Gender Methods Note for Consultant

This guidance note contains tips for UN Environment evaluation consultants on assessing whether gender aspects have been considered across the life of the project (design, implementation, monitoring reporting and evaluation).   The consultant will focus primarily on assessing whether the project produced any intended or unintended results relating to gender equality and the empowerment of women[1].

Since results can be heavily influenced by the design and implementation focus, the consultant should check existing project documents to see whether gender aspects were considered during project design and/or implementation. The consultant should keep the entire project history in mind when conducting interviews, research, field visits. The consultant will then reflect their findings from the above as relevant in the Inception and Main Evaluation reports.

1) Inception Phase:

Background documents:

- Review guidelines e.g. UN Environment's Gender Policy, Bali Framework and clauses on gender (See References section at the end)
- Review the technical topic under evaluation to see what are the gender –related challenges and entry points? (e.g. if the project is proposing a policy about land use in the Amazon, have civil society groups including indigenous populations been consulted in the formulation and or public policy consultation process?)

Project Design Quality Assessment (See Evaluation TORs for full guidance on this):

- Some questions related to gender are included in the Assessment of the Quality of Project Design template, namely: Does the project document identify concerns with respect to human rights, including in relation to differentiated gender needs and sustainable development? (i) sustainable development in terms of integrated approach to human/natural systems; ii) gender; iii) indigenous peoples).
- Where a project was designed and approved before the UN Environment Gender Policy was implemented (2015), the consultant should: note the gaps in gender sensitivity and responsiveness in the design; incorporate questions in the evaluation framework to explore whether gender responsiveness was improved through adaptive management,

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[1] Gender refers to socially constructed (thus learned and variable) roles and power relations between men and women. Due to different roles, activities and knowledge, women and men's concerns differ. Gender equality does not erase these differences, but ensures equal societal status, opportunities, and benefits from resources. Complete gender equality is difficult to achieve. In many cultures men take decisions, affecting both women and men. Women, especially poor women, often have fewer opportunities and less access to resources such as land and loans. Gender equality is not only about women; yet empowering women is often required to achieve it. Also in projects, plans and policies, men's needs and priorities often (unconsciously) get more weight than women's. Integrating gender equality is a strategy to address concerns and experiences of both men and women in such activities. It entails assessing implications of planned actions for women and men to enhance gender equality and project success. Ideally, attention is paid to women and men of different socio-economic groups, age, ethnicity, etc. (source: African Development Bank Gender Checklist (2002))

but not reduce the score for the Quality of Project Design because of its weaknesses in the area of gender.

The following should also be considered:
- Did the project background/ context include a discussion of appropriate gender-related processes (policies, plans) or trends and links with the project theme?
- Did the project consult with gender or marginalized groups in design, implementation, etc. as appropriate?)
- To what extent have gender-related challenges and entry-points been addressed?: gender/ marginalized group related biases/ constraints discussed; gender-targeted activities (e.g. a study on gender and modern energy efficiency in Maldives); gender-sensitive activities (e.g. the Global Waste Management Outlook with a topic sheet on gender and solid waste management); full gender components; gender disaggregated indicators at any level or stakeholders / partners engaged to advance gender equality (e.g. engage women's leadership through capacity building, gender aware planning sessions)
- As appropriate to the project theme, do budget lines exist for gender related activities or specialists?
- Are there any issues arising from the project environmental/ risk assessment impact?
- Implications of project policy and program recommendations for gender

Gender Marker:

- If the project was approved after 2017, assess whether the 'gender marker'[2] was appropriately assigned. UN Environment Gender Department awards a gender marker score to indicate the extent of gender mainstreaming at the design phase of the project. The gender marker codes how well the project document reflects gender in the context, budget, log frame and implementation plans within the project design documents. (defined below):

  o Context: having a gender analysis involving an examination of the differences, gaps and in equalities between women and men by using primary or secondary data.
  o Log frame[3]: as an entry point, a project may specify sex disaggregated indicators (and/or targets) concerning people (e.g. beneficiaries, number of government

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[2] *Gender Marker Policy note*
[3] *There are four main types of indicators that can be used to quantify issues of gender equality:*
Gender disaggregated: indicators that collect data about the effects of process of an intervention combined with a record of the gender characteristics of the respondent. For example, the recipients of loans disaggregated by sex, age, wealth, and geography.
Gender specific: indicators that collect data relevant only to a specific gender group. For example, access to menstrual sanitary products or the prevalence of safe circumcision.
Gender distributive: indicators that assess the balance between different gender groups. For example, the ratio of women elected representatives or the proportion of household spending controlled by women.

officials trained- more examples in Annex 1). Gender can also be reflected as an output statement, e.g. "Revised sustainable, affordable and gender sensitive social housing retrofit guidelines are adopted by JOSHCO".

- o Budget: Does the project include specific budget lines on gender (e.g. Travel for National Socio-Economic and Gender Expert, $13,000), or at least making a remark that a certain budget line is gender-related. (A methodology to reflect gender in a project's budget is now being developed by the Gender Unit, and is expected to be ready by end of 2017.)
- o Implementation: includes gender-targeted activities (e.g. a study on gender and modern energy efficiency in Maldives); gender-sensitive activities (e.g. the Global Waste Management Outlook with a topic sheet on gender and solid waste management); gender-sensitive arrangements (e.g. efforts of the International Resource Panel to increase women's representation and representation of social scientists), and/or the forging of partnerships to advance gender equality (e.g. a project on building efficiency that partners with another organization to carry out/support the gender components). Examples of gender considerations in policymaking include ensuring representation and participation of women, minorities, urban, rural and people who are affected by the topic.

NOTE:
- Bear in mind that the gender marker does not say anything about actual results, it is a score given at design so in the long term it is only monitoring and, later, evaluation, which will tell us if results have actually been achieved.

Progress Reports (Project implementation Review Reports (PIRs) – for GEF projects; Annual/Donor Reports – for non-GEF projects)
- How well does the PIR/Annual Report evaluate or discuss gender during project implementation? E.g. discussion of management issues and concerns related to gender/ marginalized groups, implications for project management including hiring, turnover, conflict, etc.
- How well does the PIR/Annual Report discuss and review gender- disaggregated or gender specific indicators and targets?
- To what extent were issues related to the environmental/ risks assessment dealt with?

Evaluation Framework

- Include key questions to verify whether challenges facing gender/ marginalized groups, entry points were addressed; whether monitoring and reporting reflected gender-differentiated achievements/challenges; whether the intentions assessed with the gender marker score were, in fact, implemented.

Gender transformative: indicators that assess gender equality norms, such as the underlying structures, cultural barriers and social patterns in relationships between women and men.(source: UN women best practices- 2017)

2) Data Collection:

- Ensure efforts to reach out to relevant stakeholders representing women, pro-poor or marginalized groups to get their views – even if they were not included in the project as they could have been
- Interview groups representing women or marginalized groups as relevant
- Interview women or marginalized people in senior posts, if not, at mid-level posts, as relevant
- Consult gender, pro-poor specialists or local leaders as necessary to advise on how to approach issues that could be particularly sensitive – which is often the case when investigating gender roles and empowerment.
- Potential Questions could include, as appropriate:
  - Who was involved in the design/ implementation of the project? How were they selected? (probe to see if gender/ marginalized group analysis was conducted)
  - What were the intended/ unintended impacts on the women/ marginalized groups who were involved in the project either as beneficiaries or in other capacities?
  - What measures to protect / monitor project impact on women/marginalized groups were applied and how effective were they? What are the possible risks following the completion of the project?

3) Main Evaluation Report:

- The evaluation findings, conclusions and recommendations should integrate all aspects of a gender analysis, discussed above, into the evaluation's findings, recommendations and lessons learnt. It is particularly important that recommendations should include suggestions related to moving forward on gender or marginalized group issues or concerns. Finally, the conclusions should contain a summary paragraph or less on how gender aspects were considered in the evaluation methods, any limitations and taking from the above, how the project conducted a gender analysis, any pertinent gender-related findings, lessons and recommendations.

Rating Evaluation Criteria

- The rating for the Quality of Project Design is incorporated into the ratings table and, if the project was designed after the UN Environment Gender Policy was implemented, gender sensitivity and responsiveness should be reflected within the overall project design rating.
- The rating of gender-related questions within the Quality of Project Design template is different from the gender marker score. The rating in the template is given by the Evaluation Consultant based on a review of project documents. The gender marker score was awarded by the Gender Un it when the project design documents were reviewed during the approval process (it focuses on the presence of gender in the context analysis, logframe, budget and workplan). The gender marker score and the ratings on gender during the evaluation may differ because the marker refers to project intentions at design while the rating refers to actual implementation.

- Monitoring and Reporting:
  - o Monitoring design and budgeting: Check whether indicators are disaggregated by relevant stakeholder groups including gender and minority/disadvantaged groups. When applicable, additional gender specific Indicators may have been developed.
  - o Monitoring of project implementation: Check whether effective strategies and resources are utilized to ensure that female beneficiaries are targeted for monitoring in a gender sensitive manner taking into account their social functions/workload and the social and cultural norms and practices which may inhibit their full participation
  - o Project reporting: Check whether data reported is disaggregated by gender, to the extent appropriate to the project and whether issues, themes or challenges related to gender are reported in annual progress reports. Any monitoring or progress reports should be gender neutral (i.e. reflecting gendered experiences equally) and/or, where appropriate, gender sensitive (i.e. reporting experiences differentiated by gender groups)

- A separate sub-criteria under Factors Affecting Performance, called '*"Responsiveness to human rights and gender equity"* provides an opportunity for the Evaluation Consultant to bring reflections on this topic together in an integrated way. This sub-criteria also requires the Evaluation Consultant to provide the project with a responsiveness rating.
- Also under Factors Affecting Performance is the sub-criterion '*Stakeholders' participation and cooperation'.* Under this sub-criterion the evaluator should check whether environmental, social and economic impacts to the key stakeholders and, in particular, to the most vulnerable groups have been considered or taken into account and positive equity gains have been observed.

4) UN Environment: Gender Mainstreaming Timeline

Date	What	UN SWAP Marks
2006	Gender Plan of Action	
2007	First gender advisor on board	
2009	UNEP Evaluation Policy	
2010	Gender in the Medium-Term Strategy (MTS)	
2010-2013	Medium-Term Strategy (MTS) 2010-2013: Gender responsiveness. "UNEP is committed to the integration of gender equality and equity in all its policies, programmes and projects and within its institutional structures. This commitment is extended to the environment and sustainable development work that UNEP undertakes with its various partners and other United Nations agencies. Ensuring that the Medium-term Strategy will be implemented in a gender responsive manner requires the full implementation of UNEP Governing Council decision 23/11 on gender equality and the environment and the draft UNEP gender policy and gender plan	

	of action. Consequently, UNEP will strengthen the capacities of its staff and its partners with regards to gender issues and analysis to ensure that UNEP supports gender responsive environmental management. This will entail continuous support to strengthen capacity internally and to build strategic alliances with external partners. At the administrative level, UNEP will continue to ensure that it abides by the United Nations Secretariat's recommended guidelines on gender-sensitive human resource management practices and implements "	
2010	Inspection and Evaluation Division (IED) of the Office of Internal Oversight Services (OIOS) conducted a thematic evaluation of gender mainstreaming in the United Nations Secretariat from October 2009 to July 2010. The evaluation was initiated following an IED risk assessment that identified gender mainstreaming as a cross-cutting strategic priority of the UN.	
2011	Gender was included in Evaluation Office Unit TORs	
2012	Gender Mainstreaming Review by F. Mantila, overseen by the Evaluation Office.	
2014-2017	Medium-Term Strategy (MTS) 2014-2017 mentions "78 projects have fully integrated gender perspectives and identified key gender actions that were implemented over the period 2010−2011" As well, this MTS states that "further integration of gender considerations in programme planning and delivery, entailing integration of a gender perspective into all phases of its programme cycle, from planning to monitoring and evaluation"	
2014	GEF 6 – Emphasis on mainstreaming gender into projects	
2014	UNEG: Integrating Gender Equality into Evaluations	
2015	UN Environment Gender Marker introduced	Approaching Requirements
2015	Economic, Social and Environmental Safeguards Framework introduced	
2016	Updated UNEP Evaluation policy: Gender is a considered a factor influencing performance. "Dimensions of equality, inclusion and non-discrimination considered as appropriate across all criteria. Human rights are inclusive of, but not limited to, gender-related human rights"	Approaching Requirements
2017 (Jan)	UN Sector Wide Approach (UN-SWAP, 2016). The Evaluation Office contracted an independent consult to conduct a gender analysis of projects- Specifically, EOU conducted an evaluation to provide assessments on the **evaluation performance** and **monitoring indicators**. The evaluation performance indicator (EPI) assesses the extent to which the evaluation reports of UN Environment meet the gender-related UNEG Norms & Standards and demonstrate effective use of the UNEG	Approaching Requirements

	guidance on integrating human rights and gender equality in evaluations. Specifically, the EPI assessed the extent to which: ▪ GEEW is integrated in the evaluation scope of analysis and evaluation indicators are designed in a way that ensures GEEW-related data will be collected ▪ GEEW is integrated in evaluation criteria and evaluation questions specifically address how GEEW has been integrated into the design, planning, implementation of the intervention and the results achieved. ▪ A gender-responsive methodology, methods and tools, and data analysis techniques are selected. ▪ The evaluation Findings, Conclusions and Recommendation reflected a gender analysis. A review of the quality of evaluation reports was also carried out under these Terms of Reference (Julia Klever)	
2017	Gender was moved from a sub-category under Strategic Relevance to its own category in the Evaluation Office Unit ratings matrix criteria	
2017	GEF Policy on Gender Equality: requirements for project and program level monitoring and reporting on gender by agencies, and portfolio-level monitoring and reporting on performance and results by the Secretariat	
2018 (Jan)	UN-SWAP 2017: Evaluation Office contracted an independent consultant (Erum Hasan) to carry out an assessment of evaluation reports produced in 2017. An assessment of the integration of gender perspectives in the Evaluation Offices methods, approaches and tools, was undertaken under there Terms of Reference.	
2018	UN SWAP indicators revised (UN SWAP 2.0)	
2018	Gender Environment Support kit developed building on the UN Environment Policy and Strategy for Gender and the Environment 2014−2017	
2018 (ongoing)	UN Environment Policy and Strategy for Gender under review, Development Gender self-assessment tool for projects including an indicator monitoring plan	

5) **References:**
- UN Environment Evaluation Office Ratings matrix (https://www.unenvironment.org/about-un-environment/evaluation/our-evaluation-approach)
- Gender and Environmental Outlook: http://web.unep.org/geo/
- UNEP: Policy Guidance on Environment, Human Rights and Addressing Inequalities: Integrating Human Rights in the UNEP Organizational Culture and Programmatic Activities: https://drive.google.com/file/d/0B-nbHeF2bGUMVnlRYnRCNTRkOVE/view

- UN Environment's Gender Policy: apps.unep.org/publications/index.php?option=com_pub&task=download&file=012103_en
- UN Environment Policy Unit: Gender Marker Policy Note
- UN Environment's Success Stories on Gender Mainstreaming: apps.unep.org/publications/index.php?option=com_pub&task=download&file=012102_en)
- UN Environment's Gender Marker Briefs: https://drive.google.com/open?id=0B-nbHeF2bGUMY2NFTE5KeVZ6YjQ
- UN Environment's Policy Framework on Safeguards: https://drive.google.com/open?id=0B-nbHeF2bGUMNE92aFhQdndwd0k)
- UN Environment's Gender Website: http://www.unenvironment.org/explore-topics/gender)
- UN Environment's Guidance on Human Rights: https://drive.google.com/open?id=0B-nbHeF2bGUMVnlRYnRCNTRkOVE)
- The UNEG Handbook "Integrating Human Rights and Gender Equality in Evaluation – Towards UNEG Guidance" provides step by step guidance on how to integrate these dimensions throughout an evaluation process: http://www.uneval.org/document/detail/980
- UN Evaluation Group: Good practices for integrating gender equality and human rights in evaluation by UNEG (UN Evaluation Group"
- United Nations Framework Convention on Climate Change, Gender and Climate Change (http://unfccc.int/gender_and_climate_change/items/7516.php)
- Pocket Guide on the Gender Action Plan of the Convention on Biological Diversity: https://www.cbd.int/gender/doc/CBD-GenderPlanofAction-EN-WEB.pdf
- Other materials on gender and biodiversity: https://www.cbd.int/gender/
- Ch. 2: Gender Mainstreaming in Environmental Management Interventions: Gender and the Green Industry, Resource Efficient and Cleaner Production Programme: https://drive.google.com/drive/u/0/folders/1JI2ePuR6HIzRGRVySn7Lo-wH-6_zoaRg.
- Gender and the Environment: A Guide to the Integration of Gender Aspects in the OSCE's Environmental Projects: https://drive.google.com/drive/u/0/folders/1JI2ePuR6HIzRGRVySn7Lo-wH-6_zoaRg
- UNIDO: Guide for Gender Mainstreaming in Environmental Management Projects: Figure 1, Integrating Gender into Stakeholder Analysis: https://drive.google.com/drive/u/0/folders/1JI2ePuR6HIzRGRVySn7Lo-wH-6_zoaRg
- Guidance for Assimilating Gender into Environmental Assessments: https://drive.google.com/drive/u/0/folders/1JI2ePuR6HIzRGRVySn7Lo-wH-6_zoaRg.
- Gender Mainstreaming in Technology Needs Assessment
- Guidance note on gender sensitive REDD +:
- CIDA 2006: Integrating Gender Responsiveness in Environmental Planning and Management – for urban planning, Gender Equality Tip Sheet for Programs
- OECD: http://www.oecd.org/derec/guidelines.htm

- World Bank IEG: https://www.oecd.org/dac/evaluation/Integrating-Gender-into-IEG-Evaluation-Work.pdf