

## GENDER MAINSTREAMING THE PROJECT CYCLE

Stage	Formulation	Implementation	Monitoring and Evaluation
Purpose	To formulate a project that <b>analyses</b> the roles and needs of women and men, and addresses any gender inequalities so that women and men can <b>equally access</b> , <b>equally participate</b> in and <b>equally benefit</b> from the resources, services, capacity building and other activities offered by the project.	To implement project activities that ensure women and men can <b>equally access</b> project resources and services, <b>equally participate</b> in project activities and decision-making processes, and <b>equally benefit</b> from training or other capacity building activities offered by the project.	To ensure women and men <b>equally participate</b> in monitoring and evaluation activities and decision-making processes and data is collected on women and men so that gender impacts are tracked to assess if the project <b>equally benefits</b> women and men.
Key Activities	<ul style="list-style-type: none"> <li>Assess and categorize the project's potential to integrate gender dimensions and contribute to the advancement of gender equality.</li> <li>Collect and analyse sex-disaggregated data and qualitative information to understand roles and needs of women and men.</li> <li>Design project activities to meet the specific needs of women and men. <i>*Example activity: For capacity building activities, ensure training curricula and tools are developed to accommodate the different education/skill levels that may exist between women and men.</i></li> <li>Incorporate mechanisms to ensure gender balanced representation and participation in project activities and decision-making processes (target at least 40% of whichever sex is underrepresented). <i>*Example activity: Targeted awareness outreach activity to increase women's participation in project activities.</i></li> <li>Develop gender-specific targets or performance indicators that track gender results and impact. <i>*Example target/indicator: Number of national or regional industry-related legislation, policies, strategies or plans that incorporate a gender perspective.</i></li> <li>Take into account any adverse impacts or risks that may affect the equal access to, equal participation in and/or equal benefit from project activities among women and men. <i>*Example activity: Identify if there are any cultural/ religious/legal restrictions that would not allow women or men to access or participate in project activities.</i></li> <li>Ensure equal opportunity for women and men in the management and implementation arrangements of project. <i>*Example activity: Create terms of reference for project staff that include gender sensitivity/respect for diversity as a competency and/or include incentives for women to apply.</i></li> <li>Allocate sufficient financial resources for gender equality and women's empowerment activities. <i>*Example activity to fund: Recruit gender expert to ensure gender issues are addressed during implementation; conduct gender equality training; undertake a comprehensive gender analysis and baseline exercise in the field at project inception.</i></li> <li>Identify and consult with women/gender groups, associations or stakeholders on project formulation.</li> <li>Consider lessons learned from previous projects with gender dimensions and integrate them into project formulation where relevant.</li> </ul>	<ul style="list-style-type: none"> <li>If the project is considered gender relevant, conduct a more comprehensive gender analysis in the field and establish a baseline.</li> <li>Ensure women and men can equally access project resources and services. <i>*Example activity: Include targeted trainings for women or men who need to upgrade their skills in order to access new technologies provided by the project; take into account particular social or legal restrictions that may prohibit women or men from accessing resources, such as finance/credit.</i></li> <li>Make sure women and men can equally participate in project activities such as trainings or capacity building activities. <i>*Example activity: Include special transportation or have mobile training units to address any security or distance challenges; to enhance women's participation, provide childcare services and/or, specifically target women networks in awareness building/outreach.</i></li> <li>Recruit gender expert or ensure at least one member of the <u>project</u> management team is knowledgeable about gender issues and gender mainstreaming. <i>*Example activity: Ensure project manager completes basic gender course ("I Know Gender Course on UN Women's eLearning Campus <a href="https://trainingcentre.unwomen.org">https://trainingcentre.unwomen.org</a>)</i></li> <li>Engage with gender focal points in-country (women's groups, associations, NGOs) as project counterparts and/or as gender advisors.</li> <li>Build capacity within the project team and among stakeholders to ensure gender-responsive implementation and the continued integration of a gender perspective within the sector/area of intervention after the project ends. <i>*Example activities: i) Involve gender focal point or gender/women-focused groups in "train the trainer" programmes and/or project monitoring activities to ensure sustainability. ii) Provide gender sensitization training to all project personnel and share branch gender mainstreaming guide.</i></li> </ul>	<ul style="list-style-type: none"> <li>Collect sex disaggregated data to track gender equality results and assess gender impacts.</li> <li>Monitor access, participation, and benefits among women and men and incorporate remedial action that redresses any gender inequalities in project implementation.</li> <li>Regularly report on how gender is mainstreamed and ensure that mid-term reviews, assessments, audits, etc. include gender as a specific criteria/component.</li> <li>Ensure gender balance in evaluation team and recruit gender evaluation expert to be part of evaluation team. If this is not feasible, make sure at least one member of the evaluation team is knowledgeable about gender issues and gender mainstreaming.</li> <li>Ensure women and men are able to participate in monitoring and/or evaluation processes. <i>*Example activity: If evaluation calls for interviews, ensure that both women and men can participate, taking into account transportation, language, and time requirements.</i></li> <li>Integrate gender-specific evaluation questions and components in the Evaluation ToRs in line with UNIDO Evaluation Group Guide for integrating gender so that the evaluation report includes an assessment of gender equality results and impacts.</li> <li>Identify good practices and lessons learned on project outcomes/outputs or activities that promote gender equality and/or women's empowerment.</li> <li>Incorporate a gender dimension in project staff's performance appraisals (e.g. by incorporating gender-related tasks in project staff's job descriptions).</li> </ul>