

Rapid gender
assessment surveys
on the impacts of
COVID-19

GUIDANCE DOCUMENT



This UN Women guidance document was developed by the Women Count Team, to respond to the COVID-19 crisis. It was produced under the overall leadership and guidance of Papa Seck, Chief Statistician of UN Women. The reference questionnaire is based on the survey tool developed by the UN Women Asia-Pacific Regional Office. The guidance also benefitted from the methodological notes of the UN Women East and Southern Africa Regional Office, feedback and inputs from UN Women colleagues and external partners and stakeholders, and support of Mika Mansukhani, Outreach Specialist, on production.

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Produced by the Women Count Team, UN Women

Author: Jessamyn Encarnacion

Copyeditor: Jen Ross

Designer: Meriam Otarra

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ACRONYMS AND ABBREVIATIONS

APRO	UN Women Asia-Pacific Regional Office
CO	UN Women Country Office
CSO	Civil society organization
ECARO	UN Women Europe and Central Asia Regional Office
ESARO	UN Women East and Southern Africa Regional Office
GBV	Gender-based violence
HQ	UN Women Headquarters
MOU	Memorandum of Understanding
NGO	Non-governmental organization
NSO	National statistics office
RGA	Rapid gender assessment
RO	UN Women Regional Office
SMS	Short message service
TOR	Terms of reference
USD	United States dollars
USSD	Unstructured Supplementary Service Data
Women Count	Making Every Woman and Girl Count

1 INTRODUCTION

This guidance document on implementing rapid gender assessment surveys on the impacts of COVID-19 was developed by UN Women's global gender data programme, Making Every Woman and Girl Count (Women Count),¹ to increase the programme's relevance in response to the COVID-19 crisis, while continuously delivering on its core objectives.

It provides support for UN Women colleagues in Regional and Country Offices (ROs & COs) and others seeking to integrate the gendered impacts of COVID-19 into their work and to better understand COVID-19's disproportionate impacts and implications for women and girls. It explains

why gendered impact analysis is important; provides core as well as thematic questions relating to the gendered impacts of COVID-19; and offers a sample/reference questionnaire, including tips and guidance. The questionnaire provides simple, straightforward questions on: 1) core topics strongly suggested to be asked by all UN Women ROs and COs implementing these surveys; and 2) thematic topics that ROs and COs may opt to ask, depending on their area-specific priorities and programmes. These are expected to result in rapid outputs for those who intend to improve the design and outcomes of post-COVID-19 programmes and interventions, policy and decision-making.

¹ UN Women. Making Every Woman and Girl Count. Accessed 2 April 2020. <https://data.unwomen.org/women-count>

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WHY A RAPID GENDER ASSESSMENT SURVEY?

2.1 What is a rapid gender assessment survey?

Rapid assessment surveys can be used to gather information on knowledge, attitudes, skills and behaviours related to a thematic topic in a community. As with most tools used in community development programmes, a single rapid assessment, while useful as a formative exercise, does not have the same high standards of scientific rigour. Instead, carrying out several such assessments over time or with different groups is likely to yield sufficient insights for effective campaign-planning and implementation.²

Specifically, the rapid gender assessment (RGA) surveys on COVID-19 undertaken by UN Women seek to make visible and improve understanding of the gendered impacts of COVID-19 in families, communities and society in general, to enable the identification of problems and their solutions. The RGAs are intended to be simple, low-cost, quick to use and easy to integrate into existing exercises for programme design or monitoring.³

2.2 Why conduct a rapid gender assessment survey?

By 29 May 2020, world COVID-19 confirmed cases surpassed 5.8 million⁴. Without data that is disaggregated by sex, these numbers give us only part of the story. They are insufficient for understanding the unique impact of the crisis on women as compared to men. We need far more sex-disaggregated data to tell us how the situation is evolving, including on differing rates of infection, economic impacts, differential care burdens, and difficulties in accessing basic goods and services.

Cognizant of this imperative, UN Women is leading global data-collection efforts to close this information and knowledge gap. In line with this, UN Women field offices are thus called on to conduct rapid gender assessment surveys to ensuring that all people, particularly the most vulnerable, are accounted for. Partnership with the public sector and non-State actors on these data-collection efforts is likewise encouraged.

² UN Women. Virtual Knowledge Centre to End Violence against Women and Girls. Accessed 6 April 2020. <https://www.endvawnow.org/en/articles/1318-rapid-assessment-surveys-and-mini-surveys.html>.

⁴ UN Women. Women Count Data Hub. Accessed 29 May 2020. <https://data.unwomen.org/resources/covid-19>

³ Oxfam. Participatory Methodology: Rapid Care Analysis. Guidance for Managers and Facilitators. Accessed 2 April 2020. <https://policy-practice.oxfam.org.uk/publications/participatory-methodology-rapid-care-analysis-620147>.

2.3 How will rapid gender assessment surveys be conducted?

2.3.1 In terms of primary data collection

Given the nature of COVID-19 and the related mobility restrictions, conventional ways of collecting data and information, such as face-to-face interviews with groups or individuals, are presently not appropriate or feasible.

Several data-collection options are presented, focusing on the use of electronic, Internet, telephone and mobile phone-based data sources. Regions and countries will choose the modality depending on what is most feasible to them:

- 1) Phone-call survey
- 2) Online survey administered through a web browser, with notification of the survey sent via short message service (SMS)
- 3) Survey directly administered via SMS.

These can be done either as a stand-alone survey or a module on COVID-19 integrated within a survey that is being planned or executed. Mindful that there is no one (perfect) way of conducting this survey, Annex 1 summarizes the strengths and weaknesses of each modality, as determined by the UN Women East and Southern Africa Regional Office (ESARO). It will thus be important for UN Women Regional and Country Offices to carefully consider each of these, before choosing the survey modality most suitable to their circumstances.

Further, through the Women Count programme, UN Women works with national statistical offices (NSOs) in strengthening their capacities for better and more gender-responsive data collection.

2.3.2 In terms of partnerships and collaboration

Whether UN Women enters into a partnership agreement will vary from country to country. Doing this jointly with the UN Country Team or other UN agencies will have the advantage of greater collaboration and reduction of potential duplication. Partnerships with civil society organizations (CSOs), non-governmental organizations (NGOs), and the private sector will help during advocacy and programme implementation, as there will be a smooth transition from the needs identification phase to the planning phase. The advantage of a partnership with government, such as an NSO and/or gender machinery, will be the leveraging of government expertise and resources as well as fostering buy-in and promoting the use of the data in strategy and programme formulation.

The aforementioned possibilities are not mutually exclusive – that is, UN Women may engage with more than one of these partners for the same survey.

3

RAPID GENDER ASSESSMENT SURVEY OBJECTIVES AND METHODOLOGY

3.1 Objectives

The general aim of the survey is to provide information on how the livelihoods and circumstances of women and men are affected by COVID-19. The results of the survey will also inform UN Women's own programming to respond to the crisis and advocacy to improve the well-being of women and girls – during and post-pandemic.

Considering region- and country-specific priorities and needs, specific objectives may vary slightly, but it is expected that the general objectives mentioned above should be maintained and followed.

3.2 Sampling and target population

Sampling will depend on the implementing UN Women Regional and Country Offices' objectives and resources. However, usually, the RGA will use a simple random sampling technique from a respondent database – a list of mobile subscribers – in the country conducting the survey. The sample should be nationally representative – by age, gender, geographical location, and to the extent possible, education. On the last point, while SMS surveys are generally able to reach wide portions of the population, the sample is usually made up of literate adults with access

to mobile phones, and thus reaches wealthier populations than other modes such as phone-call surveys.

Within the COVID-19 context of limited mobility, these surveys are very much limited by the data collection modalities. In the example above, results will be representative of the population of phone subscribers only. In as much as UN Women would like to make surveys as nationally representative as possible, presently, they are the only available option.

3.3 Reference questionnaire

The questionnaire or survey tool is aimed at rapidly taking stock of changes experienced at individual and household levels as a result of COVID-19. Given time-frame limitations, it cannot provide data that reflect the situation of the whole population. As a rapid assessment, the focus is therefore not on exact measures, but rather relative change since the onset of COVID-19.

The questionnaire must be short and concise to minimize respondent fatigue. The general aim

is for the respondent not to take longer than 15 minutes to complete the questionnaire.

A reference questionnaire has been developed to promote comparability and for ease of reference by UN Women colleagues. This is based on the UN Women Asia-Pacific Regional Office questionnaire, which first initiated and rolled-out a RGA. Several modifications and additions have been introduced based on the questionnaires developed by UN Women ESARO and the Europe and Central Asia Regional Office (ECARO), as well as inputs and

suggestions by Women Count Headquarters (HQ).

The reference questionnaire provides simple, straightforward questions both on: 1) core topics strongly suggested to be asked by *all* regions and country offices implementing the surveys (Annex 2); and 2) thematic topics that regions and countries may opt to ask, depending on their area-specific priorities and programmes (Annex 3).

The RGA covers the following common themes: employment and livelihood resources, knowledge on COVID-19, access to basic goods and services, and unpaid care and domestic work. Additional themes

may include the following: feelings of safety, coping mechanisms and household food production.

Annex 2 presents the reference questionnaire covering the core questions strongly suggested to be asked by all implementing UN Women RO and COs. Annex 3 provides the suggested questions on select thematic topics that may be added, depending on the implementing party.

Presently, the reference questionnaire is in English. Depending on the dominant language/s used in a country, it may be necessary to translate or contextualize the questions based on the country context prior to rolling out the survey.

4

RAPID GENDER ASSESSMENT SURVEY CONSIDERATIONS

4.1 Guidance as a living document

This guidance document is not the be-all and end-all on the how-to of conducting an RGA on the impacts of COVID-19. This should be treated as dynamic document that should be continually updated as UN Women ROs and COs implement RGAs and discover and learn better and/or new ways of how to do things.

As more countries conduct RGAs, this document should be enriched by helpful inputs, resources, as well as learnings from the earlier group of UN Women ROs and COs. Thus, the additional countries will be better informed – not only with the help of this guidance document but, equally importantly, with the experiences of the earlier group of countries.

4.2 Ethical and safety principles on the collection of data on gender-based violence

UN Women certainly recognizes the importance of monitoring evidence of the impact of COVID-19 on the incidence of gender-based violence (GBV) and sexual abuse, particularly violence against women and girls. However, there are ethical and safety challenges around collecting data on GBV by interviewing women remotely (e.g., phone-call or online survey) at a time when physical distancing and stay-at-home measures are in place. Ethical and safety principles to ensure that

no harm, risk or distress are imposed on women and men who take part in the data-collection process may not be possible during the lockdown phase of the crisis.

Thus, questions related to GBV are not included in the reference questionnaire and similarly, are *not recommended* to be included in RGAs that need to be undertaken remotely.

4.3 Technical coordination within UN Women offices

Considering the nature and design of the rapid gender assessment survey, it is expected that most, if not all, will be conducted by COs, in partnership and/or collaboration with a third party (e.g. mobile phone company, research company, local think-thank).

Regional Advisers on Gender Statistics/Women Count Regional Gender Statistics Specialists⁵. The latter are likewise encouraged to coordinate this with UN Women Headquarters, through the Chief Statistician and Statistics Specialist of the Women Count Programme.

To ensure well-coordinated and coherent efforts during primary data-collection activities on the field, it is strongly suggested that Country Offices' plans, particularly on the methodology (e.g. sampling, statistical outputs) be consulted with their respective Regional Offices, through the

⁵ As of 23 April 2020, Women Count Regional Gender Statistics Specialists are present in Asia and the Pacific, Europe and Central Asia, East and Southern Africa, and Western and Central Africa.

4.4 Timing of the RGA

The Guidance recognizes that not all countries are at the same phase of the pandemic. Some countries have been in lockdown for weeks; others have just started. Timing will depend on the implementing UN Women Regional or Country Office's research objectives. That is, a single rapid

gender assessment may be undertaken during or after the peak of the pandemic, or they may opt to carry out several such assessments over time at different stages of the pandemic to yield sufficient insights for effective campaign planning and implementation.

4.5 Time frame

The general aim is to complete the full rapid gender assessment survey in roughly four to five weeks, with data collection estimated to be undertaken in a one-week period. Annex 4 provides an estimated timeline for the survey, for reference and guidance. This is based on the actual timeline of UN Women APRO, which was the first to conduct an RGA.

Phone calls will be immediate, depending on the availability of the selected respondent to receive the call.

In the case of the online survey, respondents should be given three days to respond. After day three, a reminder can be sent.

It is also recommended that respondents to the daily SMS questionnaire be given eight hours to respond. Thereafter, they will be sent a reminder.

Given the urgent need for gender data to be used for planning and advocacy purposes by UN Women, among others, UN Women Field Offices are encouraged to start RGAs in May 2020.

4.6 Incentives for respondents

Implementing UN Women Regional and Country Offices are encouraged to provide incentives to respondents to increase response rates (e.g. mobile phone top-ups, cellular data credits). However, it is important to balance the possibility that this may influence and/or generate some bias in terms of the profile of respondents

and reliability of the data. In the case of the former, for example, this might generate higher response rates among the group of those most affected socio-economically. In the latter, some respondents may provide responses on what they deem "desirable" due to the incentives provided.

4.7 Data privacy and legal considerations

Data privacy is very important to UN Women, which is guided by the Principles Governing International Statistical Activities⁶, particularly its confidentiality principle. That is: individual data collected will be kept strictly confidential and used exclusively for statistical purposes.

In addition, it will be important to find out, prior to conducting the survey, whether there are any laws protecting data privacy or other ethical requirements in the country where the survey will be implemented, and how that will impact UN Women's ability to collect the data. UN Women should ensure that survey implementation always respects these requirements. In cases where ethical clearance is needed – which often takes

a long time – UN Women may request that this be waived, given the context of the COVID-19 pandemic and the urgency of collecting the data. In cases where that is not possible, collaboration with the NSO may avoid the need for ethical clearance.

Many countries also have a Communications Authority that regulates the mobile phone industry and protects the interests of mobile phone subscribers and users. One of the requirements before being able to make use of the subscriber database of a mobile service-provider may be permission from the Communications Authority to send the online SMSs to subscribers.

4.8 Publishing results

The survey results, once available, should be publicly accessible on the official websites of implementing UN Women RO and Cos, as well as those of partners. To feed into a global repository

of all the data and resources arising from primary data-collection activities of UN Women, these will likewise be published on the Women Count Data Hub (data.unwomen.org).

4.9 Costing and finances

Since the COVID-19 restriction on movement was instituted, many agencies, UN Women ROs and COs have been looking at phone- or web-based surveys as alternatives to face-to-face surveys. The former is typically quicker and less expensive than the latter.

The primary cost driver of the phone- or web-based surveys will be either the cost of phone-calls, SMSs and data bundles. It will therefore be necessary to work closely with phone or web-based platform operators in implementing countries.

In most cases, no Memorandum of Understanding (MOU) will be required for the work with phone and web-based platform operators. As it is

primarily a financial service that is being provided by the mobile phone companies, the procurement channel, accompanied by Terms of Reference (TOR), is therefore the route to follow. The following guidelines will thus be applicable:

- Requests for quotations will be needed. In case all phone operators will be approached in order to have complete coverage, no competitive bid process will be needed.
- For costs lower than USD 2,500, direct contracting on the basis of it being micro-purchasing could be done.
- Expected expenses between USD 2,500 and 5,000 can be dealt with using guidelines related to a small-scale purchase.
- Project costs between USD 2,500 and 50,000 could be covered through direct contracting, using the standard operating procedures for those.

⁶ Committee for the Coordination of Statistical Activities. Principles Governing International Statistical Activities. Accessed 2 April 2020. https://unstats.un.org/unsd/ccsa/principles_stat_activities/.

- In all cases, a clear TOR with expected deliverables from both parties will be necessary.

Even though most agreements with mobile phone operators will be strictly financial by nature, there may be instances where the mobile phone operator may want to enter into a partnership agreement with UN Women as part of their social responsibility initiatives. In such instances, an MOU may be necessary – the terms of which will be largely determined by the kind of modalities/ responsibilities agreed on between the two parties.

Elements that should be considered in the TOR or in the negotiations with these companies are:

- Access to the whole subscriber database of the partner operator/company for purposes of respondent selection and survey data validation while ensuring data privacy.
- In the case of phone interviews, an estimate of the time it will take to do the interview, sample size and the associated costs, as well as the need for call-backs if a respondent is not available or the interview is interrupted.
- In the case of a web-based questionnaire, the cost of sending an SMS to all subscribers with a link to the questionnaire as well as the data costs for citizens to complete the questionnaire.
- In the case of SMS-based surveys, back-end development of Unstructured Supplementary Service Data (USSD) – which refer to the costs of sending an SMS to opt in or out to all subscribers – and an estimate of the number of subscribers likely to continue to participate in the survey and the costs per question and answer SMS. If the back-end development for USSD is required and cannot be provided by the phone operator, a separate call for quotations could be made to two or three developers that may be recommended by the mobile phone operator.

5

OTHER RESOURCES

Some additional information resources that could be consulted include:

5.1 Electronic and online data collection

- Guidelines on the Use of Electronic Data Collection Technologies in Population and Housing Censuses was prepared by the United Nations Statistics Division (UNSD), Department of Economic and Social Affairs (DESA).
<https://unstats.un.org/unsd/demographic/standmeth/handbooks/data-collection-census-201901.pdf>
- Lauren B. McInroy. 2016. Pitfalls, Potentials, and Ethics of Online Survey Research: LGBTQ and Other Marginalized and Hard-to-Access Youths, Soc Work Res. 40(2): 83–94.
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4886272/>

5.2 Mobile phone call surveys

- Dabalen, Andrew, Alvin Etang, Johannes Hoogeveen, Elvis Mushi, Youdi Schipper and Johannes von Engelhardt. 2016. Mobile Phone Panel Surveys in Developing Countries: A Practical Guide for Microdata Collection. Directions in Development. Washington, DC: World Bank. doi:10.1596/978-1-4648-0904-0. License: Creative Commons Attribution CC BY 3.0 IGO.
<https://openknowledge.worldbank.org/bitstream/handle/10986/24595/9781464809040.pdf>

5.3 Ethical and privacy considerations

- A review of open data practices in official statistics and their correspondence to the Fundamental Principles of Official Statistics, prepared by the UNSD.
<https://unstats.un.org/unsd/statcom/50th-session/documents/BG-Item3c-Open-Data-guidance-and-mapping-to-FPOS-E.pdf>
- Wanbil W. Lee and others. 2016. An Ethical Approach to Data Privacy Protection.
<https://www.isaca.org/resources/isaca-journal/issues/2016/volume-6/an-ethical-approach-to-data-privacy-protection>

ANNEXES

ANNEX 1. Strengths and weaknesses of each data collection modality

	Phone call	Web browser	SMS
Strengths	<ul style="list-style-type: none"> • Do not require literacy • Opportunity to explain questions better and clarify meaning • Basic questionnaire design skills needed 	<ul style="list-style-type: none"> • Rapid roll-out • Relatively cheap • Data immediately available in database 	<ul style="list-style-type: none"> • Rapid roll-out • Cheap • Low respondent burden • More inclusive (accommodates feature phones) • Data immediately available in database • USSD based, do not need data bundles
Weaknesses	<ul style="list-style-type: none"> • Relatively high costs • More time needed for planning and preparation (e.g. training of interviewer) • May take longer, as the respondent cannot complete this on their own time 	<ul style="list-style-type: none"> • Requires literacy • If not literate, risky use of proxy/child to complete • User unwillingness to click on links, due to fear of fraud • IT skills needed to program survey • Excludes individuals who have feature phones • Data still needs to be paid for 	<ul style="list-style-type: none"> • Requires literacy • If not literate, risky use of a proxy/child to complete • Survey spread over several days • IT skills needed to program survey and design SMS database interface

Prepared by the Regional Gender Statistics Specialist of UN Women ESARO.

ANNEX 2. Reference questionnaire for a rapid gender assessment survey on the impacts of COVID-19

Suggested introductory statements are offered below, depending on the data collection modality that will be used.

1. Suggested introduction using an online survey administered through a web browser, with notification of the survey sent through SMS

1.1 SMS notification (as a trigger) “[Mobile phone operator partner] and UN Women are partnering to compile information on how COVID-19 is affecting you. Help us by completing this survey: [provide link]”

1.2 Online survey introduction

“Thank you for agreeing to be a part of this survey.

We at UN Women are conducting research to provide information on how the livelihoods and circumstances of women and men are affected by COVID-19. The results of the survey will also inform UN Women’s own programming to respond to the crisis and advocacy to improve the well-being of women and girls, during and post-pandemic.

Completing this survey should take no more than 15 minutes. All responses will be kept strictly confidential. If at any point there are any questions you do not feel comfortable answering, you can choose not to answer them. You can also choose to stop the interview at any point. You can only take the survey once to ensure accuracy of results.

This call will not cost you any airtime. [To thank you for your participation, we will also transfer airtime to your phone.⁷] Are you willing to participate?

If you have any questions about the survey, please email us: [Name of focal person]@unwomen.org

We really appreciate your input. Stay healthy and safe!”

2. Suggested introduction using an SMS-based questionnaire

“[Mobile phone operator partner] and UN Women are conducting research to provide information on how the livelihoods and circumstances of women and men are affected by COVID-19. The results of the survey will also inform UN Women’s own programming to respond to the crisis and advocacy to improve the well-being of women and girls, during and post-pandemic.

In order to make the survey as inclusive as possible, each participant will be sent approximately 10 questions per day over a six-day period. All responses will be kept strictly confidential. If at any point there are any questions you do not feel comfortable answering, you can choose not to answer them. You can also choose to stop the interview at any point.

Your participation will not cost you any airtime. [To thank you for your participation, we will also transfer airtime to your phone.⁸] Please indicate whether you want to participate in the survey by receiving and responding to approximately 10 SMS questions per day over a six-day period.

1-Yes
2-No”

⁷ OPTIONAL: Depending on resources of and approach decided by the implementing UN Women Field Office. Please refer to Section 4.6 of this guidance.

Core/Common questions suggested to be used by all implementing UN Women Field Offices

Based on UN Women APRO's RGA questionnaire, with modifications and additions based on the questionnaires developed by UN Women ESARO and ECARO, as well as inputs and suggestions by the Women Count team at HQ.

DEMOGRAPHIC CHARACTERISTICS

Q1. What is your sex?

[Please select one]

1. Male **NEXT**
2. Female **NEXT**

Q2. What is your age, in years?

[Please insert your age in years]

__ [YEARS] **NEXT**

Q3. What is your marital status?

[Please select one]

1. Single **NEXT**
2. Married **NEXT**
3. Living with partner/Cohabiting **NEXT**
4. Married but separated **NEXT**
5. Widowed **NEXT**
6. Divorced **NEXT**

Q4. What is the highest level of education you attended?

[Please select one]

1. No education **NEXT**
2. Some primary **NEXT**
3. Primary **NEXT**
4. Some secondary **NEXT**
5. Secondary **NEXT**
6. Tertiary or higher **NEXT**
7. Other **NEXT**

Q5. What is your current nationality?

[Roll down menu]

Q5.1 What is your current county of residence **NEXT**

[Roll down menu]

Q5.2 Where are you living/residing currently?

[Please select one, then **NEXT**]

1. City or metropolitan area **NEXT**
2. Town **NEXT**

3. Hamlet/Village/Small town **NEXT**

4. Outside urban area/farm/nature reserve **NEXT**

Q6. Do you have difficulty doing any of the following – walking, seeing, hearing, remembering or concentrating, self-caring, or communicating?

1. Yes **NEXT**
2. No **NEXT**

Q7. Do you live with other people?

1. Yes **NEXT**
2. No **GO TO Q9**

Q8. How many people live with you (do not count yourself)?

[Please select one]

1. Number of children 0-5 ____ **GO TO 2**
2. Number of children 6-17 ____ **GO TO 3**
3. Number of adults 18-64 ____ **GO TO 4**
4. Number of elderly 65 or over ____ **NEXT**

Note: The intention of category "3" is to capture the elderly population. Depending on the region or country context, the cut-off age can be lowered or increased (e.g., UN Women ESARO considered 55, given the lower life expectancy in Africa and that the age of vulnerability to COVID-19 may be lower in Africa).

KNOWLEDGE AND INFORMATION ON COVID-19

Q9. Did you get information about COVID-19 risks and prevention?

[Please select one]

1. Yes **NEXT**
2. No **GO TO Q12**
3. I do not know about COVID-19 **GO TO Q22**

Q10. What is your MAIN source of information regarding COVID-19 risks and prevention?

[Please select one, then NEXT]

1. Internet and social media **NEXT**
2. Official Government websites or other communication platforms (e.g. COVID-19 hotline) **NEXT**
3. Radio/Television/Newspaper **NEXT**
4. Public service announcement/speaker **NEXT**
5. Phone (text, call, Viber, WhatsApp) **NEXT**
6. Community, including family and friends **NEXT**
7. Health centre/Family doctor **NEXT**
8. Non-governmental organization/Civil society organization **NEXT**
9. Other **NEXT**

Q11. How would you rate the information you received?

[Please select one, then NEXT]

1. Clear and helped me prepare **NEXT**
2. Clear but it came too late for me to prepare **NEXT**
3. Confusing/contradictory **NEXT**

EMPLOYMENT AND LIVELIHOOD RESOURCES

Q12. How would you best describe your employment status during a typical week PRIOR to the spread of COVID-19?

[Please select one]

1. I worked for a person/company/household **GO TO Q 12.1 IF Q3 Marital status is == 2 or 3, OTHERWISE GO TO 12.2**
2. I had my own business/freelanced and I employed other people **GO TO Q 12.1 IF Q3 Marital status is == 2 or 3, OTHERWISE GO TO 12.2**
3. I had my own business/freelanced but I did not employ other people **GO TO Q 12.1 IF Q3 Marital status is == 2 or 3, OTHERWISE GO TO 12.2**
4. I helped (without pay) in a family business **GO TO Q13**
5. I did not work (I was not looking for a job and I was not available to work) **GO TO 12.6**

6. I am retired/a pensioner **GO TO 12.6**
7. I did not work because I am studying full-time **GO TO Q13**
8. I did not work, as I have a long-term health condition, injury, disability **GO TO 12.6**
9. I did not work, but I am looking for a job and I am available to start working **GO TO Q12.6**
10. Other **GO to Q12.1 IF Q3== 2 OR 3 OTHERWISE GO TO Q13**

Q 12.1. Would you say that the money that you used to earn BEFORE COVID-19 was:

[Please select one]

1. More than what my partner earns **GO TO Q12.2**
2. Less than what my partner earns **GO TO Q12.2**
3. About the same **GO TO Q12.2**
4. I have no earnings **GO TO Q12.2**
5. Partner has no earnings **GO TO Q12.2**
6. I don't know **GO TO Q12.2**

[ONLY ASKED if Q12==1 or 2 or 3 and if Q3 Marital status is == 2 or 3]

Q 12.2. SINCE THE SPREAD OF COVID-19, has the number of hours that you devote to paid work changed?

[Please select one]

1. Increased **GO TO Q12.3 IF Q12==1 OTHERWISE GO TO Q12.4 IF Q12==2 OR 3**
2. No change/It is the same **GO TO Q12.3 IF Q12==1 OTHERWISE GO TO Q12.4 IF Q12==2 OR 3 OTHERWISE GO TO Q13 IF Q12==6**
3. Decreased, but I didn't lose my job **GO TO Q12.3 IF Q12==1 OTHERWISE GO TO Q12.4 IF Q12==2 OR 3**
4. I lost my job **GO TO Q12.5**
5. I don't know **GO TO Q13**

[ONLY ASKED FOR Q12 == 1 or 2 or 3 or 6]

Q 12.3. Does your employer pay contributions toward pension and health insurance on your behalf?

[Please select one]

1. Yes **GO TO Q14**
2. No **GO TO Q13**
3. I don't know **GO TO 13**

[ONLY ASKED FOR EMPLOYEES IF Q12==1 & IF Q12.2 IS NOT 4 OR 5]

Q 12.4. Is your business formally registered with the Government?

[Please select one]

1. Yes **GO TO Q12.5**
2. No **GO TO Q12.5**
3. I don't know **Q12.5**

Q 12.5. How has the spread of COVID-19 affected your business?

[Please select one]

1. No change **GO TO Q13**
2. Increased/oversized **GO TO Q13**
3. Decreased/downsized **GO TO Q13**
4. Stopped totally **GO TO Q13**
5. I don't know **GO TO Q13**

[ONLY ASKED FOR SELF-EMPLOYED IF Q12==2 OR 3 & IF Q12.2 IS NOT 4 OR 5]

Q 12.6. Do you receive any unemployment benefits and/or any financial support from the Government – national and local – SINCE THE SPREAD OF COVID-19?

[Please select one]

1. Yes **GO TO Q12.7**
2. No **GO TO Q12.7**
3. I don't know **GO TO Q12.7**

Q 12.7 Do you receive any in-kind support from the Government – national and local – SINCE THE SPREAD OF COVID-19 (food, health supplies, etc.)?

[Multiple response]

1. Yes, food **GO TO Q13**
2. Yes, supplies for prevention (gloves, masks, sanitizer, etc.) **GO TO Q13**
3. Yes, personal hygiene supplies (menstrual supplies, baby diapers, etc.) **GO TO Q13**
4. No **GO TO Q13**
5. I don't know **GO TO Q13**

[ONLY ASKED FOR UNEMPLOYED if Q12==5 or 8 or 9 OR Q12.2==4]

Q13. Are you currently covered by any form of health insurance or health plan?

[Please select one]

1. Covered by health insurance **NEXT**
2. Not covered by health insurance **NEXT**
3. I don't know **NEXT**

[ASKED IF Q12.5==1 OR 2 OR 5 OR IF Q12.4==1 OR 2 OR 3 OR IF Q12.3==2 OR 3 OR Q12.2==5 OR IF Q12==10]

Q14. AS A RESULT OF COVID-19, how have the following PERSONAL RESOURCES been affected? NEXT

Note: This format can be used on an online survey. However, in case of a mobile phone/SMS survey, each row becomes a question on its own and will thus be long.

	Increased 1	Unchanged 2	Decreased 3	Not a source of income/ support 4
1. Income/earnings from own farming or fishing GO TO 2				
2. Income/earnings from family business (other than farming or fishing) GO TO 3				
3. Income/earnings from a paid job GO TO 4				
4. Income from a piece/odd jobs GO TO 5				
5. Food for consumption from own farming/animals/fishing GO TO 6				

	Increased 1	Unchanged 2	Decreased 3	Not a source of income/ support 4
6. Money or goods received from relatives/friends living elsewhere in the country GO TO 7				
7. Money or goods received from relatives/friends living in another country GO TO 8				
8. Income from rental properties, investments or savings GO TO 9				
9. Pensions or other social payments GO TO 10				
10. Support from Government GO TO 11				
11. Support/Charity from non-governmental organizations, civil society organizations, or other non-profit organizations GO TO 12				
12. Other income sources NEXT				

Q15. Any changes in the total income of other household members SINCE COVID-19 STARTED?

[Please select one]

1. No change in income **NEXT**
2. Increased income **NEXT**
3. Decreased income **NEXT**

TIME SPENT ON ACTIVITIES FOR OWN HOUSEHOLD

Q16. PRIOR TO COVID-19, in your household, who spends the MOST TIME doing the following... **NEXT**

	Me 1	My spouse/ partner 2	Equal 3	Someone Else 4
1. Food and meal management and preparation (e.g. cooking and serving meals) GO TO 2				
2. Cleaning (e.g. clothes, household) GO TO 3				
3. Decoration, repair and household management (e.g. paying bills) GO TO 4				
4. Shopping for own household/ family members GO TO 5				
5. Collecting water/firewood/fuel GO TO 6				
6. Minding children while doing other tasks (e.g. paid work) GO TO 7				

	Me 1	My spouse/ partner 2	Equal 3	Someone Else 4
7. Playing with, talking to and reading to children GO TO 8				
8. Instructing, teaching, training children GO TO 9				
9. Caring for children, including feeding, cleaning, physical care GO TO 10				
10. Assisting elderly/sick/disabled adults with medical care, feeding, cleaning, physical care GO TO 11				
11. Assisting elderly/sick/disabled adults with administration and accounts GO TO 12				
12. Affective/emotional support for adult family members GO TO 13				
13. Pet care NEXT				

Q17. AS A RESULT OF COVID-19, how has the time you devoted to the following activities changed? NEXT

Note: This format can be used on an online survey. However, in case of a mobile phone/SMS survey, each row becomes a question on its own and will thus be long.

	I do not usually do it 1	Increased 2	Unchanged 3	Decreased 4
1. Food and meal management and preparation (e.g. cooking and serving meals) GO TO 2				
2. Cleaning (e.g. clothes, household) GO TO 3				
3. Decoration, repair and household management (e.g. paying bills) GO TO 4				
4. Shopping for own household/ family members GO TO 5				
5. Collecting water/firewood/fuel GO TO 6				
6. Minding children while doing other tasks (e.g. paid work) GO TO 7				
7. Playing with, talking to and reading to children GO TO 8				
8. Instructing, teaching, training children GO TO 9				

	I do not usually do it 1	Increased 2	Unchanged 3	Decreased 4
9. Caring for children, including feeding, cleaning, physical care GO TO 10				
10. Assisting elderly/sick/disabled adults with medical care, feeding, cleaning, physical care GO TO 11				
11. Assisting elderly/sick/disabled adults with administration and accounts GO TO 12				
12. Affective/emotional support for adult family members GO TO 13				
13. Pet care NEXT				

Q18. SINCE THE SPREAD OF COVID-19, how has the time you devoted to help/support provided to non-household members (e.g. community, neighbourhood) changed?

[Please select one]

1. I do not usually do it **NEXT**
2. Increased **NEXT**
3. Unchanged **NEXT**
4. Decreased **NEXT**

Q19. SINCE THE SPREAD OF COVID-19...

[Select YES, NO, or NOT APPLICABLE for each statement, then NEXT]

Note: This format can be used on an online survey. However, in case of a mobile phone/SMS survey, each row becomes a question on its own and will thus be long.

	Yes 1	No 2	Not applicable 3
1. My partner participates more with household chores and caring for family ONLY ASKED IF Q3==2 OR 3			
2. My daughter(s) participates more with household chores and caring for family GO TO 3			
3. My son(s) participates more with household chores and caring for family GO TO 4			
4. Other family/household members participate more with household chores and caring for family GO TO 5			
5. We hired a domestic worker/babysitter/nurse GO TO 6			
6. Domestic worker/babysitter/nurse works longer hours with us GO TO 7			
7. Domestic worker/babysitter/nurse no longer works with us GO TO 8			
8. I am on my own; nobody can help with household chores and caring for family NEXT			

ACCESS TO BASIC GOODS AND SERVICES

Q20. AS A RESULT OF COVID-19, did you (personally) experience any of the following?

Note: This format can be used on an online survey. However, in case of a mobile phone/SMS survey, each row becomes a question on its own and will thus be long.

	YES 1	NO 2	Not applicable 3
1. Physical illness GO TO 2			
2. Illness of a family/household member GO TO 3			
3. Death of a family/household member GO TO 4			
4. Children's school was cancelled or reduced GO TO 5			
5. Migrated/moved to different geographical area within the same country GO TO 6			
6. Migrated/moved to a different country GO TO 7			
7. Psychological/mental/emotional health was affected (e.g. stress, anxiety) GO TO 8			
8. Unable to perform usual personal care/health routines NEXT			

Q21. AS A RESULT OF COVID-19, did you (personally) experience difficulties in accessing any of the following basic goods and services:

Note: This format can be used on an online survey. However, in case of a mobile phone/SMS survey, each row becomes a question on its own and will thus be long.

	YES 1	NO 2	Not applicable 3
1. Food products/supply GO TO 2			
2. Medical supplies/PPEs (e.g., gloves, masks, etc.) GO TO 3			
3. Hygiene and sanitary products (e.g., menstrual products, baby diapers, soap) GO TO 4			
4. Family planning commodities (e.g., female or male condoms) GO TO 5			
5. Reproductive or maternal or child health services GO TO 6			
6. HIV treatment services and commodities GO TO 7			
7. HIV prevention services (e.g., testing and counseling) GO TO 8			
8. Longer wait times to visit doctors/seek general medical care GO TO 9			

	YES 1	NO 2	Not applicable 3
9. Unable to seek general medical care GO TO 10			
10. Water supply GO TO 11			
11. Public transport GO TO 12			
12. Social services/assistance for myself and/or family member NEXT			

Q22. Are you...

[Please select one, then END]

1. The registered owner of this mobile phone **END**
2. One of the users of the phone which is registered in someone else's name **END**

END: THANK YOU! If you would like to know the results of the survey, in a few weeks please check: <https://data.unwomen.org/>

STAY HEALTHY AND SAFE!

ANNEX 3. Reference questions for thematic topics that may be appended to the reference questionnaire of a rapid gender assessment survey on the impact of COVID-19

ANNEX 3.1 FEELINGS OF SAFETY (FS)

SINCE THE SPREAD OF COVID-19...

QFS.1 Do you feel safe when walking alone in your community during the day?

[Please select one]

1. Yes **NEXT**
2. No **NEXT**

QFS.2 Do you feel safe when walking alone in your community at night?

[Please select one]

1. Yes **NEXT**
2. No **NEXT**

QFS.3 During the time period of COVID-19, do you think crime in your area has..

[Please select one]

1. Decreased **NEXT**
2. Remained the same **NEXT**
3. Increased **NEXT**

QFS.4 Do you feel safe in your home?

[Please select one]

1. Yes **NEXT**
2. No **NEXT**

ANNEX 3.2 ADDITIONAL QUESTIONS ON EMPLOYMENT AND LIVELIHOOD RESOURCES (ELR)

QELR.1 SINCE THE SPREAD OF COVID-19, are there any changes in your typical place of work?

[Please select one]

1. Yes, I used to work outside and now I am working at my own home **NEXT**
2. No, I used to work outside and now I am still going out for work **NEXT**
3. No, I still work from my own home, as previously **NEXT**

QELR.2 If you could not work for at least two weeks because of COVID-19 what would most likely happen to your earnings?

[Please select one]

1. I would likely continue to get paid full salary **NEXT**
2. I would likely continue to get paid a partial salary **NEXT**
3. I would likely expect not to get paid **NEXT**
4. I do not know **NEXT**

QELR.3 Do you receive any in-kind support from the non-governmental organization, civil society organization or other non-profit organizations SINCE THE SPREAD OF COVID-19 (food, health supplies, etc.)?

[Multiple response]

1. Yes, food **GO TO 2**
2. Yes, supplies for prevention (gloves, masks, sanitizer, etc.) **GO TO 3**
3. Yes, personal hygiene supplies (menstrual supplies, baby diapers, etc.) **NEXT**
4. No **NEXT**
5. I don't know **NEXT**

ANNEX 3.3 COPING MECHANISMS (CM)

QCM.1 If restrictive measures related to spread of COVID-19 continue, what would most likely happen to your financial situation?

	Please mark <input type="checkbox"/> appropriate box		
	Yes	Somehow	No
1. It will be difficult for me and my family to keep up with basic expenses (food, hygiene products, etc.) GO TO 2			
2. It will be difficult for me and my family to pay for rent and utilities GO TO 3			
3. I/we will have to save on food GO TO 4			
4. I/we will have to stop seeking health services/assistance GO TO 5			
5. I/we will have to ask for help from relatives and friends GO TO 6			
6. I/we will have to ask for help from the local authorities GO TO 7			
7. I/we will have to take out a loan NEXT			

ANNEX 3.4 HOUSEHOLD FOOD PRODUCTION AND SUPPLY (FPS)

QFPS1. Does your household produce any crops/livestock/poultry?

[Please select one]

1. Yes **NEXT**
2. No **GO TO QFPS2.5**

QFPS1.1 To what extent does the food produced by the household provide for your household food needs?

[Please select one]

1. It provides for **all** our food needs **NEXT**
2. It provides for **most** of our food needs **NEXT**
3. It provides for **some** of our food needs **NEXT**

QFPS2. The next few questions find out whether your household food supply has been affected by COVID-19.

QFPS2.1 Since COVID-19 started, has your ability to buy seed and other inputs to plant crops...

[Please select one]

1. Stayed the same **NEXT**
2. Increased **NEXT**
3. Decreased **NEXT**

QFPS2.2 Since COVID-19 started, has the amount of food crops and or livestock you produce ...

[Please select one]

1. Stayed the same **NEXT**
2. Increased **NEXT**
3. Decreased **NEXT**

QFPS2.3 Since COVID-19 started, has your ability to market the crops/livestock you produce...

[Please select one]

1. Stayed the same **NEXT**
2. Increased **NEXT**
3. Decreased **NEXT**

QFPS2.4 Since the start of COVID-19 has there been any theft of crops from the fields?

[Please select one]

1. Stayed the same **NEXT**
2. Increased **NEXT**
3. Decreased **NEXT**

For all respondents:

QFPS2.5 Since COVID-19 started, have food supplies in the local market/shops ...

[Please select one]

1. Stayed the same **NEXT**
2. Increased **NEXT**
3. Decreased **NEXT**

QFPS2.6 Thinking about the last MONTH, was there a time when you or others in your household ate less than you thought you should because of a lack of money or other resources?

[Please select one]

1. Yes **NEXT**
2. No **NEXT**
3. Do not know **NEXT**

QFPS2.7 Still thinking about the last MONTH, was there a time when you or others in your household were hungry but did not eat because there was not enough money or other resources for food?

[Please select one]

1. Yes **NEXT**
2. No **NEXT**
3. Do not know **NEXT**

QFPS2.8 Still thinking about the last MONTH, was there a time when you or others in your household were hungry but did not eat because there was not enough money or other resources for food?

[Please select one]

1. Yes **NEXT**
2. No **NEXT**
3. Do not know **NEXT**

ANNEX 4. Estimated Timeline in implementing the UN Women Rapid Gender Assessment Survey on the Impacts of COVID-19

As of 23 April 2020

Note: Reflective of the current experience of UN Women APRO which first rolled out the web-based survey. For illustration purposes, the 4th and 5th columns have been provided to UN Women colleagues for reference and guidance

Activity	Expected outputs	Estimated days needed	Illustration: if started on 4 May 2020		Remarks
		(not sequential*)	Start	End	
I. Research and design planning					
1.1 Work plan proposal					
Concept Note and research strategy	Research strategy meetings, research proposal and identification of potential partners	2 days	4-May-20	5-May-20	Refer to Guidance Document from HQ
Plan to link the research with advocacy (e.g., with target users in the Government) as well as other partners' activities (e.g., UNCT's socio-economic assessments)	Research advocacy plan	1 day	5-May-20	5-May-20	In some countries we are also informing NSOs or other Gov bodies so they can use the information for response planning. They are waiting eagerly
Formalize engagement with partners	Formal engagement	5 days	4-May-20	8-May-20	No. of days depend on the type of partners and the modality of engagement (e.g., MOU)
II. Data collection					
2.1 Preparatory work					
Review of related documents on impact assessment surveys	Inputs/Suggested changes on the reference Questionnaire and Guideline	1 day	6-May-20	6-May-20	Adapt the reference Questionnaire from HQ to region-/ country-specific priorities and needs
Finalization of questionnaire and guideline	Final Questionnaire and Guideline	2 days	7-May-20	8-May-20	Assumes that engagement with partner has already been formalized
Transcription of questionnaire/ Translation if needed	Translated Questionnaire and Guideline	1 day	11-May-20	11-May-20	

Activity	Expected outputs	Estimated days needed	Illustration: if started on 4 May 2020		Remarks
		(not sequential*)	Start	End	
2.2 Rolling out the survey					
Survey translation into e-format	Online survey tool	3 days	12-May-20	14-May-20	
Survey testing	Testing	1 day	15-May-20	15-May-20	
Survey adjustment	Finalized version online survey tool	1 day	18-May-20	18-May-20	
Survey implementation/ Interview	Raw data	5 days	19-May-20	25-May-20	Depending on the modality as well as the number of responses obtained, it can be sooner or later than that but 5 days is the average
Write up data collection	Data collection documentation	1 day	20-May-20	20-May-20	While survey is being rolled out
2.3 Data processing					
Prepare data for analysis	Cleaned data for the analysis	2 days	26-May-20	27-May-20	
III. Data analysis and key findings					
Data analysis	Summary tables	2 days	28-May-20	29-May-20	
Draft of preliminary findings	Draft preliminary findings	2 days	1-Jun-20	2-Jun-20	Full report will be done after more comprehensive validation has been undertaken; Include data collection documentation in item no. 2.1 above
Review of preliminary findings	Comments and feedback	2 days	3-Jun-20	4-Jun-20	
Finalization of preliminary findings	Release of preliminary findings	2 days	5-Jun-20	8-Jun-20	To include explicit caveats that these are subject to revisions once more comprehensive data validation and analysis has been undertaken
Feed findings into on-going assessments and decision making processes	Advocacy material to stakeholders	Continuous process after publishing preliminary results			Cross-referencing to the second activity in item no. 1.1
Preparation and publishing full report		10 days	9-Jun-20	22-Jun-20	Two weeks for the entire process of drafting and finalization - and everything in between

Note:

* - Activities can be done in parallel.



220 East 42nd Street
New York, New York 10017, USA
Tel: 646-781-4400

Women Count Data Hub:
data.unwomen.org