Data collection tools and resources for data collection activities for each Regional Objective

Tools		Additional Tools and Resources Available for Partners
For Data Collection by Partners	For Data Collection by Regional EWG	
Objective 1		
• Organisational Gender Audit tool • Self-Assessment tool	• Theme-list for Regional Focus group discussions • Theme-list for focus group discussion with project workers involved in this work with external agencies	• Template for focus group discussion with staff (for consultation as part of gender audit process) • Template for focus group discussion with managers/senior staff (for consultation as part of gender audit process) • Objective 1 implementation guide • Guidance notes • Ethics guidelines • Executive summary of evaluation framework • TFER Regional EWG
Objective 2a		
• Diversity Registration form • Journaling/Observation record sheet	• Interview guide for short semi-structured phone interviews with practitioners and project workers	• Objective 2 implementation guide (general focus) • Guidance notes • Ethics guidelines • Executive summary of evaluation framework • TFER Regional EWG
Objective 2b		
• Registration form • Socio-demographic data record (spreadsheet) • Journaling/Observation record sheet • Template for focus group discussions with community members	• Interview guide for semi-structured in-depth interviews with practitioners and project workers	• Objective 2 implementation guide (for specifically targeted initiatives) • Guidance notes • Ethics guidelines • Executive summary of evaluation framework • TFER Regional EWG
Objective 3		

• Message log (a spreadsheet to record information on message dissemination and reach etc) • Message checklist • Template for focus group discussion(s) to "pilot" test messages as part of formative evaluation	• Interview guide for semi-structured in-depth interviews with key informants and project workers • Theme-list for focus group discussion(s) to "pilot" test messages with "target" groups	• Objective 3 implementation guide • Guidance notes • Ethics guidelines • Executive summary of evaluation framework • TFER Regional EWG
Objective 4		
	• Mapping against VicHealth PVAW framework • Dissemination activities tracking spreadsheet • Forum attendance records and evaluation forms	• Executive summary of evaluation framework • TFER Regional EWG
Objective 5		
• Gender equity staff training survey	• Theme-list for Regional FGs • Interview guide for semi-structured phone interviews with selection of staff from across partner organisations • Theme-list for focus group discussion with leadership group and other leaders • Interview guide for semi-structured in-depth interviews with leadership group and other leaders • Annual capacity building audit tool (brief questionnaire to be administered via surveymonkey)	• Objective 5 implementation guide • Guidance notes • Ethics guidelines • Executive summary of the evaluation framework • TFER Regional EWG
Objective 6		
	• Visual mapping (proxy indicators) • Meeting minutes of Leadership Group and EWG • Partner visit/engagement log • Theme-list for focus group discussion with leadership group and other leaders • Interview guide for semi-structured in-depth interviews with leadership group and other leaders • Theme-list for regional focus group discussion	• Executive summary of the evaluation framework • TFER Regional EWG