



September 2014

Gender in Emergencies Guidance Note

Gender in Emergency Preparedness Planning

This guidance note provides information on how to integrate gender equality into emergency planning processes at the country office (CO) level and is aimed at those who support emergency planning processes.

Introduction

Integrating gender into your emergency preparedness means that you prepare to meet the different needs of women, men, boys and girls affected by disasters. This guidance note on gender equality in emergency preparedness sets out two simple steps you can take to ensure that your emergency preparedness planning work is gender sensitive:

1. Integrate gender into the emergency preparedness planning process by including a practical gender equality in emergencies session and integrating gender into the scenarios;
2. Include gender into the Emergency Preparedness Planning Report by preparing a Gender Action Plan and a Gender in Brief and include into the EPP Report as annexes.

As well as being good practice, taking a gender equality in emergencies approach is a funding requirement for CARE's Emergency Response Fund and for donors. CARE will

monitor how effectively gender is integrated into preparedness work and evaluate to what extent gender-sensitive preparedness translates into a gender-sensitive response.

Step 1: Gender equality in Emergency Preparedness Process

Integrating gender into the EPP begins before the EPP workshop takes place. The first step to ensuring gender is integrated into the EPP process is to make sure relevant background gender information is made available throughout the EPP process.

Conducting the gender equality in emergencies session has multiple aims. Primarily:

- Emergency Response Team (ERT) members should understand why working from a gender equality perspective in emergencies is critical for their response and for CARE as an organisation;

This is a new approach for CARE's emergency work and may be challenging for some, especially for those not familiar with CARE's Gender Equity & Diversity Training or gender and development work. It is especially important that this session explore existing

gender work that may be useful in an emergency and can be linked to once the emergency moves towards recovery.

During the EPP workshop, a gender sensitive version of the seven steps of the CARE EPP Guidance Note should be followed¹. Integrating gender equality in emergencies into the seven steps of the EPP is designed to be practical: exploring and using ideas and tools to help better preparedness for effective response to the different needs of men, women, girls and boys.

There is a full “Gender Equality in Emergency Session Guide” including facilitation notes, presentations, tools and activities that can be used as a step-by-step guide or to provide ideas for planning your own Gender Equality in Emergencies Session.

Step 2: Integrate gender equality through the EPP Report

Integrating gender into the Emergency Preparedness Planning Report should lead to the following outcomes:

- A Gender Action Plan (GAP) as part of the Emergency Response Strategy;
- A Gender in Brief to analysis gender relations prior to a crisis;
- Integration of gender throughout the seven steps of the EPP;

1. **Executive Summary:** should reflect CARE’s commitment to delivering a response that meets the needs of women, men, boys and girls.

2. **Emergency Response Team:** must be gender balanced and include a Gender Focal Point for the response. Assessment/distribution teams should be gender-balanced (men and women).

3. **Risk Analysis:** should refer to your CO-level Gender in Brief to consider gender when analysing different risks and vulnerabilities for men, women, girls and boys including relevant Sex & Age Disaggregated Data (SADD)².

4. **Capacity to Respond:** should include a plan to request remote or deployed support from the CARE Gender in Emergency team for assistance if necessary.

5. **Emergency Response Strategy** should:

- Consider how different scenarios of a crisis may have different impacts on women, men, boys and girls, as well as the planning implications;
- Have clear objectives that meet the needs of men, women, boys and girls;
- Include a GAP, refer to the Gender Equality in Emergencies Session Guide;
- Identify partners that can either work in a gender-sensitive way and/or have particular expertise on empowering women and girls or on engaging men and boys;
- Assess gender in emergencies expertise. Make sure policies are in place to enable both men and women to participate in the assessments and response;
- Make sure relief items meet the different needs of men, women, boys and girls as relevant to each sector, per sector guidance;
- Consider budget provisions for implementing your GAP.

¹ The seven steps are the same ones found in the current, 4th version of the EPP guidelines.

² Gender in Brief Guidance and template is under development.

6. Policy, Management, Programming and Operational Considerations: Make sure relevant considerations are included in the GAP as part of preparedness and/or capacity building.

7. Action Planning: Finalise and include all of the above sections to make sure the EPP document reflects the steps above. Then include the GAP and the Gender in Brief into the final EPP document.

Want more information?

- A full Gender Equality in Emergencies Session Guide is available in the CARE Emergencies Toolkit [here](#). It provides practical advice for running a Gender Equality in Emergencies Session and activities for developing a GAP.
- Contact the GiE team for more support emergencygender@careinternational.org

Key documents:

- CARE Humanitarian and Emergency Strategy 2013-2020: Executive Summary, [here](#)
- CARE Emergency Preparedness Planning (EPP) Guidelines, July 2011.
- Gender sections in the CARE Emergency Toolkit, [here](#).
- IASC Gender in Emergencies Handbook; [here](#)