**Gender in Emergencies Guidance Note**

**Gender in Emergency Preparedness Planning**

This Guidance Note provides information on how to integrate gender into the emergency preparedness planning (EPP) process at the Country Office (CO) level and is aimed at those who support such processes.

**Introduction**

Integrating gender into emergency preparedness means taking steps to meet the different needs of women, girls, boys and men affected by crises. This Guidance Note sets out some simple steps that can be taken to ensure EPP processes and outcomes are gender-sensitive:

1. Include a practical gender in emergencies session
2. Integrate gender into the five steps of the EPP process – hazard identification, risk analysis and monitoring; Emergency Response Team (ERT); capacity assessment; contingency and scenario planning; and action planning (minimum and advanced planning actions)
3. Include gender in the EPP process and report by preparing a Gender in Brief (GiB) and including it in the annexes of the report. CARE and its partners must have a clear understanding of the gender relations among those affected by emergencies and the different effects that previous crises had on women, men, boys and girls. This information is summarised in the GiB and, if available, in previous RGAs conducted in the same area of intervention.

As well as being good practice, taking a Gender in Emergencies (GiE) approach is a funding requirement for CARE’s Emergency Response Fund (ERF) and for donors. CARE monitors how effectively gender is integrated into preparedness work and evaluates to what extent gender‐sensitive preparedness translates into a gender‐sensitive or gender-transformative response.

**Gender in the Emergency Preparedness Planning process**

CARE recognises that a humanitarian response has the potential to increase and reinforce or reduce existing gender inequalities. CARE is committed to advancing gender equality and the empowerment of women and girls through humanitarian action. We do so by pursuing the four-step ‘GiE approach’:

1. Rapid Gender Analysis (RGA) - Analyse the different needs, experiences and capacities of all people during a humanitarian response.
2. Minimum Commitments (MCs) - Use the MCs to mainstream gender and diversity into technical sector programming.
3. Women Lead in Emergencies - Make women’s voices count in humanitarian planning and decision-making.
4. Life Free From Violence - Prevent, mitigate and respond to GBV during and after a humanitarian crisis.

Integrating gender into the EPP process begins before the EPP workshop takes place, starting by making sure that relevant background information on gender and protection issues is made available throughout the process.

The primary aim of the session on gender in emergencies is to ensure that ERT members understand why working from a GiE perspective is critical for their response and for CARE as an organisation.

During the EPP workshop, a gender-sensitive version of the five steps of the CARE EPP Guidance Note should be followed. Integrating gender into the five steps is designed to be practical: exploring and using ideas and tools to help better preparedness for effective response to the different needs of women, girls, boys and men.

1. **Hazard identification, risk analysis and monitoring:** Consider the impact of emergencies on women, girls, boys and men when ranking the likely impact of an emergency. Use the GiB and, if available, relevant RGAs to inform the analysis; monitor information produced by disaster management agencies, ministries or other organisations which are already collecting necessary information and, where available, use sex- and/or age-disaggregated data to enhance the gender and, therefore, overall analysis; and consider if there are specific gender-related indicators that CARE should monitor (e.g. incidence of GBV, maternal mortality).
2. **Emergency Response Team:** Ensure the ERT includes at least 40% female staff. In preparedness; and ensure that any culturally-appropriate accommodating measures, necessary to ensure this gender balance are in place.
3. **Capacity assessment**: In completing the Capacity Assessment Questionnaire, identify where there is and is not the required capacity on gender and protection issues within the team, including all partners.
4. **Contingency or scenario planning**: Use the GiB and, if available, any relevant RGAs developed earlier; and, if required, involve the relevant global Sector Leads, as well as the GiE Coordinator (Operations) to advice on enhancing the work.
5. **Action Planning**: Ensure that both the Minimum Preparedness Actions (MPAs) – actions that must be taken periodically, or during the day-to-day business of CARE Offices, to maintain an ability to respond to emergencies – and the Advanced Preparedness Actions (APAs) - essential actions to enable a response, taken immediately prior to responding or at the same time as responding – are based on the analysis and recommendations of the GiB, relevant RGA(s) and risk analysis.

**Partnership in Emergencies**

In line with CARE’s commitments to working with local partners and gender equality and women’s empowerment, it is important to ensure at least some partners are women’s organisations or, at the very minimum, have good gender balance and a gender focus. In addition, in the development/review of the GiB and the contextualisation of the gender-related MPAs, inviting and including the advice of women’s organisation partners will enhance the outcomes.

**Want more information?**

* The [gender section in the CARE Emergency Toolkit](https://www.careemergencytoolkit.org/gender/) provides practical advice on the EPP process and the why, what and how of integrating gender into emergencies responses, including developing a RGA, GiB and use of the Gender Marker.
* Contact the GiE team for more support emergencygender@careinternational.org

**Key documents:**

* [CARE Humanitarian and Emergency Strategy 2013‐2020](https://www.care.at/images/_care_2013/expert/pdf/COE_Resources/Emergency/CI_Humanitarian_and_Emergency_Strategy28June2012FINAL.pdf)
* CARE Emergency Preparedness Planning (EPP) Guidelines, June 2018
* [IASC Gender Handbook for Humanitarian Action, 2017](https://interagencystandingcommittee.org/gender-and-humanitarian-action/content/iasc-2017-gender-handbook-humanitarian-action-english)