UNHCR Specific Codes, Disability	

- La troisième colonne vous permet de **noter** la section démographique dans trois catégories :
 - Harmonisée avec les bonnes pratiques
 - En partie harmonisée avec les bonnes pratiques
 - Non harmonisée avec les bonnes pratiques

A	B	C	D	E	F
Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
Must-do action: Data collection and monitoring					
13 Are boys, girls, women and men with disabilities included in the target population or sample?	The data collection tool recognises persons with disabilities as a population group that faces increased risks of vulnerability due to barriers in their social and physical environment and in accessing protection. They present an average 16% of any population. Also the sample of the target population explicitly includes persons with disabilities.	Aligned with good practice - no adaptation needed		UNHCR Specific Codes: Disability	
14 Are questions identifying persons with disabilities included in the demographic section of the questionnaire?	Questions for identifying persons with disabilities are located in the demographics or bio-data section of the data collection tool.	Partially aligned with good practice - some adaptations needed		REACH Guide on Use of Washington Group Questions in Multi-Sector Needs Assessments	
15 Does the questionnaire use the Washington Group sets of questions on disability at an individual and/or household level, for example the Short Set or the Enhanced Set of questions?	The data collection tool includes the Washington Group 6 questions (Short Set), 8 questions (Expanded Set) or 12 questions (Enhanced Set) at minimum. Questions focus on function and not diagnosis or impairment, for example: Do you have difficulty walking or climbing steps? Would you say... (provide all options) - No difficulty - Some difficulty - A lot of difficulty - Cannot do at all In data analysis, the cutoff for disability is 'a lot of difficulty' or 'cannot do at all'.	Not aligned with good practice - adaptations needed		UNHCR Specific Codes: Disability	

- Vous trouverez **deux colonnes** dans lesquelles ajouter vos **remarques, observations** et résultats des discussions à propos des écarts à combler et comment le faire.

A	B	C	D
Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools
Must-do action: Data collection and monitoring			
13 Are boys, girls, women and men with disabilities included in the target population or sample?	The data collection tool recognises persons with disabilities as a population group that faces increased risks of vulnerability due to barriers in their social and physical environment and in accessing protection. They present an average 16% of any population. Also the sample of the target population explicitly includes persons with disabilities.	Aligned with good practice - no adaptation needed	
14 Are questions identifying persons with disabilities included in the demographic section of the questionnaire?	Questions for identifying persons with disabilities are located in the demographics or bio-data section of the data collection tool.	Partially aligned with good practice - some adaptations needed	
15 Does the questionnaire use the Washington Group sets of questions on disability at an individual and/or household level, for example the Short Set or the Enhanced Set of questions?	The data collection tool includes the Washington Group 6 questions (Short Set), 8 questions (Expanded Set) or 12 questions (Enhanced Set) at minimum. Questions focus on function and not diagnosis or impairment, for example: Do you have difficulty walking or climbing steps? Would you say... (provide all options) - No difficulty - Some difficulty - A lot of difficulty - Cannot do at all In data analysis, the cutoff for disability is 'a lot of difficulty' or 'cannot do at all'.	Not aligned with good practice - adaptations needed	

- Nous avons fourni des **références de bonnes pratiques** en tant qu'inspirations pour vos modifications et révisions.

A	B	C	D	E	F
Guiding questions	Recommended good practice	Select your score	List the gaps you identified in your tools	References for good practice	Your notes
Must-do action: Data collection and monitoring					
13 Are boys, girls, women and men with disabilities included in the target population or sample?	The data collection tool recognises persons with disabilities as a population group that faces increased risks of vulnerability due to barriers in their social and physical environment and in accessing protection. They present an average 16% of any population. Also the sample of the target population explicitly includes persons with disabilities.	Aligned with good practice - no adaptation needed		UNICEF Specific Codes: Disability	
14 Are questions identifying persons with disabilities included in the demographic section of the questionnaire?	Questions for identifying persons with disabilities are located in the demographics or bio-data section of the data collection tool.	Partially aligned with good practice - some adaptations needed		REACH Guidance Use of Washington Group Questions in Multi-Sector Needs Assessments	
15 Does the questionnaire use the Washington Group sets of questions on disability at an individual or household level, for example the Short Set or the Enhanced Set of questions?	The data collection tool includes the Washington Group 6 questions (Short Set), 8 questions (Expanded Set) or 12 questions (Enhanced Set) at minimum. Questions focus on function and not diagnosis or impairment, for example: Do you have difficulty walking or climbing stairs? Would you say... (provide all options) - No difficulty - Some difficulty - A lot of difficulty - Cannot do at all In data analysis, the cutoff for disability is 'a lot of difficulty' or 'cannot do at all'.	Not aligned with good practice - adaptations needed		UNICEF Specific Codes: Disability	

- Si jamais vous n'êtes pas sûr de la forme que doit revêtir une bonne pratique pour des sections démographiques dans les questionnaires, **consultez l'onglet 5 « Exemple de section démographique »**.
- Il vous indique un bon exemple de section démographique et affiche une utilisation adaptée des questions du Groupe de Washington dans une section démographique. Celle-ci a été développée par REACH.



A	B	C	D
			
Sample data collection for population data or demographics/bio-data sections			
Collect disability data in the demographics or bio-data section of your data collection tool. Use the Washington Group methodology and questions on function for collecting disability data.			
Here is a sample questionnaire from the REACH guide on using the Washington Group Short Set (SS) questions in multi-sector needs assessments (available at Impact Initiatives: Use of Washington Group Questions in Multi-sector needs assessment (MSNAs) Report).			
Variable	Questions	Responses	Skip Logic
sex_enum	What is the sex of the enumerator?	Male	
		Female	
Demographic Loop (repeated per person in the household)			
person_name	What is the name or nickname of the household member? (just so we know who we are talking about during the interview)	Text	
sex	What is the sex of (person_name)?	Male	
		Female	
age_years	What is the age of (person_name) in completed years?	Integer	

Étape 2 : Allez à l'onglet 6, « Liste de contrôle pour les bilans ».



- Cette liste de contrôle peut être utilisée pour planifier vos collectes de données et ses éléments peuvent être appliqués à vos questionnaires.
- Les sections du haut vous fournissent du contexte sur cette section du guide, avec une liste de contrôle pour évaluer les DGC, EIC, questionnaires, mécanismes de retours et observations.

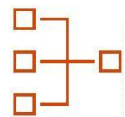
handicap international Hi humanity & inclusion						
Checklist for adaptations of protection risks assessment methods						
Make sure your data collection methods and tools are accessible and inclusive to persons with disabilities.						
Use this checklist for adapting your organisation's protection risks assessment data collection to be accessible and inclusive to persons with						
2	Ensure persons with disabilities and reasonable accommodations for the protection risks assessment data collection.	x	x	x		
3	Ensure persons with disabilities are included in the data collection sample.	x	x	x	x	
4	Include persons with disabilities as community focal points in protection risks needs assessment teams.	x	x	x		
5	For inviting persons with disabilities to participate in protection risks assessments, reach out to organisations of persons with disabilities, disability-specific organisations and local authorities in the relevant geographical area.	x	x	x	x	

- Des colonnes spécifiques contiennent des recommandations pour chaque sorte de collecte de données :
 - Discussions de groupes cibles
 - Entrevues d'informateurs clés
 - Enquêtes de ménages ou individuelles
 - Mécanismes de retours
 - Observations
- Les sections aux **lignes 1 à 11** contiennent des recommandations pour adapter, planifier et établir des processus accessibles de collecte de données de qualité.
- Les sections aux **lignes 12 à 13** contiennent des informations sur l'obtention du consentement éclairé.

- La **section 14** fournit des recommandations sur comment mettre en œuvre des DGC qui peuvent être désagrégés et vous fournit une meilleure compréhension des risques, menaces et/ou capacités spécifiques au handicap, au genre et/ou à l'âge.
- Les **sections 15 à 18** de la liste de contrôle vous aident à évaluer les questionnaires afin de saisir les menaces et vulnérabilités spécifiques au handicap.
- La **section 19** s'adresse à la création de rapports sur les informations constatées.
- Les sections **14 à 18 peuvent surtout vous aider à évaluer vos questionnaires, DGC, EIC et guides d'observation.**
- En fonction de votre désir d'évaluer les DGC, EIC, questionnaires et outils d'observation, vous pourriez adapter cet onglet afin, par exemple, d'en supprimer les colonnes sur les sections de mécanismes de retours.

Étape 3 : Adaptez les DGC/EIC existantes à l'aide du recueil de questions pour savoir s'il faut plus d'informations sur les risques spécifiques au handicap.

- **Lisez la présentation du recueil de questions.** Elle vous fournit des conseils généraux sur la manière d'intégrer ces questions, ainsi que comment et à qui les recenseurs doivent les poser.



- Par exemple, s'il n'y a aucune question pertinente sur les risques spécifiques au handicap dans vos questionnaires d'entrevues de DGC/EIC, et/ou si votre utilisation de la liste répond négativement aux lignes 14 à 18, vous trouverez des recommandations de questions dans le « **Recueil de questions pour les bilans** ».
- Cette section vous fournit **9 questions** sous le titre de **Menaces spécifiques au handicap et leurs effets (première colonne)**, que vous pouvez ajouter à vos questionnaires en tant que questions pertinentes.
- Vous trouverez plus d'explications sur les **risques éventuels associés** dans la colonne de droite.

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7		
8		ment question, therefore age and disability.
9		increased risk of e.g. exploitation, family/household or others with disabilities if they are solely relying on protection and services.
10		face physical barriers in accessing services in the physical and built environment, lack of ramps and rollings etc. barriers, lack of proper lighting etc. barriers and threats, and therefore persons with disabilities face in their
11		face information and receiving protection and services. e.g. information posted only in audio or visual formats, lack of Easy Communication posted in locations accessible to persons with disabilities. Communication barriers, lack of sign language only with family or caregivers and isolation themselves, etc. These barriers threats, and therefore also increase risks persons face in their community.
		increased risk of e.g. exploitation, family/household or others with disabilities if they are solely relying on protection and services.

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|----|---|
| 18 | |
| 19 | igma related to disability place
n members with disabilities under
ed to increased protection risks
ilities, such as exploitation, abuse
y. |
| 20 | igma related to disability increase
nd therefore also increase risks that
s in their community. |
| 21 | disability, negative perceptions and
crease vulnerabilities and threats
isks that persons with disabilities |

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Pour en savoir plus

Vous pouvez nous contacter à l'adresse inclusion@hi.org

Mention légale

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