Gender Integration Checklist EUEI PDF Project Management



Project idea

Request for support by partner



/ Scoping mission



ToR development

Tender

Selection of consultant

Kick-off

Implementation phase

Final report/End of

6 months followup

External evaluation

Preparation Phase:

- Build awareness of the partner on potential gender issues and its implications for the activity.
- Explain the importance of the cross-cutting themes poverty & gender for EUEI PDF.
- Guide partners to available resources for poverty and gender integration (refer to Gender Briefing Notes).

Scoping Mission

- Highlight gender issues in the sub-sector and in the planned activity during scoping mission discussions with partners and
 other stakeholders.
- Scoping Mission: For activities/topics that have significant poverty and gender dimensions (e.g. biomass, cooking energy, energy access) include the following tasks in the scoping mission:
 - · An assessment of poverty and gender issues relevant to the activity planned (refer to Gender Briefing Notes);
 - · Inclusion of a local gender/socio-economic expert in scoping mission, where appropriate.
- Meet with relevant governmental organisations/focal points/non-governmental organisations responsible for and working on gender and include them in the activity design and implementation, where appropriate.
- Provide consultants and partners with Gender Briefing Notes for the relevant sector.

Governing Board Approval:

Include information on poverty and gender dimensions of the activity and how these will be addressed in the Governing Board Note.

Activity ToR:

- In the ToR, explain the poverty and gender dimensions and indicate how the consultant is required to make sure that the position and role of women will be addressed and, where possible, improved.
- Where appropriate, mention experience with gender integration in the ToR in the "profile of the expert" section.
- For activities/topics that have a significant poverty and gender dimension, include the following tasks in the ToR:
 - Assessment of poverty and gender issues relevant to the activity (refer to relevant Gender Briefing Note or Gender Integration Checklist for ideas);
 - Formulation of a plan addressing poverty and gender in the activity.

Selection of consultant:

- Include local gender expertise in the activity, either by hiring a consultant with relevant knowledge and experience, or by working closely with governmental or non-governmental organisations with relevant knowledge and experience.
- Include gender as one of the criteria in the evaluation grid and give it appropriate weighting.
- Provide consultants with Gender Briefing Notes for the relevant sector.
- During the briefing meeting with the consultant, emphasise the importance of gender to EUEI PDF.

Inception Workshop:

- Highlight poverty and gender dimensions of the activity and the relevant subsector (e.g. through a special session to build understanding and awareness among the participants and to develop ideas).
- Ensure participation of local stakeholders/organisations (including governmental stakeholders) working on poverty and gender issues.
- Encourage gender balance in participation (not only the presence of female participants, but also participants that specifically represent women).

Implementation:

- Workshops:
 - Include local stakeholders working on poverty and gender issues, including governmental stakeholders.
 - · Encourage gender balance in workshop participation.
- Progress Reports:
 - Review reports for progress made on poverty and gender and remind the consultant of the gender dimension, if it is not appropriately included in the progress report.

Final Reports

 Review final report for integration of poverty and gender dimensions (assessment of gender implications of proposed actions; identification of concrete measures to address these issues; inclusion of gender sensitive indicators in M&E system).

End of Intervention Report (EoIR):

Ensure reporting on 1) the assessment of and 2) actions planned and taken on poverty and gender dimensions.

6 Months Follow-Up on Outcomes:

Ensure that critical poverty and gender dimensions and actions planned and taken are reported on.

External Evaluation:

- Ensure coverage of poverty and gender dimensions (issues identified, actions planned and implemented and results
 achived) through inclusion in questionnaire templates, quick-reference table and in discussions with evaluator.
- For activities/topics that have a significant poverty and gender dimension (e.g. biomass, energy access), include experience on gender in the profile of the expert/evaluator.