

ADAPTATION FUND

User-Friendly Version: Guidance Document for Implementing Entities on Compliance with the Adaptation Fund Gender Policy

The Adaptation Fund project 'Reducing Risk and Vulnerability to Climate Change in the Region of La Depresión Momposina in Colombia', implemented by UNDP. *Photo by UNDP Colombia*

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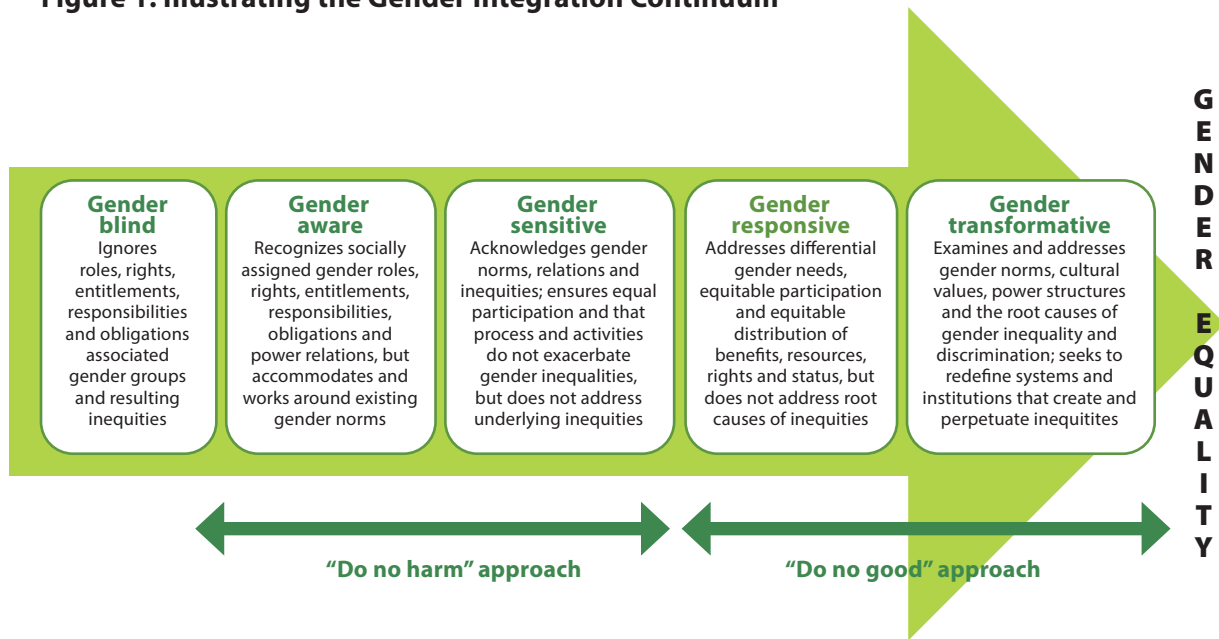
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The AF Gender Policy

- The AF finances concrete climate adaptation projects and programmes that benefit vulnerable communities in developing countries that are Parties to the Kyoto Protocol or Parties to the Paris Agreement.
- The Fund's principles-based Gender Policy (GP) and its accompanying Gender Action Plan (Updated GP and GAP for FY 2021-2023), approved in March 2016 and updated and amended in March 2021, through a gender mainstreaming approach aims to ensure that projects and programmes supported by the Fund provide women and men regardless of their background, age, race, ethnicity, religion, class, language, ability or gender equality with an equal opportunity to strengthen their agency, build their resilience, address their differentiated vulnerabilities and increase their capability to adapt to climate change impacts and interlinked challenges.
- The Fund and its implementing partners are committed to striving to uphold the rights of women and girls, men and boys as universal human rights and attain the goal of gender equality.
- The Fund and its implementing partners through Fund activities aim to address and mitigate against assessed potential project/programme risks for women and girls, men and boys in relation to concrete adaptation actions financed by the Fund (mandate to "do no harm"), but do not stop there. In addition, they also seek to proactively address in funding operations and throughout the project/programme cycle existing power imbalances and gender gaps that result in gender-related differences in adaptation needs and the respective capabilities of women and girls, men and boys as well as their communities to decrease vulnerability and adapt to climate change impacts (mandate to "do good"), as illustrated in Figure 1 (on page 2).
- The Fund and its implementing partners seek to ensure that its funded activities are gender-responsive and, to the extent possible, support gender-transformative changes, with an intersectional approach.

Figure 1: Illustrating the Gender Integration Continuum



- This guidance document is intended to provide supplemental information and practical guidance to IEs, including through concrete examples, recommendations, resources and suggestions, for achieving and assessing compliance with the updated GP to mainstream gender considerations throughout the Fund project and programme cycle.

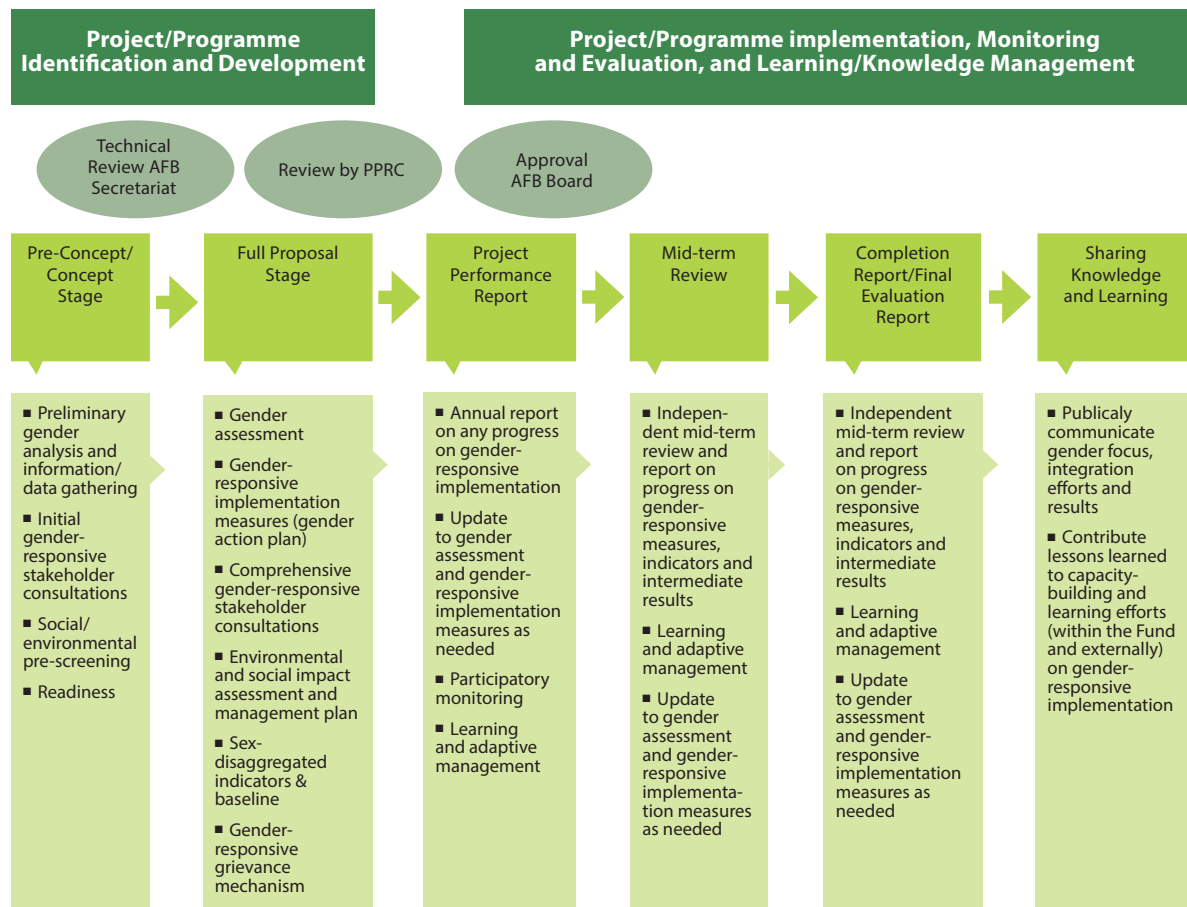
Relationship of the Gender Policy with the Environmental and Social Policy (ESP)

- The ESP and the GP are interrelated and mutually reinforcing with a focus on addressing and mitigating against potential project/programme risks for women and girls, men and boys in relation to concrete adaptation actions financed by the Fund, the mandate to “do no harm”, although the mandates of the updated GP are broader to also require its implementation partners to “do good” in proactively redressing existing gender-based inequalities and attempting to close existing gender gaps through funded adaptation actions.
- Principle 5 - gender equality and women’s empowerment, is one of the 15 principles of the ESP such as: Principle 1 – compliance with law; Principle 3 – marginalized and vulnerable groups; Principle 4 – human rights; Principle 6 – core labour rights; and Principle 13 – public health, that always apply to each project/programme under the Fund.
- Full compliance with the ESP and the updated GP is also required in cases when not all project/programme activities have been identified by the time of submission of the funding application (**referred as ‘unidentified sub-projects (USPs)’**). As part of an iterative gender assessment, gender considerations incorporated during project/programme proposal development might have to be updated and/or supplemented to take relevant gender dimensions of USPs into account.

Demonstrating Compliance with the Gender Policy in Mainstreaming Gender in Adaptation Fund Projects and Programmes

The updated GP, supported by various gender responsiveness of its funded adaptation Operational Policies and Guidelines (OPG) measures throughout project/programme of the Fund such as the ESP, outlines a set of identification, design and proposal preparation, mandatory requirements for mainstreaming in implementation and monitoring and gender throughout the various stages of the and evaluation for gender equality and adaptation Fund project/programme cycle to ensure the results and outcomes.

Figure 2: Integrating Gender in the Adaptation Fund Project/Programme Cycle



A. Project/Programme Identification and Readiness Support

To ensure that gender considerations are mainstreamed successfully in Fund projects and programmes, it is important to gather initial information and data on the likely gender dimensions of the planned adaptation activity during the project/programme identification stage.

- This requires already at this early stage to engage women, men and people with other gender identities and of different ages, socio-economic backgrounds or ethnicities, with disabilities or from Indigenous Peoples in initial stakeholder consultations about the project or programme in a gender-responsive manner and using an intersectional approach.
- The meaningful participation of diverse gender groups with a variety of backgrounds and ensuring a good gender balance should be documented.

For a two-step project/programme approval process and the three-step process for regional

projects/programmes which require the Board's endorsement of a pre-concept/concept note, a **preliminary gender analysis** at the project/program identification stage is required for the project pre-concept/concept note.

The first findings of a preliminary gender analysis on key gender issues (such as disaggregating the likely beneficiaries by gender and noting general differences regarding the roles and needs of women, men and other gender groups and possible different effects of the activity on them) should be included in the project/programme concept note.

- This is not yet the gender assessment required for the fully developed projects/programme proposal stage and will thus be less comprehensive.
- It can draw on already existing gender studies or sectoral or country reports to provide some indicative information.

B. Meaningful and comprehensive gender-responsive stakeholder consultation and engagement

The IE is required to meaningfully and comprehensively consult with stakeholders throughout all stages of the project/programme cycle in a gender-responsive way. A meaningful and comprehensive gender-responsive stakeholder consultation must be understood as an iterative and non-discriminatory process that:

- (i) begins early in the project/programme preparation stage and is carried out on an ongoing basis throughout the project/programme cycle;

(ii) provides timely disclosure of relevant and adequate information that is understandable and readily accessible to affected people;

(iii) is undertaken in an atmosphere free of manipulation, intimidation or coercion;

(iv) is gender-responsive and inclusive (by addressing intersecting socio-economic factors such as age, race, ethnicity or religion); and

(v) enables the incorporation of all relevant views of affected people and other stakeholders into decision making, such as

project design, mitigation measures, the sharing of resources and benefits and opportunities, and implementation issues.

Recommendations:

- Consult with beneficiaries/stakeholders from different gender groups both separately and in mixed groups.
- The time and location of consultation meetings is crucial.
- Consider gender differences in knowledge and priorities and appropriate ways of communication.
- Consider setting minimum quota and progress targets.
- Consider appropriate meeting formats.
- Make a targeted effort to include key stakeholders that bring a gender perspective and broad gender expertise.

C. Project/programme proposal development

Developing the AF project/programme proposal requires providing more detailed information, including through a comprehensive gender analysis that takes intersectionality into account in the form of a **gender assessment**, on the gender-differentiated impacts of climate change as well as the needs and capacities for action of different sub-groups of men and women by acknowledging factors that may, in combination with gender, exacerbate vulnerability (e.g., age, disability, ethnicity, race, economic status etc.).

- The gender analysis and the overall proposal development are additionally informed by **comprehensive and meaningful gender-responsive stakeholder consultations**. On the basis of these **corresponding gender-responsive measures** are developed to address identified differences, impacts and risks, ensure the project/

programs provide equitable benefits for all gender groups, and explore opportunities for transformative gender actions that contribute to permanently shifting existing discriminating gender norms and power structures towards more gender equality.

- Their targets and design features, as well as the mechanisms to ensure their implementation form the elements of a **project/programme-specific plan for gender action**, which turns analysis into implementation arrangements.
- All its key aspects should be directly integrated into the general project/program components and **implementation arrangements**, including its **budget and results framework**.

1. Gender Assessment (GA)

A gender assessment to be conducted at the early stage of the project/programme development is a tool for identifying gender differences and providing empirical evidence in the form of qualitative and quantitative data and analysis for gender roles, activities, needs, and available opportunities and challenges or risks for men and women within a particular context, geography or sector.

- GA is required under the updated GP (para.16) as fundamental part of the project/programme proposal elaboration.
- It should inform the proposal development and thus should either precede or be conducted in parallel with preparing the entire project/programme proposal.
- It provides the analytical foundation for developing gender-responsive implementation and monitoring arrangements, including gender-responsive indicators.
- As a living document, it is not static, but expected to be updated and revised throughout implementation.

The IEs are responsible for ensuring that the GA responds to two mandates:

- Describing gender differences and analyzing gender-differentiated impacts and risk for women and girls, men and boys and other gender groups, as well as identified project-relevant gender sub-groups to acknowledge intersectional exclusions and discriminations (**mandate to “do no harm”**).
- Going beyond risk mitigation: by addressing differential gender needs; by ensuring

the equitable distribution of benefits from the adaptation measure in the specific context; and by detailing opportunities to redress adverse gender norms and power structure (**mandate to “do good”**).

The GA should elaborate the gender-specific socio-economic, political, cultural and legal context in which the project/programme will operate. This should attempt to address questions such as:

- What are some of the **key gender statistics** in the country or region of the proposed intervention or the project/programme area? Where available, data should also be disaggregated across other social factors like age, ethnicity or class.
- What is the **legal status** of women and non-binary individuals and **applicable laws affecting gender groups** in the country or region of the proposed intervention or the project/programme area?
- What are **cultural norms, commonly held beliefs, perceptions, stereotypes, values and practices related to gender** in the country or region of the proposed intervention or the project/programme area?

The GA should focus on, describe and analyze **the differentiated climate change impacts on different gender groups and gender sub-groups and their differentiated capabilities to adapt to these**. Some possible questions to be answered as part of the GA are:

- **Differentiated climate change impacts** on different gender groups and gender sub-groups and **differentiated capabilities** to address these.

- Access to resources (referring not only to material resources such as property or finance but also time, knowledge and information) addressing who uses what resources as well as where, how and why they are used.
- **Gendered division of labor** of paid and unpaid work as gender norms influence who is allowed to do certain types of work and who is expected to complete certain tasks. It should examine who does what kind of work, and why, when and how.
- **Gender-based power structure** valuing the contributions and participation of dif-

ferent sub-groups of men and women in decision-making and control. It should analyze who controls and decides what and who is included in decision-making or management structures.

The gender data analysis is necessary in order to establish a data baseline at the project start to measure progress. Gathering and collecting data should be gender-responsive and reflect the complex and intersecting realities of different sub-groups of women and men by breaking down the data not only by sex (male/female), but to the extent possible also by other relevant diversity factors (gender identity, age, social class/caste, etc).

2. Integrating gender in project & programme goals/objectives and identifying target groups

With the GA as the basis, the IE will have to prepare and design a gender-responsive adaptation intervention by identifying key gender goals as well as specific entry points to integrate gender considerations into identified project/programme goals, a set of planned activities and targeted beneficiary and participant groups. Within the full project proposal template, the IE should include

relevant descriptions and explanations in Part I on background and context as well as reference to gender equality as part of the main objectives and detailed in Part II on project/program justification in section A on project/program components and section B on social and economic benefits as well as in sections D, G, H and K to varying extent.

Guiding questions:

- Do the project/programme objectives refer explicitly to different gender groups, including potentially a specific targeted sub-group of men and women, such as indigenous women in forest management efforts?
- Have the project/programme beneficiaries been identified and disaggregated to reflect as necessary sex (male and female) and different gender sub-groups (such as for example urban men, older rural women, female adolescents with disabilities)?
- Is gender balance and gender diversity considered and reflected within the target beneficiary group(s)?

3. Design of gender-responsive intervention measures

On the basis of the findings of the GA, the IE should articulate **corresponding gender-responsive measures** addressing differential gender needs, equitable participation and equitable distribution of benefits, resources and rights as part of the overall project/programme **as a project/program-specific gender action plan.**

The targets and design features, as well as the

mechanisms to ensure the implementation of the designed gender-responsive intervention measures should be included in a project/programme-related gender action plan (GAP), which will be context-specific (for a sample GAP at project/programme level see Annex V). The GAP should be directly integrated into the general project/program proposal and implementation arrangements, including its budget and results framework.

Guiding questions:

- Do the planned activities support sustainable adaptation to climate change of the community as a whole, through addressing the different roles, needs, capabilities and opportunities of all gender groups, including identified sub-groups of women and men?
- Do the planned activities address and strengthen the voice and agency of the most vulnerable identified sub-groups of men and women?
- Do the planned activities mitigate identified gender-differentiated risks that might be created by the project/programme?
- Do the planned activities make an effort to tackle discriminating gender norms and stereotypes?

4. Mapping potential implementation partners such as executing entities (EEs) and stakeholders

An important part of project/programme design is to map potential partners and stakeholders that are affected by or could facilitate the implementation of the project/

programme under planning, including in particular possible executing entities (EEs), who would take on various parts of project/programme implementation on the ground.

Guiding questions:

- Do key stakeholders consulted include individuals or groups with a gender perspective (such as ministries of women and/or social affairs or national gender equality agencies or commissions, or women's civil society groups or gender rights advocacy organizations and networks)?
- Do potential partners tasked with executing distinct activities under the planned project/programme as formal executing entities (EEs) have the necessary skills and expertise and capabilities to integrate gender adequately and implement the task in a gender-responsive way?

- Do they need to receive gender capacity building and targeted gender training as part of the project/programme execution?
- Are potential partners engaged as EEs committed to gender equality and willing to ensure that project/program teams showcase best practice with respect to involving men and women with different backgrounds equally in the execution of the specified activities? Do they provide the women in their teams with leadership opportunities?

5. Gender-responsive results framework and indicators

The results framework guides project/programme implementation and monitoring and evaluation. It lays out expected results at project/programme-level for outcomes, as well as outputs (what the project/programme can achieve in the short term during the implementation period). It also establishes baselines, indicators and targets/milestones and how these can be verified.

IEs are required to develop a gender-responsive project/programme results measurement framework with gender-sensitive indicators and targets that disaggregate data at the beneficiary and activity level by sex and to the extent possible by other key factors such as age, race, class or ethnicity to identify sub-groups of women and men that the specific intervention might need to focus on to achieve the intended results.

Guiding questions - results framework

- Do the intended outputs of the project/programme (such as services, products, policy measures or planning instruments) respond to the concerns, needs and capabilities of women and girls, men and boys and different gender sub-groups?
- Is it necessary to specify targeted outputs for different gender beneficiary groups?
- Does the outcome address the needs and concerns of different gender groups, including sub-groups of women and men alike and in an equitable way?
- Does the project/programme aim to influence the relations between men and women, thus striving for a gender-transformative approach?

Quantitative & Qualitative Gender-Responsive Indicators

- **Quantitative** methods of data collection produce quantifiable results, so they focus on issues which can be counted. A **quantitative gender-responsive indicator** might look at the respective number or percentages of women and men among the project/programme beneficiaries; male and female rates for participation or enrolment in outreach programs.
- **Qualitative** methodologies capture people's experiences, opinions, attitudes and feelings. For instance, a **qualitative**

gender-responsive indicator might focus on women's experiences of the constraints in accessing agricultural extension services or their views on the best way to address those barriers and if they have been applied in a given project. Qualitative data can also be

collected through surveys measuring perceptions and opinions. Results of qualitative gender-responsive indicators are usually reported as narrative assessment, rather than by a simple number, percentage or ratio.

Guiding questions for formulating gender-responsive indicators:

- Do indicators measure the gender aspects of each outcome/output, including progress over time (such as whether conditions for sub-gender groups are changing such as access to resources, decision-making or benefits)?
- Are indicators, to the extent possible, gender-disaggregated (broken down by sex, and reflect sub-groups of men and women according to age or ethnic origin)?
- Are targets set to ensure a sufficient level of and progression toward gender equality, quantitatively and qualitatively?
- Have indicators been designed in a way that enables gender-sensitive monitoring and collection of accurate data in a culturally appropriate and intersectional way?

6. Gender-responsive project/programme budgets

A gender-responsive budgeting approach gives a concrete dimension to the gender implications of any Fund project/programme. **It is not about whether an equal amount is spent on women and men, but whether project/programme measures and activities are adequately funded to address the differentiated identified adaptation needs of all gender groups and sub-groups.**

- It can improve effectiveness and efficiency of the project/programme expenditure.
- It also creates more transparency and accountability
- It's a tool for effective policy implementation by allowing for checks on whether the allocations for gender-specific activities are in line with project/programme goals and objectives and mandates under the GP.

Guiding questions:

- Have the financial resources allocated to various activities been assessed to ensure that all genders will benefit equitably from the planned project/programme, by setting specific resources for actions focused exclusively on the empowerment of women and girls?
- Does the project/programme budget allocate adequate resources for intended gender mainstreaming activities?
- Do some activities require additional resources to ensure they are implemented in a gender-responsive and intersectional manner?
- Does the budget allow for some contingency funding to allow for adaptive management in the case that additional gender-related resources are needed during the implementation?

D. Project/Programme implementation

In the implementation stage, the IE should ensure that the gender-mainstreamed project/programme planning and design become effective and are implemented with a view to safeguarding the sustainability of gender-responsive interventions following the completion of the project/programme.

The IE should also encourage each of its executing partners to designate their own organizational gender focal point in order to facilitate the exchange with partners on any gender-specific issue that might come up.

Guiding questions:

- Are the assumptions and information regarding the characteristics, needs and interests of men and women which informed the initial project/programme design, still valid?
- Are adequate provisions in place for adaptive management and project/programme implementation adjustments based on lessons learned from earlier decisions and interventions and received feedback?
- Do unintended consequences need to be mitigated that aggravate and worsen inequities and discriminations, such as added unpaid time or work-burden for women?
- Does the implementation team have gender expertise and a gender focal point?
- Are partner organizations aware of and trained to address gender inequalities among beneficiaries?

E. Performance Monitoring and Evaluation

Monitoring is the ongoing control of progress over the course of the life cycle of the intervention while evaluation is an in-depth quality assessment, usually at the mid-point and at end of the project/programme cycle, of outcomes and whether goals and objectives of the adaptation measure were achieved.

■ The IE is required to conduct monitoring regularly and submit the annual project/programme performance report, and is also required to conduct mid-term review (MTR) of the projects with four or more years of implementation and submit the MTR report.

- For both monitoring and evaluation, gender-responsive targets and indicators that are also qualitative and quantitative are important.

■ For all completed projects and programmes, IEs are required to submit final evaluations within nine months of the project/programme completion.

Guiding questions - Monitoring:

- Is a gender-responsive monitoring approach for the project/programme in place, and is it broader than the required annual performance and results reporting to include regular communication with implementation partners and stakeholder engagement?
- Does the required baseline data report include a gender data baseline to track and monitor progress of gender-responsive/transformational measures and

related gender targets set for project/programme implementation?

- Is regular project monitoring assigned to staff members with gender awareness and expertise, including data and communication/outreach specialists, and are they adequately resourced (time, financial and human resources)?
- Is special consideration given to including participatory monitoring processes which prioritize involvement of identified sub-groups of male and female as intended beneficiaries, especially those often left

out in consultation and decision-making (such as indigenous, disabled, widowed or poor women) for a real-time check on implementation progress and with the ability to raise 'red flags'?

- Do the project/programme monitoring require all data to be gender-disaggregated and to the maximum extent possible to further disaggregate information by identified sub-groups of women and men? Do they use both quantitative and qualitative indicators, targets and analysis?

Guiding questions - Evaluation:

- Does the evaluation process include a gender perspective? Will it examine both substantive (content and goal-oriented) and administrative (process) aspects of the project/programme for its contribution to gender equality?
- Do the TOR for evaluators specify the need for gender expertise?
- Is the project/programme's results management framework adequate or can it be more gender-responsive?
- Did the project/programme bring about adaptation and reduced vulnerability outcomes for diverse gender groups, including sub-groups of women and men as intended?
- To what extent was the project/programme aligned with the specific adaptation needs and priorities of diverse gender groups, including sub-groups of women and men identified as main beneficiaries?

F. Knowledge Management, Information

In addition to the required reporting as part of their mandatory project/programme performance monitoring and evaluation, IEs are also encouraged to actively report on the project/programme's commitment to gender equality and women's empowerment in all of their outreach, communication and

information sharing efforts on the project/programme to all Fund partners (including as part of peer-to-peer learning) as well as the larger public, for example in public events, conferences or in climate-related expert groups.

Guiding questions - Evaluation:

- Do IE's publications, presentations or reporting on projects/programmes pay attention to relevant gender aspects and gender-responsive implementation efforts and/or best practices and lessons learned related to gender mainstreaming in projects/programmes?
- Are women's organizations, gender equality advocates and experts included as sources of information in publications, presentations, or reports?
- Are important gender lessons learned and best practice efforts sufficiently documented and also communicated to the broader partner and stakeholder spectrum of the Fund (including to encourage peer-to-peer learning) as well as outside of the Fund to encourage replication and uptake?
- Does any publication, presentation or other form of reporting contain gender insensitive language or perpetuate gender stereotypes? Do photos portray gender diversity and show different both men and women as actors in various capacities and with various capabilities, including those breaking the gender norms (f.ex. men doing care work)?



The Adaptation Fund project 'Strengthening the Resilience of our Islands and our Communities to Climate Change' in the Cook Islands, implemented by UNDP. Photo by Melina Tuiravakai



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