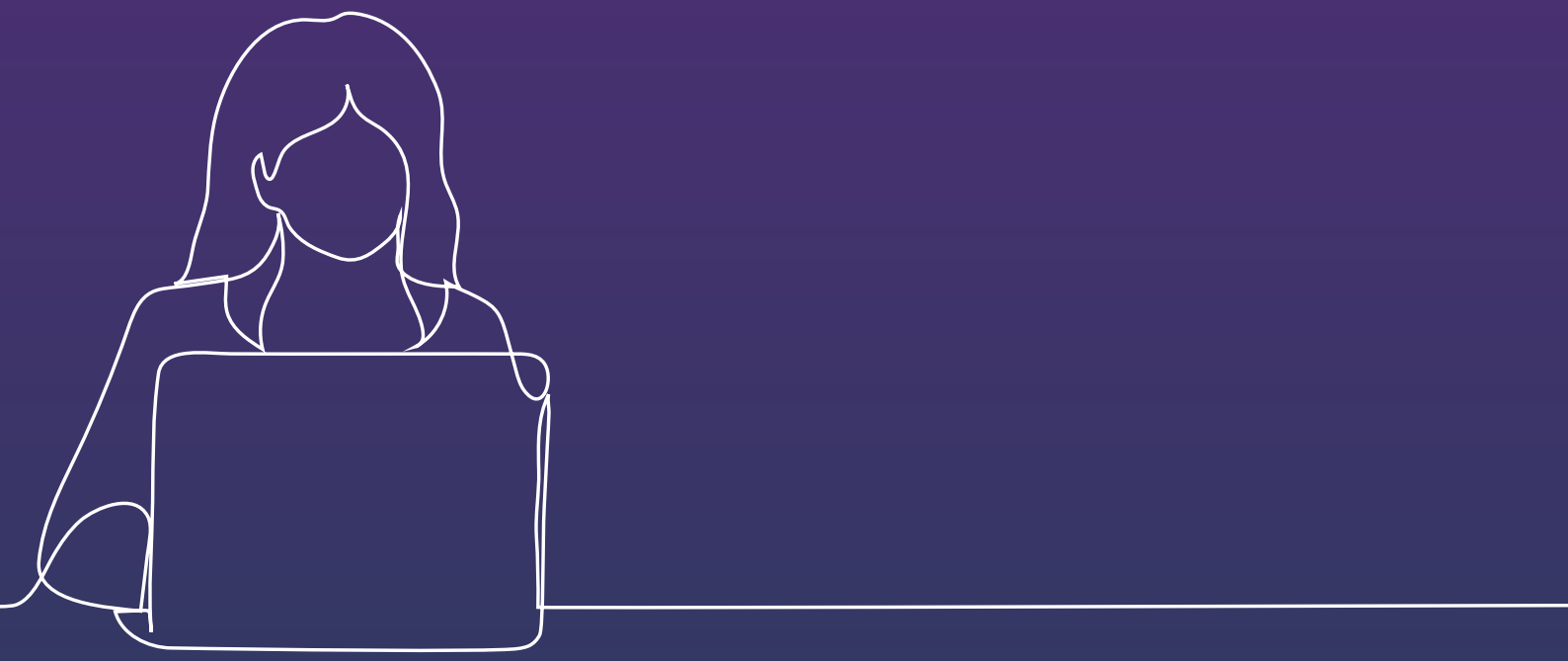
Appendix 1 – A template for Designing, Implementing and Evaluating Policies or Interventions



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Section 1. Problem Definition (See Public Health Step 1)

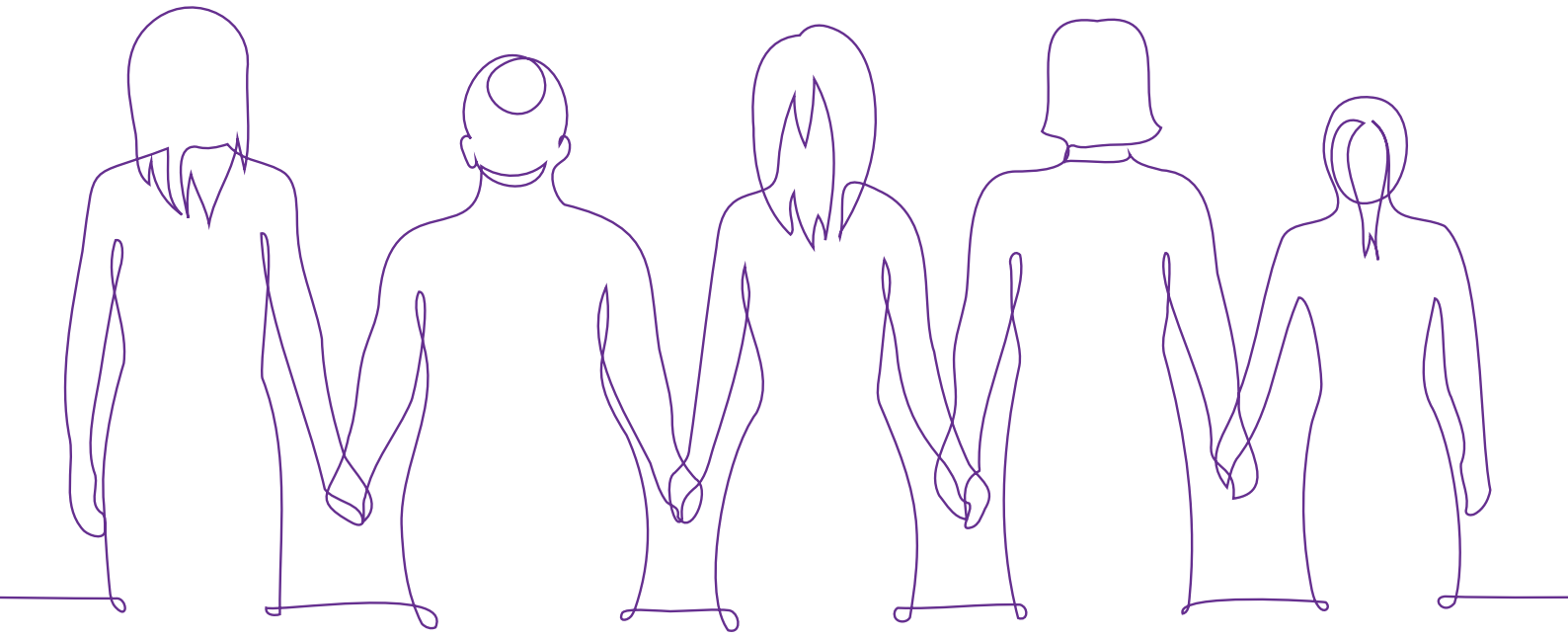
Briefly restate the problem you are trying to solve. This keeps the intervention aligned with Step 1 and avoids “solution-first thinking”.

1.1 What local problem has been identified?

- What does the data show?
- Which groups are most affected?
- Where and when does the issue occur?

1.2 Why is this a priority?

- Impact on women and girls
- Inequalities
- Demand on services
- Community need



Section 2. Evidence Summary (See Public Health Step 2)

Summarise the evidence base you are drawing from.

2.1 What does the evidence say about:

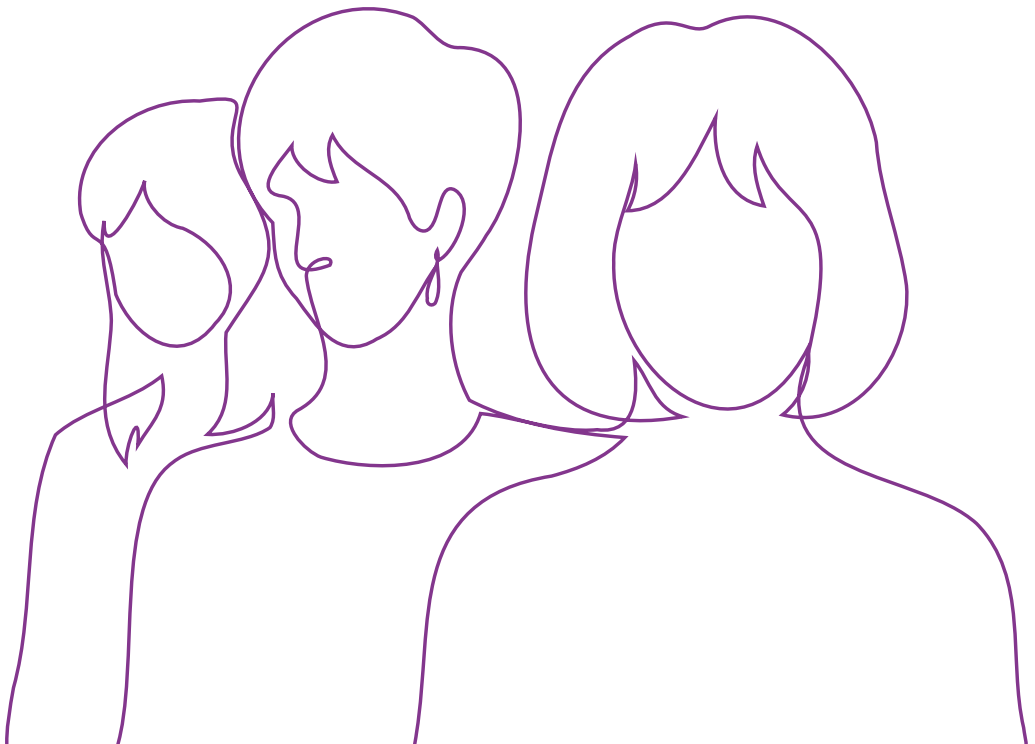
- Why this problem happens? (risk factors)
- What protects against it? (protective factors)

2.2 What interventions or approaches does the evidence suggest may work? Include:

- Research evidence (Engender, Zero Tolerance, Improvement Service)
- National guidance (e.g., Equally Safe, NICE, WHO, PHS)
- Local evaluations
- Lived experience insights

2.3 Equality, trauma & context check

- Does the evidence address gender, power and inequality?
- Does it include voices of marginalised groups?
- What adaptations are needed for your local context?



Section 3. Define the Aim and Theory of Change

3.1 What is the ultimate change you want to achieve?

(Prompts: *"Increase safety…" "Reduce harassment, "prevent sexual harassment in secondary schools…")*

3.2 Who is the intervention for? (Target group)

- Age
- Location
- Specific needs of population group
- Why this group?

3.3 How will the intervention create change? Describe your theory of change in 3 lines:

- Inputs (what you will do)
- Processes (how it works)
- Outcomes (what changes)



Section 4. Designing the Policy/ Intervention (See Public Health Step 3)

4.1 Intervention description - Provide a simple summary of what the intervention involves.

4.2 Prevention level(s) - Tick all that apply:

- ☐ Primary
- ☐ Secondary
- ☐ Tertiary

4.3 Core components – What are the evidence-based elements that make it effective, that cannot be changed.

4.4 Adaptable elements - Local examples, settings, delivery styles, that can be changed depending on the context for delivery.

4.5 Safety considerations

- Could this intervention increase risk for women/girls?
- Are referral routes clear?
- Are staff trained to respond?
- Have you included safety planning?

4.6 Co-production - How have women's voices shaped this design?



Section 5. Implementation Planning

5.1 Key partners & roles - List all agencies and what each contributes.

5.2 Workforce needs

- Skills
- Training required
- Tools and resources

5.3 Delivery plan

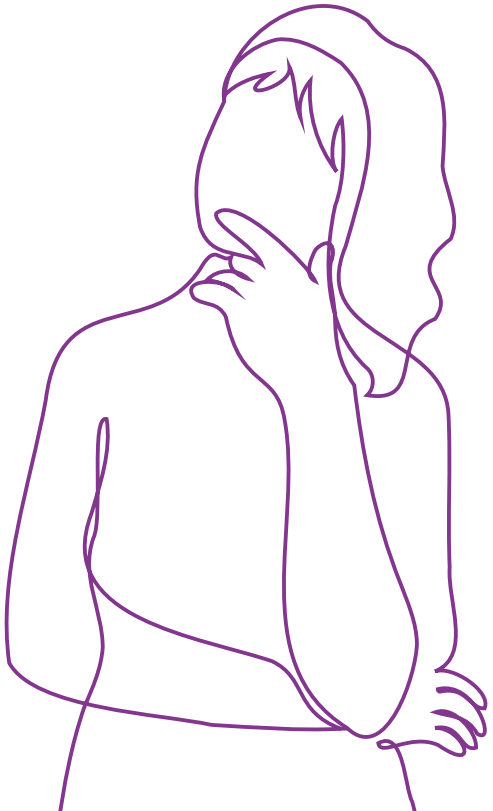
- Who delivers
- Where
- When
- How often

5.4 Resources & budget

- Staff capacity
- Equipment/space
- Costs

5.5 Implementation risks & mitigations

- Potential barriers
- Actions to reduce risk



Section 6. Evaluation Plan (Build in from the Start)

6.1 What will you evaluate? (Choose 1–3 priorities to keep it manageable.)

- Reach
- Quality
- Outcomes
- Process
- Safety
- Cost-effectiveness

6.2 How will you measure change?

- Surveys
- Routine data
- Survivor feedback
- Staff reflections
- Multi-agency data

6.3 Indicators - Define specific, measurable indicators (e.g., "*Increase disclosures in X service by 20% over 12 months*").

6.4 Data collection plan

- Who collects
- How often
- How stored
- How analysed

6.5 Feedback loops

- How will you share learning across teams?
- How will you adapt the intervention based on learning?

Section 7. Sustainability & Scaling (See Public Health Step 4)

7.1 What conditions are needed to sustain the intervention?

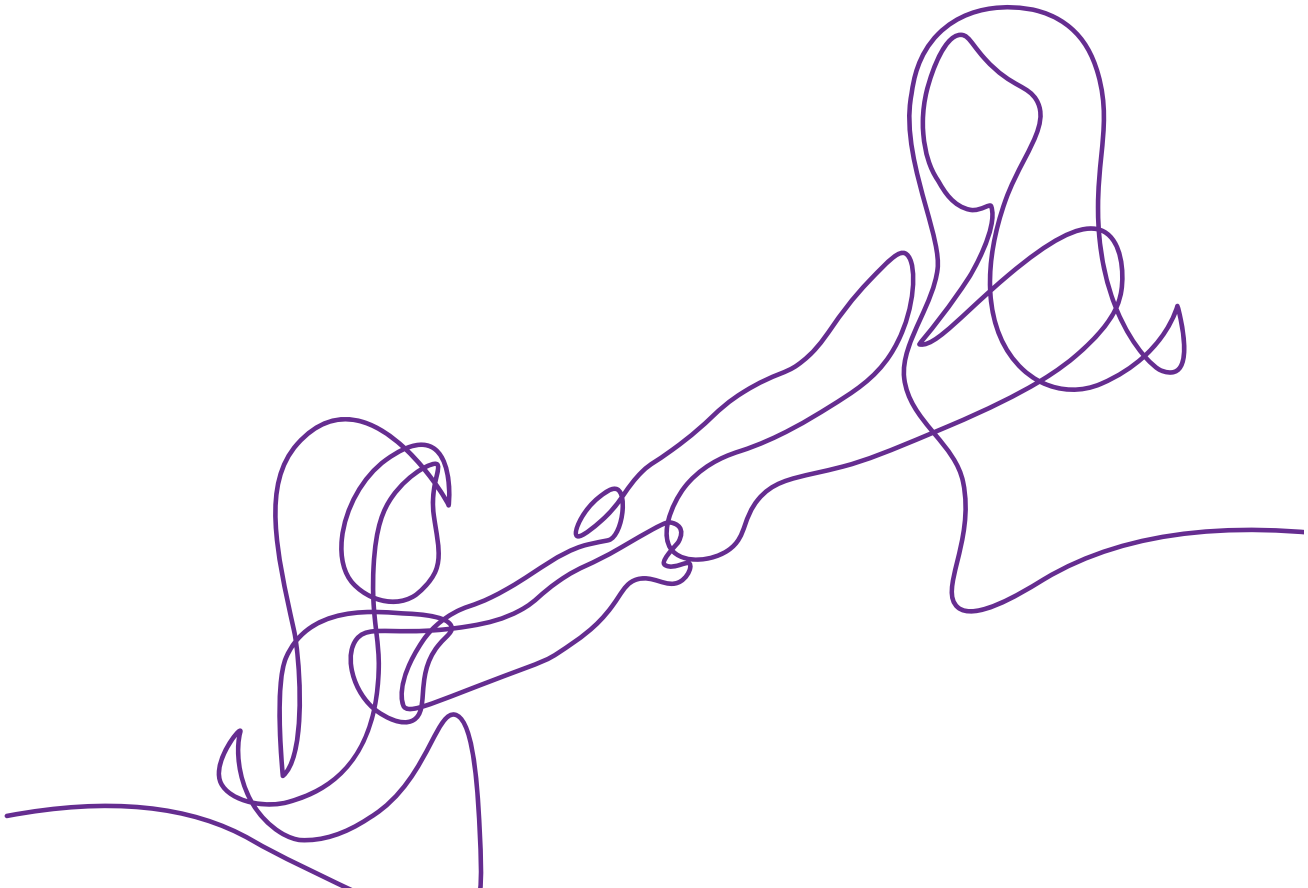
- Leadership support
- Ongoing training
- Stable funding
- Clear governance

7.2 How will you know if the intervention is ready to scale? Check:

Evidence shows it works

- ☐ It is safe
- ☐ It is equitable
- ☐ It is feasible elsewhere
- ☐ Partners support scaling

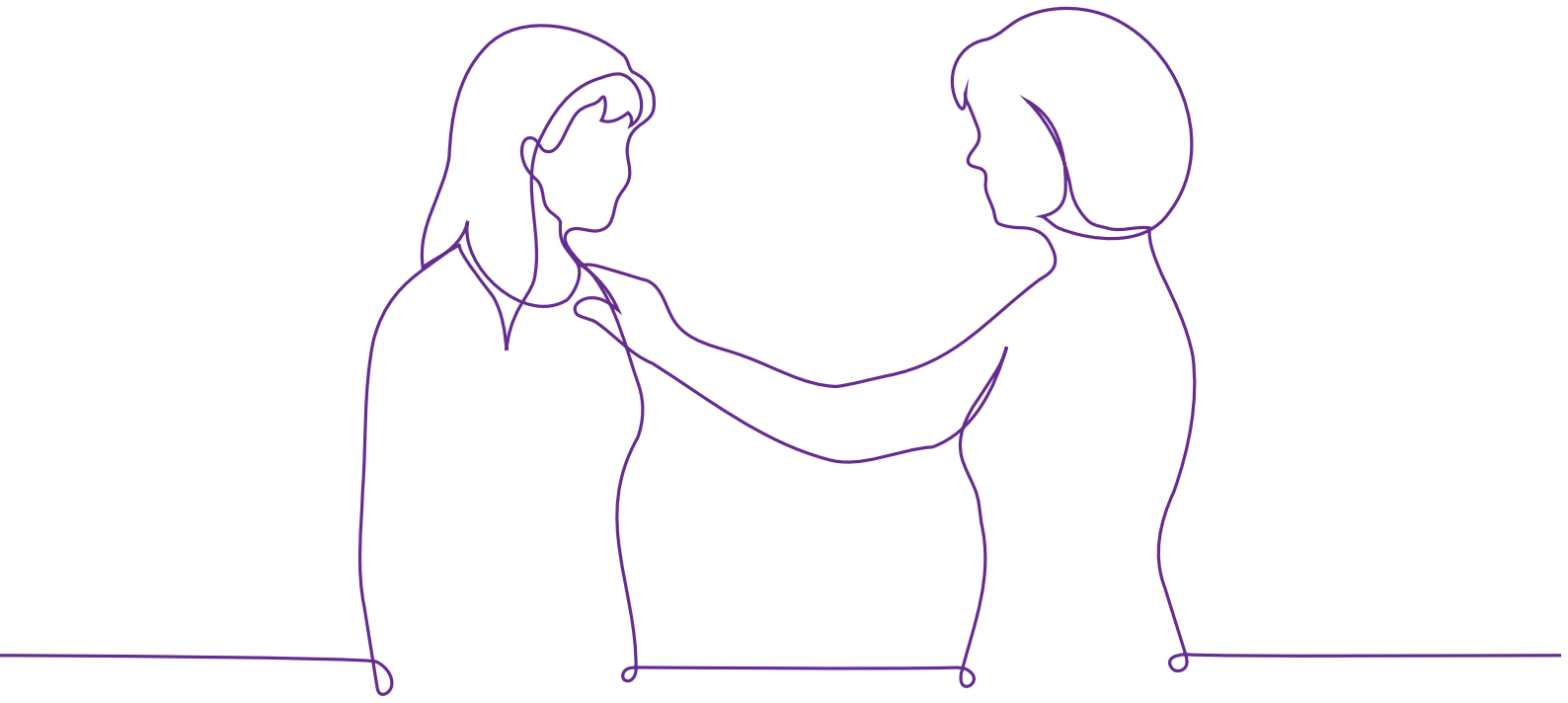
7.3 What further evaluation might be required for scaling?



Section 8. Summary & Sign-Off

8.1 Summary of the intervention in 150 words - Useful for communication with senior leaders or partners.

8.2 Senior leader sign-off - Name, role, date.



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