



Global Network of Sex Work Projects
Promoting Health and Human Rights

**Community-led
Evaluation Framework
for the
Roll Out of the Sex Worker Implementation Tool
and
Meaningful Involvement of Sex Workers**

SUPPORTED BY:



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Introduction:

The [Sex Worker Implementation Tool](#), more commonly known as the SWIT [publication title: Implementing Comprehensive HIV/STI Programmes with Sex Workers: Practical Approaches from Collaborative Interventions] provides practical guidelines on how to implement rights-based programming. The SWIT was developed in collaboration with sex worker-led organisations and networks and was published in December 2013 by the World Health Organization (WHO), the United Nations Population Fund (UNFPA), the Joint United Nations Programme on HIV/AIDS (UNAIDS), the Global Network of Sex Work Projects (NSWP), The World Bank and the United Nations Development Programme (UNDP). NSWP published [The Smart Sex Worker's Guide to the SWIT](#) in 2015, which provides a short summary of its key messages.

LINKAGES/UNDP contracted NSWP to develop and pilot a community-led evaluation framework of the rollout of the SWIT and a framework for assessing meaningful involvement of sex workers in policy and programming forums and decision-making. This framework was developed in collaboration with sex workers nominated by the African Sex Workers Alliance (ASWA); Asia Pacific Network of Sex Workers (APNSW); Sex Worker Rights Advocacy Network for Central-Eastern Europe and Central Asia (SWAN); Plataforma LatinoAmerica de Personas que Ejercen el Trabajo Sexual (PLAPERTS); Caribbean Sex Workers Coalition (CSWC); colleagues from the LINKAGES and Bridging the Gaps programmes, The Global Fund, UNFPA, UNDP, WHO and UNAIDS at a Global Experts Meeting in September 2017 in Ukraine.

This framework is intended to be used by sex worker-led organisations to monitor the adoption and roll out of the SWIT and meaningful involvement of sex workers in their country. It will highlight gaps and provide information to support sex worker-led organisations advocacy for the implementation of comprehensive rights-based services in their country.

By roll out, this framework does not intend to monitor the implementation of the SWIT but gives an opportunity to gather information on the level of awareness and knowledge that the different stakeholders have of the SWIT at the time when the interviews with stakeholders took place.

The evaluation framework developed includes interviewing representatives from five categories of stakeholders identified during the Global Expert Meeting:

1. Sex worker-led organisations
2. Non-governmental organisations (international, national and local)
3. Global Fund supported programmes
4. Government programmes
5. United Nations agencies

The questions and indicators in the evaluation framework also came from the Global Expert Meeting, and were tested during national pilots, supported by NSWP and regional networks, and organised by OPSI in Indonesia (February 2018), KESWA in Kenya (March 2018), Chances for Life in Suriname (April 2018) and Legalife-Ukraine in Ukraine (May 2018). Feedback from the pilots have been included in this framework.

Guidance for implementing the evaluation framework

Sex worker-led organisations who decide to use the community-led evaluation framework can adapt the questions to national context, and/or shorten the questionnaires if they feel some questions are not relevant or necessary in their country. However, all the questions to assess meaningful involvement of sex workers should be asked of all stakeholders.

STEPS RECOMMENDED:

- Discuss potential technical support available from your regional network and/or NSWP.
- Identify a minimum of 5 sex workers to implement the evaluation framework, who must be supported by the sex worker-led organisation leading the project.
- Organise a 2 – 3-day workshop to train the sex workers in using the evaluation framework. During the workshop review all the questions with the sex workers; adapt the questions to national context; and decide which questions must be asked and which indicators will be used to inform the national report.
- Conduct a national stakeholder mapping and identify key organisations and individuals from each stakeholder category within the country to be interviewed. This can be done before or during the workshop – but should always involve sex workers.
- Conduct interviews with a limited number of stakeholders and reconvene the sex worker interviewers to discuss and resolve any issues that arose during the initial stakeholder interviews.
- Conduct remaining stakeholder interviews.
- Once all interviews have been conducted, reconvene the sex worker interviewers to discuss findings and agree critical content for the national report
- Draft a national report (template provided at the end of this document).
- Organise a sex worker validation meeting to review the draft report and review the draft report in line with comments received from the community.
- Share the draft report with the stakeholders interviewed, and consider feedback received and whether the report should be further reviewed.

Notes:

Interview participants should be asked to sign a consent form prior to the interview. The consent form should include that interview participants can choose not to answer any question and ask participants to give permission for quotes to be used in the Country Report; they should be informed that they can request to see the quotes before they are included in the report and can veto any quotes they do not want published.

Sex Worker-led Organisations Questionnaires and Indicators

NSWP defines sex worker-led organisations as organisations or groups that meet at least two of the three following criteria:

- ↪ Decision-making body: 50% or more of the decision-making body must be sex workers (former and current - with an aspiration to include current sex workers although not an absolute requirement).
- ↪ Spokespeople: 50% or more of the spokespeople must be sex workers.
- ↪ Staff: 33% or more of the staff are sex workers and have the same contracts and working conditions as other staff in the organisation.

Map all relevant sex worker-led organisations in the country before deciding who to interview. Not all community members must be asked all questions, the sex worker-led organisation implementing the framework should select the questions relevant to the different levels of community members: service users, peer educators, project managers.

Questions for sex worker-led organisations

Knowledge of and access to SWIT

1. Do you and other staff in your organisation know the SWIT (Implementing Comprehensive HIV/STI Programmes with Sex Workers), the international normative guidance on sex worker programming?
2. Has your organisation had access to capacity building on SWIT?
If yes
 - a. Has your organisation been able to utilise learning from SWIT capacity building?
 - b. How has the learning from SWIT capacity building been utilised?
 - c. What was the SWIT capacity building activity e.g. workshop, on-line learning, etc.
 - d. Does your organisation know where to get more capacity building on SWIT?
 - e. Has your organisation received more funding since it received SWIT capacity building?
3. Is your organisation aware of other national, regional and global stakeholders advocating for the SWIT?
4. Does your organisation have copies of the SWIT?
5. Is it available in full in the local languages?
If yes, is the quality of the translation good and language appropriate?
6. Does your organisation have copies of the Smart Sex Worker's Guide to SWIT? Is it also available in the languages understood by sex workers in the country, including migrants?

Your organisation and SWIT

7. Does your organisation advocate for or provide technical assistance on the SWIT externally?
With whom?
 - a. On a scale from 1 (low) to 10 (high), how would you rate your organisation's advocacy on the SWIT externally?
 - b. Has your organisation's advocacy resulted in the adoption of SWIT by other stakeholders in your country?
 - c. If yes, has it resulted in improvements in the lives of sex workers?
 - d. Is your organisation aware of any donors who have changed their criteria to enable sex worker-led organisations to apply for funding since the launch of the SWIT?
If yes, when was the change and is your organisation now able to apply for funding?

8. Has your organisation received any support from other national, regional and global stakeholders in advocating for the SWIT?
 - a. On a scale from 1 to 10, how useful was the support from other national, regional and global stakeholders in advocating for the SWIT?
9. Has your organisation received any support from UNAIDS, UNFPA, UNDP and WHO in advocating for the SWIT?
 - a. On a scale from 1 to 10, how useful was the support from UNAIDS, UNFPA, UNDP and WHO in advocating for the SWIT?
 - b. Is your organisation aware of UNAIDS, UNFPA, UNDP and WHO advocating for the SWIT in your country?
 - c. Do the different UN agencies prioritise particular chapters?
 - d. Does your organisation receive regular updates from the UN on their SWIT-related activities?
10. How does your organisation advocate to the government on politically sensitive issues?
11. Do sex workers recognise themselves as experts in identifying their needs and informing rights-based programming?
 - a. Has your organisation employed sex workers for their expertise and knowledge?

Programmes and SWIT

12. Does your organisation prioritise the chapters of the SWIT in line with the sex worker community's needs and realities? How?
13. Does your organisation ensure programmes are accessible to the sex worker community in all its diversity? How?
 - a. Does your organisation provide services for undocumented migrant and mobile sex workers? If yes, are the services provided to them the same as those provided to other sex workers?
 - b. Does your organisation provide services for sex workers living with HIV who want to continue selling sex? If yes, what services does your organisations provide to them?
14. Does your organisation have any experience of sex work programming by other stakeholders in the country?
 - a. If yes, is it aligned with the SWIT?
 - b. If not aligned, what recommendations would your organisation make to ensure it becomes aligned with the SWIT?
15. Are there administrative, legislative or policy barriers to implementing sex worker-led programmes? If yes, please describe them.
16. What steps do you take to ensure that data is collected and stored safely and securely?
17. Do donors give enough time to sex worker-led organisations to consult with the community and relevant stakeholders ahead of submitting funding proposals?

Indicators for sex worker-led organisations

sex worker-led organisations in country

sex worker-led organisations who participated in the evaluation in country

sex worker-led organisations that are aware of and understand the SWIT

sex worker-led organisations that have translated the Smart Sex Worker's Guide to SWIT in languages understood by sex workers in the country, including migrants

sex worker-led organisations that have had access to capacity building activities on SWIT

sex worker-led organisations that have provided capacity building on the SWIT

↳ within their organisation

↳ to other organisations

programmes developed in line with SWIT by sex worker-led organisations

sex worker-led organisations that report requesting support from UNAIDS, UNFPA, UNDP, WHO in advocating for the SWIT

sex worker-led organisations that report receiving support from UNAIDS, UNFPA, UNDP, WHO in advocating for the SWIT

sex worker-led organisations that received more funding since they started using SWIT as an advocacy tool

other stakeholders that sex worker-led organisations are aware of advocating for the SWIT

@ local level

@ district level

@ national level

@ regional level

@ global level

sex worker-led organisations that report being aware of UNAIDS, UNFPA, UNDP and WHO advocating for the SWIT in your country

sex worker-led organisations that receive regular updates from UN agencies on their SWIT related activities

Meaningful involvement of sex workers checklist

1. Sex workers choose how they are represented, and by whom Yes or No?
2. Sex workers choose how they engage in the process Yes or No?
3. Sex workers choose whether to participate or not Yes or No?
4. Sex workers have an equal voice in how partnerships are managed Yes or No?
5. A transparent process for decision-making exists and allows time for consultation (between sex worker-led organisations and/or between sex worker-led organisations and their constituencies). Yes or No?
A transparent process includes:
 - Comprehensive information about decision to be made by the community was made available in a timely manner and in the languages spoken by sex workers in the country (including migrants)
 - An electronic or written communication to document the consultation that occurred with sex worker groups across the geographic area
 - 1 month, at least, to allow for consultation at national level
6. Clear Terms of Reference exist for all individuals involved in the process to indicate that they represent their constituencies, and not their personal interests Yes or No?
7. Sex workers and partners have equal voice and power Yes or No?
8. Sex workers are not only beneficiaries of programmes but are involved at all levels in programmes (design, development, implementation, monitoring and evaluation, management, advisory committees and governance) and policy development and review. Yes or No?
9. Translation and interpretation is always provided to sex worker-led organisations Yes or No?

Meaningful involvement questions for sex worker-led organisations

1. Are sex worker-led organisations disadvantaged in the selection of organisations to receive funding, due to specific provisions such as unrealistic experience, requirements, unequal application of conflict of interest policies, etc.?
If yes, do the same provisions apply to non sex worker-led organisations?
2. What steps does your organisation take to ensure that sex workers are meaningfully involved and can understand the process and discussions, and input?
3. What steps does your organisation take to ensure documents and other materials are accessible to sex workers?
4. What steps does your organisation take to ensure sex workers are meaningfully involved in the following stages of sex work programmes and technical assistance provided by your organisation.
 - Planning?
 - Implementation?
 - Monitoring and evaluation?
 - Management?
 - Governance?
5. What steps does your organisation take to ensure sex workers are meaningfully involved in setting priorities when resources are limited?

6. What steps are taken to ensure the results of community consultations are used to inform policy and programme development?
7. To your knowledge, are sex workers meaningfully involved in all sex work-related policy forums?
8. What steps does your organisation take to ensure sex workers are meaningfully involved in sex work-related policy forums that your organisation is aware of?
9. Does your organisation recognise sex workers and sex worker-led organisations as experts in the field of sex work policy and programming? How?

Meaningful involvement indicators

sex worker-led organisations in country

sex worker-led organisations that report sex workers and themselves are considered experts by external stakeholders

sex worker-led organisations that report donors provide adequate notice of funding opportunities for them to consult with the sex worker community and prepare proposals

funding opportunities with criteria that result in the exclusion of sex worker-led organisations

sex worker-led organisations who consult their members *at all stages* in the development of their strategic plan

sex worker-led organisations that report meaningful involvement in national policy development

sex worker-led organisations that report meaningful involvement in setting programme priorities and programme development

sex workers nominated by sex worker-led organisations participating in national policy and programme forums

sex worker-led organisations asked to nominate representatives to engage in policy and programme forums

@ local level

@ district level

@ national level

sex worker-led organisations who have transparent and accountable criteria for nomination of sex worker representatives

sex worker-led organisations that have transparent mechanisms in place to ensure sex worker representatives are accountable to the organisation and the community

Non-Governmental Organisations Questionnaires and Indicators

There are many different types of non-governmental organisations, including international non-governmental organisations (such as the International HIV/AIDS Alliance), bi-lateral donor programmes (such as LINKAGES and Bridging the Gaps programmes), national non-governmental organisations and local community-based organisations, which can also include sex worker-led organisations. Map all relevant non-governmental organisations before deciding who to interview.

Questions for non-governmental organisations

Knowledge of and access to SWIT

1. Do you and other staff in your organisation know the SWIT (Implementing Comprehensive HIV/STI Programmes with Sex Workers), the international normative guidance on sex worker programming?
2. Does your organisation have copies of the SWIT?
3. Is it available in full in the local languages?
If yes, is the quality of the translation good and language appropriate?
4. Does your organisation have copies of the Smart Sex Worker's Guide to SWIT? Is it also available in the languages understood by sex workers in the country, including migrants?

Your organisation and SWIT

5. Does your organisation advocate for the SWIT externally?
With who?
 - a. On a scale from 1 (low) to 10 (high), how would you rate the efficacy of your organisation's advocacy on the SWIT externally?
 - b. Has your organisation's advocacy resulted in the adoption of SWIT by other stakeholders in your country?
If yes, has it resulted in improvements in the lives of sex workers?
 - c. Is your organisation aware of any donors who have changed their criteria to enable sex worker-led organisations to apply for funding since the launch of the SWIT?
If yes, when was the change and are they now able to apply for funding?
6. What is your organisation's position on the decriminalisation of sex work?
7. How does your organisation advocate to the government on politically sensitive issues?
8. Has your organisation employed sex workers for their expertise and knowledge?
9. What does your organisation do to strengthen solidarity within the sex worker community? Please provide one success and one challenge that your organisation has had related to strengthening sex worker-led organisations.
10. What technical assistance or other support is available to enable sex-worker-led organisations to access funding?
11. Does your organisation provide regular updates to sex worker-led organisations on its work on ensuring the roll out and implementation of the SWIT?
12. What does your organisation do to build the capacity of sex worker-led organisations in line with the SWIT?

Programmes and SWIT

13. Was the SWIT used to inform the development of your organisation's sex work programmes?

14. Does your organisation's sex work programme implement all Chapters from the SWIT?
If no, which Chapters are covered?
 - a. For each Chapter implemented list activities in your sex work programme [interviewer to check activities against the SWIT checklist].
15. What is your process for responding when your organisation is made aware that your interventions are not aligned with the SWIT, or sex worker-led organisations oppose your practices?
16. Does your organisation ensure programmes are accessible to the sex worker community in all its diversity? How?
 - a. Does your organisation provide services for undocumented migrant and mobile sex workers?
If yes, are the services provided to them the same as those provided to other sex workers?
 - b. Does your organisation provide services for sex workers living with HIV who want to continue selling sex?
If yes, what services does your organisations provide to them?
17. How much of your department's budget is allocated to sex work programming?
 - a. How much of this funding is allocated to sex worker-led programmes?
18. What steps do you take to ensure data is collected and stored safely and securely?
19. Are there administrative, legislative or policy barriers to implement sex worker-led programmes?
If yes, please describe them

Indicators for non-governmental organisations

non-government organisations identified in the stakeholder mapping

non-government organisations interviewed

non-government organisations used SWIT to develop their sex work programmes

% of non-governmental organisation's funding used for sex work programming

% of non-governmental organisation's funding used to support sex worker-led programmes

sex work programmes funded and/or implemented by non-governmental organisations

sex work programmes funded and/or implemented by non-governmental organisations in line with the SWIT

non-government organisations who involve sex worker-led organisations in decision-making about their sex work related policies and programmes

sex work programmes tailored to the needs of

- ↳ Sex workers living with HIV
- ↳ Female sex workers
- ↳ Male sex workers
- ↳ Transgender sex workers
- ↳ Documented migrant and mobile sex workers
- ↳ Undocumented migrant and mobile sex workers
- ↳ Sex workers who use drugs

Meaningful involvement of sex workers checklist

1. Sex workers choose how they are represented, and by whom Yes or No?
2. Sex workers choose how they engage in the process Yes or No?
3. Sex workers choose whether to participate or not Yes or No?
4. Sex workers have an equal voice in how partnerships are managed Yes or No?
5. A transparent process for decision-making exists and allows time for consultation (between sex worker-led organisations and/or between sex worker-led organisations and their constituencies). Yes or No?
A transparent process includes:
 - Comprehensive information about decision to be made by the community was made available in a timely manner and in the languages spoken by sex workers in the country (including migrants)
 - An electronic or written communication to document the consultation that occurred with sex worker groups across the geographic area
 - 1 month, at least, to allow for consultation at national level
6. Clear Terms of Reference exist for all individuals involved in the process to indicate that they represent their constituencies, and not their personal interests Yes or No?
7. Sex workers and partners have equal voice and power Yes or No?
8. Sex workers are not only beneficiaries of programmes but are involved at all levels in programmes (design, development, implementation, monitoring and evaluation, management, advisory committees and governance) and policy development and review. Yes or No?
9. Translation and interpretation is always provided to sex worker-led organisations Yes or No?

Meaningful involvement questions for non-governmental organisations

These questions are designed to assess the extent to which sex workers are meaningfully involved in non-governmental organisations providing services to sex workers.

1. Are sex worker-led organisations disadvantaged in the selection of organisations to receive funding, due to specific provisions such as unrealistic experience, requirements, unequal application of conflict of interest policies, etc.?
 - a. If yes, do the same provisions apply to your organisation?
2. What steps does your organisation take to ensure that sex workers-led organisations are meaningfully involved and are able to understand the process and discussions, and input?
3. What steps does your organisation take to ensure documents and other materials are accessible to sex worker-led organisations and their constituencies?
4. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in the following stages of sex work programmes and technical assistance provided by your organisation.
 - Planning?
 - Implementation?
 - Monitoring and evaluation?

- Management?
 - Governance?
5. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in setting priorities when resources are limited?
 6. What steps are taken to ensure the results of community consultations are used to inform policy and programme development?
 7. To your knowledge, are sex worker-led organisations meaningfully involved in all sex work-related policy forums?
 8. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in sex work-related policy forums?
 9. Does your organisation recognise sex workers and sex worker-led organisations as experts in the field of sex work policy and programming? How?
 - a. Does your organisation remunerate that expertise at the same level as other remunerated experts?
 10. What steps are taken to ensure that your organisation's sex work related documents have been reviewed by sex worker-led organisations?
 - a. Does your organisation translate sex work related documents into languages that are understood by the sex worker community?
 11. What steps does your organisation take to support sex worker-led organisations in consulting with their members where needed?

The Global Fund Questionnaires and Indicators

The Global Fund to Fight AIDS, Tuberculosis and Malaria has included the need to ensure access to comprehensive services for key populations, including sex workers, in their new 6-year strategy. The Global Fund adopted the SWIT as normative international guidance for sex work programming, aligning the sex work programming module with the SWIT. Sex work programmes funded through the Global Fund should therefore align with the SWIT and ensure meaningful involvement of sex worker-led organisations in the design, development, implementation, management, monitoring and evaluation and governance of services. Global Fund stakeholders include Principle Recipients (PRs), Sub-Recipients (SRs) and Sub-Sub-Recipients (SSRs), which can include sex worker-led organisations; as well as Country Coordinating Mechanisms (CCMs), including sex worker representatives on CCMs. Map all relevant Global Fund stakeholders in your country before deciding whom to interview.

Questions for Global Fund PRs, SRs & SSRs

Knowledge of and access to SWIT

1. Do you and other staff in your organisation know the SWIT (Implementing Comprehensive HIV/STI Programmes with Sex Workers), the international normative guidance on sex worker programming?
2. Does your organisation have copies of the SWIT?
3. Is it available in full in the local languages?
If yes, is the quality of the translation good and language appropriate?
4. Does your organisation have copies of the Smart Sex Worker's Guide to SWIT? Is it also available in the languages understood by sex workers in the country, including migrants?

Your organisation and SWIT

5. Does your organisation advocate for the SWIT externally? With who?
 - a. On a scale from 1 (low) to 10 (high), how would you rate your organisation's advocacy on the SWIT externally?
 - b. Has your organisation's advocacy resulted in the adoption of SWIT by other stakeholders in your country?
If yes, has it resulted in improvements in the lives of sex workers?
 - c. Is your organisation aware of any donors who have changed their criteria to enable sex worker-led organisations to apply for funding since the launch of the SWIT?
If yes, when was the change and is your organisation now able to apply for funding?
6. Has your organisation employed sex workers for their expertise and knowledge?
7. What does your organisation do to build the capacity of sex worker-led organisations in line with the SWIT?
8. What does your organisation do to strengthen the sex worker collective and increase solidarity?
9. What technical assistance or other support is available to enable sex-worker-led organisations to access funding?
10. Does your organisation provide regular updates to sex worker-led organisations on its work on ensuring the roll out and implementation of the SWIT?

Programmes and SWIT

11. What steps are taken to ensure the funding proposal and programming implemented are consistent with the SWIT?

12. Was the SWIT used to inform the development of your organisation's sex work programmes?
13. Does your organisation's sex work programme implement all Chapters from the SWIT?
If no, which Chapters are implemented?
 - a. For each Chapter implemented list activities in your sex work programme [interviewer to check activities against the SWIT checklist].
14. How much of the Global Fund budget in the country is allocated to key populations?
 - a. How much of the Global Fund budget in the country is allocated to sex work programming?
 - b. How much of this funding is allocated to support sex worker-led programmes?
15. What is your process for responding when your organisation is made aware that your interventions are not aligned with the SWIT or sex worker-led organisations oppose your practices?
16. Does your organisation ensure programmes are accessible to the sex worker community in all of its diversity? How?
 - a. Does your organisation provide services for undocumented migrant and mobile sex workers?
If yes, are the services provided to them the same as those provided to other sex workers?
 - b. Does your organisation provide services for sex workers living with HIV who want to continue selling sex?
If yes, what services does your organisations provide to them?
17. How much of your department's budget is allocated to sex work programming?
 - a. How much of this funding is allocated to sex worker-led programmes?
18. What steps do you take to ensure for data is collected and stored safely and securely?
19. Are there administrative, legislative or policy barriers to implement sex worker-led programmes?
If yes, please describe them.

Indicators for Global Fund PRs, SRs & SSRs

- # organisations identified in the stakeholder mapping
- # organisations interviewed
- # organisations used SWIT to develop their sex work programmes
- % of organisation's funding used for sex work programming
- % of organisation's funding used to support sex worker-led programmes
- # sex work programmes funded and/or implemented by organisations
- # sex work programmes funded and/or implemented by organisations in line with the SWIT
- # organisations who involve sex worker-led organisations in decision-making about their sex work related policies and programmes
- # sex work programmes tailored to the needs of
 - ↔ Sex workers living with HIV
 - ↔ Female sex workers
 - ↔ Male sex workers
 - ↔ Transgender sex workers
 - ↔ Documented migrant and mobile sex workers
 - ↔ Undocumented migrant and mobile sex workers
 - ↔ Sex workers who use drugs
- % of national budget from Global Fund allocated to key populations

% of national budget from Global Fund allocated to sex work programming

% of national budget from Global Fund allocated to support sex worker-led programmes

Meaningful involvement of sex workers checklist

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Sex workers choose how they are represented, and by whom | Yes or No? |
| 2. Sex workers choose how they engage in the process | Yes or No? |
| 3. Sex workers choose whether to participate or not | Yes or No? |
| 4. Sex workers have an equal voice in how partnerships are managed | Yes or No? |
| 5. A transparent process for decision-making exists and allows time for consultation (between sex worker-led organisations and/or between sex worker-led organisations and their constituencies). A transparent process includes: <ul style="list-style-type: none">• Comprehensive information about decision to be made by the community was made available in a timely manner and in the languages spoken by sex workers in the country (including migrants)• An electronic or written communication to document the consultation that occurred with sex worker groups across the geographic area• 1 month, at least, to allow for consultation at national level | Yes or No? |
| 6. Clear Terms of Reference exist for all individuals involved in the process to indicate that they represent their constituencies, and not their personal interests | Yes or No? |
| 7. Sex workers and partners have equal voice and power | Yes or No? |
| 8. Sex workers are not only beneficiaries of programmes but are involved at all levels in programmes (design, development, implementation, monitoring and evaluation, management, advisory committees and governance) and policy development and review. | Yes or No? |
| 9. Translation and interpretation is always provided to sex worker-led organisations | Yes or No? |

Meaningful involvement questions for Global Fund PRs, SRs & SSRs

These questions are designed to assess the extent to which sex workers are meaningfully involved in Global Fund PR, SR and SSR organisations providing services to sex workers.

1. Are sex worker-led organisations disadvantaged in the selection of organisations to receive funding, due to specific provisions such as unrealistic experience, requirements, unequal application of conflict of interest policies, etc.?
If yes, do the same provisions apply to your organisation?
2. What steps does your organisation take to ensure that sex workers-led organisations are meaningfully involved and are able to understand the process and discussions, and input?
3. What steps does your organisation take to ensure documents and other materials are accessible to sex worker-led organisations and their constituencies?
4. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in the following stages of sex work programmes and technical assistance provided by your organisation.

- Planning?
 - Implementation?
 - Monitoring and evaluation?
 - Management?
 - Governance?
5. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in setting priorities when resources are limited?
 6. What steps are taken to ensure the results of community consultations are used to inform policy and programme development?
 7. To your knowledge, are sex worker-led organisations meaningfully involved in all sex work-related policy forums?
 8. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in sex work-related policy forums?
 9. Does your organisation recognise sex workers and sex worker-led organisations as experts in the field of sex work policy and programming? How?
 - a. Does your organisation remunerate that expertise at the same level as other remunerated experts?
 10. What steps are taken to ensure that your organisation's sex work related documents have been reviewed by sex worker-led organisations?
 - a. Does your organisation translate sex work related documents into languages that are understood by the sex worker community?
 11. What steps does your organisation take to support sex worker-led organisations in consulting with their members where needed?

Questions for CCM Secretariat

Knowledge of and access to SWIT

1. Do you and other staff in your organisation know the SWIT (Implementing Comprehensive HIV/STI Programmes with Sex Workers), the international normative guidance on sex worker programming?
2. Does your organisation have copies of the SWIT?
3. Is it available in full in the local languages?
If yes, is the quality of the translation good and language appropriate?

Your organisation and SWIT

4. What funding is available to build the capacity of community representatives to participate meaningfully in the CCM?
5. Is there a sex worker representative on the CCM?
6. What support is provided to community representatives to ensure meaningful consultation and feedback mechanism to their constituencies?
7. Are there conflict of interest and confidentiality protocols that are applicable for all CCM members?
8. What steps have you taken to ensure that all CCM members are aware of the 5 minimum human rights standards of the Global Fund?

Meaningful involvement of sex workers checklist

1. Sex workers choose how they are represented, and by whom Yes or No?
2. Sex workers choose how they engage in the process Yes or No?
3. Sex workers choose whether to participate or not Yes or No?
4. Sex workers have an equal voice in how partnerships are managed Yes or No?
5. A transparent process for decision-making exists and allows time for consultation (between sex worker-led organisations and/or between sex worker-led organisations and their constituencies). Yes or No?
A transparent process includes:
 - Comprehensive information about decision to be made by the community was made available in a timely manner and in the languages spoken by sex workers in the country (including migrants)
 - An electronic or written communication to document the consultation that occurred with sex worker groups across the geographic area
 - 1 month, at least, to allow for consultation at national level
6. Clear Terms of Reference exist for all individuals involved in the process to indicate that they represent their constituencies, and not their personal interests Yes or No?
7. Sex workers and partners have equal voice and power Yes or No?
8. Sex workers are not only beneficiaries of programmes but are involved at all levels in programmes (design, development, implementation, monitoring and Yes or No?

evaluation, management, advisory committees and governance) and policy development and review.

9. Translation and interpretation is always provided to sex worker-led organisations Yes or No?

Meaningful involvement questions for CCM Secretariat

These questions are designed to assess the extent to which sex workers are meaningfully involved in the CCM.

1. Are sex worker-led organisations disadvantaged in the selection of organisations to receive funding, due to specific provisions such as unrealistic experience, requirements, unequal application of conflict of interest policies, etc.?
If yes, do the same provisions apply to your organisation?
2. What steps does your organisation take to ensure that sex workers-led organisations are meaningfully involved and are able to understand the process and discussions, and input?
3. What steps does your organisation take to ensure documents and other materials are accessible to sex worker-led organisations and their constituencies?
4. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in the following stages of sex work programmes and technical assistance provided by your organisation.
 - Planning?
 - Implementation?
 - Monitoring and evaluation?
 - Management?
 - Governance?
5. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in setting priorities when resources are limited?
6. What steps does your organisation take to ensure the results of community consultations are used to inform policy and programme development?
7. To your knowledge, are sex worker-led organisations meaningfully involved in all sex work-related policy forums?
8. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in sex work-related policy forums?
9. Does your organisation recognise sex workers and sex worker-led organisations as experts in the field of sex work policy and programming? How?
 - a. Does your organisation remunerate that expertise at the same level as other remunerated experts?
10. What steps are taken to ensure that your organisation's sex work related documents have been reviewed by sex worker-led organisations?
 - a. Does your organisation translate sex work related documents into languages that are understood by the sex worker community?
11. What steps does your organisation take to support sex worker-led organisations in consulting with their members where needed?

Questions for sex worker representatives on CCM

1. Is there a sex worker representative on the CCM?

Knowledge of and access to SWIT

2. Do you know the SWIT (Implementing Comprehensive HIV/STI Programmes with Sex Workers), the international normative guidance on sex worker programming?
3. Do you have a copy of the SWIT?
4. Is it available in full in the local languages?
If yes, is the quality of the translation good and language appropriate?
5. Do you have a copy of the Smart Sex Worker's Guide to SWIT? Is it also available in the languages understood by sex workers in the country, including migrants?

Meaningful participation

6. What funding or other support is available to build the capacity of community representatives to participate meaningfully in the CCM?
 - a. Have you accessed this support to meaningfully participate in the CCM and consult with your constituency?
If yes, what support was provided?
7. What support is provided to community representatives to ensure meaningful consultation to and feedback mechanisms for their constituencies?
 - a. How many consultations were undertaken with sex worker-led organisations and/or the sex worker community in the last three years?

Programmes and SWIT

8. What steps are taken to ensure the funding proposal and programming implemented are consistent with the SWIT?
9. How much of the Global Fund budget in the country is allocated to key populations?
 - a. How much of the Global Fund budget in the country is allocated to sex work programming?
 - b. How much of this funding is allocated to sex worker-led programmes?
10. Are there conflict of interest and confidentiality protocols that are applicable for all CCM members?
 - a. Have you ever faced a situation where you were told you have a conflict of interest? What was the perceived conflict of interest?

Indicators for sex worker representatives on CCM

of consultations carried out with sex worker-led organisations and/or the sex worker community in the last three years

Meaningful involvement of sex workers checklist

- | | |
|--------------------------------------------------------------------|------------|
| 1. Sex workers choose how they are represented, and by whom | Yes or No? |
| 2. Sex workers choose how they engage in the process | Yes or No? |
| 3. Sex workers choose whether to participate or not | Yes or No? |
| 4. Sex workers have an equal voice in how partnerships are managed | Yes or No? |

5. A transparent process for decision-making exists and allows time for consultation (between sex worker-led organisations and/or between sex worker-led organisations and their constituencies). Yes or No?
 A transparent process includes:
- Comprehensive information about decision to be made by the community was made available in a timely manner and in the languages spoken by sex workers in the country (including migrants)
 - An electronic or written communication to document the consultation that occurred with sex worker groups across the geographic area
 - 1 month, at least, to allow for consultation at national level
6. Clear Terms of Reference exist for all individuals involved in the process to indicate that they represent their constituencies, and not their personal interests Yes or No?
7. Sex workers and partners have equal voice and power Yes or No?
8. Sex workers are not only beneficiaries of programmes but are involved at all levels in programmes (design, development, implementation, monitoring and evaluation, management, advisory committees and governance) and policy development and review. Yes or No?
9. Translation and interpretation is always provided to sex worker-led organisations Yes or No?

Meaningful involvement questions for sex worker representatives on CCM

These questions are designed to assess the extent to which sex workers are meaningfully involved in the CCM.

1. Are sex worker-led organisations disadvantaged in the selection of organisations to receive funding, due to specific provisions such as unrealistic experience, requirements, unequal application of conflict of interest policies, etc.?
 If yes, do the same provisions apply to your organisation?
2. What steps do you take to ensure that sex workers-led organisations are meaningfully involved and are able to understand the process and discussions, and give input?
3. What steps do you take to ensure documents and other materials are accessible to sex worker-led organisations and their constituencies?
4. What steps do you take to ensure sex worker-led organisations are meaningfully involved in the following stages of sex work programmes and technical assistance provided by your organisation.
 - Planning?
 - Implementation?
 - Monitoring and evaluation?
 - Management?
 - Governance?
5. What steps do you take to ensure sex worker-led organisations are meaningfully involved in setting priorities when resources are limited?
6. What steps do you take to ensure the results of community consultations are used to inform policy and programme development?

7. To your knowledge, are sex worker-led organisations meaningfully involved in all sex work-related policy forums?
8. What steps do you take to ensure sex worker-led organisations are meaningfully involved in sex work-related policy forums?
9. What steps do you take to ensure that sex work related documents have been reviewed by sex worker-led organisations?
10. What steps do you take to support sex worker-led organisations in consulting with their members where needed?

Government Questionnaires and Indicators

National, district and local governments have a responsibility to plan and implement responses to HIV. They will have a number of departments that are involved in the response to HIV. Map all relevant government bodies and departments before deciding who to interview.

Questions for local, district and national governments

Knowledge of and access to SWIT

1. Do you and other staff in your organisation know the SWIT (Implementing Comprehensive HIV/STI Programmes with Sex Workers), the international normative guidance on sex worker programming?
2. Does your organisation have copies of the SWIT?
3. Is it available in full in the local languages?
If yes, is the quality of the translation good and language appropriate?
4. Does your organisation have copies of the Smart Sex Worker's Guide to SWIT? Is it also available in the languages understood by sex workers in the country, including migrants?
5. Is the national HIV strategic plan aligned with the SWIT and does it recognise the role of sex worker-led organisations in line with the SWIT?

Your organisation and SWIT

6. Does your department advocate for the SWIT? With who?
 - a. On a scale from 1 (low) to 10 (high), how would you rate your department's advocacy on the SWIT?
 - b. Has your department's advocacy led to the adoption of SWIT by other stakeholders in your country?
 - c. If yes, has it resulted in improvements in the lives of sex workers?
 - d. Is your department aware of any donors who have changed their criteria to enable sex worker-led organisations to apply for funding since the launch of the SWIT?
If yes when was the change and is your organisation now able to apply for funding?
7. What does your department do to build the capacity of sex worker-led organisations in line with the SWIT?
8. What technical assistance or other support is available to enable sex-worker-led organisations to access funding?
9. Has your department employed sex workers for their expertise and knowledge?
10. Does your department provide regular updates to sex worker-led organisations on its work on ensuring the roll out and implementation of the SWIT?
11. Does your department discuss and align its position on sex work with other government departments?

Programmes and SWIT

12. How much of your department's budget is allocated to sex work programming?
 - a. How much of this funding is allocated to sex worker-led programmes?
13. Is the SWIT used to inform the development of your department's sex work programmes?
14. Does your department's sex work programme implement all chapters from the SWIT?
If no, which Chapters are implemented?

- a. For each Chapter implemented list activities in your sex work programme [interviewer to check activities against the SWIT checklist].
15. What is your process for responding when your organisation is made aware that your interventions are not aligned with the SWIT or sex worker-led organisations oppose your practices?
 16. Does your department ensure programmes are accessible to the sex worker community in all of its diversity? How?
 - a. Does your department provide services for undocumented migrant and mobile sex workers? If yes, are the services provided to them the same as those provided to other sex workers?
 - b. Does your department provide services for sex workers living with HIV who want to continue selling sex? If yes, what services does your organisations provide to them?
 17. What steps do you take to ensure data is collected and stored safely and securely?
 18. Are there administrative, legislative or policy barriers to implement sex worker-led programmes? If yes, please describe them.

Indicators for local, district and national governments

government departments identified in the stakeholder mapping

- @ Local level
- @ District level
- @ National level

government departments interviewed

- @ Local level
- @ District level
- @ National level

policies and laws that directly or indirectly create barriers to implementing rights-based programmes as outlined in the SWIT

policies and laws that directly or indirectly protect the human rights of sex workers

sex work related policies and guidelines developed since the SWIT was launched in 2013

sex worker related policies and guidelines developed with meaningful involvement of sex worker-led organisations since the SWIT was launched in 2013

% of department funding used for sex work programming

% of department funding used for sex worker-led programmes

sex work programmes funded and/or implemented by government

sex work programmes funded and/or implemented by government in line with the SWIT

sex work programmes tailored to the needs of

- ↔ Sex workers living with HIV
- ↔ Female sex workers
- ↔ Male sex workers
- ↔ Transgender sex workers
- ↔ Documented migrant and mobile sex workers
- ↔ Undocumented migrant and mobile sex workers
- ↔ Sex workers who use drugs

Meaningful involvement of sex workers checklist

1. Sex workers choose how they are represented, and by whom Yes or No?
2. Sex workers choose how they engage in the process Yes or No?
3. Sex workers choose whether to participate or not Yes or No?
4. Sex workers have an equal voice in how partnerships are managed Yes or No?
5. A transparent process for decision-making exists and allows time for consultation (between sex worker-led organisations and/or between sex worker-led organisations and their constituencies). Yes or No?
A transparent process includes:
 - Comprehensive information about decision to be made by the community was made available in a timely manner and in the languages spoken by sex workers in the country (including migrants)
 - An electronic or written communication to document the consultation that occurred with sex worker groups across the geographic area
 - 1 month, at least, to allow for consultation at national level
6. Clear Terms of Reference exist for all individuals involved in the process to indicate that they represent their constituencies, and not their personal interests Yes or No?
7. Sex workers and partners have equal voice and power Yes or No?
8. Sex workers are not only beneficiaries of programmes but are involved at all levels in programmes (design, development, implementation, monitoring and evaluation, management, advisory committees and governance) and policy development and review. Yes or No?
9. Translation and interpretation is always provided to sex worker-led organisations Yes or No?

Meaningful involvement questions for local, district and national government

These questions are designed to assess the extent to which sex workers are meaningfully involved in local, district and national government responses to HIV.

1. Are sex worker-led organisations disadvantaged in the selection of organisations to receive funding, due to specific provisions such as unrealistic experience, requirements, unequal application of conflict of interest policies, etc.?
If yes, do the same provisions apply to your organisation?
2. What steps does your organisation take to ensure that sex workers-led organisations are meaningfully involved and can understand the process and discussions, and give input?
3. What steps does your organisation take to ensure documents and other materials are accessible to sex worker-led organisations and their constituencies?
4. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in the following stages of sex work programmes and technical assistance provided by your organisation.
 - Planning?
 - Implementation?
 - Monitoring and evaluation?

- Management?
 - Governance?
5. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in setting priorities when resources are limited?
 6. What steps does your organisation take to ensure the results of community consultations are used to inform policy and programme development?
 7. To your knowledge, are sex worker-led organisations meaningfully involved in all sex work-related policy forums?
 8. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in sex work-related policy forums?
 9. Does your organisation recognise sex workers and sex worker-led organisations as experts in the field of sex work policy and programming? How?
 - a. Does your organisation remunerate that expertise at the same level as other remunerated experts?
 10. What steps are taken to ensure that your organisation's sex work related documents have been reviewed by sex worker-led organisations?
 - a. Does your organisation translate sex work related documents into languages that are understood by the sex worker community?
 11. What steps does your organisation take to support sex worker-led organisations in consulting with their members where needed?

United Nations Agencies Questionnaires and Indicators

UNAIDS, UNDP, UNFPA and WHO, in collaboration with NSWP, developed the SWIT and collectively they share the responsibility for promoting it at global, regional and national levels. UNAIDS has the responsibility to coordinate UN agencies response to HIV in countries. Map all UN agencies in your country before deciding who to interview.

Questions for United Nations Agencies

Knowledge of and access to SWIT

1. Do you and other staff in your organisation know the SWIT (Implementing Comprehensive HIV/STI Programmes with Sex Workers), the international normative guidance on sex worker programming?
2. Does your organisation have copies of the SWIT?
3. Is it available in full in the local languages?
If yes, Is the quality of the translation good and language appropriate?
4. Does your organisation have copies of the Smart Sex Worker's Guide to SWIT? Is it also available in the languages understood by sex workers in the country, including migrants?
5. Is the national HIV strategic plan aligned with the SWIT and does it recognise the role of sex worker-led organisations in line with the SWIT?

Your organisation and SWIT

6. Rank the six SWIT chapters according to priority and relevance for your organisation.
7. Does your organisation advocate for or provide technical assistance on the SWIT? To who?
 - a. On a scale from 1 (low) to 10 (high), how would you rate the efficacy of your organisation's advocacy on the SWIT externally?
 - b. Has your organisation's advocacy led to the adoption of SWIT by other stakeholders in your country? Has it resulted in improvements in the lives of sex workers?
 - c. Is your organisation aware of any donors who have changed their criteria to enable sex worker-led organisations to apply for funding since the launch of the SWIT?
 - d. If yes, when was the change and is your organisation now able to apply for funding?
8. How does your organisation advocate to the government on politically sensitive issues?
9. Have you had any success in relation to advocating for policy reform that increases sex workers' access to services and protects the human rights of sex workers?
If yes, give details of the of policy change achieved.
10. Does your organisation discuss and align their position on sex work with other UN agencies?
11. Does your organisation have a sex work (or key population) focal point who has a clear Terms of Reference?
12. Does your organisation have a transparent mechanism that ensures meaningful involvement of sex worker-led organisations and sex workers in national level processes?
If yes, is it aligned with the SWIT?
13. What does your organisation do to build the capacity of sex worker-led organisations in line with the SWIT?

- a. How does your organisation ensure sex worker-led organisations have opportunities to utilise learning from the capacity building?
14. Do you advocate for internal resource allocation for capacity-building and meaningful involvement of sex worker-led organisations?
- a. Do you advocate for government resource allocation for sex work programming in line with the SWIT?
15. What does your organisation do to strengthen the sex worker collective and increase solidarity?
16. What technical assistance or other support is available to enable sex-worker-led organisations to access funding?
17. Has your organisation employed sex workers for their expertise and knowledge?
18. Does your organisation provide regular updates to sex worker-led organisations on its work on ensuring the roll out and implementation of the SWIT?

Programmes and SWIT

19. What steps do you take to ensure that data is collected and stored safely and securely?
- a. How does your organisation respond when sex worker-led organisations report that data collection and storage is neither safe nor secure?
20. How does your organisation respond when your organisation is made aware that national programmes are not aligned with the SWIT or sex worker-led organisations oppose your practices?
21. Are there administrative, legislative or policy barriers to implementing sex worker-led programmes? If yes, please describe them.

Indicators for United Nations Agencies

- # agencies identified in the stakeholder mapping
- # agencies interviewed
- # agencies that advocate for or provide technical assistance on the SWIT in country
- # agencies that take action if programming is not aligned with the SWIT
- # agencies that take action when sex workers oppose practices
- # agencies that work to ensure alignment across the UN
- # agencies with a sex work/key population focal point
- # agencies that have a mechanism to meaningfully involve sex worker-led organisation aligned with the SWIT
- # agencies who support SWIT capacity building for sex worker-led organisations
- # agencies who support implementation of learning following capacity building activities
- # agencies that have employed sex workers
- # agencies that have mechanisms in place to provide regular updates to sex worker-led organisations
- # agencies that have tried to address politically sensitive issues with governments
- # agencies that have succeeded in advocating for policy reform that supports a rights-based approach to HIV and sex work
- # agencies that have involved sex worker-led organisations in their workplans

Meaningful involvement of sex workers checklist

1. Sex workers choose how they are represented, and by whom Yes or No?
2. Sex workers choose how they engage in the process Yes or No?
3. Sex workers choose whether to participate or not Yes or No?
4. Sex workers have an equal voice in how partnerships are managed Yes or No?
5. A transparent process for decision-making exists and allows time for consultation (between sex worker-led organisations and/or between sex worker-led organisations and their constituencies). Yes or No?
A transparent process includes:
 - Comprehensive information about decision to be made by the community was made available in a timely manner and in the languages spoken by sex workers in the country (including migrants)
 - An electronic or written communication to document the consultation that occurred with sex worker groups across the geographic area
 - 1 month, at least, to allow for consultation at national level
6. Clear Terms of Reference exist for all individuals involved in the process to indicate that they represent their constituencies, and not their personal interests Yes or No?
7. Sex workers and partners have equal voice and power Yes or No?
8. Sex workers are not only beneficiaries of programmes but are involved at all levels in programmes (design, development, implementation, monitoring and evaluation, management, advisory committees and governance) and policy development and review. Yes or No?
9. Translation and interpretation is always provided to sex worker-led organisations Yes or No?

Meaningful involvement questions for United Nations Agencies

These questions are designed to assess the extent to which sex workers are meaningfully involved in United Nations Agencies responses to HIV.

1. Are sex worker-led organisations disadvantaged in the selection of organisations to receive funding, due to specific provisions such as unrealistic experience, requirements, unequal application of conflict of interest policies, etc.?
 - a. If yes, do the same provisions apply to your organisation?
2. What steps does your organisation take to ensure that sex workers-led organisations are meaningfully involved and can understand the process and discussions, and input?
 - a. What steps does your organisation take to ensure documents and other materials are accessible to sex worker-led organisations and their constituencies?
3. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in the following stages of sex work programmes and technical assistance provided by your organisation.
 - Planning?
 - Implementation?
 - Monitoring and evaluation?
 - Management?

- Governance?

4. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in setting priorities when resources are limited?
5. What steps are taken to ensure the results of community consultations are used to inform policy and programme development?
6. To your knowledge, are sex worker-led organisations meaningfully involved in all sex work-related policy forums?
7. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in sex work-related policy forums?
8. Does your organisation recognise sex workers and sex worker-led organisations as experts in the field of sex work policy and programming? How?
 - a. Does your organisation remunerate that expertise at the same level as other remunerated experts?
9. What steps are taken to ensure that your organisation's sex work related documents have been reviewed by sex worker-led organisations?
 - a. Does your organisation translate sex work related documents into languages that are understood by the sex worker community?
10. What steps does your organisation take to support sex worker-led organisations in consulting with their members where needed?

MEANINGFUL INVOLVEMENT OF SEX WORKERS

During a Global Experts' Meeting¹, organised by NSWP in September 2017, sex workers from all five NSWP regions reviewed existing definitions and determined criteria for the meaningful involvement of sex workers in the design, development, implementation, management, and monitoring and evaluating in programming, policy and legislation. It was relatively easy for representatives from sex worker-led organisations to reach consensus on 'Meaningful Involvement', as sex worker-led organisations have been discussing and advocating for meaningful involvement of sex workers for many years, since sex workers are so often excluded from these processes. This assessment tool uses the definition of meaningful involvement from both the consensus arrived at during the Global Expert Meeting and the [Sex Worker Implementation Tool \(SWIT\)](#)² to determine the meaningful involvement of sex workers.

In 2013, WHO, UNFPA, UNAIDS, NSWP, The World Bank, and UNDP published the Sex Worker Implementation Tool (SWIT), the international guidance on effective HIV and STI programming for sex workers, it calls for and provides evidence for the benefits of the meaningful involvement of sex workers in developing policy and programmes.

“The meaningful participation of sex workers is essential to building trust and establishing relationships and partnerships that have integrity and are sustainable. This may be challenging for service providers [and the UN, INGOs, NGOs, Bilateral Programmes, Governments, and the Global Fund] who are more accustomed to establishing the parameters within which services are provided, and prescribing how relationships or partnerships are to be conducted. As sex workers and sex worker organizations become more empowered, there will be greater expectations of power-sharing and power-shifting.”

SWIT, Page 7

This document is a practical tool for organisations to self-assess whether they meaningfully involve sex workers, and for sex worker-led organisations to assess whether they are meaningfully involved.

¹ Global Expert Meeting to develop a Community-led Evaluation Framework for the Roll Out of the Sex Worker Implementation Tool and Assessment Framework for the Meaningful Involvement of Sex Workers in Kiev, Ukraine 3-7 September 2017.

² <http://www.nswp.org/resource/sex-worker-implementation-tool-swit>

MEANINGFUL INVOLVEMENT OF SEX WORKERS CHECKLIST:

1. Sex workers choose how they are represented, and by whom Yes or No?
2. Sex workers choose how they engage in the process Yes or No?
3. Sex workers choose whether to participate or not Yes or No?
4. Sex workers have an equal voice in how partnerships are managed Yes or No?
5. A transparent process for decision-making exists and allows time for consultation (between sex worker-led organisations and/or between sex worker-led organisations and their constituencies). Yes or No?
 A transparent process includes:
 - Comprehensive information about decision to be made by the community was made available in a timely manner and in the languages spoken by sex workers in the country (including migrants)
 - An electronic or written communication to document the consultation that occurred with sex worker groups across the geographic area
 - 1 month, at least, to allow for consultation at national level
6. Clear Terms of Reference exist for all individuals involved in the process to indicate that they represent their constituencies, and not their personal interests Yes or No?
7. Sex workers and partners have equal voice and power Yes or No?
8. Sex workers are not only beneficiaries of programmes, but are involved at all levels in programmes (design, development, implementation, monitoring and evaluation, management, advisory committees and governance) and policy development and review. Yes or No?
9. Translation and interpretation is always provided to sex worker-led organisations Yes or No?

Meaningful involvement questions to be asked

These questions are designed to assess the extent to which sex workers are meaningfully involved in both sex worker-led organisations and other organisations providing services to sex workers or responsible for HIV response to sex workers.

| Sex worker-led organisations | Non-sex worker-led organisations |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Are sex worker-led organisations disadvantaged in the selection of organisations to receive funding, due to specific provisions such as unrealistic experience, requirements, unequal application of conflict of interest policies, etc.? If yes, do the same provisions apply to non-sex worker-led organisations? | 1. Are sex worker-led organisations disadvantaged in the selection of organisations to receive funding, due to specific provisions such as unrealistic experience, requirements, unequal application of conflict of interest policies, etc.? If yes, do the same provisions apply to your organisation? |
| 2. What steps does your organisation take to ensure that sex workers are meaningfully involved and can understand the process and discussions, and input? | 2. What steps does your organisation take to ensure that sex workers-led organisations are meaningfully involved and can understand the process and discussions, and input? |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. What steps does your organisation take to ensure documents and other materials are accessible to sex workers? | 3. What steps does your organisation take to ensure documents and other materials are accessible to sex worker-led organisations and their constituencies? |
| 4. What steps does your organisation take to ensure sex workers are meaningfully involved in the following stages of sex work programmes and technical assistance provided by your organisation. - Planning? - Implementation? - Monitoring and evaluation? - Management? - Governance? | 4. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in the following stages of sex work programmes and technical assistance provided by your organisation. - Planning? - Implementation? - Monitoring and evaluation? - Management? - Governance? |
| 5. What steps does your organisation take to ensure sex workers are meaningfully involved in setting priorities when resources are limited? | 5. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in setting priorities when resources are limited? |
| 6. What steps does your organisation take to ensure the results of community consultations are used to inform policy and programme development? | 6. What steps does your organisation take to ensure the results of community consultations are used to inform policy and programme development? |
| 7. To your knowledge, are sex workers meaningfully involved in all sex work-related policy forums? | 7. To your knowledge, are sex worker-led organisations meaningfully involved in all sex work-related policy forums? |
| 8. What steps does your organisation take to ensure sex workers are meaningfully involved in sex work-related policy forums? | 8. What steps does your organisation take to ensure sex worker-led organisations are meaningfully involved in sex work-related policy forums? |
| 9. Does your organisation recognise sex workers and sex worker-led organisations as experts in the field of sex work policy and programming? How? | 9. Does your organisation recognise sex workers and sex worker-led organisations as experts in the field of sex work policy and programming? How? - Does your organisation remunerate that expertise at the same level as other remunerated experts? |
| | 10. What steps are taken to ensure that your organisation's sex work related documents have been reviewed by sex worker-led organisations? - Does your organisation translate sex work related documents into languages that are understood by the sex worker community? |
| | 11. What steps does your organisation take to support sex worker-led organisations in consulting with their members where needed? |

Indicators for meaningful involvement of sex workers

sex worker-led organisations in country

sex worker-led organisations that report sex workers and themselves are considered experts by external stakeholders

sex worker-led organisations that report donors provide sufficient notice of funding opportunities for them to consult with the sex worker community and prepare proposals

funding opportunities with criteria that result in the exclusion of sex worker-led organisations

sex worker-led organisations who consult their members *at all stages* in the development of their strategic plan

sex worker-led organisations that report meaningful involvement in national policy development

sex worker-led organisations that report meaningful involvement in setting programme priorities and programme development

sex workers nominated by sex worker-led organisations participating in national policy and programme forums

sex worker-led organisations asked to nominate representatives to engage in policy and programme forums

 @ local level

 @ district level

 @ national level

sex worker-led organisations who have transparent and accountable criteria for nomination of sex worker representatives

sex worker-led organisations that have transparent mechanisms in place to ensure sex worker representatives are accountable to the organisation and the community

SWIT Checklist for all stakeholder interviews:

Chapter 1: Community Empowerment

- ⊙ Working with communities of sex workers
- ⊙ Fostering sex worker-led
- ⊙ Developing sex worker collectives
- ⊙ Adapting to local needs and contexts
- ⊙ Promoting a human-rights framework
- ⊙ Community systems strengthening (strengthening the collective)
- ⊙ Shaping policy and creating enabling environments
- ⊙ Sustaining the movement

Chapter 2: Addressing Violence against Sex Workers

- ⊙ Community empowerment
- ⊙ Building the capacity of sex workers
- ⊙ Advocating for reforms
- ⊙ Fostering police accountability
- ⊙ Promoting the safety and security of sex workers
- ⊙ Providing health services to sex workers who experience violence
- ⊙ Providing psychosocial, legal and other support services

Chapter 3: Community-led Services

- ⊙ Community-led outreach
- ⊙ Safe spaces (drop-in centres)
- ⊙ Community-led quality improvement: systems to include community feedback

Chapter 4: Condom and Lubricant Programming

- ⊙ Establishing accessible male and female condom and lubricant supplies for sex workers
- ⊙ Multi-level promotion of male and female condoms and lubricants
- ⊙ Creating an enabling environment for condom programming
- ⊙ Specific considerations for condom programming (female, male, transgender, condom negotiation strategies, condom social marketing programmes with sex workers)
- ⊙ Condom programme management

Chapter 5: Clinical and Support Services

- ⊙ Voluntary HIV testing and counselling
- ⊙ Voluntary HTC services for sex workers
- ⊙ Antiretroviral therapy
- ⊙ Tuberculosis and sex workers
- ⊙ Harm reduction services for sex workers who use drugs
- ⊙ STI services
- ⊙ Addressing sexual and reproductive health needs of sex workers

Chapter 6: Programme Management and Organisational Capacity-Building

Part 1: Programme Management

- ⊙ Defining programme and standards
- ⊙ Establishing a data monitoring system for management
- ⊙ Plan the programme evaluation
- ⊙ Define the management structure
- ⊙ Prioritise
- ⊙ Implement in a staged manner
- ⊙ Establish a supervision system
- ⊙ Progressively ensure full sex worker participation

- ⊙ Capacity building/programme learning

- ⊙ Staff development

Part 2 Building the Capacity of Sex Worker Organisations:

- ⊙ Organisational capacity building
 - ↗ Governance
 - ↗ Project management
 - ↗ Resource mobilisation
 - ↗ Networking

Guidelines for Drafting Country Reports

REPORT TITLE: Community-led evaluation of the roll out of SWIT and meaningful involvement of sex workers in [NAME OF COUNTRY]

INTRODUCTION: Sex workers are a key population in the global response to HIV, given that they are 13.5 times more likely to be living with HIV than other adults. The disproportionate burden of HIV carried by sex workers means it is imperative that countries invest in sex worker programming, but it is also important that they invest in the right sort of programming. [Implementing Comprehensive HIV/STI Programmes with Sex Workers: Practical Approaches from Collaborative Interventions](#) also known as the Sex Worker Implementation Tool (SWIT) provides practical guidelines on how to implement rights-based HIV and STI programming with and for sex workers. It was published in October 2013 by the World Health Organization (WHO), the United Nations Population Fund (UNFPA), the Joint United Nations Programme on HIV/AIDS (UNAIDS), the Global Network of Sex Work Projects (NSWP), The World Bank and the United Nations Development Programme (UNDP).

NSWP in collaboration with representatives from sex worker-led regional networks in Africa, Asia Pacific, Caribbean, Eastern Europe and Central Asia, and Latin America developed a community-led evaluation framework for the national rollout of the SWIT and assessing meaningful involvement of sex workers in policy development and programming. In line with the principles of the SWIT, sex worker-led organisations are best placed to evaluate the rollout of this international normative guidance at national, regional and global level.

COUNTRY BACKGROUND: To be drafted by sex worker-led organisation leading the country evaluation. The sex worker-led organisation should decide what information they have access to about the situation in their country and what information they want to include.

STAKEHOLDER ANALYSIS: To be drafted by the sex worker-led organisation leading the country evaluation after analysis of all the stakeholder interviews.

The stakeholder analysis should include a section on each of the stakeholders below:

1. Sex worker-led organisations
2. Non-governmental organisations
3. The Global Fund supported programmes
4. Government supported programmes
5. United Nations agencies

Each section should include a summary of findings from all the organisations interviewed and quotes from individuals/organisations, including the findings on the meaningful involvement of sex workers. *Permission must be obtained* to publish these quotes.

The stakeholder analysis should end with a conclusion on how well the SWIT is being rolled out in the country, the meaningful involvement of sex workers and the contribution of each of the stakeholders.

MEANINGFUL INVOLVEMENT ANALYSIS: To be drafted by the sex worker-led organisation leading the country evaluation after analysis of the responses from all stakeholder interviews and reflection on the lived experiences of sex workers in the country and realities faced by sex worker-led organisations.

This section should include a summary of findings from each stakeholder and quotes from individuals/organisations. *Permission must be obtained* to publish these quotes.

The meaningful involvement analysis should end with a conclusion on how well the principles of meaningful involvement are being respected in the country and the contribution of each of the stakeholders.

RECOMMENDATIONS: To be drafted by the sex worker-led organisation leading the country evaluation, after both the stakeholder and meaningful involvement analysis have been completed. Recommendations should focus on improvements required in stakeholder's contribution to rolling out the SWIT and meaningfully involve sex worker-led organisations and sex workers in the response to HIV.