# Gender Integration Checklist

## EUEI PDF Project Management

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|       | - 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.  
      | - Highlight gender issues in the sub-sector and in the planned activity during scoping mission discussions with partners and other stakeholders.  
      | - Include information on poverty and gender dimensions of the activity and how these will be addressed in the Governing Board Note.  
      | - 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.  
      | - 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.  
      | - 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).  
      | - Include local stakeholders working on poverty and gender issues, including governmental stakeholders.  
      | - 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).  
      | - Conduct workshops:  
      | - 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.  
      | - 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).  
      | - Ensure reporting on 1) the assessment of and 2) actions planned and taken on poverty and gender dimensions.  
      | - Ensure that critical poverty and gender dimensions and actions planned and taken are reported on.  
      | - Ensure coverage of poverty and gender dimensions (issues identified, actions planned and implemented and results achieved) through inclusion in questionnaire templates, quick-reference tables 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.  
|       | Guide partners to available resources for poverty and gender integration (refer to Gender Briefing Notes).  
      | - 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:  
      | - 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 with Gender Briefing Notes for the relevant sector.  
      | - 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.  
      | - Provide consultants with Gender Briefing Notes for the relevant sector.  
      | - Assumption 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.  
      | - 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.  
      | - 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:  