



CARICOM REGIONAL KNOWLEDGE, ATTITUDES AND PRACTICES (KAP) TOOL TRAINING GUIDE

*A Guide to support the use of the CARICOM Regional KAP Tool and
a Module for Training Organisations on its use*



This report was authored by the Lead Consultant Tamara Huggins and researcher Kairo Boyce. It was coordinated by Deputy Programme Manager, Gender and Development and CARICOM Co-Chair, Technical Advisory Group for the Caribbean Spotlight Regional Programme, Ann-Marie Williams.

This report is part of a multiyear European Union - United Nations Spotlight Initiative to Eliminate Violence Against Women and Girls, funded by the European Union. Its contents are the sole responsibility of the authors and do not necessarily reflect the views of the European Union.

Submitted to the Caribbean Community (CARICOM) Secretariat

Guyana, May 2023

Cover photo: Pexels, other images, "Freepik.com, design supported by, Aspire Inc.



CARICOM REGIONAL KNOWLEDGE, ATTITUDES AND PRACTICES (KAP) TOOL

Contents

About The Tool: The CARICOM Regional KAP Tool	3
About This Guide	4
SECTION ONE: Guiding Concepts And Framework	4
Definitions	4
Terms within the CARICOM Regional KAP Tool	7
SECTION TWO: How To Use The Caricom Regional Kap Tool	8
How to Use This Tool: Selection of Questions	8
How to Use This Tool: Filtering and Selecting Questions.....	9
How to Use This Tool: Target Audience	11
Target Populations: Administering the Tool with Sensitivity	11
Selecting and Training Survey Administrators/Interviewers	13
Services for Vulnerable Respondents	14

About The Tool: The CARICOM Regional KAP Tool

The CARICOM Regional Knowledge, Attitudes, and Practices (KAP) Tool sets out to address the gaps in comprehensive, reliable, comparable data on what people in the region know about violence against women and girls (their knowledge), what they think about the issues (their attitudes), and how social norms might influence their experience of the issues (practice) by providing a regional model whereby organisations and institutions can gather this data through the use of a shared model. As a result, the tool provides a framework for CARICOM countries to collect accurate data on Knowledge, Attitudes, and Practices (KAP) to support strategies that can be more rigorously evaluated to demonstrate change in systems, in ideas and perspectives, and over the course of time.

As the CARICOM Secretariat Gender and Development Programme notes, data on violence against women and girls and family violence is critical to understanding the magnitude, nature, and severity of the abuse, as is the impact of a culture of gender inequality and intolerance towards people of different sexual orientations and gender identities to compounding the systemic discrimination that contributes to this violence. Research and statistics are valuable tools for developing evidence-based policies and interventions to end violence. In the Caribbean, there is growing interest for policymaking and programming development to be informed by research and a coordinated approach to administrative data across sectors.

A joint effort of the CARICOM Secretariat, Gender and Development Programme, and UNICEF Latin America and Caribbean Office under the Caribbean Regional Spotlight Initiative, the CARICOM Regional KAP Tool culminates research on the availability of KAP tools on VAWG, gender, and social norms in the region, consultations with researchers, National Gender Machineries, and civil society organisations on their use of KAP tools and future research ambitions, and an assessment of effective methodologies for standardisation. The tool provides a series of questions that explore knowledge, attitudes, and practices across a series of core topics, with recommended target audiences by age and gender. It also provides support to institutions in orienting their research, through the provision of preliminary questions, and a comprehensive list of demographic data questions that will drive thorough intersectional analysis.

Developed using the Google Sheets platform, the tool can be utilised in this format, enabling real time sharing of selected questions across teams and

Purpose

The tool is intended to serve as a stand-alone resource, or a complementary tool to other research efforts. Informed by other regional KAP tools exploring experiences with family violence, child marriage and early unions, attitudes on sexual orientation and gender identity, sexual and reproductive health, and gender equality and equity, the CARICOM Regional KAP Tool brings together questions from existing instruments and newly formed questions to provide a comprehensive resource for KAP-focused research on VAWG and gender and social norms. By design, the tool may be used in full, but also allows for questions to be extracted to supplement existing research tools, including national census questionnaires, labour force surveys, gender-based violence (GBV) prevalence surveys, client/patient surveys, and other research instruments developed by organisations executing research efforts that they design.

organisations. The tool can also be downloaded to Microsoft Excel, maintaining compatibility with Windows applications¹. Utilising the tool in this form allows organisations to easily filter questions in order to design questionnaires to their specific research needs and focus.

It is anticipated that organisations across CARICOM will utilise the model tool to support the establishment of comprehensive and evidence-based strategies and programmes aimed at changing social norms to scale-up prevention and response to VAWG.

About This Guide

The CARICOM Regional KAP Tool Training Guide is a resource to support the use of the CARICOM Regional KAP Tool.

It provides information and recommendations to help organisations orient their approaches to VAWG research through good practices for exploring issues affecting vulnerable and marginalised communities, particularly survivors of family violence and child and adolescent respondents.

For effective navigation of the Tool, this guide provides visual modules to support navigation through the questions, to arrive at opportunities for intersectional and multi-dimensional research. The Training Guide can also be utilised to help inform other research activities where there is a desire to implement gender-responsive approaches.

SECTION ONE: Guiding Concepts and Framework

Definitions

The following terms are utilised throughout the CARICOM Regional KAP Tool. Not all of these terms are universally understood, and therefore may result in differences in understanding among research respondents. This section therefore provides definitions to help advance shared understandings of core concepts on gender and family violence across the region, helping to support comparative regional analyses. The definitions may be utilised by administrators of the KAP Tool when administering questioned to respondents and asked for clarification on the questions posed: The definitions provided are regionally agreed, emerging from CARICOM regional instruments or agreed to at the international level through United Nations (UN) treaties and conventions.

¹ Subject to change based on platform developed by the CARICOM Secretariat

- **Child sexual abuse:** Child sexual abuse is the involvement of a child in sexual activity that he or she does not fully comprehend, is unable to give informed consent to, or for which the child is not developmentally prepared and cannot give consent, or that violates the laws or social taboos of society. Child sexual abuse is evidenced by this activity between a child and an adult or another child who by age or development is in a relationship of responsibility, trust or power, the activity being intended to gratify or satisfy the needs of the other person. This may include but is not limited to the inducement or coercion of a child to engage in any unlawful sexual activity; the exploitative use of a child in prostitution or other unlawful sexual practices; the exploitative use of children in pornographic performance and materials.
- **Child marriage:** Child marriage refers to marital and non-marital, unions of girls under the age of 18 years (based on the Convention on the Rights of the Child definition of a child), and are considered a violation of human rights, a traditional harmful practice, and a form of gender-based violence. In the Caribbean, the practice often takes the form of non-marital unions, referred to as 'early, or informal, unions' which are most often between minor girls and adult men.
- **Family Violence:** Family violence includes physical, social, sexual, economic, and psychological/emotional abuse and acts of aggression within relationships that are considered as family connections or akin to family.
- **Emotional or psychological abuse:** A pattern of behaviour of any kind, the purpose of which is to undermine the emotional or mental well-being of a person including, persistent intimidation using abusive or threatening language; stalking; depriving that person of the use of their property; interfering with or damaging the property of the person; forced confinement; persistent telephoning of the person at the person's place of residence or work.
- **Financial abuse:** A pattern of behaviour of a kind, the purpose of which is to exercise coercive control over or exploit or limit a person's access to financial resources to ensure financial dependence.
- **Intimate partner violence:** Refers to behaviour by an intimate partner or ex-partner that causes physical, sexual, or psychological harm, including physical aggression, sexual coercion, psychological abuse and controlling behaviours.
- **Gender:** Refers to the social attributes and opportunities associated with the biological categories of male and female and the relationships between women and men and girls and boys, as well as the relations between women and those between men. These attributes, opportunities and relationships are socially constructed and are learned through socialisation processes. They are context/ time-specific and changeable. Gender determines what is expected, allowed, and valued in a woman or a man in a given context. In most societies, there are differences and inequalities

between women and men in responsibilities assigned, activities undertaken, access to and control over resources, as well as decision-making opportunities. Gender is part of the broader sociocultural context. Other important criteria for socio-cultural analysis include class, race, poverty level, ethnic group and age.

- **Gender-based violence:** Gender-based violence is violence directed against a person because of their gender. Both women and men experience gender-based violence but most victims are women and girls.
- **Gender equality:** This refers to the equal rights, responsibilities, and opportunities regardless of gender identity or sex. Equality does not mean that girls, boys, women, and men will become the same, but that rights, responsibilities and opportunities will not depend on whether they are born male, female or intersex. Gender equality implies that the interests, needs, and priorities are taken into consideration, recognizing the diversity of different groups of girls, boys, women, men, and those who are intersex. Gender equality means that everyone has equal valuing and conditions for realising their full human rights and for contributing to, and benefiting from, economic, social, cultural, and political development regardless of gender identity, gender roles or sex.
- **Gender inequality:** Unequal access to and control over the various material and non-material resources and assets of the society based on gender and sex identity.
- **Gender norms:** refer to formal and informal rules and shared social expectations that distinguish expected behaviour based on gender. Girls and boys internalise and learn these 'rules' early in life, contributing to a cycle of systemic inequality that undermines the rights of women and girls.
- **Physical violence:** An act or omission that causes physical injury or death.
- **Prevalence (of family violence against women and girls)** The proportion of women and girls in a population who have experienced family violence at a specified point in time or over a specified period.
- **Sexual violence:** Any sexual act, attempt to obtain a sexual act, or other act directed against a person's sexuality using coercion, by any person regardless of their relationship to the victim, in any setting. It includes rape, defined as the physically forced or otherwise coerced penetration of the vulva or anus with a penis, other body part or object.
- **Social norms:** Shared expectations or informal rules and a resulting pattern of behaviour among a set of people as to how people should behave. Social norms are held in place through social rewards for people who conform to them and social sanctions against people who do not.

- **Violence against women and girls:** Any act of gender-based violence that results in 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 in private life.

It is recommended that organisations review all questions to identify any further concepts or terms that may be new or unfamiliar to survey administrators, as to ensure accuracy in relaying information to participants and other stakeholders.

Terms within the CARICOM Regional KAP Tool

Question: Refers to the question to be asked of the survey participant by a survey administrator. It is recommended that all questions are guided by an administrator.

Abbreviation	Core Topic - Refers to the main research subject areas, and are abbreviated as follows:
GBV	Gender-based violence
SRHR	Sexual and reproductive health rights
SOGI	Sexual orientation and gender identity
CMEU	Child marriage and early unions
N/A	Not applicable (referring to no core topic)

Respondent: Refers to the person who is answering the questions asked by an administrator.

Gender: As defined in detail above, male/transgender male refers to a respondent who self-identifies as male or transgender male. Female refers to a respondent who self-identifies as female or transgender female. This column of the Tool allows for filtering questions that are specifically aimed at a male or female audience. Any/all in this category suggests that the questions may be asked of respondents of any or all gender identities.

A/D: Within the Questions column, A/D refers to questions that should be asked on a scale of Agree to Disagree. It is recommended that survey administrators add additional scale options, to include “Strongly Agree, Strongly Disagree, etc.” where desired.

Y/N/NS: Within the Questions column, Y/N/NS refers to questions that should seek a “yes” or “no” or “not sure” response from respondents.

Additional questions provide suggested responses. It is recommended that organisations review the suggested responses when designing their research studies to determine if they are applicable to their desired research outcomes and target audience.

Where the CARICOM Regional KAP Tool provides age categorisation of questions, it is recommended that organisations review the suggested age categories when designing their research studies to determine if they wish to add or remove questions that are recommended for a particular age group. The categorisations within the Tool are based on existing regional tools and/or consultations that informed the development of the CARICOM Regional KAP Tool.

SECTION TWO: How To Use The CARICOM Regional KAP Tool

How to Use This Tool: Selection of Questions

The Tool comprises 300 questions that may be filtered and sorted along the following categories:

Core Topics	gender-based violence (GBV), sexual and reproductive health and rights (SRHR), child abuse, sexual orientation and gender identity, gender equality/equity, generational trauma, family violence, and child marriage and early unions (CMEU).
Suggested Target Gender of Respondent:	male (including transgender male), female (including transgender female), and any/all genders.
Suggested Target Age of Respondent:	child (0-12), adolescent (12-19), adults (18+), elderly (65+), any/all ages, all ages excluding children, and all ages excluding children and adolescents.
Knowledge/Attitude/Practice	Questions that capture knowledge data, questions that capture data on attitudes, and questions that capture practices. In this tool, “Knowledge” refers to what people in the region know about violence against women and girls, “Attitudes” refers to what people in the region think about issues/the issues, and “Practices” refers to how social norms might impact their experience of the issues.
Source	The original source of the questions prior to being revised and shared within the model tool. Appendix 1 of the Final Assessment Report provides the references for these sources.
Demographic Data Questions	Seventy supplementary questions to be used in addition to the chosen survey questions of the tool. These questions capture data on sexuality, age, Indigenouness to country, race and ethnicity, and status as a survivor of VAWG, in addition to other demographic data. These areas were determined as important to include by consulted groups, and further vetted through a testing process of the draft tool. It is recommended that, wherever possible, all demographic data questions are used in each survey administered.

Core Topics	gender-based violence (GBV), sexual and reproductive health and rights (SRHR), child abuse, sexual orientation and gender identity, gender equality/equity, generational trauma, family violence, and child marriage and early unions (CMEU).
Preliminary Questions	Supplementary questions aimed at the organisations/institution engaging in the research, in order to help define aims and objectives.

How to Use This Tool: Filtering and Selecting Questions

The CARICOM Regional KAP Tool allows organisations to filter and select questions based on their research interests, and the target respondents they will engage in their research. The following diagrams provide samples of how questions may be filtered based on core topics and gender:

DIAGRAM ONE: FILTER BY CORE TOPIC - GBV

	A	B	C	D	E	F	G
1			CARICOM GENDER AND SOCIAL NORMS KAP QUESTIONS				
3	1	A boy and a girl should have sex before they become engaged (USE LOCAL TERM) to see whether they are suited to each other. (A/D)	GBV	Male (including Tr...	All Excluding Children	Attitude Question	Winning Narratives
4	2	A boy can suggest to his girlfriend that he use a condom (A/D)	GBV	All/Any	All Excluding Children	Attitude Question	Winning Narratives
5	3	A boy will not respect a girl who agrees to have sex with him.(A/D)	GBV	All/Any	All Excluding Children	Attitude Question	Winning Narratives
6	4	A girl can suggest to her boyfriend that he use a condom (A/D)	GBV	All/Any	All Excluding Children	Attitude Question	Winning Narratives
7	5	A girl will have more protection from violence if (A-D) 1) The man is 5 years older than the girl. 2) The man is 10 years older or more than the girl	GBV	Male (including Tr...	All (Any)	Attitude Question	Winning Narratives
8	6	A law on the books that criminalises gay and lesbian family, friends and neighbours gives permission to society to treat those people badly (A-D)	GBV	Male (including Tr...	All Excluding Children	Attitude Question	Winning Narratives
9	7	A man cannot rape his wife (A-D)	GBV	All/Any	All (Any)	Knowledge Question	(GBV) Social Mobilisation Baseline Study
10	8	A man using violence against his girlfriend/wife is a private matter that shouldn't be discussed outside the couple (A-D)	GBV	All/Any	All Excluding Children	Knowledge Question	(GBV) Social Mobilisation Baseline Study
11	9	A powerful man or one who has an important position in society would not commit an act of GBV (A-D)	GBV	All/Any	All Excluding Children	Knowledge Question	(GBV) Social Mobilisation Baseline Study
12	10	A woman can get pregnant on the very first time that she has sexual intercourse. (T/F)	GBV	All/Any	All (Any)	Knowledge Question	(GBV) Social Mobilisation Baseline Study
13	11	A woman is most likely to get pregnant if she has sexual intercourse half way between her periods. (T/F)	GBV	All/Any	All (Any)	Knowledge Question	(GBV) Social Mobilisation Baseline Study
14	12	A woman stops growing after she has had sexual intercourse for the first time. (T/F)	GBV	All/Any	All (Any)	Knowledge Question	(GBV) Social Mobilisation Baseline Study

In the above referenced diagram, 43 questions are filtered, allowing organisations to select all of the questions where the core topic is GBV. In this example, organisations see all questions by recommended

gender, all questions by recommended age, all knowledge, attitude, and practice questions, and the sources for each question.

DIAGRAM TWO: FILTER BY GENDER - MALE AND TRANSGENDER MALE

	A	B	C	D	E	F	G
1			CARICOM GENDER AND SOCIAL NORMS KAP QUESTIONS				
3	1	A boy and a girl should have sex before they become engaged (USE LOCAL TERM) to see whether they are suited to each other. (A/D)	GBV	Male (including Tr...	All Excluding Children	Attitude Question	Winning Narratives
4	2	A boy can suggest to his girlfriend that he use a condom (A/D)	GBV	All/Any	All Excluding Children	Attitude Question	Winning Narratives
5	3	A boy will not respect a girl who agrees to have sex with him. (A/D)	GBV	All/Any	All Excluding Children	Attitude Question	Winning Narratives
6	4	A girl can suggest to her boyfriend that he use a condom (A/D)	GBV	All/Any	All Excluding Children	Attitude Question	Winning Narratives
7	5	A girl will have more protection from violence if (A-D) 1) The man is 5 years older than the girl 2) The man is 10 years older or more than the girl	GBV	Male (including Tr...	All (Any)	Attitude Question	Winning Narratives
8	6	A law on the books that criminalises gay and lesbian family, friends and neighbours gives permission to society to treat those people badly (A-D)	GBV	Male (including Tr...	All Excluding Children	Attitude Question	Winning Narratives
9	7	A man cannot rape his wife (A-D)	GBV	All/Any	All (Any)	Knowledge Question	(GBV) Social Mobilisation Baseline Study
10	8	A man using violence against his girlfriend/wife is a private matter that shouldn't be discussed outside the couple (A-D)	GBV	All/Any	All Excluding Children	Knowledge Question	(GBV) Social Mobilisation Baseline Study
11	9	A powerful man or one who has an important position in society would not commit an act of GBV (A-D)	GBV	All/Any	All Excluding Children	Knowledge Question	(GBV) Social Mobilisation Baseline Study
12	10	A woman can get pregnant on the very first time that she has sexual intercourse. (T/F)	GBV	All/Any	All (Any)	Knowledge Question	(GBV) Social Mobilisation Baseline Study
13	11	A woman is most likely to get pregnant if she has sexual intercourse half way between her periods. (T/F)	GBV	All/Any	All (Any)	Knowledge Question	(GBV) Social Mobilisation Baseline Study
14	12	A woman stops growing after she has had sexual intercourse for the first time. (T/F)	GBV	All/Any	All (Any)	Knowledge Question	(GBV) Social Mobilisation Baseline Study

In the above referenced diagram, 48 questions are filtered, allowing organisations to select all of the questions that are aimed at male/transgender male participants. In this example, organisations see all questions by core topic, all questions by recommended age, all knowledge, attitude, and practice questions, and the sources for each question.

Further examples of question filtering are provided within the CARICOM Regional KAP Tool.

For further guidance on how to create filters and sort data using Microsoft Office and Google Sheets applications, organisations may seek resources online, which are provided for free by these corporations.

How to Use This Tool: Target Audience

Traditionally, KAP tools developed within the region and across the globe have been targeted at the affected communities and the public. For example, CARICOM countries have engaged in national surveys to explore attitudes towards homosexuality, measuring change over time (usually at 5-year intervals). The CARICOM Regional KAP Tool is designed to empower organisations to define target audience beyond affected communities (i.e. survivors of family violence, children in early unions, LGBTQI communities, elderly persons), to seek knowledge, attitudes, and practices of persons who may impact their access to programming, policies, and services. As a result, **the following groups/institutions are recommended target audiences for the use of this KAP tool, beyond the public and affected communities:**

- Leaders of faith-based organisations
- Civil servants across ministries and state institutions
- Journalists/media workers
- Educators
- Youth workers
- Care institution staff, including elderly care homes and organisations providing services to people with disabilities.
- Village councils and/or local government bodies
- Indigenous councils, migrant rights groups, and other organisations providing care and services along race, ethnicity, and culture.

Target Populations: Administering the Tool with Sensitivity

The World Health Organization (WHO) report, 'Putting Women's Safety First: Ethical and Safety Recommendations for Research on Domestic Violence Against Women', provides a series of good practices to help ensure that ethical and safety issues were met when conducting research with vulnerable and marginalised respondents. **Confidentiality, trauma, and safety** are key concerns in study

design, and it is recommended that organisations approach the use of this Tool and their research efforts on VAWG, gender and social norms with these three core issues in mind.

The following recommendations are intended to support organisations to administer the Tool with sensitivity, supporting the aim of avoiding victimisation and re-traumatisation of survivors, maintaining the confidentiality of respondents, and advancing true and honest results to the questions by respondents:

- Alleged perpetrators and survivors of VAWG should remain anonymous to their interviewers/administrators and be able to withhold their names throughout their participation.
- Following interviewer ethical disclosure to participants, through written forms, reviewed orally, consent to be interviewed should be obtained from participants, and where possible, a record of this consent should be maintained.
- Completed questionnaires and/or survey forms should be kept safely with limited access; at the end of each interview, information should be provided to respondents to inform them of how the information will be used and stored.
- Focus group participants (where applicable) should be instructed to withhold names and can be prompted to use a pseudonym (made-up name) throughout their participation in the study.
- Stakeholder's names should not be used in data presentations, and should be referred to as key informant, respondent, or stakeholders.
- Organisations should not maintain a central record of participants' names.
- Introductions provided to the research study, at the time of interview, should inform respondents that the interview material may be triggering. As a result, administrators should provide respondents with the opportunity to exit the study at any time, while providing referrals to support services, where requested and/or needed.
- Organisations should seek opportunities to conduct group debriefs with the research team to assess the impact of the survey on respondents at various stages of the research.

Detailed Script

It is recommended that organisations prepare a detailed script for administrators that will be read aloud to respondents in advance of their participation. This script should provide information on the aims and objectives of the study (why is it being conducted), who the intended participants are (who will be involved and in what ways), what the information gathered will be used for and how this information will be used, and when respondents can expect to learn the findings. The script should also provide information that addresses the core issues of confidentiality, trauma, and safety, including any information that helps to share an understanding of the impact of the questions on vulnerable populations, as well as the efforts taken to ensure their safe participation in disclosing what may be considered personal or sensitive information.

- Where administrators are from the same community (religious community, cultural community, survivors of family violence interviewing on questions of VAWG), organisations should commit to pre and post counselling, as needed.

Selecting and Training Survey Administrators/Interviewers

The selection of suitably skilled survey administrators is an integral part of research methods and reflects a core understanding of the role of the interview in obtaining accurate data from respondents. This regional KAP Tool was developed with a principal aim of supporting the establishment of comprehensive and evidence-based strategies and programmes aimed at changing social norms to scale-up the prevention and response to VAWG. With this aim in mind, there is an embedded understanding that survey administrators understand positive social, institutional, and cultural change as a core objective of the research. [This Guide recommends the following considerations in the selection of survey administrators or interviews who can support meeting these aims and objectives:](#)

- Centre the expertise of members of the communities of target respondents, where possible. This means involving survivors of gender-based violence, members of the LGBTQI community, Indigenous community members, etc. when conducting research among these groups. The expertise of community members may be sought in the overall research design, implementation of the tool, or in post-research analysis.
- Utilise male administrators to interview male respondents and female administrators to interview female respondents. Where possible, efforts should be made to create a safe and enabling environment for those with dissenting, bigoted, or insensitive views to be able to articulate these freely, understanding systemic and deeply rooted views on gender and gender inequality that may be among the population. This recommendation acknowledges further those female survivors of family violence expressed additional comfort speaking with women mature women, who demonstrate empathy to their experiences. Organisations should provide suitable training for administrators that effectively equips them for these encounters.
- Ensure that administrators understand the importance of response neutrality; ensure that their personal views and opinions are not shared with respondents throughout the research process, and that the administrators do not give advice to respondents, outside of an agreed services sharing strategy.
- Where applicable, frame the overall research as an effort to advance gender equality and human rights, and seek administrators who value equity and equality as guiding principles.

The questionnaires developed through use of the KAP Tool should be pre-tested during the training phase and adapted to local context. These questionnaires should, where possible, receive translation to local languages before data collection begins.

General guidance for survey administrators, includes:

- ✓ Establish a suitably private location to conduct interviews.
- ✓ Ensure that the interview duration is respectful of the time and other needs of the respondent. For example, when interviewing child respondents, ensure that their participation does not significantly interrupt their studies; when interviewing sex workers, ensure that the hours of contact and location of interview do not significantly affect their business operation, or lead to exposure.
- ✓ Conduct a thorough mapping exercise of the various locations where the target groups congregate.
- ✓ Review all questionnaires from beginning to end prior to interviewing, to ensure a complete understanding of all questions that will be directed at respondents, and that they are comfortable defining key concepts and ideas.
- ✓ Be prepared and have all the necessary supplies: questionnaires, guidelines, a pen or pencil, required administrative forms (such as logs of assigned or completed interviews) which vary from one setting to another.
- ✓ Read and deliver each question aloud exactly as it is written in the questionnaire.
- ✓ Listen carefully and without judgment to your respondent's answers and comments. Do not express surprise, pleasure or disapproval at any response or comment made by the respondent.
- ✓ Share clear information with respondents on how their information will be shared in the event that a respondent discloses an incident of harm to themselves or harm to others. Ensure that local laws are followed when dealing with disclosures made by children of any form of child abuse.

Services for Vulnerable Respondents

The CARICOM Regional KAP Tool addresses prevailing and persisting forms of gender inequality in the Caribbean and asks questions that underscore the vulnerability of certain individuals and groups to VAWG, including children, the elderly, LGBTQI+, people with disabilities, and those who have experienced various forms of GBV throughout their lifetime. Understanding that participation in research efforts may be hindered or otherwise affected by these vulnerabilities, the following recommendations are made to support the participation of people who may be vulnerable or require additional supports:

- Establish a process for respondents to be able to relay any concerns or questions they may have about the study. This may include providing a contact card, website, or prepared information leaflet. Respondents should have the opportunity to direct any issues or concerns they have about the research process to an individual who is different from the survey administrator, as to ensure

they can speak safely about any matters of concern regarding their conduct, and/or to reflect on the overall experience of participation.

- Develop locally driven strategies for assisting children, those with developmental delays, cognitive limitations, and visual or hearing impairments (among other vulnerabilities) to effectively participate in the research effort by introducing support persons. A support person should be an adult, caregiver, or trusted person who is selected and/or approved by the respondent to support them throughout the research process. It is recommended that instructions or guidance be developed for the use of a support person, including how to maintain the confidentiality of the respondent and ethically maintain confidentiality of their responses. To further facilitate their support, efforts should be made to conduct interviews in spaces where they are most comfortable, including home and institutional care settings.
- Provide a list of local, national, and regional service providers who may provide support to those who are triggered and/or otherwise affected by their participation in the research study. Organisations should inform other bodies that they are providing their information to research respondents, so that they may adequately prepare for an increase in requests for service. The list of service providers should comprise organisations from civil society and government and include services that can be accessed at low or no cost to the respondent.