Sample Tools: Protection Taskforce

This selection of tools may be useful for GBV teams considering support to, or establishment of, protection taskforces/ committees (names may vary) focused on mitigating risks of GBV. Sample tools include:

* Guidance on establishing a protection taskforce
* A sample Terms of Reference for a protection taskforce
* Sample action and monitoring plans for a protection taskforce
* A sample meeting plan and agenda for a protection taskforce

# Establishing a Protection Taskforce (PTF)

## Phase 1:

* Approach key community members and invite them to a preliminary meeting about the establishment of PTF
* Explain the purpose of the PTF, expected commitments and responsibilities (to be finalized by members), and that there will be no monetary remuneration
* Ask who is interested in joining PTF and if others should be invited

## Phase 2:

* Arrange an orientation meeting to agree on structure and terms of reference for the PTF
* Provide initial training in GBV core concepts, referrals, and risk mitigation
* Establish meeting schedule

## Phase 3:

* Carryout safety risks
* Identify risks to address and actions to mitigate risks
* Implement and monitor actions
* Share information and connect community members to services
* Meet regularly to review needs and plans

# Sample Terms of Reference (ToR): Protection Taskforce

## Purpose & Objectives

The Protection Task Force (PTF) is committed to the general safety and wellbeing of the community, with a particular focus on reducing risks of gender-based violence (GBV). The task force will dedicate attention to specific issues and challenges women and girls face in the community, partner with community leaders to create a safer environment for women and girls, and coordinate with GBV programs to strengthen community participation in GBV prevention and response efforts. The PTF will play key role identifying and addressing protection risks.

## Composition and Structure

The PTF will comprise community leaders and other committed members of the community who can provide diverse and effective representation, with at least 50% women and adolescent girls. This may include community leaders, religious leaders, members of women’s associations, youth associations, associations of persons with disabilities, and elders.

PTF will include 10-15 members. In larger communities, PTF associations may be larger, with 10-15-member sub-groups responsible for designated blocks or areas of the community.

## Commitments and Responsibilities

Members of PTF commit to:

* Initial orientation
* Trainings on GBV core concepts, referral pathway, and risk mitigation
* Regular participation in meetings
* Participation in safety audits
* Contributions to address identified needs
* Respectful coordination with PTF and community members
* Upholding GBV guiding principles

## Members of PTF contribute to:

* Continuous discussion on protection of women and girls
* Identifying protection risks of women and girls
* Developing action plans for addressing protection risks
* Monitoring progress against action plans
* Sharing information on protection risks, reporting mechanisms, and services
* Linking vulnerable individuals to support services
* Reporting protection concerns, including suspicions of sexual exploitation and abuse
* Promoting solidarity and gender equality

# Sample Action Plan & Monitoring Template: Protection Taskforce

**Date: PTF:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GBV Risk** | **Action** | **Location** | **Timeframe** | **Participants** | **Lead** |
|  |  |  |  |  |  |

**Date: PTF:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Planned Action** | **Location** | **Lead** | **Status** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Sample Meeting Plan: Protection Taskforce

**Date: Facilitation:**

**Total Participants: Venue:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Age** | **Sex** | **Zone** | **Affiliation** | **Contact** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |

## Meeting Agenda:

* Priority issues
* Review of action plan and achievements since last meeting
* Challenges
* Plans
* Updates on membership, partners, community services
* Any other business (AoB)