**GENDER AND DEVELOPMENT COMBINED GENERIC CHECKLIST**

**FOR PROJECT MANAGEMENT AND IMPLEMENTATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROJECT TITLE: |  | | | |
| PROJECT NUMBER *(IF APPLICABLE)* |  | | | |
| ESTIMATED COST: |  | | | |
| DEPARTMENT/UNITCOLLEGE |  | | | |
| PROJECT LEADER |  | | | |
| PROJECT MEMBER/  PROPONENT: | NAME: | OFFICE/ DEPARTMENT/  COLLEGE | CONTACT # | EMAIL ADRESS/ES |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| PROJECT DURATION: |  | PROJECT LOCATION: |  | |
| DESCRIPTION: |  | | | |

**Instruction: Put a check in the appropriate column to signify the degree to which a project has been managed and implemented with each GAD criterion. Under column 2a if nothing has been done; under column 2b if the element, item, or question has been partly accomplished; and column 2c if the item has been fully complied with.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Element and item/question**  **(Column 1)** | **Done?**  **(Column 2)** | | | **\*Score for an item/element**  **(Column 3)** | **Gender issues identified**  **(Column 4)** |
| **No**  **2a** | **Partly**  **2b** | **Yes**  **2c** |
| **1.0 *Supportive Project Management*** (max score: 2; for each item, 1) |  |  |  |  |  |
| 1.1 Is the project leadership (project steering/ advisory committee or management) supportive of GAD or gender equality goals i.e. have they mobilized adequate resources to support strategies that address gender issues or constraints to equal participation of women during the project implementation? (possible scores: 0, 0.5, 1.0) |  |  |  |  |  |
| 1.2 Has adequate gender expertise been made available throughout the project- were gender issues adequately addressed in the project management contract and scope of services? (possible scores: 0, 0.5, 1.0) |  |  |  |  |  |
| ***2.0 Technically competent staff or consultants*** (max. score:2; for each item: 0.67) |  |  |  |  |  |
| 2.1 Are the project staff members technically prepared to promote gender equality or integrate GAD in their respective positions/ locations? Is there an individual or group responsible for promoting gender equality in the project? (possible scores: 0 ,0.33, 0.67) |  |  |  |  |  |
| 2.2 Has the project tapped local gender experts to assist its staff/ partners in integrating gender equality in their activities or in project operations? (possible scores: 0, 0.33 , 0.67) |  |  |  |  |  |
| 2.3 Does the project require gender-balanced teams or at least gender indicators in the TOR or monitoring/ evaluation or does the project require its monitoring and evaluation teams (personnel or consultants) to have technical competence in GAD evaluation? (possible scores: 0 ,0.33, 0.67) |  |  |  |  |  |
| ***3.0 Committed Philippine Government Agency*** (max. score:2; for each item: 0.67) |  |  |  |  |  |
| 3.1 Are regular agency personnel involved in implementing GAD initiatives? (possible scores: 0, 0.33 , 0.67) |  |  |  |  |  |
| 3.2 Are agency officials or personnel participating in GAD trainings sponsored by the project? (possible scores: 0, 0.33 , 0.67) |  |  |  |  |  |
| 3.3 Has the agency included the project’s GAD efforts in its action plans? (possible scores: 0, 0.33 , 0.67) |  |  |  |  |  |
| ***4.0 GAD Implementation processes and procedures*** (max score: 2; for each item: 0.5) |  |  |  |  |  |
| 4.1 Do project implementation documents incorporate a discussion of GAD concerns  IF APPLICABLE: Are subproject proposals required to have explicit GAD objectives and to have undergone gender analysis (possible scores: 0, 0.25 , 0.5) |  |  |  |  |  |
| 4.2 Does the project have an operational GAD strategy? Alternately, has the project been effective in integrating GAD into the development activity?(possible scores: 0, 0.25 , 0.5) |  |  |  |  |  |
| 4.3 Does the project have a budget for activities that will build capacities for doing GAD tasks (gender analysis, monitoring, etc.)? (possible scores: 0, 0.25 , 0.5) |  |  |  |  |  |
| 4.4 Does the project involve women and men, equallt or equitably, in various phases of subprojects? (possible scores: 0, 0.25 , 0.5) |  |  |  |  |  |
| **TOTAL GAD SCORE FOR PROJECT MANAGEMENT** | | | |  |  |

*Source:* National Economic and Development Authority. Philippine Commission on Women. (2004).  *Harmonized Gender and Development Guidelines for Project Development. Implementation. Monitoring and Evaluation.* 2ND Edition, Third Printing. Official Development Assistance Gender and Development Network. Pp 51-52

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Signature over Printed Name of the Evaluator Date Evaluated

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Signature over Printed Name of the Evaluator Date Evaluated

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Signature over Printed Name of the Evaluator Date Evaluated

**GUIDELINES IN ACCOMPLISHING THE EVALUTION FORM FOR GENERIC CHECKLIST FOR PROJECT MANAGEMENT**

|  |  |  |
| --- | --- | --- |
| **GAD ELEMENT/ DIMENSION/ QUESTION** | **RESPONSE INDICATORS** | |
| **PARTLY YES** | **FULL YES** |
| ***Element 1.0***   * Question 1.1 * Question 1.2 | * there are project managers or decision makers who are not supportive of GAD * there is some, but limited, GAD expertise to ensure that all project contracts or efforts will contain or reflect relevant GAD concerns | * there are project managers or decision makers who are supportive of GAD * experts in GAD are being tapped to ensure that all project contracts or efforts will contain or reflect relevant GAD concerns |
| ***Element 2.0***   * Question 2.1 * Question 2.2 * Question 2.3 | * only a few members of the project staff have competence to integrate GAD in the project * project policy has little to do with the presence of women in the implementation team * the internal or external evaluation teams | * all of the members of the project staff have competence to integrate GAD in the project * project policy has to do with the presence of women in the implementation team * inclusion of women in the internal or external evaluation teams |
| ***Element 3.0***   * Question 3.1 * Question 3.2 | * there is token, not consistent, participation of relevant Philippine government agency or agencies in project GAD activities * some mention is made of the project’s GAD activities or plans in the agency’s GAD plan | * there is token, participation of relevant Philippine government agency or agencies in project GAD activities * mention is made of the project’s GAD activities or plans in the agency’s GAD plan |
| ***Element 4.0***   * Question 4.1 * Question 4.2 * Question 4.3 * Question 4.4 | * means having a gender equality statement incorporated in any of the following levels: goal, purpose, or output * there is a mention of GAD initiatives but no coherent strategy for integrating GAD into the project * there is a budget for one (token) GAD activity * involvement of men and women in various phases of subprojects or components supported by the project are limited to the project staff or agency personnel | * means having a gender equality statement incorporated in all of the levels: goal, purpose, or output * there is a mention of GAD initiatives with coherent strategy for integrating GAD into the project * there is a budget for at least one (1) (token) GAD activity * involvement of men and women in various phases of subprojects or components supported by the project are not only limited to the project staff or agency personnel |