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MINISTRY OF
EDUCATION, SCIENCE AND TECHNOLOGY

DAR ES SALAAM INSTITUTE OF TECHNOLOGY

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GUIDELINES FOR PREVENTION AND RESPONSE TO GENDER BASED VIOLENCE AND SEXUAL EXPLOITATION, ABUSE AND HARASSMENT

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LIST OF ABBREVIATIONS AND ACRONYMS

DIT	Dar es Salaam Institute of Technology
DITSO	Dar es Salaam Institute of Technology Students Organization
DHRA	Directorate of Human Resource and Administration
DR-PFA	Deputy Rector-Planning, Finance and Administration
DSS	Directorate of Student Services
GBV	Gender-Based Violence
GMU	Gender Management Unit
GRM	Grievance Redress Mechanism
IPV	Intimate partner violence
MoCDGWSG	Ministry of Community Development, Gender, Women and Special Groups
SA	Sexual Abuse
SEAH	Sexual Exploitation, Abuse and Harassment

DEFINITIONS OF TERMS

Abuse	Misuse of power through which the perpetrator gains control or advantage of the abused, using and causing physical or psychological harm or inflicting or inciting fear of that harm. Abuse prevents persons from making free decisions and forces them to behave against their will.
Actor(s)	Refers to individuals, groups, organizations, and institutions involved in preventing and responding to Gender-Based Violence/Sexual Harassment (GBV/SEAH).
Drop-in Centre	A place for information, safety, referral, first aid, and other immediate needs of GBV/SEAH survivors who need a safe and confidential place for a limited period of time.
GBV/SEAH Response	The reaction and support of stakeholders in initiating strategies and activities towards GBV/SEAH survivors.
Gender	The term used to denote the social characteristics assigned to men and women. Gender refers to what it means to be a boy or a girl, woman or man, in a particular society or culture. Society teaches expected attitudes, behaviours, roles, responsibilities, constraints, opportunities, and privileges of men and women in any context.
Gender Based Violence (**GBV**)	An umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed (i.e., gender) differences between males and females. GBV broadly involves physical, sexual, economic, psychological, emotional abuse (threats and coercion), and harmful

	practices occurring between individuals, within families, community and at work place.
Gender Mainstreaming	Is a strategy for achieving gender equality by assessing and bringing on board the implications for women, men, girls, and boys in any planned action, legislation, policies, or programs in all areas and at all levels.
Incident	Refers to the specific act of gender-based violence or rights violation.
Intimate Partner Violence (IPV)	Is any behaviour within an intimate relationship that causes physical, psychological or sexual harm to those in the relationship, including acts of physical aggression, sexual coercion, psychological abuse and controlling behaviours. IPV is sometimes referred to simply as battery, or as spouse or partner abuse.
Perpetrator	Refers to any person who commits or alleged to have committed an act of gender-based violence.
Physical violence or physical assault	Beating, punching, kicking, biting, burning, maiming, or killing, with or without weapons—often in combination with other forms of gender-based violence.
Power	Power in GBV/SEAH is the unequal ability of one person to control or influence another, which can be misused to exploit, abuse, or harm them
Sexual harassment:	Sexual harassment is a type of harassment involving the use of explicit or implicit sexual overtones, including the unwelcome and inappropriate promises of rewards in exchange for sexual favours. Sexual harassment includes a range of actions from verbal transgressions to sexual abuse

	or assault. Harassment can occur in many different social settings such as the workplace, at home, school, or religious institutions. The victims of harassment may be female or male.
Sexual violence:	Includes sexual exploitation, sexual abuse and sexual harassment. It refers to any act, attempt, or threat of a sexual nature that results, or is likely to result, in physical, psychological, and emotional harm.
Survivor:	Refers to any person be a woman, man or child who suffers any act of violence.
Violence:	Control and oppression that can include emotional, social, or economic force, coercion, or pressure, as well as physical harm. It can be overt, in the form of physical assault or threatening someone with a weapon; it can also be covert, in the form of intimidation, threats, persecution, deception, or other forms of psychological or social pressure. The person targeted by this kind of violence is compelled to behave as expected or to act against her/his will out of fear.

Types of GBV/SEAH Incident

For the purposes of the GBV/SEAH guidelines, and to promote consistency in definitions and application, this document adopts six core categories of GBV/SEAH incidents (cases). These categories are based on internationally recognized definitions. While some examples may not be directly applicable to the Institute's context, they provide a standardized framework for understanding GBV/SEAH. It is important to note that national legal systems may define these terms differently, and may also recognize other forms of GBV/SEAH that are not universally classified. Within the Institute, the definitions outlined in this document shall be applied by designated GBV/SEAH actors for data collection, analysis, and future

dissemination. The GBV/SEAH guidelines therefore identify six core types of GBV/SEAH as follows:

Sexual Abuse	Non-consensual penetration (however slight) of the vagina, anus or mouth with a penis or other body part. Also includes penetration of the vagina or anus with an object. The attempt to do so is known as attempted rape. Rape of a person by two or more perpetrators is known as gang rape.
Sexual Exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes. This includes profiting monetarily, socially, or politically from the sexually exploited person.
Sexual assault	Any form of non-consensual sexual contact that does not result in or include penetration. Examples include attempted rape, as well as unwanted kissing, fondling, or touching of genitalia and buttocks. Female genital mutilation (FGM) is an act of violence that impacts sexual organs, and shall be classified as sexual assault.
Physical assault	An act of physical violence that is not sexual in nature. Examples include hitting, slapping, choking, cutting, shoving, burning, shooting or use of any weapons, acid attacks or any other act that results in pain, discomfort or injury.
Denial of resources/ /opportunities/services	Denial of rightful access to economic resources/assets or livelihood opportunities, education, health or other social services. Examples include a widow prevented from receiving an inheritance, earnings forcibly taken by an intimate partner or family member, a woman prevented from using contraceptives, a

	girl prevented from attending school, etc. “Economic abuse” is generally included in this category.
Psychological/ Emotional abuse	Infliction of mental or emotional pain or injury. Examples include threats of physical or sexual violence, intimidation, humiliation, forced isolation, stalking, harassment, unwanted attention, remarks, gestures or written.

PART ONE

1. GENERAL PROVISIONS

1.1 Introduction

Gender-Based Violence and Sexual Exploitation, Abuse, and Harassment (GBV/SEAH) constitutes a serious misconduct that undermines the principles of equality, fairness, and respect in the workplace and academic settings globally. The Dar es Salaam Institute of Technology (DIT) acknowledges the ongoing global, regional, and national initiatives aimed at preventing and addressing GBV/SEAH. Such initiatives are essential not only because GBV/SEAH constitute violation of human rights, but also because their prevention and response to are vital for achieving DIT's vision and mission for sustainable development.

Guided by its vision of becoming a leading institution in technical education institution responsive to societal needs, DIT is committed to providing competency-based technical education through high-quality training, research, innovation, and the development and application of appropriate technologies. The Institute has adopted the Teaching Factory approach whereby skills acquired through routine practical teaching sessions across all academic departments are integrated with industry-based project works. Under this approach, academic staff and students collaborate closely as a team to address real-life problems within and beyond the Institute. The effective implementation of this approach requires, among other enabling factors, a human-resource environment that upholds and protects human rights by discouraging any sort of mistreatment including GBV/SEAH. In this regard, there is a need to establish comprehensive guidelines that will facilitate the effective implementation of the DIT Gender Policy (2021). Such guidelines will strengthen efforts to prevent, discourage, and respond to GBV/SEAH across all organs and activities of the Institute, thereby ensuring a safe, inclusive, and productive learning and working environment.

1.2 Vision, Mission and Slogan

Vision: To become the leading technical education Institution in addressing societal needs.

Mission: To provide competence based technical education through training, research, innovation and development of appropriate technology.

Slogan: DIT is an agent of industrialization, a progressive and customer-centred higher learning institution.

1.3 Related Instruments

The development of these guidelines is aligned with and complements International, Regional, National and Institutional instruments that govern preventions and response to Gender-Based Violence and Sexual Exploitation, Abuse and Harassment.

International instruments that promote gender equality and address gender-based violence and sexual harassment include the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW, 1985) and the Beijing Platform for Action (1995).

Regionally, the Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa (Maputo Protocol, 2003), the SADC Protocol on Gender and Development (2008), Agenda 2063 *"The Africa We Want"*, the African Union Strategy for Gender Equality and Women's Empowerment (2018–2028), and the East African Community Gender Policy (2018).

At the national level, the key reference is the Mwongozo *wa Uanzishwaji, Uendeshaji na Ufuatiliaji wa Dawati la Jinsia katika Taasisi za Elimu ya Juu na Elimu ya Kati* (2021) for reporting of gender based/sexual harassment complaints and/or allegations, Mpango Kazi wa Taifa wa Kutokomeza Ukatili dhidi ya Wanawake na Watoto II (MTAKUWWA 2024/2025-2028/2029), Sera ya Taifa ya Jinsia na Maendeleo ya Wanawake (2023), the Tanzania Development Vision 2050 and the National Five-Year Development Plan Phase III (2021/22-2025/26) themed "Realizing Competitiveness and Industrialization for Human Development," and Tanzania Public Service Regulations (2022).

At the institutional level, the Guidelines designed to complement existing policies, regulations and internal frameworks. They align with the Gender Policy, 2021, Students' Code of Ethics and Good Conduct, 2025, Dar es Salaam Institute of Technology (DIT) Five-Year Rolling Strategic Plan (FYRSP) 2026/2027 – 2030/2031 and Students' General Welfare, Conduct and Disciplinary Matters Regulations, 2013.

Furthermore, the development of this Guidelines document has been informed by benchmarking against best practices from established Gender-Based Violence (GBV) frameworks. Key reference institutions include the Open University of Tanzania, the University of Dar es Salaam, the Muhimbili University of Health and Allied Sciences, and Mbeya University of Science and Technology.

1.4 Purpose of the Guidelines

The purpose of the GBV/SEAH guidelines is to ensure safe learning and working environment that is free from GBV/SEAH. Thus, the Guidelines aims to:

i. **Prevent GBV/SEAH**
   By promoting awareness, education, and behavioural change among students, staff, and all members of the Institute.

ii. **Promote a Safe Learning and Working Environment**
   To guarantee that all persons at DIT can study, work, and interact without fear of violence, intimidation, abuse, or exploitation.

iii. **Provide Clear Reporting and Response Procedures**
   To ensure that incidents are reported safely, handled consistently, and addressed promptly and professionally.

iv. **Protect Survivors and Affected Persons**
   By ensuring access to support services, protecting confidentiality, and preventing further harm or retaliation.

v. **Strengthen Institutional Accountability**

To properly channel the GBV/SEAH cases for accountability in compliance with the rules and regulations governing students and staff (i.e Students' Code of Ethics and Good Conduct, 2025 and DIT Staff Regulations, 2024 for disciplinary actions)

1.5 Scope

These Guidelines shall apply to:

i. All members of the DIT community including contractors, service providers, visitors and any other persons engaged in Institute-related activities at all the DIT Campuses.

ii. GBV/SEAH incidents occurring in DIT campuses, off campus during Institute-related activities, online or through digital platforms, and

iii. Any context where the conduct has a direct or indirect connection to the Institute.

PART TWO

2. GOVERNANCE

The preventions and response to Gender-Based Violence and Sexual Exploitation, Abuse and Harassment (GBV/SEAH) will be coordinated and administered by the Gender Desk which is under Gender Management Unit (GMU). The desk will operate under the Directorate of Human Resource Management and Administration. The DR-PFA will approve the quarterly reports prepared by the Gender Desk prior to their submission to the Ministry of Community Development, Gender, Women and Special Group (MoCDGWSG). Figure 2.1. shows the Institute Organization Structure.

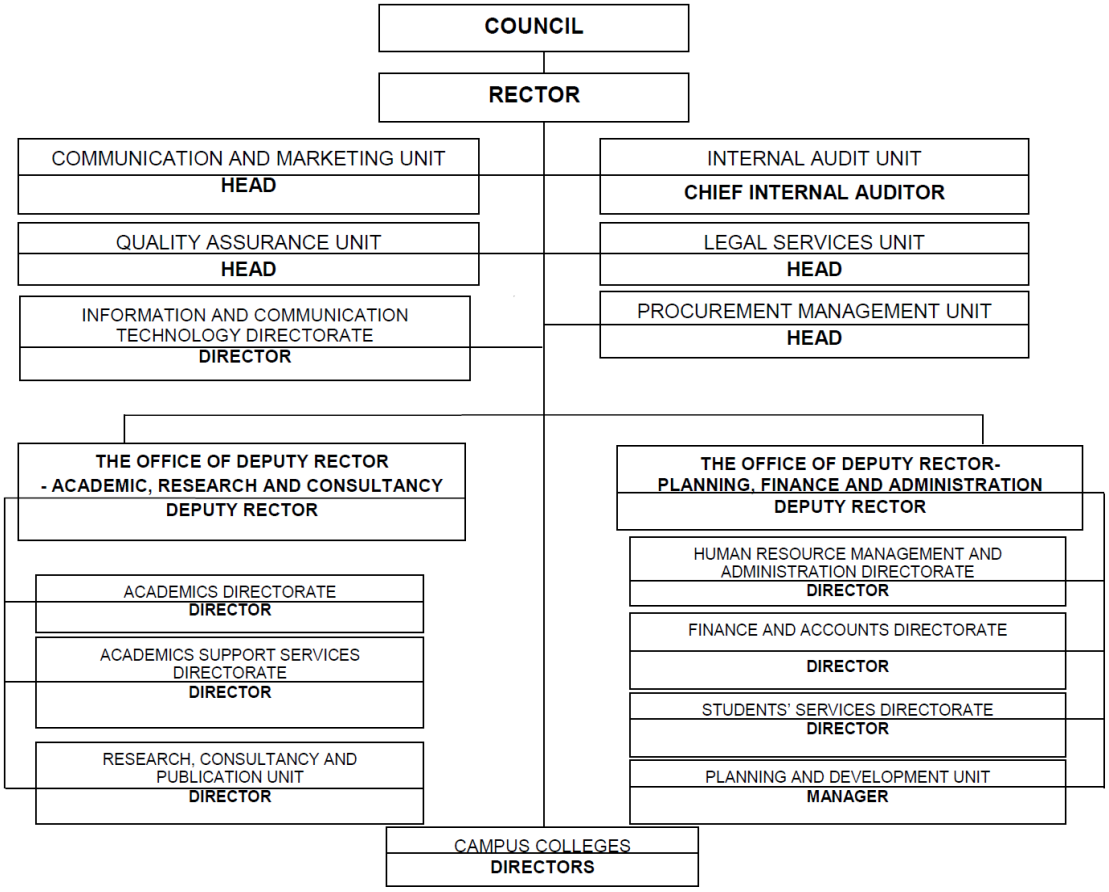


Figure 2.1 Institute Organization Structure

2.1 Linkage with Other Units

The DIT Gender Desk shall function as a technical unit responsible for the prevention of and response to GBV/SEAH cases at the Institute level. It shall maintain close working relationships with the Gender Management Unit, the Directorate of Student Services, and the Directorate of Human Resources and Administration.

In addition, the Gender Desk shall collaborate with all academic and non-academic units on matters related to the prevention of and response to GBV/SEAH across the Institute. It shall also be responsible for preparing and submitting GBV/SEAH reports to the Ministry of Community Development, Gender, Women and Special Groups (MoCDGWSG). Figure 2.2 illustrates the organizational structure governing GBV/SEAH activities.

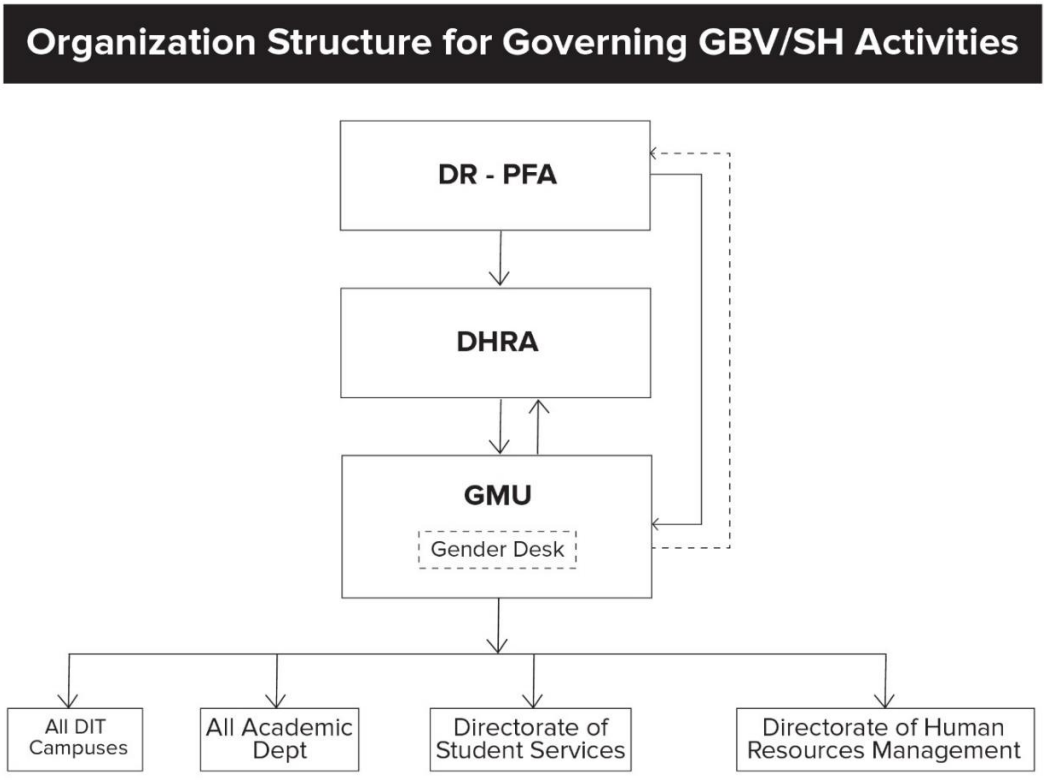


Figure 2.2: Organization Structure for Governing GBV/SEAH

2.2. Qualifications and Appointment of Personnel

2.2.1 Gender Desk Coordinator

There shall be a Coordinator for Gender-Based Violence/Sexual Exploitation, Abuse, and Harassment who will be appointed by the Deputy Rector-Planning, Finance and Administration (DR-PFA). The Gender-Based Violence Coordinator shall be senior DIT staff holding at least a Master degree. Other appointment criteria, tenure and appointment authority shall be as per Institute Guidelines and Regulations. The coordinator shall oversee, monitor, and evaluate GBV/SEAH matters at DIT. The Gender-Desk coordinator together with the Gender Desk Committee shall spearhead the DIT GBV/SEAH prevention, response, and linkage activities.

2.2.2 Gender Desk Departmental Focal Persons

The Gender-Based Violence/ Sexual Exploitation, Abuse, and Harassment focal persons will be appointed by the Deputy Rector-Planning, Finance and Administration (DR-PFA). The appointment criteria and tenure shall be as per *Mwongozo wa Uanzishwaji, Uendeshaji na Ufuatiliaji wa Dawati la Jinsia katika Taasisi za Elimu ya Juu na Elimu ya Kati,* 2021 and the Institute Guidelines and Regulations. The Gender Desk Focal persons together with Gender Desk Coordinator shall spearhead the DIT GBV/SEAH prevention, response, and linkage activities.

PART THREE

3. PROCEDURES FOR DEALING WITH GBV/SEAH

3.1 Procedures for Preventions

DIT shall implement appropriate preventive measures to promote a safe, healthy, and sustainable workplace and learning environment by:

3.1.1 Institutionalising GBV/SEAH

i. Integrate GBV/SEAH prevention into institutional plans and budgets as outlined in DIT Annual Budget;
ii. Uphold functional Gender Desks or Units across campuses;
iii. Promote effective administrative, infrastructural, and interpersonal mechanisms to prohibit GBV/SEAH at DIT;
iv. Enforce transparent systems of admission, accommodation, examination, bidding for tender, employment and staff performance assessment and
v. Implement GBV/SEAH guidelines at the Institute.

3.1.2 Awareness and Education

i. Conduct regular sensitisation workshops, seminars and campaigns;
ii. Include GBV/SEAH education during students' and staff orientation;
iii. Disseminate information through posters, handbooks, websites, and social media;
iv. Publish the GBV/SEAH guidelines booklets and disseminate it to all members of staff, students and stakeholders;
v. Develop strategies for gender mainstreaming and campus safety;
vi. Encourage respectful behaviour and gender equality;
vii. Ensure institutional policies foster a safe and inclusive working environment; and
viii. Promote a culture of respect, equity, and safety in the academic environment.

3.1.3 Capacity Building

i. Train staff, student leaders, Peer Educators, Counsellors, Security officers, and Managers on GBV/SEAH;

ii. Strengthen skills on GBV/SEAH prevention, survivor support/protection, and case handling; and
iii. Build a network of trained actors across campuses.

3.1.4 Safe Physical and Digital Environments

i. Improve lighting, security patrols, and conducive campus infrastructure;
ii. Promote safe hostels and transport arrangements; and
iii. Address cyber harassment, online stalking, and digital abuse.

3.2 Procedures for Response to GBV/SEAH

Procedures for responding to Gender-Based Violence and Sexual Harassment (GBV/SEAH) incidences at DIT shall include;

3.2.1 Reporting of GBV/SEAH

GBV/SEAH incidences shall be reported by survivors or third parties to designated GBV/SEAH reporting centres at DIT through in-person reporting, electronic platforms, telephones, written submissions or any means preferred by the survivor. Reporting shall include incidents, threats or acts of retaliation, and will be received without discrimination.

3.2.2 Reporting Guiding Principles

Reporting GBV/SEAH shall be guided by the following principles:

i. **Safety**: All actions taken for a survivor shall aim to restore or maintain safety;
ii. **Confidentiality**: At all times, confidentiality of the affected person(s) and their families shall be respected. Sharing necessary information with other actors shall be provided at the consent of the survivor;
iii. **Respect and dignity**: Actors shall listen to survivors' opinions, thoughts, and ideas and treat survivors with respect;
iv. **Non-discriminatory**: All survivors, regardless of gender, race, religion or socio-economic background are equal and shall be treated as such according to their needs; they have equal access to services;

v. **Informed consent**: Consent shall be obtained for specific procedures and services including physical examination and treatment, forensic evidence, police investigation and legal justice.

3.2.3 Rights of Survivors

All actors shall use a survivor-centred approach, respecting the rights of the survivor by;

i. Treating them with respect without stigma or “blame the victim” attitudes;
ii. Giving them correct and understandable information to ensure informed consent. Survivors shall not be told what to do as this may contribute to the feelings of powerlessness;
iii. Ensuring their privacy and confidentiality. Survivors shall not be subjected to gossiping and shaming;
iv. Protecting them from discrimination, including differential treatment based on gender, ethnicity, or other factors;
v. Giving them freedom of being attended by service provider of their choice; and
vi. Giving them choice of being accompanied by a person they trust.

3.2.4 Protection Against Retaliation

DIT shall:

i. Prohibit retaliation in all forms;
ii. Monitor survivor safety; and
iii. Take disciplinary action against retaliation behaviour.

iv.

3.2.5 General Obligations of Actors

All staff members, students, service providers and stakeholders have a responsibility to:

i. Uphold dignity and respect;
ii. Report GBV/SEAH incidents; and
iii. Support prevention initiatives.

3.2.6 Actors Roles and Responsibilities

3.2.6.1 Gender Desk

Gender desk shall

i. Serve as the primary point of contact for GBV/SEAH reporting denoted as Drop-in Centre;
ii. Receive and respond to any GBV/SEAH incident;
iii. Document complaints confidentially;
iv. Provide initial counselling, guidance and referral to appropriate support services;
v. Facilitate collection of evidence upon reporting.
vi. Refer GBV/SEAH cases accordingly;
vii. Make close follow-up to the referred prevalence GBV/SEAH cases;
viii. Collect and compile (GBV/SEAH) incident report forms (Annex 2) submitted by relevant actors for monitoring and evaluation purposes;
ix. Coordinate awareness campaigns and preventive programs on GBV/SEAH;
x. Organise capacity building seminar for members of Gender-Desk Committee and other GBV/SEAH actors;
xi. Advise Top Management on GBV/SEAH issues related to the DIT activities and programmes;
xii. Prepare quarterly report for the GBV/SEAH incidences; and
xiii. Prepare work plan as per the developed guidelines.

3.2.6.2 Gender Management Unit

In pursuit of the Gender policy objective of promoting gender mainstreaming within DIT operations, and ensuring the elimination of all forms of GBV/SEAH at the institute.

Gender Management Unit shall:

i. Receive and respond to any GBV/SEAH incident in collaboration with Gender Desk;
ii. Record the complaint by completing the prescribed form provided in Annex 2; and
iii. Provide initial guidance and counselling to the survivor.

3.2.6.3 Directorate of Students Services (DSS)

i. Receive and respond to any GBV/SEAH incidents in collaboration with Gender Desk;
ii. Record the complaint by completing the prescribed form provided in Annex 2;
iii. Provides staff and students psychosocial support, counselling and guidance and make referrals accordingly;
iv. Promote students' disciplinary measures for perpetrators of GBV/SEAH;
v. Monitor and maintain follow-up mechanisms in collaboration with Gender Desk to support survivors' recovery; and
vi. Prepare report for the GBV/SEAH incidences and share the report with Gender Desk.

3.2.6.4 Legal Unit

i. Receive and provide legal guidance on GBV/SEAH cases;
ii. Support investigations and ensure due processes are followed; and
iii. Represent the institution in legal proceedings where necessary.

3.2.6.5 DITSO

i. Support students who are survivors and encourage reporting; and
ii. Collaborate with Gender-desk and DSS to address students' GBV/SEAH concerns.

3.2.6.6 Heads of Academic Departments

i. Promote departmental compliance with GBV/SEAH guidelines;
ii. Receive and record the complaints by completing the prescribed form provided in Annex 2;
iii. Forward GBV/SEAH complaints to Gender Desk;
iv. Support staff and students affected by GBV/SEAH; and
v. Facilitate reporting and investigations within the department.

3.2.6.7 Human Resources and Administration

i. Address staff and other stakeholders' GBV/SEAH complaints, including disciplinary measures;
ii. Maintain confidential records of complaints and follow-up actions; and
iii. Receive and forward GBV/SEAH complaints to Gender Desk.

3.2.6.8 Security Office

i. Receive and forward GBV/SEAH complaints to Gender Desk;
ii. Promote campus safety;
iii. Support investigations by preserving evidence and maintaining order; and
iv. Collaborate with Gender Desk to respond to GBV/SEAH incidents.

3.2.6.9 DIT Dispensary

i. Provide immediate medical care to GBV/SEAH survivors;
ii. Collect and preserve medical evidence when required;
iii. Maintain confidential health records related to GBV/SEAH cases; and
iv. Provide clinical counselling and guidance or refer survivors to appropriate support services/Gender Desk.

3.2.6.10 Office of the DR-PFA

i. Include GBV/SEAH activities in the Institute's strategic plan and budget;
ii. Ensure that achievements and challenges related to GBV/SEAH prevention and response are presented to the Institute Management and to the council meetings;
iii. Approve the quarterly report prepared by the Gender Desk prior to its submission to the Ministry of Community Development, Gender, Women and Special Group (MoCDGWSG).

3.2.6.11 GBV/SEAH Focal Person

i. Be a member of Gender Desk/Committee;
ii. Meet quarterly and when it seemed necessary;
iii. Receive, respond and record day to day GBV/SEAH reported cases;
iv. Deliberate on implementation of issues related to GBV/SEAH and approve the report to be submitted to the DR-PFA; and
v. Handle and make follow-up of GBV/SEAH cases reported to the unit.

3.2.6.12 Grievance Redress Mechanism (GRM)

i. Receive and properly record GBV/SEAH grievances; and
ii. Forward GBV/SEAH grievances to Gender Desk;

3.2.4.13 Rector, Deputy Rectors and Directors (Respective Authorities)

i. Receive and forward GBV/SEAH complaints to Gender desk;
ii. Include GBV/SEAH activities in the Institute's strategic plan and budget; and
iii. Ensure that achievements and challenges related to GBV/SEAH prevention and response are presented to the Institute Management and to the Council meetings.

3.2.4.14 Institute Council

Through the Appointment and Disciplinary Committee, the DIT council shall

i. Receive and deliberate on a comprehensive quarterly report on GBV/SEAH. The report shall provide details of all reported GBV/SEAH incidents, together with information on awareness campaigns, seminars, training programmes, and other GBV/SEAH related interventions undertaken during the reporting period.

ii. Provide guidance and recommendations on measures to strengthen GBV/SEAH prevention, reporting and response mechanisms within the Institute.

PART FOUR

4. FRAMEWORK FOR REPORTING AND HANDLING GBV/SEAH CASES

Reporting GBV/SEAH at DIT will involve the following actors; DIT Management, Gender Management Unit (GMU), Gender Desk, DIT Dispensary, Directorate of Students Services (DSS), DIT Student Organization (DITSO), Grievance Redress Mechanism Unit (GRM), DIT Security Office, Head of Departments and Legal Unit. The GBV/SEAH survivor/interested person will initiate the process by reporting GBV/SEAH incident to any of the identified actors as shown in Figure 4.1 through physical reporting, phone, short messages, emails, GBV/SEAH call number, WhatsApp messages or suggestion box.

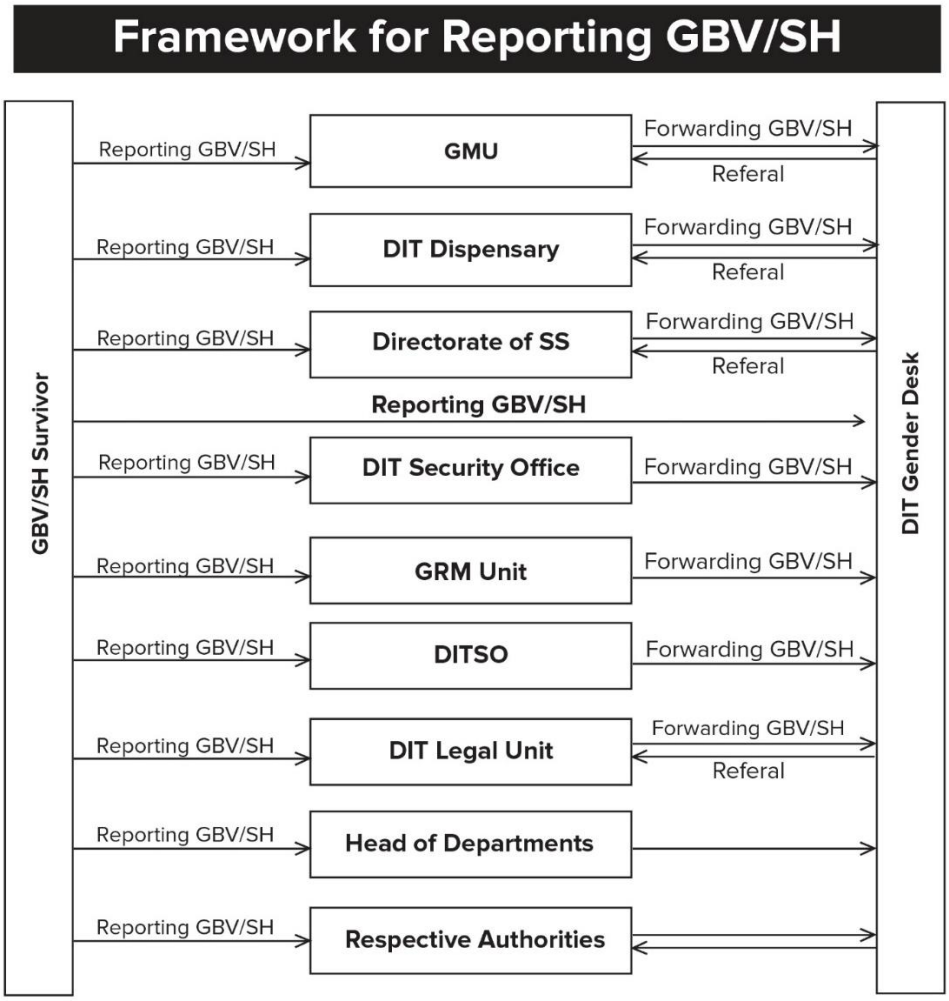


Figure 4.1 Framework for Reporting GBV/SEAH

PART FIVE

5. MONITORING AND EVALUATION

5.1 Monitoring and Evaluation Mechanisms

For Monitoring and Evaluation of GBV/SEAH activities the following are required:

i. GBV/SEAH Incidents report forms (Annex 2); and

ii. Monthly data for the purpose of analysing GBV/SEAH trends and determine strategies for their prevention of and response to.

Participatory and community-based methods to monitor and evaluate the effectiveness of the GBV/SEAH prevention and response services will be applied.

The monitoring and evaluation of GBV/SEAH prevention and response efforts shall be implemented at all the DIT campuses. The proposed monitoring indicators are included in Table 1.

S/N	Strategy	Activities	Target	KPI
1	Create awareness among the DIT community members	Conduct GBV/SEAH awareness campaigns to DIT Community	Conduct at least two GBV/SEAH awareness campaigns to DIT Community annually	At least two campaign reports shall be produced annually
		Publish and display posters about GBV/SEAH around the Institute	Post GBV/SEAH posters on all the notice boards of the Institute throughout the year	Presence of GBV/SEAH displayed posters on all notice boards around the Institute throughout the year
		Prepare leaflets and brochures on GBV/SEAH and disseminate it to members of the community	Prepare and disseminate at least 5,000 leaflets and brochures on GBV/SEAH to members of DIT Community and other stakeholders.	At least two records with statistics of the distributed leaflets and brochures shall be produced annually
		Prepare digital displays and place them where they are easily accessible by many.	Prepare at least one digital display and place it where it is easily accessible by once a year	At least one accessible digital display shall be placed within the Institute throughout the year.
2	Build capacity to GBV/SEAH responsive personnel	Train at least 15 GBV/SEAH actors on how to determine and handle GBV/SEAH cases.	Train all the Institute's GBV/SEAH key actors on how to determine and handle GBV/SEAH cases annually.	At least one report of the trained Institute's GBV/SEAH key actors on how to determine and handle GBV/SEAH cases shall be produced annually.
3	Ensure effective administrative, infrastructural, and interpersonal mechanisms to handle GBV/SEAH at DIT	Communicate GBV/SEAH administrative structure to the DIT Community	Conduct awareness programmes and formally write the GBV/SEAH key actors identifying their responsibilities on GBV cases; and the reporting channels and hierarchies at the beginning of academic year	At least one report of the awareness programmes/Letters of appointment/engagement distributed to key actors shall be produced annually.
			Ensure implementation of GBV/SEAH guidelines at the Institute at the beginning of new academic year	GBV/SEAH guidelines and implementation distributed to key actors at the beginning of new academic year

		Strengthen the units that receive and process reporting of GBV/SEAH cases	Equip the units with conducive infrastructure and the reporting mechanisms for handling GBV/SEAH cases at the beginning of each academic year	Conducive GBV office/rooms, reporting forms/systems, GBV/SEAH trained personnel, conducive environment, first aid kits, functional counselling facilities shall be available throughout the year
			Equip the units with the functional counselling services annually.	Personnel with the knowledge of Guidance and Counselling, Conducive environment shall be available throughout the year
		Put in place Standard Operating Procedures for handling GBV/SEAH cases	Outline and communicate to the DIT community the Standard Operating Procedures for receiving, handling, processing and responding to GBV/SEAH complaints at the beginning of each academic year	Standard Operating Procedures document distributed to the community at the beginning of each academic year.
		Prepare and enforce effective GBV/SEAH reporting mechanisms	Prepare and put in place effective and user-friendly mechanisms for reporting perpetual GBV/SEAH incidences at the beginning of academic year	Presence of Online reporting facilities, Reporting Forms, clearly defined reporting channels throughout a year.
		Train members of the committee to preliminary investigate cases of GBV/SEAH acts promptly and recommend accordingly	Train all fifteen the GBV/SEAH personnel on how to handle reporting of GBV/SEAH cases.	At least one report of the Training shall be produced annually.
		Facilitate collection of evidence upon reporting of GBV/SEAH cases.	Proper documentation of evidence shall maintain throughout the investigation process.	Documentation of GBV/SEAH evidences throughout the investigation process.
		Impart to key actors the knowledge of GBV/SEAH equipped with frequent training of customer care; guidance and counselling	Conduct at least one customer care training to key actors annually	At least reports of the training
			Conduct at least one training sessions on guidance and counselling to GBV/SEAH key actors annually	Reports of the training

4	Ensure transparency in admission, accommodation, examination, bidding for tender, employment and staff performance assessment	Advocate the use of systems in admission of students into the Institute, placement of student in their halls of residence, in processing and releasing students' examination results, in the process of bidding for tender, in staff employment and in staff performance assessment	To admit new student into the Institute online at the beginning of the year	Presence of online admission system at the beginning of the year
			To allocation students into their halls of residences online at the beginning of the year	Presence of online students; accommodation system
			To process students' examination results online in accordance with the Institute Almanac	Presence of online examination processing system
			To carry out Institute's tendering processes online as required.	Presence of online tendering system throughout a year.
			To process staff employment online as required.	Presence of online staff employment systems as required.
			To carry out staff performance assessment online throughout a year.	Presence of online staff performance assessment throughout a year.

Approval of the Guidelines for Prevention and Response to Gender Based Violence and Sexual Exploitation, Abuse and Harassment

This Guidelines for Prevention and Response to Gender Based Violence and Sexual Exploitation, Abuse and Harassment was approved on…. April, 2026 by ……DIT Council

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Prof. Preksedis M. Ndomba
RECTOR

ANNEX 2

1.0 USAJILI WA TAARIFA ZA UKATILI WA KIJINSIA

1.1 Taarifa za awali

i. Kampasi/Ndaki_____

ii. Ofisi iliyopokea taarifa_____

iii. Tarehe ya kuletwa kwa taarifa: tarehe_____mwezi_____mwaka_____

iv. Muda wa kuripotiwa kwa tukio_____

v. Muda tukio lilipotokea_____Mahali tukio lilipotokea_____

vi. Jina kamili la muhanga: _____

vii. Jinsi: Me /____/ Ke /___/ Umri (miaka): _____

viii. Jina kamili la mtoa taarifa kama si muhanga: _____

ix. Jinsi: Me /____/ Ke /___/ Umri (miaka): _____

x. Uhusiano wa mtoa taarifa na muhanga_____

xi. Kazi/shughuli ya muhanga: _____

xii. Kama ni mwanafunzi anasoma kozi gani_____

xiii. Namba ya usajiri wa masomo _____

xiv. Anwani ya makazi, bweni/hosteli/ /mtaa/kitongoji/kijiji: _____

xv. Namba za simu ya mkononi: _____

xvi. Anwani ya baruapepe (email): _____

1.2 Taarifa za mtuhumiwa/watuhumiwa

i. Jina la mtuhumiwa/watuhumiwa wa kwanza:

(a)_____

(b)_____

ii. Jinsi:

(a) Me/_____/Ke/_____/ Umri(miaka): _____

(b) Me/_____/Ke/_____/ Umri(miaka): _____

1.3 Mpokea taarifa/Mratibu wa dawati la jinsia

i. Jina la mratibu/afisa: _____sahihi_____

ii. Namba ya simu ya mratibu/mpokea taarifa: _____

1.4 Taarifa ya Tukio la Ukatili wa Kijinsia

Taarifa ya Tukio la Ukatili wa Kijinsia (Tafadhali zungusha namba inayostahili)				**Taarifa za mlalamikiwa**		**Hatua zilizochukuliwa**
Aina ya tukio	**Chanzo/Sababu ya Tukio**	**Mahali tukio lilipotokea**	**Madhara ya Tukio**	**Uhusiano wa Mlalamikiwa na Muhanga**	**Kazi ya Mlalamikiwa**	
1. Maneno/matamshi/ishara 2. Picha/ujumbe wa maandishi 3. Kisiasa 4. Rushwa ya ngono 5. Kutekeleza shambulio la aibu 6. Kubaka/kujaribu kubaka 7. Kulawiti 8. Kuingiliwa Kinyume na Maumbile 9. Shambulio la Mwili 10. Aina nyingine (taja)	1. Kitaaluma 2. Kijamii 3. Kisiasa 4. Kiafya 5. Wivu 6. Ushirikina 7. Visasi 8. Ujinga 9. Sababu nyingine (taja)	1. Bwenini 2. Ofisini 3. Darasani 4. Shambani/ porini 5. Mahali pa ibada 6. Barabarani 7. Ndani ya chombo cha usafiri 8. Mahali pa burudani 9. Mahali pengine (taja)	1. Kufeli mtihani 2. kushindwa kuingia darasani 3. Majeraha 4. Magonjwa 5. Uharibifu/upotevu wa mali 6. Kukosa haki 7. Ulemavu 8. Woga/kutoji amini 9. Kifo 10.Madhara mengine (taja)	1. Mwalimu 2. Mwanafunzi 3. Kiongozi 4. Mwajiri 5. Mwenzi 6. Mwenzi wa zamani 7. Mtoa huduma 8. Mwenye nyumba/hosteli 9. Jirani 10. Ndugu wa familia (taja) 11. Uhusiano mwingine (taja)	1.Mwalimu/mhadhiri/mkufunzi 2. Mtumishi wa utawala 3. Mwanafunzi 4. Kiongozi wa serikali ya wanafunzi 5. Mtoa huduma ndani ya taasisi 6. Kiongozi wa dini 7. Kiongozi wa jamii 8. Kazi nyingine (taja)	1. Kushauri 2. Kupatanisha 3. Kupewa onyo 4. Kuripoti kwa uongozi wa taasisi 5. Kukamatwa na kupelekwa kwenye mamlaka husika 6. Huduma ya ushauri na unasihi 7. Kupelekwa kituo cha kutolea huduma za afya 8. Kupelekwa kwenye dawati la Jinsia kwa majadiliano zaidi