



September 2014

## Gender in Emergencies Guidance Note Integrating Gender Equality into Project Design

*This guidance note provides project designers and proposal writers with information on how to meaningfully include gender during the design phase of an emergency project that will be submitted to a donor.*

### **CARE's commitments to gender equality**

CARE has a clear commitment to promoting the equal realization of dignity and human rights for women, men, boys and girls. CARE's focus on gender equality was formalized in the CARE International Gender Policy approved by the CI Board in 2009 to improve the explicit inclusion of gender in humanitarian and development programming and organizational practice.

The focus on Gender Equality and women's empowerment is a key part of the CARE 2020 vision approved by the CI Board in 2011 which states: "Within this global movement, CARE is known for its work across the relief, recovery and development spectrum and its particular focus on empowering poor women and girls as a means to overcome poverty".

CARE's Humanitarian and Emergency Strategy 2013-2020 also emphasizes our focus on understanding and responding to the different needs of those affected by natural disasters and conflict. The goal of the strategy is to be a leading agency having lasting impacts on the needs of poor women, men, boys and girls affected by

humanitarian crisis and known for our particular ability to reach and empower women and girls.

### **Why is a gender equality focus important in proposals?**

- CARE's ability to respond to an emergency is directly linked to its ability to raise funds and donors increasingly want to see gender equality reflected in proposals.
- As well as being good practice, taking a gender sensitive approach is a funding requirement for CARE's Emergency Response Fund.
- Ultimately, incorporating a gender equality lens to our emergency work improves the quality of our designs by ensuring that humanitarian programs meet the needs of women, men, boys and girls equally.

### **How do we include gender equality in proposals?**

#### **Step 1. Key statements**

In the Organisational capacity and the gender analysis section of the proposal, CARE International's global commitments to gender equality should be stated using the above information or one drafted by the country office (CO). Proposals can acknowledge any gender-responsive long term development work and relevant in-country expertise.

Background and needs assessment: Make sure needs analysis includes a gender analysis, without which the statement of the problem and the project design itself will be incomplete. This is the critical step which informs the entire design.

Gender balanced teams and internal GED work: Include language to highlight that GE is not just external programming but also reflected internally in gender balanced teams<sup>1</sup> and technical capacity on gender. This should correspond with the budget.

## Step 2. Key questions

The proposal must answer and clarify the following key questions according to the results of a rapid gender analysis<sup>2</sup>:

### Planning and needs analysis

Has a gender analysis been done by CARE or others? Make sure you include a rapid gender analysis as part of the design and a plan/budget for a detailed gender analysis as required.

Have both women and men been asked about their different needs? Using a participatory approach throughout the project is key to an effective response.

Are the multiple and different roles of men and women analyzed and taken into account (refer to CO gender brief and/or existing RGA/GA)? What arrangements are to be made to accommodate them?

If existing CARE and/or partner staff are not adequately trained, has gender training been planned to address this (Refer to the CO Gender Action Plan<sup>3</sup>)?

### Goal and objectives

Do the goal and objectives specify who will benefit from the project? Is the benefit equal between women, men, boys and girls (gender mainstreaming) or does it target a specific population group based on a gender analysis

(targeted actions)? Both are strategies for reaching the goal of gender equality.

If objectives include terms like ‘empowerment of women and girls’ how is that defined?

### Beneficiaries

Is sex and age disaggregated data (SADD) provided for the target population? If not, why not? Some attempt at providing percentages or estimates should be made. (Using generic terms like *displaced population, families or households* can obscure the different needs. So *people*, for example, should always read *men and women*, and should to the greatest extent possible reveal additional differences within the sex disaggregation like age, ethnicity, class etc.)

### Activities and outcomes

Reflect the results of the rapid gender analysis and need assessment:

Will activities ensure that women, men, boys and girls benefit or are there specific activities that will target different groups?

What evidence is there to show that both women and men will actively participate in activities? Are there any barriers to women’s participation and how will they be overcome?

How does the project promote women’s and men’s capacity to: take decisions, negotiate rights, and ensure access to project benefits?

Are there measures for prevention of gender based violence in place?

Are there measures for prevention of sexual exploitation and abuse in place (refer to CI Policy on PSEA)?

If this is a short-term intervention, does it consider the long term impact on overall access to resources and benefits by the most vulnerable groups?

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<sup>1</sup> Refer to GIE GN on Recruitment

<sup>2</sup> Refer to the GIE GN on Rapid Gender Analysis

<sup>3</sup> Refer to GIE GN on GAP

### Evaluation

Are indicators differentiated by gender? This is the only way to record the gender specific impacts of the project.

### Budget

Have you included budgeted for all of the necessary activities, including any gender expertise required, to implement the project?

### **Step 3. IASC guidance for activities and indicators**

The ADAPT and ACT Collectively Framework for gender equality programming is a tool developed by the Inter Agency Standing Committee (IASC) to use with project staff working at the sector level to review their projects or programs with a gender equality lens. See [here](#) for further information including sample activities and indicators that could be measured to assess the degree to which gender issues have been mainstreamed into the particular sector.

### **Want more information?**

Refer to CARE's Emergency Toolkit at [www.careemergencytoolkit.org](http://www.careemergencytoolkit.org) Part III Program Management Guidelines/Section 15 Proposal Writing/7.2 Tips for proposal writing.

Email the CI GIE team at [emergencygender@careinternational.org](mailto:emergencygender@careinternational.org).

All GIE resources are available on Minerva.

### **Key documents**

- CARE Gender Policy [here](#).
- CARE Policy on Prevention of Sexual Exploitation and Abuse [here](#).