



USAID
FROM THE AMERICAN PEOPLE



**Women’s Justice and Empowerment Initiative
Round 2 Grant Partner Data Collection Tool**

1. Name of Organisation:

2. TCC Name:

*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**.*

Month/Quarter/Year:

This is the month or quarter and year for which data is collected. Please circle month for monthly data and quarter for quarterly data. Write the month or quarter 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. Monthly and quarterly data will be submitted electronically to RTI
 - b. All reports, monthly and quarterly data, will be submitted to RTI by the **10th of each month**. Where the 10th falls on the weekend, the submission must be made on the following **Monday**.

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 Michelle Layte @ mlayte@rti.org.za; (and cced to vfrancis@rti.org.za and pvaz@rti.org) by the **10th of each month**.

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.