A Gender Sensitive Field Manual for Conducting Research in Conflict-Affected Areas

Authors: Emma Brännlund and Clionadh O’Keefe, NUI Galway
Date: 28 February 2011
Version: 1.2
Please acknowledge contributors when using this document.

TABLE OF CONTENTS

Table of contents .................................................................................................................................................... 1
I. Introduction ......................................................................................................................................................... 2
   Key principles of the research project .................................................................................................................. 2
II. Research ethics .................................................................................................................................................... 3
   Guidelines ......................................................................................................................................................... 3
   Policies and Procedures .................................................................................................................................. 3
III. Guidelines on Personal Safety, Health and Well-Being .............................................................................. 9
   Personal safety ................................................................................................................................................. 9
   Visa, local laws and customs .......................................................................................................................... 9
   Personal health and well-being ....................................................................................................................... 10
   Driver and road safety .................................................................................................................................. 11
IV. Guidelines on personal security .................................................................................................................. 12
   Personal security ............................................................................................................................................. 12
V. Guidelines on employment .......................................................................................................................... 14
   Contracting human resources including research assistants, drivers and translators ............................ 14
VI. Resources and bibliography ....................................................................................................................... 15
   Ethics ............................................................................................................................................................... 15
   Personal security ............................................................................................................................................ 15
   Travel insurance ............................................................................................................................................ 15
   Vaccination .................................................................................................................................................... 15
   Sensitive situations/issues ............................................................................................................................. 16
I. INTRODUCTION

The researcher will seek to comply with and apply the highest ethical standards of research practice and personal safety and security with regard to the current research project. To facilitate this, the researcher will find useful the ‘Gender Sensitive Field Manual for Conducting Research in Conflict-Affected Areas’. The Manual also serves to guide the day-to-day implementation and management of the research project.

Feminist scholarship has accentuated the importance of ethical research, as well as reflexivity, accountability and transparency towards its participants. Furthermore, whilst there is a plethora of policies and guidelines available for civilians working for bi-lateral and multi-lateral agencies and non-governmental organisations in conflict-affected areas, most are gender-neutral and few guidelines exist for the independent researcher. Guided by the principles of feminist research and in response to the abovementioned gap, this Manual provides a compilation of gender-sensitive guidelines on research best practice for both the researcher, their staff (for instance translator and driver) and the research participants. It is based on a desk study of the available information on social science ethical guidelines, UN guidelines on travel safety and personal security for civilians working in conflict-affected areas. It is also based on the authors’ observations, as well as professional and personal experiences, of working in India and Timor-Leste and of conducting community-based research with marginalised groups in Ireland.

This Manual outlines the main steps to maintain an ethical approach throughout the research process and provides advice on how to stay safe and well in a foreign country affected by conflict. It takes into account the specificities of a woman pursuing research alone as, in conflict-affected areas gender relations are often intensified, and thus the risks of gender-related vulnerabilities are greater for the independent female researcher. These guidelines hope to help the researcher to mitigate those risks and to contribute to the successful implementation of ethical, safe and secure research. They are not exhaustive and the individual researcher should adapt the Manual to their own situation.

KEY PRINCIPLES OF THE RESEARCH PROJECT

• Anti-sexism and anti-racism;
• Respect for local culture and customs;
• Commitment to the principles of community development and feminist research practice;
• Respect for human rights, dignity, equality and diversity for all those involved in the research process;
• Commitment to privacy and confidentiality except where there is a risk to life and abuse of life;
• In cases of risk or an abuse of life, the responses of the researcher are based on concern for safety of the individual at risk;
• Trust;
• Honesty;
• Respect for people’s life experiences and personal circumstances;
• Respect for people’s right to make informed choices
• Respect for individual rights;
• Non-judgmental;
• Non discriminatory of race, ethnicity, age, gender, disability, sexual orientation, religion, marital status or family status.
II. RESEARCH ETHICS

GUIDELINES

The researcher is obliged to consider the ethical implications on society, funders and employers, colleagues and participants when conducting, concluding and presenting findings of this research project (Social Research Association, 2003). In this regard, the research project endeavours to adhere to the general guidelines of ethical research as stated in the Helsinki Declaration and other international directives:

• **Do no harm** - the participants’ safety and security should come first at all costs. The “(r)earch is only justified if there is a reasonable likelihood that the populations in which the research is carried out stand to benefit from the results of the research…” (Helsinki Declaration).

• **Informed consent** – the researcher must ensure that the participants are informed about the purpose of the research, what is expected from their participation (time, form, reimbursement (or lack there-of) and that they can withdraw at any time.

• **Cost-benefit analysis** – the researcher should take into consideration the time and effort given by the research participant and constantly reflect on how to make the research more effective. Also, there should be criteria for prematurely withdrawing participants/volunteers from the research, as well as for suspending/terminating research in case unforeseen events occur.

• **Deception** – the researcher have to provide adequate information about the research before data collection takes place. The collected data must be presented as truthfully as possible.

• **Coercion** – the researcher must emphasise that participation in the research is voluntary, that participants have enough time to decide whether they want to participate and that they do not feel pressurised in anyway to participate. Participants also must be informed that they can withdraw their participation at anytime.

• **Anonymity** – the researcher must inform participants that they are promised complete anonymity and that their identities will not be displayed at the publication of research. The researcher must be sensitised and alert for any un-intentional threats to privacy, confidentiality and safety of all research participants.

• **Confidentiality** – the researcher must assure all research participants that confidentiality will be upheld at all times.

• **Plagiarism** – all sources need to be correctly quoted and referenced.

• **Credit for research** – everyone involved at any stage of the research should be given due credit.

POLICIES AND PROCEDURES

The researcher will find usefull the policies and procedures set out below. Whilst not exhaustive, they serve to protect the research participants from harm and exploitation, as well as to ensure fair and just terms within the academic community. The individual researcher should adapt these guidelines to their own research project.

**DO NO HARM**

**Policy**
The participants’ safety, security and reputation will come first at all costs. It is the responsibility of the researcher to ensure that the research is conducted in a way that does not put a participant, a member of the social group or a community at any risk. Also, there
should be criteria for prematurely withdrawing participants/volunteers from the research, as well as for suspending/terminating research in case unforeseen events occur.

**Procedure**
- The researcher will consider gender, cultural and other social implications and costs of carrying out research in the area;
- The researcher will be sensitised and alert for any un-intentional risks and threats to the participants’ security/safety, their reputation, and any risks to their person, family and work;
- The researcher will avoid carrying out research in locations that could put the participant at risk;
- The research will avoid carrying out research at times of sensitive activities (political and religious events, demonstrations, civil unrest) that could put the participant at risk;
- The researcher will avoid carrying out research during peak times when participants are engaged in livelihood, cultural/religious activities;
- The researcher will stop the research process immediately should they envisage any threat to the research participant and social group. In this regard the researcher will listen to and take seriously any concerns expressed by research participants and the community;
- The researcher will minimise harm by ensuring confidentiality and participant opt-out at any stage of the research process;
- The researcher will sensitise the research project to the broader community to avoid social jealousy.

**INFORMED CONSENT**

**Policy**
The researcher is responsible for securing written consent from each research participant prior to commencing the research. It is the responsibility of the researcher to ensure that each participant be given adequate information to make an informed decision. To avoid deception, the researcher must provide adequate information about the research before data collection takes place. The collected data must be presented as truthfully as possible. It is the responsibility of the researcher to be aware of local understandings of concepts such as ‘consent’, ‘anonymity’ and ‘confidentiality’. The researcher must emphasise that participation in the research is voluntary, that participants have enough time to decide whether they want to participate and that they do not feel pressurised in any way to participate. Participants also must be informed that they can withdraw their participation at anytime.

**Procedure**
- Informed consent will be obtained in writing from all participants before the interview through the signing of individual consent forms;
- First the researcher will secure informed consent by communicating all necessary information about the research project and process to potential participants in a way that is culturally appropriate and meets their linguistic and educational needs;
- Informed consent will be facilitated by information sheets which will be distributed to potential research participants at the beginning of the recruitment process;
- Where necessary informed consent will also be facilitated by information workshops prior to recruitment;
- Information sheets/workshops will explain research aims and objectives, terms of reference, what is involved in participating in the research, and arrangements for presentation of findings after data collection;
• They will explain that the participant can withdraw at any time of the interview process including, during and after the interview is made and after the presentation of research findings;
• They will state that anonymity and confidentiality will be strictly adhered to and will explain how information will be kept confidential;
• The consent form will include statements on guarantees of anonymity, confidentiality and the right to withdraw from the study at any time. These forms will be written in a language understood by the research participants. In case there are participants from different linguistic groups, the researcher will provide consent forms in the different languages.

ANONYMITY AND CONFIDENTIALITY

Policy
It is the responsibility of the researcher to ensure anonymity and confidentiality be upheld at all times throughout the research process and publication. The researcher will take adequate measures to prevent any threats to privacy.

Procedure
• The researcher will explain concepts of anonymity and confidentiality to research participants and how it will be ensured throughout the research process;
• Statements on the policy and procedures for anonymity and confidentiality will be included in information sheets and participant consent forms;
• For interviews, the anonymity and confidentiality of participants will be ensured by a system of identification codes. The consent forms, signed by the participants, will be assigned an ID code. The name of the participant and their corresponding ID will be recorded in a Code Master Sheet. The Master Sheets link the participant to their assigned codes;
• The transcript of the interview will include only the ID code;
• Where permission has been sought to audio-record interviews, the identity of the participant will not be audio-recorded, but only the ID code assigned to them on their consent form;
• Audio-recordings will be stored digitally. Data will be transferred to a USB storage on an on-going basis and only by the researcher. Once transferred, the researcher will also make a back-up;
• All USB storage, transcripts and data will be labelled using an assigned identification code to maximise confidentiality;
• The consent forms, the Code Master Sheet and the “master key” will be stored separately from the audio-recordings and transcripts all of which will be stored in a safe, secure and locked filing cabinet which can only be accessed by the researcher;
• The filing cabinet will be stored in a secure premises. The researcher will seek to secure permission for this prior to departure to the field;
• Unless given written permission by the individual research participant, identities will not be displayed at the publication of research;
• The Confidentiality Policy does not apply where there is a risk to life and abuse of life. Where possible this will be explained to the person first before action is taken.

DATA STORAGE AND PROTECTION

Policy
The researcher is responsible for ensuring that all data collected is stored and protected throughout the research process and for five years after the research. Data includes hard copies of individual consent forms, and hand written notes/transcripts of each interview. Soft data includes the Code Master Sheet, typed up transcripts of interviews and audio-recordings
of interviews. Storage means where the data will be located or held on an on-going basis. Protection means how the data will be secured and accessible only to the researcher. It is the responsibility of the researcher to make back-ups of data, to take measures to avoid theft or damage of equipment where data is stored.

Procedure
• During the data collection phase, the researcher will store hard data in a locked filing cabinet;
• Soft data will be stored in their personal laptop and back-ups on an external hard-drive/USB storage;
• All computer software will be protected by an anti-virus;
• Audio-recordings of interviews will be stored digitally. They will be transferred to USB storage by the researcher on an on-going basis;
• Digital storage will be protected by passwords and digital encryption software;
• After the data collection phase and in accordance with NUI Galway data protection policy, transcripts and digital recordings of interviews will be stored for 5 years after the study, in a secure and locked location. In the event that the researcher wants to use the data for a different study, they will be obliged to contact the participants again and obtain new informed consent. Paper records will be kept in a safe and locked location at NUI Galway.

Providing feedback to research participants

Policy
The purpose of providing feedback of research findings to participants is to minimise risk of misinterpretation or misunderstandings by verification, provide the participant an opportunity to change or add comments to the findings, or to opt-out of the research. The researcher is responsible for this process which should be feasible and appropriate to the researcher and participants needs and availability.

Procedure on Providing Feedback to Research Participants
• The researcher will identify an appropriate way of presenting and communicating the findings to the participants;
• Arrangements including feedback methods and a scheduled plan will be agreed in consultation with the research participants during the recruitment process.

Sensitive situations/issues

Policy
The researcher should be prepared to deal with unexpected sensitive issues that may occur at any time during the data collection process. Researcher needs to fully comprehend and comply with international best practice and relevant national legislation, including laws relating to child protection and protection of vulnerable adults.

General procedure
Should the research participant become upset or worried at any stage during the researcher’s contact with them, the researcher should:
• Stop the interview;
• Offer support as appropriate;
• Ask if there is anyone else they would like to talk to, need any information or would like to be referred onto an appropriate service.
Procedure for dealing with domestic violence
- Respect the choice the individual is making to seek help or not;
- Take the person seriously, believe them and create the necessary conditions to disclose;
- Keep in mind the needs of the person such as age, disability, poverty, educational disadvantage, family status;
- Keep in mind that the researcher’s priority is their own safety;
- Keep in mind that the individual’s immediate safety is also a priority;
- Keep in mind that the role of researcher is not to provide front line service but to provide appropriate support, information and referral;
- Provide confidentiality. If the individual discloses, ensure it happens in a safe and private environment;
- Provide all up to date information about choices available, including refuge centres and outreach services, health centres, the police, social work services, counselling services, and A&E. Other key services include community support groups;
- Support the individual to access the service of choice in a safe way;
- Do not initiate follow up contact.

Procedure for dealing with child abuse
The researcher has an ethical responsibility to:
- Ensure that the welfare of the child and child’s needs are given paramountcy;
- Keep in mind that the researcher’s immediate safety is also a priority;
- Keep in mind that the role of researcher is not to provide front line service but to provide appropriate support, information and referral;
- Provide confidentiality. If the individual discloses, ensure it happens in a safe and private environment: information to be shared on a ‘need to know’ basis in the best interest of the child;
- Listen carefully to what the child is saying, take them seriously and reassure them that they believe them;
- Assess whether the child is safe at that time and make the situation safe if the child is not;
- Explain to the child that they now have to tell another adult so that this will stop what is happening to them;
- Seek advice from the appropriate health professional and link the child in with other professionals and community networks such as social workers, religious authorities, health facility, the police.

Procedure for dealing with self-harm or intent on suicide
- Take all signs of self-harm and/or suicide seriously;
- If the individual indicates intent of suicide, the researcher must not leave the person alone;
- Do not judge and listen carefully to what the person is saying or not saying;
- Try to initiate a safety plan with the person. This is a verbal understanding between the two people that the person will keep themselves safe, contact key people if the feelings get worse again and that they will seek help immediately from a family member/friend and especially a health professional;
- When referring, the first line of support for the person is the local doctor, nurse, or community health worker. Other community-based supports could be the local religious authority, women’s groups, men’s groups, youth groups, etc.
- If the person refuses help, the researcher is obliged to tell them that they will inform a health professional of their case;
- In the case of a minor, the researcher should establish whether the parent or guardian knows of the condition. If not, they must inform the appropriate adult immediately with or without the permission of the young person.
RESEARCH EQUIPMENT

Policy
The researcher is responsible for maintaining their own research equipment and taking appropriate measures to avoid damage and theft of equipment, particularly where confidential data is stored. Special care needs to be taken with laptops, audio recorders and other equipment the researcher would utilise, as heat, humidity and dust can cause severe damage and it is often difficult to buy spare parts. Special care also needs to be taken of virus, as virus attacks are often plentiful and can destroy data.

Procedure
- Ensure the anti-virus software is updated;
- Bring appropriate bags to store equipment;
- Bring spare parts, such as power adapters/converters, batteries, cables, USB memory etc.;
- Do not leave equipment unattended and store it in a cool and dry place;
- Make sure equipment is stored in locked bags or, preferably, a safety deposit;
- In the case of theft, report the incident to the police and, if appropriate, seek support from the community to retrieve it.
III. GUIDELINES ON PERSONAL SAFETY, HEALTH AND WELL-BEING

PERSONAL SAFETY

POLICY
The researcher is responsible for ensuring their own personal safety throughout the research process. The researcher should take the same commonsense precautions as at home. The following guidelines will prove useful to mitigating unexpected risks whilst travelling and doing research.

PROCEDURES
- Avoid taking unnecessary risks and those ordinarily not taken at home;
- Exercise caution and vigilance at all times and pay close attention to advice from security authorities;
- Seek advice locally about and avoid areas of risk particularly for women;
- In some areas it may not be suitable for a woman to be outside alone at night. In general, avoid dark or isolated places at night time;
- Always carry travel documents including passport and visas;
- Leave unnecessary valuables at home;
- Do not openly display mobile phones or digital cameras;
- Use a padlock on suitcases, backpacks and research equipment.
- Keep a lookout for people acting suspiciously or unattended packages in public places.
- Limit the amount of cash carried by using travellers’ cheques, Euro cheques or international credit cards;
- Be wary of large gatherings and especially of political demonstrations or similar events;
- Always keep mobile phones fully charged with credit, and store useful numbers such as the local police and the nearest embassy or consulate;
- Check with their service provider to make sure their phone works abroad and make sure to inform family and supervisor of new contact details.

VISA, LOCAL LAWS AND CUSTOMS

POLICY
The researcher must ensure to adhere to national and local laws at all times. It is the responsibility of the researcher find out information on visa requirements for research visits and ensure these are adhered. They must also respect local customs.

PROCEDURE
- Be aware of local political or other developments that might affect personal security;
- The researcher is responsible for informing themselves of national laws and for obtaining legal permit for pursuing research in the country;
- Follow visa requirements stipulated by the host country;
- Do not overstay the period of permitted visit;
- Be careful when taking photographs, videos or using binoculars. Such activities may be misunderstood, especially near military installations;
- Do not behave in a manner that might cause offence to local people, especially in public places;
- Respect local dress codes;
- Respect the environment.
PERSONAL HEALTH AND WELL-BEING

POLICY
The researcher is responsible for their own health and well-being. The researcher must ensure they are familiar with the potential consequences of, for instance, climate and standard of living on personal health and necessary precautions need to be taken before and during the fieldwork.

PROCEDURE

General advice
• Locate a health clinic/medical facility and their preferred stress prevention/positive emotional health activities;
• Use clean water for washing;
• Dress protectively; inspect skin for bite marks; air and dry boots to prevent bacteria from breeding in them; iron clothes regularly to kill insects and bacteria;
• Ensure that food and drinks are safe: only consume “drinking water”; meat and eggs must be properly cooked; store food in tightly closed and clean containers.
• Keep residence and “personal space” safe and secure: keep it clean and tidy.
• Always use mosquito net in malaria, dengue or other mosquito-born diseases affected areas;
• Eliminate breeding areas for disease-carrying animals and insects, for instance drain pools of stagnant water and puddles after rain.
• Ventilate bedding regularly in direct sunlight; change and wash bedding regularly; do not keep food on and around beds.
• Avoid attracting rodents and insects by ensuring proper disposal of leftover food and other wastes.

Vaccinations
Prior to departure the researcher should complete all required and recommended vaccinations. Always bring the “yellow book” when travelling as it contains an updated list of vaccinations.

First aid kit
The researcher should consider bringing a First Aid kit containing emergency medication.

Travel and Health Insurance
The researcher is responsible to purchase complete travel and health insurance. It is essential that the insurance covers the full duration of the trip and is valid for all areas visited during the research, including conflict-affected zones.

The researcher must purchase a complete travel and health insurance policy which covers:
• Medical and health cover for an injury or sudden illness abroad;
• 24 hour emergency service and assistance;
• Personal liability cover;
• Lost and stolen possessions cover;
• Cancellation and curtailment cover;
• Extra cover for activities that are commonly excluded from standard policies, such as visiting conflict-affected areas;
• The policy should cover the period of data collection in the field.

The insurance policy may also have:
• Personal accident cover;
• Legal expenses cover;
• Financial protection in the event of the airline going bankrupt before or during the trip;
• Many insurers will extend cover upon request. If not, shop around for a specialist policy.

Common travel insurance policy exclusions:
• Most policies will not cover drink or drug-related incidents;
• 60% of travel insurance policies now cover terrorism. Where possible, ensure that the policy does not exclude terrorism.

**DRIVER AND ROAD SAFETY**

**POLICY**
The researcher is responsible for their own driver and road safety and for complying with the national rules of the road and with driver safety guidelines.

**PROCEDURE**
• Ensure that their driving licence is up to date and useable in the country;
• Familiarise themselves with country-specific road rules and traffic conditions, climate conditions;
• Apply basic rules of driver and road safety including;
• Wear a safety belt at all times;
• Do not drive under the influence of alcohol;
• Do not use mobile phone whilst driving;
• Observe speed limits at all times.
IV. GUIDELINES ON PERSONAL SECURITY

PERSONAL SECURITY

POLICY
The independent researcher is responsible for ensuring their own personal security and familiarising themselves and complying with all security policies, procedures and best practice for conducting research in the field (See UN Peacekeeping PDT Standards, Core Pre-Deployment Training Materials, 1st ed. 2009). The researcher is accountable to their respective Embassy and keeping their supervisor informed of their situation in the field.

PROCEDURE
• Prior to departure, draft an-up to date country-specific Security Risk Assessment from a gender perspective;
• When travelling to the country in which a security phase has been declared, receive security clearance;
• When travelling to a country where a phase has not been declared, inform their Embassy and the appropriate UN Security Official responsible for the security management arrangements in the host country;
• Familiarise themselves with the country-specific security policies, procedures and best practice;
• Familiarise themselves with UN Conduct and Discipline procedures;
• Upon arrival inform the Embassy and UN Security Official of their arrival and provide them with their contact details and address of private accommodation;
• Sign up for national security alerts from the Embassy and UN Security Operations Centre (UN SOC);
• Update themselves with the country-specific security situation, particularly the existing and potential security problems in the areas which they intend to visit;
• When necessary update the Security Risk Assessment;
• Familiarise themselves with the Embassy and UN security management system and security plan in their location;
• Compile and store in mobile phone-book the contact details of the following (or the equivalent thereof):

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Name</th>
<th>Mobile Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Embassy’s Designated Security Officer:</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The UN Security Operations Centre (National):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The UN Security Operations Centre (Regional):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The UN Designated Security Officer (National):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The UN Designated Security Officer (Regional):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The warden security focal point (National):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The warden security focal point (Regional):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The UN Conduct and Discipline Officer:</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The UN Police HQ (National):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The UN Police HQ (Regional):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The Police station (National):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The Police Vulnerable Person’s Unit (National):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>The Police Vulnerable Person’s Unit (Regional):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>Health Clinic (National):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>Health Clinic (Regional):</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
<tr>
<td>National Emergency Helplines:</td>
<td>……………….</td>
<td>………………………………</td>
</tr>
</tbody>
</table>
Throughout the field work period, the researcher will:
• Apply and comply with all UN/Embassy security regulations and procedures whether on or off duty;
• Comport themselves in a manner which will not endanger their safety and security or that of others;
• Be familiar with, and when appropriate, follow procedures to manage difficult or emergency situations such as natural disasters, civil unrest, curfew, bomb threats, evacuation, misconduct;
• Keep the Embassy and UN informed of their whereabouts, when travelling outside the capital city to and from other areas;
• Keep their mobile phone charged up with credit at all times;
• Avoid long periods of stay in areas with no mobile phone coverage;
• Not travel at night:
• Not travel alone to isolated areas or to very crowded areas;
• Avoid violent gangs, demonstrations, political rallies, religious festivals and other forms of mass gatherings.
V. GUIDELINES ON EMPLOYMENT

CONTRACTING HUMAN RESOURCES INCLUDING RESEARCH ASSISTANTS, DRIVERS AND TRANSLATORS

POLICY
The researcher is responsible for all aspects of organising the recruitment and management necessary human resources including drivers and translators according.

PROCEDURE
• The researcher will draw up criteria to identify a driver/translator including a list of the required skills and competencies and the duration of contract;
• The researcher will advertise the job through local networks, draw up a short list of potential candidates and organise the interview process.

The researcher will design the work contract which will include:
• Job description, expected skills and competencies, general commitments to the principles of the research project and any relevant polices and procedures; terms and conditions including specific hours over a specific period, fee, payment procedures;
• Draw up a Grievance procedure;
• Draw up an Equality and Harassment and Anti-Bullying Policy.

Monetary considerations:
• The researcher must familiarise themselves with what is considered adequate, appropriate and satisfactory salaries for the stated job in the local area;
• The researcher must produce a budget before entering fieldwork to ensure they have the necessary means to produce payments for their employees.
VI. RESOURCES AND BIBLIOGRAPHY

ETHICS


PERSONAL SECURITY


UN Peacekeeping PDT Standards, Core Pre-Deployment Training Materials (1st ed. 2009)

TRAVEL INSURANCE


VACCINATION


SENSITIVE SITUATIONS/ISSUES


