

Over the last ten years, many initiatives to promote gender equality have been developed in most of the countries where SDC works. As part of this movement, development actors are implementing a range of strategies to influence policies and programmes and to change planning methodologies and procedures so that they better integrate gender.

In this context, these guidelines aim to support the process of mainstreaming, summarizing concepts and arguments, asking key questions and presenting concrete examples.

These guidelines have been written for SDC staff in Head Offices and COOF and for SDC partners, in governmental and non-governmental organisations in Switzerland and in partner countries. They are based on SDC's experience.

The overall goal of these guidelines is to challenge the notion that gender is something on the margin of development and planning, to demonstrate that gender is not an additional «layer» that should be done on top of everything else.

In these sheets, gender is discussed primarily as a transversal theme to integrate in all development processes and planning. The objective is to:

- Clarify the main concepts and strategies in gender mainstreaming
- Present some basic analytical tools to integrate gender in the PEMT (Planning, Evaluation, Monitoring, Transference into action).
- Identify entry points and strategies for integrating gender in SDC key moments
- Identify opportunities for organisational change in SDC and its partners

Use this kit, but don't read it as a whole !!!

This kit contains several sheets and a reference list. Although they have been conceived to reinforce one another, they have also been prepared so that they can «stand alone» and be used individually as and when needed. There are no gender recipes in this kit. The gender sheets are organised around guiding principles and key questions. Authors have tried to make these sheets as user friendly as possible, with limited theory and a focus on practical hints. Examples of SDC experience in various contexts (blue boxes) are also presented.

This tool-kit has been thought as an instrument that should help the practitioners to ask themselves the right questions at the right moment in order for gender to be integrated at the different stage of development programmes. This kit proposes series of questions, and the idea is not to answer them all, but to prevent SDC's staff and partners from forgetting the important ones and to improve their gender planning and monitoring skills. This should increase gender awareness among staff and partners.

Presentation of the sheets has been chosen for more efficiency and precision. It also allows the production of new tip sheets on gender and specific themes according to the request of SDC's staff and partners.

It is not planned to be read in one shot, as readers might get tired and find a lot of repetition. The idea is to pick up the right sheet when needed, to read it or to hand it over to a partner in given circumstances.





SHEETS	CONTENT	WHAT TO USE IT FOR?
1. Definitions	Definition of key gender concepts	Training/awareness, definition of gender concepts in COOF
2. Gender Strategies	Strategic options for mainstreaming: Gender as a transversal theme, gender strategies and/or women's promotion projects..	Country Programme, Formulation of gender strategies, training.
3. Gender analysis	Why and when do we need a gender analysis?	Writing ToR, training, preparing new programmes
4. Analytical framework	Tools to analyse the gender division of labour (gender roles, resources, needs), to be adapted for micro, meso, macro level and sectoral variations	Analysis, ToRs, Training.
5. Gender in household and community analysis	Key questions around understanding local dynamics, opportunities/constraints for gender at micro level	Context analysis at micro level (eg. household survey, community research, PRA), awareness raising at micro level.
6. Gender in country, policy and sector analysis	Key questions for policy and sectoral analysis	Country Programme, sectoral analysis and evaluation, thematic and sectoral policy formulation.
7. Gender in country programme	Key questions at different stages of the CP : analysis, planning and evaluation	Country Programme planning process, policy dialogue, evaluation
8a. Gender in Programmes and Projects	Key questions at all stages of the PCM, verification of gender coherence in PCM	Annual planning, steering of prog/projects, preparation of monitoring systems, logframe
8b Gender in PCM and logical frameworks		
9a Gender in organisations	Organisational gender issues and entry points for mainstreaming in organisation.	Institutional diagnosis and strategy for mainstreaming, gender and equal opportunities in an organisation
9b SDC example on Equal Opportunities	SDC's policy, strategy and experience	
10. Gender and partners	Key questions to analyse gender awareness, capacities and needs in partner organisations and hints for successful competence building of partners.	Assessment and selection of partners, gender mainstreaming strategies, planning of capacity building on gender partners
11- Gender and monitoring	Key questions and possible indicators for gender monitoring at programme and context levels	Elaboration of monitoring system, definition of key questions and indicators, training on gender and monitoring
12. Gender and Evaluation	Key questions to introduce Gender in an Evaluation or to evaluate the Gender impact of a program	Self-evaluation, external evaluation, review, assessment
13. Gender in multilateral cooperation	How integrate gender equality in multilateral activities, negotiations...	Multilateral meeting, conferences, negotiations, comments on paper
websites	Selected websites on gender	Additional information, research, background