



**USAID**  
FROM THE AMERICAN PEOPLE



## Women’s Justice and Empowerment Initiative

### Grant Partner Data Collection Tool

1. Name of Organisation:

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2. TCC Name:

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*The naming must be: [full name of TCC] and abbreviation [TCC], the district and province for example, Karl Bremer TCC, Cape Metropolitan, Western Cape or Taung TCC, Dr Ruth Segomotsi Mompati, North West.*

Period of Performance

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*This is the period of performance for the duration of the grant. Please write the start date and end date in full.*

No	Data element/ Indicator	Gender		Total
		Male	Female	
1	Number of victims who received trauma counseling/containment - new			
1a	Number of victims who received trauma counseling/containment during the day - new			
1b	Number of victims who received trauma counseling/containment after hours - new			
2	Number of follow-up cases			
3	Number of sessions/visits			

**Instructions**

1. Complete all cells in the spreadsheet **using the indicator definitions provided in Appendix A**. Do not leave any blank spaces. Make sure that a zero is a true reflection not an error.
2. The person collecting data cannot be the same person verifying data. Another person must verify the data for accuracy (e.g. zero means zero) and completeness (no blank spaces).
3. Both parties must **sign and date** the form before submission.
4. Data must be submitted to RTI in the following manner:
  - a. Closeout data will be submitted electronically to RTI
  - b. All closeout reports and data will be submitted to RTI by the **October 22, 2012**.

I, \_\_\_\_\_, declare that the information provided above is correct to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Checked by**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please complete and email to Genevieve Devereux @ [gdevereux@rti.org.za](mailto:gdevereux@rti.org.za); (and cced to [vfrancis@rti.org.za](mailto:vfrancis@rti.org.za) and [pvaz@rti.org](mailto:pvaz@rti.org)) by **October 22, 2012**.

## Appendix A: Indicator Definitions

### 1. Number of victims who received trauma counseling/containment

#### Description

- This is the number of victims who have received trauma counseling/ containment from the organization for the first time in a particular month.
- A victim refers either to a victim/survivor or a possible victim/survivor (enquiry) of gender-based violence which includes rape, sexual assault or domestic violence, reporting to a USAID-supported TCC for medical, psychological and / or legal services.
- This includes victims or possible victims seen during the day and after hours.
- This has been separated to 1a and 1b to disaggregate by time of the day.

#### How to count

- Count a victim with or without a police case number.
- Do not count individuals who accompany the victim and who receive trauma counseling/containment

#### **1a: Number of victims who received trauma counseling/containment during the day - new**

- Count the number of victims who have received trauma counseling/containment from the organization **during the day** for the first time in a particular month.
- Count **only** those individuals seen between 8 a.m. and 4:30 p.m. Monday to Friday.

#### **1b: Number of victims who received trauma counseling/containment after hours- new**

- Count the number of victims who have received trauma counseling/containment from the organization **after hours** for the first time in a particular month.
- Count **only** those victims seen between 4:30 p.m. and 8 a.m. Monday to Friday, between 4:30 p.m. on Friday and 8 a.m. on Monday over the weekend, and on public holidays.

### 2. Number of follow-up cases

#### Description

- A follow-up is a return visit or a telephonic follow-up of a victim who has received trauma counseling/containment from the organization in the previous month.

#### How to count

- Count the victims from the previous month who received follow-on trauma counseling/containment this month as follow-ups.
- Do not count a victim for follow-on trauma counseling/containment more than once in the same month.
- For example, if a victim comes three times for follow-on trauma counseling/containment in one month, that person is only counted once.

**(Note:** Sessions will be counted under Indicator 3 that deals with sessions/visits)

### **3. Number of sessions/visits**

#### **Description**

- A session or a visit refers to any contact with an individual (either a victim or a person/s who accompany the victim) for the provision of trauma counseling/containment or any other psychosocial service in a particular month.
- This includes the first visit/session and all subsequent visits/sessions by or with an individual in a particular month.

#### **How to count**

- Count all trauma counseling/containment or any other psychosocial service sessions provided to individuals by the organization in a particular month.
- An individual can be counted more than once.