

A. PREPARATORY PHASE

Contextual Analysis

It is important to initiate the costing study using a participatory options exercise.¹ The essential elements that must be considered in any costing exercise are: existence and type of legislation on domestic violence; existence and type of policy framework; the corresponding services that either respond to or prevent domestic violence; existence and type of data, and other information in the country.

An analysis of the legal framework and operating procedures in the country will enable the research team to gain a better understanding of the national context. Stakeholder mapping is a useful tool to identify potential partners, as well as the primary and secondary audience. In addition, this analysis should look at stakeholders' roles and responsibilities to identify gaps. It is also important for the analysis to document unmet needs, such as lack of human and financial resources, and absence of services in isolated regions and rural areas.

The contextual analysis defines the scope of the costing exercise, specifically the type of costs that can be estimated and the definitions to be employed. Both these elements influence the methodology and methods that will be chosen. There are a number of factors to take into account, such as the intended audience, the response mechanisms and the legal framework available in the country. An additional consideration is whether or not the team working on this project will be able to access and review national budget documents.

Key informant interviews should also be conducted with all relevant national stakeholders (see annex 1 for interview questions) in ministries such as social affairs, finance, interior, education, health, statistics, etc. In addition, interviews should be conducted with relevant non-governmental organizations, especially service providers. It is important to complement this fieldwork with a literature review of violence against women costing studies. This should result in a short contextual analysis report detailing the results and providing recommendations for the next steps to be taken.

¹ UN Women, *Manual for Costing a Multidisciplinary Package of Response Services for Women and Girls Subjected to Violence*. (Bangkok, 2013).