



ADAPTATION FUND

18 March 2016

Adaptation Fund Board

**ANNEX 4 TO OPG:
GENDER POLICY AND ACTION PLAN
OF THE ADAPTATION FUND
(APPROVED IN MARCH 2016)**

GENDER POLICY OF THE ADPATATION FUND

Background

1. Gender equality is increasingly recognized as a crosscutting issue in major multilateral environmental agreements. The 1992 Rio Declaration on Environment and Development acknowledged in Principle 20 women's "vital role in environmental management and development" with Agenda 21 focusing in its Chapter 24 on women's considerable knowledge and experience in managing and conserving natural resources.¹ The United Nations Framework Convention on Climate Change (UNFCCC) in its Article 2 recognizes the "anthropogenic interference" – meaning the interference of both men and women -- within the climate system.² Over the past 15 year, a number of UNFCCC decisions have addressed the gender dimensions of climate change.³ In 2010, the Cancun Agreements in decision 1/CP.16 underscored that gender equality and the effective participation of women are important for long-term cooperative action on all aspects of climate change.⁴ In 2012, Doha decision 23/CP.18 decreed the promotion of gender balance and improving the participation of women in UNFCCC negotiations and in the representation of Parties in bodies established pursuant to the Convention or the Kyoto Protocol "so that gender-responsive climate policy responds to the differing needs of men and women in national and local contexts."⁵ In 2014, Lima decision 18/CP.20 established a two-year work program on gender in the UNFCCC to "advance gender balance, promote gender sensitivity in developing and implementing climate policy and achieve gender-responsive climate policy in all relevant activities under the Convention".⁶ Most recently, the Paris Agreement, acknowledging that Parties in their climate actions should be guided by respect for human rights, gender equality and the empowerment of women in its preamble, in Art.7(5) stressed the importance of following "a country-driven, gender-responsive, participatory and fully transparent approach" for adaptation action.⁷

2. The *Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund (OPG)* mandate the Fund to finance concrete adaptation projects and programmes in countries that are Parties to the Kyoto Protocol "aimed at addressing the adverse impacts of and risks posed by climate change" and "at producing visible and tangible results on the ground by reducing vulnerability and increasing the adaptive capacity of human and natural systems to respond to the impacts of climate change, including

¹ UNGA (1992), Report of the United Nations Conference on Environment and Development (UNCED) Annex I: Rio Declaration on Environment and Development, A/CONF.151/26 (Vol. I); UNCED (1992), Agenda 21; <https://sustainabledevelopment.un.org/milestones/unced>. In 1992, the Rio+ 20 United Nations Conference on Sustainable Development (UNCSD) in 2012 confirmed that gender equality and the effective participation of women are important for effective action on all aspects of sustainable development.

² http://unfccc.int/key_documents/the_convention/items/2853.php.

³ WEDO (2014), UNFCCC Decisions and Conclusions: Existing Mandates and Entry Points for Gender Equality; <http://www.wedo.org/wp-content/uploads/GE-Publication-ENG-Interactive.pdf>.

⁴ UNFCCC, Decision 1/CP.16; <http://unfccc.int/resource/docs/2010/cop16/eng/07a01.pdf#page=2>

⁵ UNFCCC, Decision 13/CP.18;

https://unfccc.int/files/bodies/election_and_membership/application/pdf/cop18_gender_balance.pdf.

⁶ UNFCCC, Decision 18/CP.20;

https://unfccc.int/files/meetings/lima_dec_2014/decisions/application/pdf/auv_cop20_gender.pdf.

⁷ UNFCCC, Adoption of the Paris Agreement;

<http://unfccc.int/resource/docs/2015/cop21/eng/l09.pdf>.

climate variability.”⁸ Gender norms and related cultural rules are part of what structures the interactions and reactions to climate threats and opportunities in human systems. By striving for gender equality and supporting gender equitable processes, such as empowering women in its activities, the Fund increases the adaptive capacity of human systems. It does so by supporting women as positive change agents with deep knowledge of adaptation-relevant food, water or energy systems at the forefront of climate change and by actively addressing the disproportionately higher vulnerability of women to climate change impacts and natural disasters due to persisting gender inequalities. These often restrict women’s access to resources, legal rights or political participation and decision-making, threaten their peace and security, and undermine their adaptive capabilities. It will thus apply the findings of the Intergovernmental Panel on Climate Change (IPCC) which in 2007 already determined the role of gender to be an important consideration for the development of interventions to enhance adaptive capacity and to facilitate adaptation.⁹

3. The Fund’s gender policy builds on the existing gender policies and gender action plans of other climate funds.¹⁰ It systematically integrates key principles elaborated in the Fund’s own environmental and social Policy (ESP), especially the principles on **access and equity**, on consideration of **marginalized and vulnerable groups** and of **human rights**. It expands the principle of **gender equity and women’s empowerment**, which is process-oriented and often subjectively contextualized, to the legal mandate of **gender equality** as the goal that the Fund strives to attain through its processes.¹¹

4. The Fund’s gender policy is human rights-based and congruent with international instruments in acknowledging the centrality of women’s rights as universal human rights, in particular with the Universal Declaration of Human Rights (UDHR), the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the International Labor Organization’s (ILO) core conventions,¹² the Millennium Development Goals (MDGs),¹³ follow up Sustainable Development Goals (SDGs) and the 2030 Agenda for Sustainable

⁸ OPG, para. 10; <http://www.adaptation-fund.org/wp-content/uploads/2015/01/OPG%20amended%20in%20October%202014%20final.pdf>.

⁹ 4th IPCC Assessment Report, Working Group 2; https://www.ipcc.ch/publications_and_data/ar4/wg2/en/ch17s17-3-2-3.html.

¹⁰ For the elaboration of this draft policy, the Gender Mainstreaming Policy of the Global Environment Facility (GEF) and its Gender Equality Action Plan (GEAP) as well as the Green Climate Fund (GCF) Gender Policy and Gender Action Plan were considered. GEF (2012), Policy on Gender Mainstreaming, Policy SD/PL/02; GEF (2014), Gender Equality Action Plan, GEF/C.47/09; and GCF (2015), Gender Policy and Gender Action Plan, GCF/B.09/23, Annexes XIII and XIV, pp. 84–91.

¹¹ The Office of the High Commissioner for Human Rights (OHCHR) cautions against a reliance on the term “gender equity,” which can be used in a way that perpetuates stereotypes about women’s roles in society, and advises instead the use of gender equality as the legal term under existing human rights instruments with corresponding obligations for signatory states. OHCHR (2014), Women’s Rights are Human Rights, HR/Pub/14/2, pp. 33–34; <http://www.ohchr.org/Documents/Publications/HR-PUB-14-2.pdf>.

¹² Conventions relevant for gender equality among the eight ILO Core Conventions include: (i) Convention concerning Equal Remuneration for Men and Women Workers for Work of Equal Value (1951); (ii) Convention concerning the Abolition of Forced Labour (1957); (iii) Convention concerning Discrimination in Respect of Employment and Occupation (1958); <http://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang--en/index.htm>.

¹³ <http://www.un.org/millenniumgoals/>.

Development.¹⁴ It supports the equal right of men and women to access and benefit from the Fund's resources in order to increase their adaptive capacity and reduce their vulnerability to climate change impacts.

5. The Fund's gender policy makes reference to the following key gender concepts¹⁵:

- (a) **Gender:** refers to the social attributes and opportunities associated with being male and female and the relationships between women and men and girls and boys, as well as the relations between women and those between men. These attributes, opportunities and relationships are socially constructed and are learned through socialization processes. They are context/ time-specific and changeable. Gender is part of the broader socio-cultural context and intersects with other important criteria for socio-cultural analysis including class, race, poverty level, ethnic group and age.¹⁶
- (b) **Gender Balance:** refers to the goal of having the same number of women and men in decision-making bodies and among staff in the different levels of organizational structures.
- (c) **Gender Equality:** refers to the equal rights, responsibilities and opportunities and access of women and men and boys and girls and the equal consideration of their respective interests, needs and priorities. Gender equality is not a women's issue but should concern and fully engage men as well as women. Equality between women and men is a human rights issue as well as a precondition for, and indicator of, sustainable, people-centered development.¹⁷
- (d) **Gender Equity:** refers to the process of being fair to men and women, boys and girls. It recognizes the need for potential differential treatment that is fair and positively addresses a bias or historical or social disadvantage that is due to gender roles or norms. The process of gender equity leads to gender equality as a legal right and obligation.
- (e) **Gender Mainstreaming:** refers to a globally accepted strategy for promoting gender equality. Mainstreaming involves the process of assessing the implications for women and men of any planned action, including legislation, policies or programmes, in any area and at all levels. It is a strategy for making the experiences and concerns of women as well as men an integral part of the design, implementation, monitoring and evaluation of policies and programmes, so that women and men benefit equally and inequality is not perpetuated, if necessary through targeted actions to ensure that women's voices as important actors are heard.
- (f) **Gender responsive:** refers to the consideration of gender norms, roles and relations and to addressing inequality generated by unequal norms, roles and relations through changes within a given social setting through remedial action.
- (g) **Gender sensitive:** refers to the consideration of gender norms, roles and relations but does not necessarily address inequality generated by unequal

¹⁴ <https://sustainabledevelopment.un.org/post2015/transformingourworld>.

¹⁵ If not otherwise indicated, relevant definitions are drawn and adapted from the GCF gender policy or the Annex to the GEF Gender Equality Action Plan (GEAP).

¹⁶ See a related definition from the Office of the Special Adviser to the Secretary-General on Gender Issues and Advancement of Women (UN OSAGI).

¹⁷ UN OSAGI.

norms, roles or relations through remedial action beyond creating gender awareness.

- (h) **Women's empowerment:** can be best understood as an expansion of agency throughout women's lives, especially via participation and decision-making. It generally refers to differential or pro-active support to increase:
- i. women's sense of self-worth;
 - ii. women's right to have and determine choices;
 - iii. women's right to have access to opportunities and resources;
 - iv. women's right to have power to control own lives both within and outside the home; and
 - v. women's ability to influence the direction of social change to create a more just social and economic order, nationally and internationally.¹⁸

Objectives

6. The Fund and its implementing partners shall strive to uphold women's rights as universal human rights and to attain the goal of gender equality and the equal treatment of women and men, including the equal opportunities for access to Fund resources and services, in all Fund operations through a gender mainstreaming approach.

7. The Fund's gender policy has the following objectives:

- (a) To ensure that the Fund will achieve more effective, sustainable and equitable adaptation outcomes and impacts in a comprehensive manner in both its internal and external procedures;
- (b) To provide women and men with an equal opportunity to build resilience, address their differentiated vulnerability, and increase their capability to adapt to climate change impacts; recognizing the need for targeted efforts in order to ensure women's participation.
- (c) To address and mitigate against assessed potential project/programme risks for women and men in relation to concrete adaptation actions financed by the Fund; and
- (d) To contribute to addressing the knowledge and data gaps on gender-related vulnerabilities and to accelerate learning about effective gender-equal adaptation measures and strategies.
- (e) To consult with affected women and men actively, taking into account their experiences capabilities and knowledge throughout Fund processes.

Main Principles

8. The Fund's gender policy is based on a set of key principles as elaborated below:

¹⁸ UNFPA

Commitment

9. The Fund commits to upholding women's human rights and to contributing to gender equality in line with international human rights instruments, ensuing applicable international and domestic law. The Fund further commits to:

- (a) Adopt methods and tools to promote gender equality and reduce gender discriminations and disparities in its funding operations; and
- (b) Measure the outcomes and impacts of its activities on women and men's resilience to climate change impacts and their ability and agency to address gender differentiated vulnerability to climate change.

Comprehensiveness in scope and coverage

10. The Fund applies its gender policy to all its adaptation activities irrespective of project/programme size, whether implemented by international, regional or national entities accredited to the Fund.

11. The policy will be implemented throughout the Fund's operational processes with guidelines to be issued by the Secretariat for the benefit of the Fund's external partners, Designated Authorities (DAs) and Implementing Entities (IEs).

12. Fund IEs will be required to undertake an initial gender assessment as per the ESP process, to select gender-responsive indicators and to design gender-responsive implementation and monitoring arrangements.

13. Fund projects and programmes will be screened for gender responsiveness at various stages of the project preparation, appraisal, approval and monitoring process by the relevant Fund bodies and external partners (the Secretariat, the Project and Programme Review Committee, the Ethic and Finance Committee, DAs and IE). Throughout, stakeholders should be meaningfully consulted in a gender equal way.

Accountability

14. The Fund accounts to the Board for its gender mainstreaming efforts and its gender-responsive adaptation results and outcomes, including through regular annual reports to the Board, as appropriate, in a transparent and comprehensive manner. Gender monitoring for project/programme impacts is to be integrated into the Fund's Results-based Management (RMB) framework. Portfolio-wide the Fund accounts for the number of men and women beneficiaries through efforts to improve gender-disaggregated data collection of Fund activities.

15. The Board, as operating entity of the Fund, is accountable for gender results.

16. Applicant IEs are required to document an institutional capacity and commitment to apply the Fund's gender policy and to demonstrate their ability to implement it. An applicant IE may demonstrate its ability and commitment to implement the gender policy through:

- (a) An institutional framework for gender mainstreaming, such as designated expert staff and/or a commitment at highest management level to gender equality;
- (b) Own policies, strategies or action plans that address gender equality and gender-responsive activities, or demonstration through related implementation track-records;
- (c) An ability to undertake socioeconomic and gender assessments, or similar methods to assess the potential roles, benefits, impacts and risk for women and men;
- (d) An ability to identify measures to avoid, minimize and/or mitigate adverse gender impacts; and/or
- (e) A monitoring and evaluation process that accounts for gender mainstreaming efforts, including the use of gender-disaggregated indicators, and can provide social and gender expert support during project implementation.

17. A tiered approach will be applied to rolling out the gender policy to already accredited implementing entities.¹⁹ The ability of existing IEs to comply with the Fund's gender policy may be enhanced through the readiness programme and other means in order to meet the requirements of this policy. Already accredited implementing entities will apply the gender policy requirements to the project/programme submitted for funding. Moreover, reporting requirements in an amended project performance report (PPR) will apply to projects/programmes currently under implementation.

18. New entities that apply for accreditation as an IE with the Fund shall be assessed by the Accreditation Panel for their capacity and commitment to implement the Fund gender policy. They may demonstrate its capacity through the requirements elaborated above.

19. All Fund IEs shall identify a grievance mechanism, which can be pre-existing, national, local, or institution- or project-specific, able and competent to provide men and women affected by Fund supported projects and programmes with an accessible, transparent, fair and effective process for reviewing and addressing gender-related complaints and grievances.

Competencies

20. The Board is encouraged to consider relevant gender expertise and gender balance in the appointments of its Board members and their designation to serve on the Project and Programme Review Committee (PPRC) and the Ethics and Finance Committee (EFC).

21. The Fund will work with Designated Authorities and Implementing Entities, including through the accreditation process, to enhance their capacity to understand and implement the Fund's gender policy. Project preparation grant support for IEs and readiness support through the Fund readiness programme for applicant entities may be requested for that

¹⁹ The Fund's ESP was phased in following a tiered approach for different categories of entities, depending on accreditation status such as whether they are already accredited and implementing approved projects/programmes; are accredited without approved projects/programmes; applicant entities under review by the Accreditation Panel; new accreditation applicants; or accredited IEs applying for reaccreditation after five years. Decision AFB/B.22/23 and document AFB/B.22/5/Add.1.

purpose. They may also obtain gender training and capacity building through their partnerships with other organizations (such as domestic, bilateral, multilateral and international organizations, including NGOs).

Resource allocation

22. The Fund's resource allocation for concrete adaptation projects and programmes contributes to gender equality and supports the empowerment of women. Fund projects and programmes without articulated gender considerations shall not receive Fund resources.

Knowledge generation and communication

23. To accelerate learning on the implementation of gender-responsive adaptation actions and to contribute to addressing existing knowledge and data gaps, the Fund will document the experiences and knowledge gained from the implementation of its gender policy. In particular, it will focus on identifying good practices from recipient countries and implementing entities. The Fund will actively engage in knowledge exchange on gender and adaptation finance with partner and peer organizations, in particular with other existing climate funds, especially the GCF and the GEF.

24. The Fund will communicate its commitment to gender equality, its gender policy and related implementation guidance to its partners and the wider public and seek periodic feedback from stakeholders and partners on the implementation of the Fund's gender policy, including possible future improvements.

Review and Revisions

25. The gender mainstreaming approach of the Fund's gender policy is a long-term undertaking demanding a sustained commitment and a regular tracking of its progress. As experience is gained and lessons are learned in the implementation of the gender policy throughout the Fund's operations, the Fund as a learning institution might adjust its approach. In light of this, the Fund will review its gender policy three years after it becomes operational.

GENDER ACTION PLAN FY 2017–2019

1. The purpose of a Gender Action Plan for the Adaptation Fund (the Fund) is to provide a framework and accountability tool for the full operationalization of the new Gender Policy of the Fund by setting clear time-bound goals and priorities. This initial framework will be linked to the first implementation phase of the gender policy, which is to be reviewed three years after becoming operational. It will guide the Fund and all its implementation partners in taking the steps necessary to advance the mainstreaming of gender in Adaptation Fund policies and programming from FY 2017- 2019. It will also provide regular information to the Adaptation Fund Board to exercise its oversight and guidance.

2. In order to help advance gender equality through Fund operation, policy and projects/programmes, the gender action plan addresses six priority areas. An initial summary work plan with key actions/outputs is presented in an overview table, followed by a description detailing concrete implementation measures required for each priority area.

Table: Work Plan for the Adaptation Fund Gender Action Plan, FY 2017 – 2019

Priority Areas	Actions	Responsibility	Timing
Governance and Institutional Structure	1. Approval of the gender policy and gender action plan	Board	March 2016
	2. Regular progress reports to the Board on the implementation of the gender policy and the gender action plan	Secretariat	Annually
	3. Enhance staff capacity and expertise at the AFB Secretariat by designating a gender anchor	Secretariat	FY 2017
	4. The Board will ensure that project/programme proposals approved include articulated gender considerations.	Board	FY 2017-2019
	5. Safeguard and support the gender capacity of Implementing Entities through inclusion of gender capacity criteria in the accreditation process and through readiness support	Secretariat and Accreditation Panel	FY 2017-2019
	6. DAs ensure alignment of Fund projects/programmes with national gender and climate change policies and international women's rights obligations	Designated Authorities	FY 2017-2019
	7. IEs ensure gender-responsive project design, implementation, monitoring, reporting and evaluation of Fund projects and programme and will provide technical support and capacity building on gender to executing entities and local communities and stakeholders as needed	Implementing Entities, with readiness support by the Secretariat	FY 2017-2019
Operational Guidelines and Project/ Programme Cycle Support	1. Development of a new guidance document for IEs on compliance with the Fund gender policy	Secretariat with approval by the Board	FY 2017
	2. Update of existing operational policies, templates and guidance documents to bring them in line with the objectives of the gender policy, in particular: <ul style="list-style-type: none"> 2.1. <i>Operational Policies and Guidelines (OPG) for Parties to Access Resources from the Adaptation Fund</i> 2.2. <i>Request for Project/Programme Funding from the Adaptation Fund</i> 2.3. <i>AF Project/Programme Review Criteria</i> 2.4. <i>Guidance Document for Implementing Entities on Compliance with the Adaptation Fund Environmental and Social Policy</i> 	Secretariat with approval by the Board	FY 2017

Capacity Development	1. Organization of gender trainings and provision of gender resources: 1.1. for Secretariat and Board 1.2. for Fund partners, specifically DAs and IEs.	Secretariat at the request of the Board	FY 2017-2019
	2. Development of a roster of gender expert consultants	Secretariat	Start FY 2017
	3. Possible establishment of a Gender Advisory Group with experts drawn from Fund partners	Secretariat	FY 2017
Results-based Management	1. Update of the Strategic Results Framework	Secretariat with the approval of the Board	FY 2017
	2. Improvements to the Performance Monitoring and Evaluation System through updates to the following: 2.1. <i>Methodologies for Reporting AF Core Impact Indicators</i> 2.2. <i>Results Framework and Baseline Guidance – Project Level</i> 2.3. <i>Project Performance Report (PPR) Template & PPR Results Tracker</i>	Secretariat with the approval of the Board	FY 2017
	3. Additionally, development and use of a new Fund gender score card to monitor the gender policy implementation portfolio-wide, which will track and report annually on: (a) For quality at entry: percentage of Fund projects/programmes that have 1) conducted an initial gender assessment during project preparation; and 2) incorporated gender-responsive elements into implementation arrangements (e.g. gender budgeting; identification of women as targeted population groups with empowerment measures; gender-responsive indicators, etc.). (b) For quality during implementation and at exit: 1) percentage of annual PPRs that incorporate gender equality and women's empowerment issues and assess results/progress; and 2) percentage PPRs at completion that incorporate gender equality and women's empowerment issues and assess results/progress	Secretariat with the approval of the Board	FY 2017 and then annually
	4. As part of the Evaluation Framework , terminal evaluations of regular projects and programmes by an independent evaluator with adequate gender knowledge selected by the IE that includes an assessment of the project/programme's contribution to gender equality and women's empowerment	IE/independent evaluators	FY 2017-2019
	5. For learning and knowledge management , set up of a website subpage (at www.adaptation-fund.org) to showcase experiences from gender mainstreaming activities under the Fund's projects and programmes and providing training modules, tools and links to existing resources	Secretariat	Start FY 2018
Resource Allocation and Budgeting	1. Inclusion of adequate resources in the Fund's administrative budget for the implementation of the gender policy, including concrete measures under the gender action plan	Board/Secretariat	Annual budget
	2. Transparent tracking of expenditures for the implementation of the Fund's gender policy through inclusion in the Fund's budget and reconciliation	Board/Secretariat	Annual budget
	3. Financing of gender elements of projects/programmes and inclusion in project/programme budgets	IEs/Executing Entities	FY 2017-2019
Collaboration and Communication	1. Active participation in knowledge exchange venues/opportunities on gender and climate change with a particular focus on joint learning with GEF and GCF	Secretariat	FY 2017-2019

tion	2. Active communication of the Fund's commitment to gender equality and women's empowerment, its gender policy and action plan as part of its overall information and communication outreach	Board/Secretariat and Fund partners (DAs, IEs, AF Civil Society Network)	FY 2017-2019
	3. Final evaluation of the implementation of the Fund's gender policy and gender action plan after three years	Board/Secretariat/independent evaluators/gender experts	FY 2019

I. Governance and Institutional Structure

3. The full and effective implementation of the Fund gender policy through its gender action plan is the joint responsibility of the Adaptation Fund Board (the Board) assisted by its Secretariat and the Implementing Entities (IEs) receiving funding from the Adaptation Fund. The Adaptation Fund Board Secretariat plays a key role in coordinating the implementation of the gender policy in close collaboration with the IEs, who will have the responsibility for overseeing the execution of concrete gender-responsive adaptation projects/programmes by the Executing Entities (EEs) and their partners on the ground.

4. The Adaptation Fund Board Secretariat will revise the Fund operational policies and processes to align them with the Gender Policy and submit them to the Board for approval. The secretariat will also issue project/programme-relevant guidance for the Fund's IEs. It will provide for the implementation of the gender policy through the accreditation of IEs, readiness support and through the Fund's project/programme approval and monitoring process. The Secretariat will report regularly to the Board on the progress made in implementing the gender policy and action plan under projects and programmes financed by the Adaptation Fund. The Secretariat will enhance staff capacity and expertise by designating a staff member as a gender anchor to coordinate within the Secretariat and serve as a gender contact point for the Fund's IEs.

5. The Adaptation Fund Board approves the gender policy and oversees the implementation of the gender action plan by reviewing regular monitoring reports prepared by the Secretariat and by supporting sufficient staff and financial resources for its full operationalization. The Board, as operating entity of the Fund, is accountable for gender results. The Board will ensure that projects/programme proposals approved include articulated gender considerations.

6. The Designated Authority (DA) may provide comments taking into consideration the country's own gender policies and its obligations under applicable international and domestic law related to women's human rights as well as actions to assist the country in addressing the adverse effects of climate change and build climate change resilience when endorsing the project/programme.

7. The IEs through the accreditation process are required to demonstrate the institutional capacity and commitment through policies, procedures and competences to implement the Fund's gender policy and the Fund's Environmental and Social Policy (ESP). They will be responsible for gender-responsive project design, implementation, monitoring, reporting and evaluation of Adaptation Fund projects and programme and will provide

technical support and capacity building on gender at the programme and project level to executing entities and local communities and stakeholders as needed. IEs may request readiness and project preparation grant support from the Fund to develop or further strengthen their own respective gender policies, institutional frameworks and competencies on gender in order to fulfill their responsibility in implementing the Fund's gender policy.

II. Operational Guidelines and Project/Programme Cycle Support

8. The gender policy will be implemented throughout the Fund's operational processes. This will require the updating of existing operational policies, templates and guidelines. It will also require the issuance of specific guidance for the Fund's external partner, including the development of a new **Guidance Document for Implementing Entities on Compliance with the Adaptation Fund Gender Policy**²⁰. Such a document will give IEs concrete examples and provide an overview of how the gender policy affects their obligations throughout the project/programme cycle as partners of the Fund.

9. Some of the key issues, *inter alia*, that will be addressed and further elaborated by such a guidance document for IEs in a fit-for-purpose approach include:

- (a) Conducting an initial gender analysis and assessment at the earliest stage of project/programme preparation to determine the different needs, capabilities, roles and knowledge resources of women and men and identify how changing gender dynamics might drive lasting change. This is a first critical step to establish a baseline against which results of gender responsive approaches and actions can be measured. Part of an Adaptation Fund project preparation grant could be used to conduct such a gender analysis;
- (b) Estimation and allocation of adequate resources in the project/programme budget for gender-responsive implementation, for example for the inclusion and capacity-building of women stakeholders as important actors in implementation;
- (c) Identification and design of a variety of specific gender elements that could be included in adaptation projects/programmes financed by the Adaptation Fund; and
- (d) Determinants for a gender-responsive stakeholder consultation process.

10. For comprehensive gender-responsive project/programme design, reporting and analysis and the screening of gender-responsiveness by the relevant Fund bodies and external partners (such as the Secretariat, the Project and Programme Review Committee, the Ethics and Finance Committee, and IEs) at various stages of the project/programme cycle, the Board will update existing operational policies, templates and guidance documents and bring them in line with the objectives of the gender policy, for example by including explicit references to gender equality or gender-specific descriptions or sections.

²⁰ Similar guidelines for IEs on compliance with a new policy were elaborated in *Guidance document for Implementing Entities on compliance with the Adaptation Fund Environmental and Social Policy*, see http://www.adaptation-fund.org/wp-content/uploads/2015/06/ESP-Guidance-document_0.pdf.

11. Such operational policies, templates and guidance documents in need of updating include in particular:

- (a) The ***Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund (OPG)***²¹ would be amended to include an explicit reference to gender equality as well as add the gender policy as an annex to the OPG (as was done with the Fund's Environmental and Social Policy after its adoption. ***OPG Annex 5 – The Accreditation Application Form*** currently includes no reference to gender capacities of the applicant and would be amended to comply with the adopted gender policy;
- (b) The ***Request for Project/Programme Funding from the Adaptation Fund*** and the corresponding ***Instructions for Preparing a Request for Project or Programme Funding from the Adaptation Fund*** which would be revised to ask, *inter alia*, IEs to review gender impacts and risks, of the project/programme they seek funding as well as to elaborate on the gender-specific cultural and/or legal context in which the project/programme will operate; similarly, the ***AF Project/Programme Review Criteria*** might be updated accordingly; and
- (c) Enhancement of gender perspectives in the application of the Fund's environmental and social policy (ESP) by updating the ***Guidance Document for Implementing Entities on Compliance with the Adaptation Fund Environmental and Social Policy*** with further examples, suggestions and recommendations on how the principle of gender equity and women's empowerment, which would be considered to apply mandatorily to all projects/programmes, intersects with other ESP principles.

III. Capacity Development

12. For the effective implementation of the gender policy and the gender action plan, the secretariat will organize any gender training or provide any gender resource as requested by the Board. Additionally, the secretariat can complement its own gender capacity with consultants or through the establishment of a gender advisory group of experts by drawing on Fund partners from DAs, IEs and civil society.

13. As requested by the Board, the secretariat will organize gender training and capacity-building for DAs and IEs by the Fund, especially through integration of a gender training module in its readiness support activities and via project preparation grants. The secretariat will also coordinate with partners from bilateral, multilateral and international organizations as well as NGOs with gender capacity to help in responding to support requests.

IV. Results-based Management

²¹ <https://www.adaptation-fund.org/wp-content/uploads/2015/01/OPG-amended-in-October-2015.pdf>.

14. The Fund will further strengthen its portfolio-wide and project/programme-specific accountability for gender mainstreaming through the implementation of its results-based management (RBM) framework.²² The RBM includes i) the Fund's Strategic Results Framework, ii) a Performance Monitoring and Reporting System, iii) evaluation, and iv) learning and knowledge management.

i. Strategic results framework

15. The Fund's **Strategic Results Framework** would be updated to include the gender dimension in outcome and output related indicators referring currently only to "targeted population groups", "vulnerable people in targeted areas", or "percentage of households and communities." Such an update would reflect the fact that the Fund sees the disaggregation by gender and the targeting of women and women's groups for empowerment as a part of essential outcomes and outputs to reach the Fund's stated impact, namely increased resilience at the community, national and regional levels to climate variability and change.

ii. Performance monitoring and reporting system

16. The Fund has a set of five core indicators, which allow aggregation of indicators for a diverse portfolio of project and programs. The document on **Methodologies for Reporting AF Core Impact Indicators** currently advocates for attention to gender in two of the five core indicators but would add the inclusion of a reference to not just social, but also gender aspects of improvements, for example with respect to assets, through qualitative reporting at the project/programme level.

17. The Fund's five core indicators would be supplemented by a new **gender score card**. It would monitor the gender policy implementation portfolio-wide and would be tracked solely by the secretariat. The secretariat would report the Fund's portfolio gender score to the Board through its Annual Performance Report. The gender score card would be composed of the following two indicators:

- (a) For quality at entry: percentage of Fund projects/programmes that have 1) conducted an initial gender assessment during project preparation; and 2) incorporated gender-responsive elements into implementation arrangements (e.g. gender budgeting; identification of women as targeted population groups with empowerment measures; gender-responsive indicators, etc.); and
- (b) For quality during implementation and at exit: 1) percentage of annual **Project Performance Reports (PPRs)** that incorporate gender equality and women's empowerment issues and assess results/progress; and 2) percentage of PPRs at completion that incorporate gender equality and women's empowerment issues and assess results/progress.

18. For tracking gender-responsiveness at the project/programme level, the document on **Results Framework and Baseline Guidance – Project Level** would be updated to include guidance on how project baselines should draw on gender analysis and how

²² Report of the Tenth Adaptation Fund Board (AFB/B.10/7/Re.1, Decision B.10/13, Annex IV (August 2010).

gender-responsive project results frameworks and project indicators may be prepared in a way that focuses beyond a basic gender-disaggregation of data on the empowerment and agency of women in particular.

19. This would serve as a necessary complement to the **Project Performance Report (PPR)** with the **Project Performance Report (PPR) Results Tracker**, which already includes a number of indicators, correlated to the Strategic Results Framework and the five core indicators that request IEs to report regularly with gender-disaggregated data.

20. In order to improve the gender-related reporting on individual Adaptation Fund projects/programmes the **Project Performance Report Template** would be updated to include a default reporting requirement²³ on actions targeting gender equality and women's empowerment in the spreadsheets on risk assessment, the rating of project implementation progress against key milestones, project indicators, lessons learned (through qualitative assessment questions on gender) and results tracked.

21. The qualitative measure of gender considerations in project/programme implementation included in the **PPR** section on **Lessons Learned** would also be updated to be more specific, in line with the gender policy. Lessons specific to gender at mid-term and completion of projects/programmes will be also added to that section. Such reporting would go beyond the listing of gender-disaggregated data to detail measures and project/programme-specific indicators that highlight the role of women as key actors with experiences and knowledge of utility to the project/programme implementation.

iii. Evaluation

22. In line with the Fund's **Evaluation Framework**²⁴, regular projects and programmes that complete implementation will be subject to a terminal evaluation by an independent evaluator selected by the IE that includes an assessment of the project/programme's contribution to gender equality and women's empowerment. To that purpose, the IE will select an independent evaluator with adequate gender knowledge. The Board can submit small projects and programmes to terminal evaluation when deemed appropriate. Terminal evaluation reports will be submitted to the Board.

23. The Board reserves the right to carry out independent reviews or evaluations of the projects and programmes as and when deemed necessary, including of their gender equality outcomes.

iv. Learning and knowledge management

24. The Fund will set up a website subpage dedicated to showcasing experiences from gender mainstreaming activities under the Fund's projects and programmes. These will document the Fund's experience and knowledge from implementing its gender policy and action plan with input from IEs, DAs, executing entities and direct beneficiaries, specifically

²³ A default reporting requirement means that the AE is expected to report on gender in the PPR template unless it can elaborate instead in writing why the consideration of gender equality and women's empowerment action is not relevant to the specific project, making reporting on gender (its relevance or non-relevance) thereby mandatory.

²⁴ https://www.adaptation-fund.org/wp-content/uploads/2015/01/Evaluation_framework.pdf.

women empowered by Fund activities. It will also include training modules and tools, as well as links to existing resources.

V. Resource Allocation and Budgeting

25. Adequate resources will be included in the Fund's administrative budget for the implementation of the gender policy, such as the concrete measures identified under the gender action plan. These expenditures will be transparently tracked through inclusion in the Fund's budget and reconciliation.

VI. Collaboration and Communication

26. The Fund will actively seek to collect and learn from good practices and examples from IEs, governments, civil society organizations and other partners. The Secretariat will participate in efforts to exchange with existing networks of gender and climate change experts, in particular from other financial institutions. A particular focus should be on joint learning with the operating entities of the UNFCCC financial mechanism, the GEF and the GCF.

27. The Fund will communicate its commitment to gender equality and women's empowerment, its gender policy and action plan actively as part of its overall information and communication outreach, including in information materials and through the Fund's representation in international processes and at conferences and expert gatherings. It will seek periodic feedback from stakeholders and partners to work toward possible improvement of the gender policy and the action plan after a three year period.