

Mainstreaming Gender Equality in Preparedness and Response in Nepal: A Resource Guide

Prepared by the Humanitarian Inter-Cluster Gender Working Group in Nepal
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INTRODUCTION

The resource guide sets out responsibilities for collective coordination under the leadership of the Nepal UNCT/HCT to ensure that human rights of women, girls, boys and men across different backgrounds are equally promoted and protected, and their distinct needs, interests, resources and capacities are incorporated into preparedness, immediate response to early recovery and to reconstruction and transition.

A crisis or natural disaster amplifies pre-crisis inequalities, impacting women, girls, boys and men differently. The IASC Gender Policy urges all actors to meaningfully take gender equality into consideration at all stages of the response, right from the outset.

The resource guide is based on the work of the Humanitarian Inter-Cluster Gender Working Group in Nepal¹ and builds upon lessons learnt and good practices in integrating gender equality in the 2015 earthquake response, and complies with agreed normative standards and guidance². While gender norms affect a person's individual access to assistance, being a female or male interplays with other factors such as age, caste, ethnicity, religion, disability, marital status amongst others to further impact access, participation and safety. This note assists all actors to promote equality and dignity of all people affected by a crisis based on their distinct gender/age/diversity needs.

How to Use the Resource Guide

This guide is divided into 2 sections:

1. KEY ACTIONS for gender mainstreaming targeted at different actors and coordination processes
2. ANNEXES: Tools & Templates to support implementation of Key Actions

¹ Co-chaired by UN Women and OCHA, with technical support from the GenCap Advisor

² Including the IASC Gender Handbook, Nepal's guidance for Gender Equality and Social Inclusion, Nepal's commitments to CEDAW.

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Part 2: ANNEXES: TEMPLATES/TOOLS to support implementation of Key Actions:

<https://drive.google.com/open?id=0B7wF7RT4rYB7SzZKMXJWbUZHzzQ>

Guidance and Checklists

1. Minimum Actions for Clusters/Sectors;
2. Checklist for Onset of Crises
3. Post Disaster Needs Assessment (PDNA) Checklist
4. Gender Mainstreaming Guidance in Transition
5. Assessment Checklist: Gender Analysis for all Clusters/Sectors
6. Guidance for Protection and Gender Inclusive Joint Assessment Food Security Cluster (FSC), Livelihoods and Early Recovery (ER)
7. Placing Women and Girls at the Centre of Humanitarian Response in Central and South Asia developed by the IASC Regional Ad Hoc Working Group on GIHA

Advocacy

8. HCT-adopted Gender Equality and Empowerment of Women (GEEW) Advocacy Messages
9. Key Recommendations on Gender Equality in DRR and Humanitarian Response
10. RC/HC message on Code of Conduct referring to Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13)
11. Common Charter of Demands by Women' Groups in Nepal

³ Informed by the gender analysis of the Nepal earthquake response by the Inter-Cluster Gender Working Group and its Multi-Stakeholder Forum (October 2015); Women civil society groups in Nepal; Recommendations from grassroots women comprising the women safety committees of 15 Village Development Committees; and based on the IASC Gender Handbook, Sphere Standards, Minimum Standard Commitments to gender & diversity in emergency programming, pilot version (IFRC, 2015) Minimum Standards for Gender in Emergencies (OXFAM, November 2013), Gender & Preparedness Guidance Paper (OCHA 2014).

Terms of Reference (ToR)

12. Inter-Cluster Gender Working Group
 - 12.a Cluster Gender Focal Points
13. Joint Assessment on Food Security, Livelihoods and Early Recovery Technical Working Group
14. Network for Protection from Sexual Exploitation and Abuse (Draft)

IM Tools & Communication

15. Nepal Gender Profile and District Gender Profiles
16. Gender Equality Updates #1-8 and the Special Bulletin
17. Nepal Earthquake Sectoral Key Messages (HCT, December 18, 2015)
18. IASC Gender Alert

Cluster Specific Tools

19. Protection & Gender Mainstreaming Checklist (DTM/CCCM)
20. Prioritization Tool (Shelter)
21. *"Build Back Safer"* IEC material (Social Inclusion Working Group, Shelter)
22. Inter-Cluster Guidance to Targeting Women (Shelter)
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24. Guidelines on Operating Early Recovery Programmes (GoN)
25. Recommendations for Cash for Work in Response & Recovery (Cash Coordination Working)

Flash Appeal

26. Gender Equality Commitments Articulated in the Flash Appeal, Nepal Earthquake
27. Gender Equality Indicators Incorporated in the M&E frameworks of the Flash Appeal
28. Final Report of humanitarian assistance to Nepal Earthquake, inclusive of gender section

Capacity Strengthening Tools

29. IASC ADAPT & ACT Gender Equality Framework
30. Training Modules: PDNA Gender & Cross Cutting Issues; Gender Theme Group; Assessment Working Group; Gender in Coordination & Information Management (OCHA & UN Women); Women Civil Society Groups; UN Women; Community Feedback Project; Hub Trainings (Dolakha, Charikot); Cluster Specific Sessions (Camp Coordination and Camp Management (CCCM), Shelter, Food Security, WASH)

A. KEY ACTIONS required by the UN COUNTRY TEAM (UNCT)/HUMANITARIAN COUNTRY TEAM (HCT)

1. **Commit to key Gender Equality and Empowerment of Women (GEEW) advocacy messages⁴** and establish an inter-agency gender coordination architecture to ensure its implementation.
2. Ensure **planning and scenario development** are inclusive of sex and age disaggregated data (**SADD**) and **informed by gender analysis**.
3. Prioritize **inclusion of gender expertise/gender architecture⁵** in the HCT to offer strategic advice on gender equality programming in preparedness and response.

B. KEY ACTIONS required by the INTER-CLUSTER/SECTOR COORDINATOR

1. Include chair/co-chair of the **inter-cluster gender working group (GWG) as member in the Inter Cluster/Sector coordination mechanism** with the support of the UNCT/HCT. A similar coordination structure to be implemented in the sub national/district level *i.e. through District Lead Support Agency (DLSA), District Disaster Relief Committees (DDRC)*.
2. Ensure **Clusters have active gender focal point⁶** to support and guide the Cluster response.
3. Establish **gender equality as a standing agenda item in Inter Cluster/Working Group** meetings, and use the updates to inform priority setting and planning.
4. Prioritize opportunities **to mobilize and include women groups/networks in preparedness and response** processes and structures within cluster/sectors at national and sub national levels.
5. Advise UNCT/HCT, OCHA and relevant government authorities (national /district) on gaps and challenges by **consistently including gender analysis (including issues of inter-sectionality and social inclusion)**.

⁴ Annex # 7: Nepal HCT adopted GEEW Advocacy Messages (May 6, 2015)

⁵ Annex # 12: TOR for Inter-cluster Gender Working Group

⁶ Annex#12.a ToR for Cluster Gender Focal Points

C. KEY ACTIONS required in developing the FLASH APPEAL/HUMANITRAIN RESPONSE PLANS

1. Facts and figures used to indicate **people in need is sex and age disaggregated**. Proposed response targets include **SADD in analysis, activities and indicators**. Avoid statements like *“women headed households are vulnerable”, “adolescent girls risk of trafficking’*, unless supported by evidence for specific vulnerabilities and capacities.
2. Gender **equality commitments are clearly articulated** in the Flash Appeal/Humanitarian Response Plan⁷. Response Plans to recognize distinct needs and capacities based on gender, age, marital status, sexual orientation, ethnicity and disability, amongst other factors.
3. Develop a **shared pool of inter-cluster gender indicators** to be included in the M&E framework for the Appeal.⁸
4. Enhance capacity of the Cluster/Sectors partners in **accurate implementation of the Gender Marker (or relevant gender accountability tool)**.

D. KEY ACTIONS required by CLUSTER/SECTOR Lead and Co Lead Agencies

D1. Human Resources and Capacity Strengthening

1. Identify **gender focal persons** within each Cluster/Sector who are actively engaged with preparedness and response activities.
2. Encourage partner agencies to ensure **allocation of adequate financial and human resources** for the promotion of gender equality in their preparedness planning, including through the application of the Gender Marker and Gender Responsive Budgeting principles.
3. **Invest in capacity strengthening of Cluster/Sector members** so that concepts of sex, gender, gender equality (incl. issues of inter-sectionality and social inclusion), gender-based violence (GBV), women’s empowerment, gender mainstreaming, among others are understood.⁹
4. Ensure all partner staff **complete the online IASC Gender in Humanitarian Action e-training “Different Needs: Equal Opportunities”**.
5. Develop Cluster/Sector specific **gender checklist for preparedness and response**¹⁰.

⁷ Annex#26: Flash Appeal for Nepal Earthquake, 2015

⁸ Annex#27: Gender equality indicators incorporated in the M&E framework of the Nepal Earthquake Flash Appeal

⁹ Annex 29-20: Modules used for capacity strengthening /orientation across spectrum of stakeholders (for reference and adaptation)

¹⁰ Annex# 1: Minimum Actions for Clusters & Sectors in Response

D2. Contingency Planning and Partnerships

1. Ensure **Cluster/Sector specific contingency plans reflect different needs, interests and capacities** of women, girls, boys and men such as:

- ✓ *how /what are the pre-disaster inequalities that may increase risks and vulnerabilities of specific groups. e.g. citizenship, housing, land and property rights impact access to assistance and shelter to women, dalits and other marginalised communities*
- ✓ *what are the coping mechanisms adopted by different population groups that might increase vulnerabilities of certain groups e.g. increased risks of alcohol abuse by men; increased risk of trafficking; what local mechanisms/support systems exist for recently widowed women to access assistance*
- ✓ *which are the specific approaches that can be incorporated in preparedness and response to mitigate*

2. Develop **prioritization/targeting tool¹¹ based on gender analysis** to inform impartial and effective response.
3. Conduct **active consultation with women, men, girls and boys across age groups and backgrounds, especially** hard to reach and marginalized groups to ensure effective actions for preparedness and assistance.
4. **Identify humanitarian partners with gender expertise** and encourage partnership agreements with local women rights groups as first line responders.

D3. Information Management and Reporting

1. Create or modify existing **Information Management (IM) and Assessment¹² mechanisms to ensure SADD is consistently collected and reported.**
2. Ensure Cluster/Sector leads and co leads are familiar with a **common framework for data collection**, analysis and reporting that is inclusive of SADD.
3. Develop, in consultation with partners, **pool of cluster/sector specific gender equality indicators and agree on reporting mechanisms.**
4. Include **gender equality indicators in the assessment tools¹³** reflecting differential impact of the crises on gender roles. E.g. *Post Disaster Needs Assessment identified recently widowed men with child care responsibilities as specific group needing targeted support, post the Nepal earthquake.*
5. **Recruit appropriate number of female enumerators** and ensure gender-sensitization training of ALL enumerators.¹⁴

¹¹ Annex#20: Prioritization tool developed by Shelter Cluster

¹² Annex#13: ToR for the Joint Assessment of FSC, Livelihood, Early Recovery (refer to composition of Technical Working Group)

¹³ Annex #5: Assessment Checklists : Gender Analysis for all Clusters/Sectors

¹⁴ Annex#19: Protection & Gender Mainstreaming Checklist for Displacement Tracking Matrix/CCM enumerators

E. KEY ACTIONS required in INFORMATION MANAGEMENT & REPORTING

1. **Develop Contingency Planning that is informed by gender assessment and analysis.** Collect information on **who** will be affected by the disaster/crisis (**using SADD**); **why** (what are the barriers, specific vulnerabilities - accessibility (physical, territorial, structural); **how** are they coping (specific protection risks); and **what are the capacities** of different population groups based on sex, age, ethnicity, marital status (and other relevant factors).
2. Capture **differential targets based on SADD and gender analysis** in user friendly and visually accessible IM products (Sectoral Messages¹⁵, Situation Reports, Humanitarian Bulletins, Cluster Briefs). Produce **Gender Equality Updates**¹⁶ to complement Humanitarian Bulletins.
3. Develop **national and district specific gender profiles**¹⁷ that include: a) population demographics that is inclusive of sex and age disaggregated data, b) mapping of needs, vulnerabilities and capacities for women, men, boys and girls, across different age groups and relevant social factors, and c) gender expertise and coordination mechanism that exists, including the local women groups/networks (such as mothers groups, women cooperatives, GBV watch groups, Men Engage Networks, LGBTIQ Support Groups).
4. **Make SADD and gender analysis** mandatory in all Inter-Agency assessments and reporting (i.e. Who are the beneficiaries, Who does What, Where, When-4Ws), and M&E tools. Ensure technical support from Cluster/Sector gender focal points and/or gender advisers to assist analysis of data¹⁸.
5. **Develop pool of agreed gender indicators** during preparedness and encourage/support Cluster IM focal points to be familiar in its use and reporting.

F. KEY ACTIONS required to ensure commitments to PARTICIPATION & DIGNITY of AFFECTED POPULATION

1. Ensure **gender balance in teams** for distribution, mobilisers, trainers, enumerators, and provide adequate training and capacity strengthening including gender-sensitization.
2. Conduct **separate consultations with women and men across age groups and backgrounds** to identify specific barriers to equal, safe and meaningful access to information, protection and assistance, including trainings¹⁹, cash grants²⁰ and employment opportunities.²¹

¹⁵ Annex#17: Nepal Earthquake Sectoral Key Messages (HCT, December 18, 2015)

¹⁶ Annex#16: Templates for Gender Equality Updates # 1 and the Special Bulletin

¹⁷ Annex#15: National Gender Profile (Nepal)

¹⁸ Annex #5: Assessment Checklists : Gender Analysis for all Clusters/Sectors

¹⁹ Annex#22: Inter cluster guidance to targeting women in trainings (Shelter Cluster)

²⁰ Annex#25: Recommendations for Cash for Work in Response & Recovery (Cash Working Group)

²¹ Annex # 23: Inter-agency Community feedback project questionnaire with specific questions targeting women and girls

3. Hold distributions and consultations in **times and locations convenient to women, men, boys and girls** with particular emphasis to meet the needs of the most marginalized and vulnerable groups e.g. *older women, pregnant or lactating women, female heads of households, adolescent girls, women and men with disabilities, etc.* Allocated locations to ensure safe returns before nightfall.
4. Identify cluster/sector **specific safety and protection requirements for affected population groups**²² and develop strategies to mitigate these risks during assistance, such as:

- ✓ *separate lines for women and men in distributions & allocated distribution sites have a place to rest and access to safe toilets for females and males.*
- ✓ *priority delivery and home drops for senior citizens; people with disabilities; female headed households, recently widowed women, single women, pregnant women.*
- ✓ *availability of safe shelters with privacy screens to mitigate risks of GBV and ensure privacy especially for women and girls.*
- ✓ *WASH facilities are sex segregated with lights and internal locks.*
- ✓ *targeted exclusive spaces for women, girls, boys and sexual minorities are established to promote their safety and protection.*
- ✓ *child care facilities on site to encourage participation of lactating women, women & men with childcare responsibilities in Cash for Work activities.*

5. Establish “spot check” teams to regularly **monitor distribution and shelter sites** to ensure **protection against GBV against women, girls, boys and men.**
6. Establish effective and **transparent complaint mechanisms**²³ **for sexual exploitation & abuse and ensure women, girls, boys and men of the affected population are** aware of the mechanism.

G. KEY ACTIONS to Engage with Local Women Organizations in Coordination of Humanitarian Action

1. **Map and analyze local operational capacities of women rights groups** and CSO networks with gender expertise (national, district and village level), with the purpose of involving them in the coordination mechanisms right from the start.
2. **Widen the membership of inter-cluster/sector coordination**, district coordination, cluster composition and other relevant coordination & decision making mechanisms to **encourage participation and leadership of local actors, networks & women groups**²⁴.

²² Annex #19-25: Samples from Cluster/working group specific tools/checklists developed

²³ Annex# 14: ToR for the interagency Prevention of Sexual Exploitation and Abuse (PSEA) Network (Draft)

²⁴ Tap into existed structures such as the Gender Mainstreaming Committees in Districts; Women Coordination Committees under the leadership of the District Development Committee and Women and Children Office. Engage with particular interest groups (formal/informal)

3. **Develop a partnership framework that links actors and structures** across humanitarian, development and peacebuilding programmes to ensure immediate life-saving needs re-enforce longer-term development commitments. **Establish cooperation arrangements** between local groups/women's rights organizations and the humanitarian response architecture, (including national/international authorities).
4. **Invest in capacity strengthening and empowerment of local women's rights groups and CSOs** on DRR preparedness and response, including orientation on relevant legal frameworks and practical guidance /tools²⁵.
5. **Redefine financial tools and funding mechanisms to ensure eligibility**, and encourage inclusion of local organizations and women rights groups to applying for humanitarian funding.

groups) such as Aama Samuha (mothers groups), Adolescent Girls' Groups, Women Cooperatives, Single Women Groups, Networks of Dalits, Janjatis, Community Forest User Groups, GBV Watch Groups, People with Disabilities Networks.

²⁵ Capacity strengthening for women groups could include International Human Rights Law, International Humanitarian Law, IASC Gender Policy, IASC Gender Handbook, IASC GBV Guidelines, IASC Gender Marker and the Sendai Framework. Refer to annex under capacity strengthening for guidance.