



GenCap Technical Workshop

12-15 February 2013, Geneva

Final Report

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EXECUTIVE SUMMARY

The sixth annual GenCap Technical Workshop took place in Geneva, 12-15 February. The workshop brought together GenCap Advisers and representatives from OCHA, NorCap, UN Women, NRC, the GenCap Steering Committee represented by UN Women, OCHA, UNDP, FAO and UNICEF and the GenCap Support Unit. The objectives of the workshop were to:

1. Share information and updates and to agree a vision and mission statement for the GenCap Project.
2. Develop a plan for increased collaboration between GenCap Project and UN Women.
3. Develop a new reporting framework for GenCap Advisers.
4. Share and develop capacity strengthening/training approaches for GenCap advisers.
5. Capture lessons learned on the application of the Gender Marker in the 2013 CAP season to feed into annual Gender Marker workshop.
6. Agree on actions to monitor Gender Equality Programming, including the use of the Gender Marker.
7. Agree on a plan to use the Gender Marker to assess gender in the Cluster Response Plans

The discussions of the seven objectives led to 45 follow-up action points that can be summarised as four strategic results to guide GenCap's work in the coming year:

Strengthen engagement by GenCap in the UN Transformative Agenda and related initiatives:

- Enhance engagement in the various initiatives taking place under the Transformative Agenda; such as the Response Monitoring Framework, development of Humanitarian Programme Cycle reference module and training materials and the rollout of the self-assessment tool on Commitment to Accountability to Affected Populations.

Strengthen monitoring of gender mainstreaming at cluster strategy, programme/project design and implementation levels:

- Enhance coordination and management of the Gender Marker Coding in the CAP process at the country and HQ levels in collaboration with the CAP SWG
- Strengthen monitoring of gender mainstreaming at cluster level through the development of a cluster self-assessment tool on Gender Mainstreaming to introduce in individual clusters at country level. Ensuring a link between this and the self-assessment tool on Commitment to Accountability to Affect Populations and the Cluster Performance Monitoring Framework.
- Finalize and implement a template to monitor gender mainstreaming in projects
- Engage in the development of a new CHAP and project-less based CAPs to ensure adaptation of the application of the Gender Marker.
- Map out, *piggyback* on and offer support to existing monitoring activities at field level carried out by various humanitarian partners and national authorities.

Strengthen strategic partnerships and emerging issues:

- Develop a framework to formalize the partnership between UN Women, GenCap Project and OCHA
- Enhance engagement with donors at the country and capital/HQ levels
- Build capacity in preparedness, resilience and post-disaster needs assessments (PDNAs)

Strengthen GenCap strategic framework, accountability and knowledge management mechanisms:

- Strengthen the link between field and global GenCap deployments and more systematised knowledge management through online platform, and regular internal communication
- Enhance the role of the Steering Committee
- Develop the vision and mission Statement of the GenCap project, revise ToR for GenCap Advisers and establish a new internal results-based reporting framework for GenCap deployments.

- Develop a common GenCap Capacity Strengthening Framework including a GenCap stand-alone training module and tentatively an academic curriculum course for GenCap Advisers and other humanitarian actors.

The detailed list of action points to follow the seven objectives and ensure the achievements of the above targets can be found in section: “Next Steps”.

This annual GenCap Technical Workshop also marked the end of service of Kate Burns, UN OCHA’s Senior Policy Officer on Gender Equality, an active Steering Committee Member and driving force behind the creation of both the GenCap project and the Gender Marker. The GenCap Steering Committee, the Support Unit as well as GenCap Advisers take this opportunity to express their appreciation of Kate’s critical role, commitment, passion and important results in the promotion of gender mainstreaming in humanitarian action.

INTRODUCTION

Since its creation in 2007, GenCap brings its advisers together each year to learn from each other, to build skills, to reflect on lessons learned and to solidify a common understanding of the project. The workshop also provides an opportunity to recharge for another year of work to support humanitarian action that addresses the needs, concerns and opportunities of women, girls, boys and men affected by crises. This was the sixth year that the GenCap Advisers, NRC, the GenCap Support Unit, the GenCap Steering Committee and other humanitarian actors came together to develop and fine-tune capacities, the annual workplan and the strategic framework of the project..

This year's Technical Workshop focused on an exchange of experiences gained and new initiatives throughout the preceding year including the application of the Gender Marker, the establishment of UN Women's Gender and Humanitarian Action Unit, and global developments as part of the IASC Principals' reform process and the Transformative Agenda. The workshop also focused on the further development/revision of GenCap's vision, mission, ToR, performance monitoring and capacity strengthening approaches.

Prior to the four-day Technical Workshop, a one-day orientation was arranged for new GenCap Advisers as well as external participants, to provide background for the Technical Workshop. The agenda for this day can be found in annex 1.

PURPOSE AND PARTICIPANTS

The specific objectives of the four-day Technical Workshop were to:

1. Share information on what we are doing, where we are going and agree a mission statement and vision for GenCap.
2. Develop a plan for increased collaboration between GenCap and UN Women.
3. Develop a new reporting framework for GenCap Advisers including field-based cluster scans, work-plans and clarify key roles and responsibilities of GenCap Advisers.
4. Share capacity building/training approaches
 - a. Share different capacity building techniques
 - b. Think of ways to mentor up-and-coming gender advisers
 - c. Define a process for a "stand-alone" gender training for GenCap Advisers.
5. Capture lessons learned on the application of the Gender Marker in the 2013 CAP season to feed into the annual Gender Marker workshop planned for April/May 2013
6. Agree on actions to monitor Gender Equality Programming, including the use of the Gender Marker.
7. Agree on a plan to apply the Gender Marker to Cluster Response Plans

In order to capture a diversity of perspectives, exchange of experiences and to strengthen strategic partnership, the 28 GenCap Advisors were joined by participants from UN Women and OCHA, the two NorCap Advisers currently twinned with GenCap Advisers, the GenCap Support Unit, NRC and the Steering Committee represented by UN Women, OCHA, UNDP, FAO and UNICEF. The group constituted 38 participants.

Facilitation was undertaken by the GenCap Support Unit, members of the GenCap Steering Committee, GenCap Advisers as well as external experts for a few specialised sessions.

The agenda and full list of participants and external facilitators can be found in annexes 2 and 3 respectively.

OUTCOMES AND ACTION POINTS

Detailed summaries of the various sessions for follow-up will be made available to GenCap Advisers and other participants. However, the purpose of this report is to provide concise information on the discussions, outcomes and action points for the achievement of each of the seven objectives.

Objective 1: Agree on a vision and a mission statement for the GenCap Project

This objective was approached though focusing on four areas:

1. Identify internal successes and challenges in 2012 and the lessons learned, including enablers of success and GenCap entry points to be derived from these;
2. Understand new developments in the humanitarian context and their implications for GenCap;
3. Review key partnerships; and
4. Confirm a vision and mission of the GenCap project and, subsequently, initiate a revision of the Terms of Reference (ToR) for GenCap Advisers.

Successes and challenges: Through a group exercise, the participants identified a list of achievements, enablers of success and key entry points for GenCap Advisers.

The main challenges that were identified included; the lack of sustainability at country level; the lack or insufficient level of institutionalisation of gender capacity in individual agencies; the lack of monitoring of gender for impact; inconsistent, personality-driven engagement with gender across the various clusters and countries; the lack of GenCap 'branding', which related to the issue of consistency; and low capacity level of UN Gender Focal Points/Gender Networks at field level.

The session on challenges focused on the issue of sustainability as other areas were to be covered in the workshop. Participants identified what stakeholders (HCT/HC, clusters/cluster lead agencies, gender networks and government counterparts) would do on gender equality programming, in terms of actions, policies and processes that would indicate that the GenCap Adviser's support is sustainable. The elements were intended to feed into the workshop's work towards *Objective 3: Develop a new reporting framework for GenCap Advisors.*

Action Points:

- GenCap Support Unit, GenCap Steering Committee and, where relevant, IASC Gender SWG to review the list of achievements, challenges, enablers and entry points in order to determine efforts that need to be made with various interlocutors and in various humanitarian processes to influence required change.

New Developments: OCHA PSB provided an update on the Transformative Agenda with a specific focus on the Programme Cycle. OCHA PSB suggested three entry-points for GenCap Advisers to influence the current processes:

1. Gender analysis in the needs assessment phase of the humanitarian programme cycle
2. Inform strategic objectives and indicators for sectors/clusters
3. Engagement with monitoring and review phases

An overview was also given of inter-agency and Global Food Security Cluster (gFSC) work on Accountability for Affected Populations (AAP) and Gender Equality Programming. The session provided an example of how, in 2012, the gFSC undertook a joint needs assessment mission to assess how gender-responsive the implementation of the five AAP commitments was in the work of the Cluster in Pakistan, and how the related findings can inform future programming.

In regards to new developments, the participants discussed GenCap's role in 'upstream' (DRR and disaster preparedness work) and 'downstream' (early recovery) work. GenCap Advisers presented examples of experiences with disaster reduction/preparedness, resilience and DALA/PDNA work in which they had engaged. UNDP's Steering Committee member/Chair of the Cluster Working Group on Early Recovery (CWGER) provided insights on this area of work and possible entry points for gender. The presentations led to a rich discussion about GenCap Advisers' contributions, capacity and role in disaster risk reduction (DRR), disaster preparedness (DP) and early recovery (ER).

Action points:

- Agree on how and who to engage in field testing and rollout this year of Response Monitoring Framework, development of Humanitarian Programme Cycle reference module and training materials and the self-assessment tool on Commitment to Accountability to Affect Populations
- AAP: Follow up on AAP Task Force's work to identify possible entry points
- Development of a Guidance Note on Gender in Preparedness
- All GenCap Advisers to familiarize themselves with the Guidance Note on Gender and Resilience
- UN Women is currently working on the UNDP/World Bank/European Commission project for the development of Guidelines for PDNAs, including Recovery Frameworks, and training materials. The Guidelines will be launched in May 2013 at the GPDRR. Thereafter, there will be a series of trainings on the Guidelines. GenCap Advisers will be required to be familiar with the Guidelines and, when requested, to participate in and/or facilitate the gender segment of the PDNA trainings.

Key relationships: Discussions on key relationships focused on donor outreach at the country and global levels. GenCap Advisers were encouraged to invite donors to capacity-strengthening activities when appropriate.

Participants then discussed the need for greater collaboration and dialogue between GenCap Advisers at the global and the field levels in order to create mutually reinforcing efforts and common messaging on gender equality programming. Challenges and detailed suggestions for improvement were identified.

Finally, the participants discussed the need for better communication and support between GenCap Advisers and their Steering Committee member focal points. In this regard, participants requested clarification of the role and responsibility of Steering Committee Focal Points.

Action Points:

- GenCap Advisers to identify opportunities to engage further with donors and inform/discuss with Steering Committee Focal Point and/or Support Unit, as is relevant.
- GenCap Advisers working with the Global Clusters to send a quarterly update to their colleagues on actions undertaken in support of IASC initiatives and the Global Clusters/AoRs
- Field GenCap Advisers to advise the Global Cluster GenCap Adviser when they deem necessary for the Global Cluster Coordinators to be alerted about specific challenges or when their direct intervention is considered necessary.
- Prior to deployment, field GenCap Advisers to be provided with the contact details of their Steering Committee Focal Point. This information to be also shared with the HC and Head of hosting Agency.
- GenCap Steering Committee Focal Points to support the GenCap Advisers through engagement with the Heads of Agency in the field.
- GenCap Steering Committee members' ToR to be shared with all GenCap Advisers.
- GenCap Steering Committee members to elaborate Annual Work Plan for SC work
- The GenCap Support Unit to strengthen communication through better information/knowledge management and creation of regular interactive forums for engagement between global and field GenCap Advisers

Vision, Mission, TOR: As recommended in the 2009 Real-time Evaluation, as well as the 2011 evaluation of GenCap (and ProCap) by GPPi, a joint vision to ensure a clear understanding of GenCap’s mandate needs to be developed. The concepts of vision and mission were discussed and preliminary elements of both were developed.

Due to time constraints, the ToR was not discussed in detail. However, there were general agreement on the need for a revision to clarify the objectives and deliverables expected from the GenCap Advisers and to resolve identified challenges with the existing version, including too many tasks and lack of measurability in terms of progress. The elaboration of the vision and mission statements will provide the direction needed for the revision.

Action Points:

- GenCap Support Unit to take the feedback from the workshop and to draft the vision and mission statements, which will be presented to the GenCap Steering Committee for discussion and endorsement.
- GenCap Support Unit to take the feedback from the workshop and revise the ToRs of the GenCap Advisers, which will be presented to the GenCap Steering Committee for discussion and endorsement

Objective 2: Develop a plan for increased collaboration between GenCap and UN Women

The recent establishment of UN Women’s Gender and Humanitarian Action Unit to deliver on UN Women’s mandate to support “existing coordination mechanisms to generate a more effective United Nations system-wide humanitarian response to respond to the specific needs of women and girls”¹, as well as UN Women’s inclusion in the GenCap Steering Committee and the IASC SWG on Gender, provides an important opportunity for GenCap and UN Women to collaborate to accelerate progress towards common goals.

There was agreement that Gender Equality Programming in humanitarian action can be strengthened if there is greater collaboration between GenCap and UN Women. Previous and current experiences were discussed as well as challenges, requirements and possible models for collaboration.

A main issue raised is the fact that this is a new area of work for UN Women and the necessary capacity to engage so far is only in place in a few countries. At the same time, UN Women’s long-term presence, relationship with civil society and governments and knowledge of the local contexts could serve as a great advantage to their engagement in humanitarian action. They could also support sustainability, the links to national institutions and support stronger links between development and humanitarian efforts to ensure sustainability and to build resilience. UN Women’s experience with governance, DRR, preparedness, peace and security and transition could help to inform and support GenCap’s work at the country level. UN Women’s existing resources such as data, information, mappings from the development work could strengthen the analysis of humanitarian actors and UN Women could already start to play an important role by providing baseline data, gender analyses, etc. for the HCT and to inform assessments, as well as provide mapping of and advise on national CSOs at national/local level that could participate and enrich assessments on the ground.

An important issue that emerged was around GenCap Advisers’ support to UN Women that creates space and capacity for UN Women in their engagement at country level. It was generally agreed that this

¹ UN-Women Strategic Plan, 2011-2013, (UNW/2011/9), para. 45

would require UN Women to dedicate staff to this effort to be – in some cases - partnered with GenCap Advisers. Collaboration could be initiated on a case-by-case basis, depending on UN Women’s capacity and HCT engagement in any given context.

A current challenge is the growing expectation of UN Women in some contexts and the lack of clarity/understanding of their role in others. Participants from GenCap and UN Women identified that there is a need for senior management at OCHA and UN Women to communicate with HCTs to inform them about UN Women’s emerging role. This would, it is anticipated, open doors but also manage expectations to understand that UN Women’s role will emerge incrementally and that capacity and resources will not be put in place globally immediately.

Action points:

- UN Women, with support from GenCap, to elaborate a gender analysis template for UN Women offices to support the work of GenCap Advisers and HCTs
- UN Women and OCHA to draft a concept note for UN Women/OCHA/GenCap collaboration including a UN Women and OCHA joint communiqué
- Draft note on scope of collaboration between GenCap and UN Women

Objective 3: Develop a new reporting framework for GenCap Advisers

This objective focused on the development of measurements for the progress of the GenCap Advisers’ work on technical and output-related grounds (thus complementary to the already existing NRC performance reporting system) and the revision of the internal GenCap reporting framework.

Cluster monitoring: On the first issue, the intention is to build on the momentum of the Cluster Performance Monitoring Framework rollout and develop indicators for a Cluster Gender Mainstreaming Self-Assessment Tool, which GenCap Advisers can promote and support the use of in clusters in the field. This would entail the following; determining and agreeing a measureable focus for our work with clusters; identifying 2/3 possible outcomes relevant to all clusters, where we may be able to demonstrate and measure the effects of Gender Equality Programming; and identifying key elements of a new reporting framework.

It was agreed that the main aim of the GenCap Advisers’ work with Clusters is:

- Demonstrate routine use of gender analysis
- Gender-sensitive assessments
- Consistently collect, analyse and use sex- and age-disaggregated data (SADD)
- Gender-integrated programme/project design
- Accountability for gender equality programming

Through group work, the participants developed draft indicators as well as suggested methods for measuring the above.

Action Points:

- Workshop outputs to be developed into a draft matrix for assessing cluster work and progress on gender equality programming for circulation by 30 April.
- To develop a draft Cluster Gender Mainstreaming Self-Assessment Tool and an action plan for its implementation by GenCap Advisers
- Draft concept note on the use of the Cluster Gender Mainstreaming Self-Assessment Tool, including its relation to other current cluster monitoring efforts (Self-assessment tool on Commitment to Accountability to Affect Populations (CAAP), Annex 3 and Gender Marker) to explore the possibility

of linking/incorporating the Cluster Gender Mainstreaming Self-Assessment Tool into global monitoring mechanisms under development/revision.

Revision of the internal GenCap reporting framework: The focus here was to agree on indicators to measure individual GenCap Adviser's progress towards their ToR/objectives. As discussed under objective 1, it was agreed that the ToR should be revised according to the vision/mission and include clear deliverables. Furthermore, it was agreed that there should be three ToR templates to reflect the levels of GenCap Advisers' engagement – at the global, regional and country levels. These important changes should also be reflected in the new reporting framework, with appropriate outputs and indicators.

Action Points:

- GenCap Support Unit to finalize the drafting of the new reporting framework - to align reporting framework with revised TOR and mission statement to ensure results based reporting - and share draft templates for comments and feedback by 30 April
- Hire consultant to adapt new templates into something technically simple and user-friendly (TBC)
- Rollout new reporting framework by end May

Objective 4: Share capacity building/training approaches

There were three parts to this session:

1. Sharing different capacity strengthening/development techniques,
2. Exploring ways to mentor up-and-coming Gender Advisers (including 'twinning') and
3. Defining a process to come up with "a stand-alone" gender training package to create a common basis for GenCap capacity development efforts.

Sharing different capacity-building techniques: The deliberations established that GenCap Advisers invest in capacity-strengthening and, to some extent, capacity development rather than capacity building. The understanding of capacity strengthening and its principles, the target group, commonly used tools, approaches/methodologies and strategies were explored through a group exercise. From this exercise, it became clear that the main challenges lay in the lack of a common and agreed framework for capacity strengthening and measuring the impact of capacity strengthening efforts.

Action Points:

- Develop an online platform for sharing various tools, presentations guidelines, etc.
- Develop a strategic framework for capacity strengthening
- Align the GenCap ToR with the framework for capacity strengthening

Explore ways to mentor up-and-coming gender advisers: Current 'twinning' experiences between GenCap and NorCap Advisers were presented followed by a discussion. GenCap Advisers agreed that currently there are two types of mentoring as part of the capacity development processes they are involved in: the mentoring and coaching of organisations and individuals within the humanitarian community to be able to take responsibility for the integration of gender in their work and the mentoring of junior gender advisers as prospective GenCap Advisers. The latter includes the current NorCap twinning arrangements but could also potentially include UN Women staff or other humanitarian actors including UNVs.

Action Points:

- The GenCap Steering Committee and NRC to explore further the development of the ‘twinning’ and ‘mentoring’ modules with the aim of developing a framework defining supervisory responsibilities and the role of hosting agency;
- Thereafter, GenCap to develop a twinning/mentoring framework for different partners with ToRs and timeframes

Stand-alone gender training: The 2012 Technical Workshop identified the need for two products:

- 1) A university accredited course in Gender and Humanitarian Action developed by pedagogues at a leading academic institution with north-south campuses, to which GenCap would provide content and advice. A Concept Note was developed. The GenCap Secretariat and Steering Committee are advancing this idea.
- 2) A facilitation kit for GenCap Advisers (and others) to use in-country to engage and build skills in Gender and Humanitarian Action. The aim of this facilitation kit is to assist GenCap Advisers in building a cadre of humanitarian actors and gender specialists in country to sustain GenCap activity post-assignment.

The intention of this part of this objective was to determine the focus and content of the above-mentioned stand-alone gender training/facilitation kit for use by GenCap Advisers (and others) to be developed by GenCap Adviser, Linda Pennells.

Suggestions for the content for the in-country facilitation kit: sessions, target participants, duration of training were identified. Primary target group were identified as being the clusters and gender facilitators. It was also agreed that the training module should include approximately six sessions over two-day period or stand-alone modules with session of between 1.5 to 3 hours duration. Key points of consensus on content included gender mainstreaming, SADD and gender analysis (focus on practical hands-on examples); coordination with the emphasis on assessments; gender in the cluster cycle – with a special focus on cluster response plans, project design and monitoring - including an introduction to the Gender Marker; Gender Marker coding – geared to cluster vetting teams and project design teams – this session to reinforce monitoring; and gender advocacy and communications. It was also agreed that ProCap and the GBV AoR should be asked to create a GBV session. In terms of methodology, it was agreed that the training should be participatory, use field-based examples and employ varied media.

Action Points:

- Develop a stand-alone training kit to ensure some harmonisation in approach and material used by GenCap Advisers in training of clusters, which will comprise approximately six sessions in modular format. The draft kit will be circulated to GenCap Advisers within three months for their inputs.
- Follow up and provide update to GenCap Advisers on the academic curriculum course

Objective 5: Capture lessons learned from the implementation of the Gender Marker in the 2013 CAP season to feed into the annual workshop

The discussions held in order to capture lessons learned from implementation of the Gender Marker in the 2013 CAP season to inform the upcoming training as well as the finalisation of the Gender Marker 2012 Report made it clear that success in Gender Marker application was the result of long term (at least 12 months) capacity building and support. Furthermore, a draft generic Gender Marker presentation (Prezi) was presented for first impressions/feedback. A number of revisions to the presentation were identified.

UNICEF engagement 2013: Participants also discussed the commitment made by UNICEF to reach a 100% of for all UNICEF-led clusters and AoR projects coded 2a or 2b by December 2013 and examples of the work with UNICEF clusters to strengthen gender-sensitive programming was shared as best practice.

Action points:

- The Gender Marker GenCap Adviser to include additional findings from the Technical Workshop in the 2013 Gender Marker Report as well as preparation for the Gender Marker workshop.
- GenCap Advisers and Steering Committee members to provide comments to the draft 2013 Gender Marker report
- Many issues raised by the GenCap Advisers regarding the coordination and management of the Gender Marker process at country and HQ levels call for in-depth follow-up discussions at the Gender Marker workshop at the end of April.
- The Gender Marker GenCap Adviser to share the draft Gender Marker (Prezi) presentation with participants for further feedback and, subsequently, to finalise the presentation based on this.
- Coordinate follow-up with UNICEF-led clusters and AoRs at national and global level and document experience for lesson learned/best practice

Objective 6: Agree on actions to monitor gender equality programming including the Gender Marker at the project-level

At the Technical Workshops in 2011 and 2012, GenCap Advisers explored opportunities and different approaches to monitor gender equality programming at the project level recognizing that the development of a consistent approach to monitoring would allow for more useful analysis of GEP in humanitarian projects and strategies.

These discussions culminated in the development in August 2012 of a ‘Strategy for Monitoring Gender Equality Programming (GEP) and the Implementation of the Gender Marker’ (see Annex 5). This strategy looked at monitoring GEP at three levels of humanitarian strategies/appeals, namely the strategic objectives, cluster response plans and project outcomes. The focus of this session was on monitoring GEP, including the application of the Gender Marker, *at the project level only (i.e. Annex 3 of the Monitoring Strategy)*.

Rather than considering this issue afresh, participants were reminded of some of the key findings of earlier discussions on the same topic, which included a list of factors upon which opportunities for project monitoring depend²; as well as good practices in monitoring at the project level.³

Based on these references to previous dialogues, it was discussed how to revise and improve Annex 3 of the Monitoring Strategy – a suggested template for monitoring GEP and the Gender Marker in Projects.

² a) Whether inter-agency, cluster, agency or donor mechanisms already exist, on which GenCap/Gender Advisers can ‘piggy-back’. The point here is that GenCap Advisers are rarely in a position to initiate monitoring visits but rather must rely on clusters, Agencies, organisations or donors to take this initiative and then the Advisers must agree how they will participate in such visits, b) The commitment and capacity of cluster leads to undertake joint monitoring, c) Access (security, weather conditions, infrastructure, transport, etc.), d) Resources available and presence of staff with M&E technical knowledge and d) The connection – or disconnect – between project designers and project implementers.

³ In oPt, the then GenCap Adviser recommended that each cluster ensure a minimum of 10% of all funded projects conduct single-sex focus groups with male and female beneficiaries on project implementation for input into the MYR; and that a Gender and M&E specialist dedicate a week to each cluster to identify an active approach for monitoring Gender Marker implementation and a practical shortlist of gender indicators to be included in the cluster’s monitoring regime. It also included the situation in DRC where the then GenCap Adviser trained the five members of the Pooled Funds’ M&E team in the Gender Marker and provided cluster-specific gender standards and tools to assist in M&E and conducted in-field coaching of monitors.

It is suggested that the IASC SWG on Gender and GenCap Advisers in Geneva collaborate to monitor the development of a new CHAP and project-less CAPs and provide insights into the implications for application of the Gender Marker and monitoring GEP at the project-level. Furthermore they should follow the 'Cluster Coordinating Performance Monitoring Framework' to explore opportunities for including monitoring performance on GEP.

Action Points:

- GenCap/Gender Advisers to map out all monitoring activities in their respective countries to enhance coordination and raise awareness and support for GenCap's programme.
- GenCap/Gender Advisers to include messages on monitoring into all work and trainings on the Gender Marker to ensure the focus on both the design and the implementation phase.
- The IASC SWG on Gender to set up a coordination meeting and GenCap Advisers in Geneva to clarify ways forward, responsibilities and feedback mechanisms on CHAP and Cluster Performance Monitoring Framework.
- As only two hardcopies and no soft copies of the draft monitoring template emerged from the meeting, UN Women will recirculate Annex 3 and, thereafter, will revise the template in line with suggestions from participants and to share with GenCap Steering Committee
- The following issues to be raised again at the forthcoming Gender Marker Technical Workshop 2013:
 - a. How to strengthen the focus on monitoring of clusters
 - b. Gender SWG and GenCap Advisers in Geneva to monitor the development of a new CHAP and project-less CAPs to consider the implications for application of the Gender Marker and monitoring GEP at the project-level.
 - c. Gender SWG and GenCap Advisers in Geneva to follow the Cluster Performance Monitoring Framework to explore opportunities for including monitoring performance on GEP.
 - d. On the issue of monitoring GEP, to consider the following revisions to the monitoring template; who will complete the form; the development of guidance on the completion of the form; consideration of the advantages and feasibility of monitoring projects in the previous year's appeal rather than the current year; who, when and how to collect, analyse and report on the completed forms; multi-year appeals may provide more space for monitoring; and CERF, CHF appeals often include systematic monitoring mechanisms

Objective 7: Using the Gender Marker to assess gender in the Cluster Response Plans

Applying the Gender Marker to Cluster Response Plans (CRPs) would signal a new departure in the use of the tool. It was noted, however, that proposed changes to the CAP – a new version of the CHAP and project-less appeals – could mean that what we consider now may be very different to what emerges in the future with such developments.

The approach taken during this session was to ask the participants to consider the strategic and technical issues and challenges in developing a plan for applying the Gender Marker to the CRPs.

One possible way forward was proposed very early on in the session was to apply the Gender Marker – in a manner to be agreed at the Gender Marker Technical Workshop - as part of the monitoring pilot suggested by the Education Cluster in 2012. Some other suggestions that emerged from the discussions on applying the Gender Marker to the CRPs included:

Strategic level:

- Work with OCHA/CAP SWG on the development of the new format of the CHAP to include a requirement that cluster lead agencies report on level of gender-responsiveness of the CRP (based on a tool to be developed).
- Together with OCHA/CAP SWG, explore the possibility of including the idea of the minimum gender commitments in the CAP guidelines so that they are included as standard.
- Offer technical support on the development of standard gender indicators for each cluster.

Technical level:

- GenCap Advisers and, where feasible, UN Women to agree 1-3 minimum gender commitments with each cluster for inclusion in their strategic response plan. Ideally, the HC would support this process.

Action Points:

- UNICEF and the Gender Marker GenCap Adviser to follow up on the issue of piloting the application of the Gender Marker in the CRP with the Education Cluster, including the development of a template.
- Strategic and technical challenges and opportunities identified here to be raised again with the CAP SWG before or at the Gender Marker Technical Workshop 2013

NEXT STEPS

The above decisions and action points have been consolidated in the following matrix with assigned responsibility for implementation of the 45 agreed action points as well as timeframe. Action points are grouped according to the seven workshop objectives. GenCap Advisers, Steering Committee members and the Support Unit are requested to familiarize themselves with the actions and act accordingly. The Support Unit will request and update and provide a consolidated overview of progress on a quarterly basis to ensure that progress is on track and make any changes necessary.

Action Points	Responsible	Timeframe
Objective 1: Share information on what we are doing, where we are going and agree a mission statement and vision for GenCap.		
1. GenCap Support Unit (SU), GenCap Steering Committee (SC) and, where relevant, IASC Gender SWG (SWG) to review the list of achievements, challenges, enablers and entry points in order to determine efforts that need to be made with various interlocutors and in various humanitarian processes to influence required change.	SU, SC, SWG	May
2. Agree on how and who to engage in field testing and rollout this year of Cluster Performance Monitoring Framework, development of Humanitarian Programme Cycle (HPC) reference module, and training materials and the self-assessment tool on Commitment to Accountability to Affect Populations (CAAP)	SC, SU, Global GenCap Advisers and SWG	Throughout the year
3. AAP: Follow up on AAP Task Force work to identify possible entry points	SC, SWG	Throughout the year
4. Development of a Guidance Note on Gender in Preparedness	Learning (LP) and Somalia (AP) GenCap Advisers	End of May 2013
5. All GenCap Advisers to familiarize themselves with the Guidance Note on Gender and Resilience	All GenCap Advisers	Immediate
6. UN Women is currently working on the UNDP/World Bank/European Commission project for the development of Guidelines for PDNAs, including Recovery Frameworks, and training materials. The Guidelines will be launched in May 2013 at the GPDRR. Thereafter, there will be a series of trainings on the Guidelines. GenCap Advisers will be required to be familiar with the Guidelines and, where appropriate and when requested, to participate in the PDNA trainings.	UN Women and SC	July
7. GenCap Advisers to identify opportunities to engage further with donors and inform/discuss with Steering Committee Focal Point and/or Support Unit, as relevant.	GenCap Advisers, SC and SU	2013. SC/SU to follow up in July
8. GenCap Advisers working with the Global Clusters to send a quarterly update to their colleagues on actions undertaken in support of the IASC initiatives and to the Global Clusters/AoRs	Global GenCap Advisers	April, July, October, January
9. Field GenCap Advisers to advise their colleagues working with the Global Clusters when they deem necessary for the Global Cluster Coordinators to be alerted about specific challenges or when their direct intervention is considered necessary.	All field GenCap Advisers	Throughout the year

10. Support Unit to provide field GenCap Advisers with a pre-deployment pack that contains contact details of their Steering Committee Focal Point. This information is to be shared with the HC and Heads of hosting Agency as well	SU	Throughout the year
11. GenCap Steering Committee Focal Points to support the GenCap Advisers through engagement with the Heads of Agency in the field	SC	Throughout the year
12. GenCap Steering Committee members' ToR to be shared with all GenCap Advisers.	SU	April
13. GenCap Steering Committee members to elaborate Annual Work Plan	SC	April/May
14. The GenCap Support Unit to strengthen communication through better information/knowledge management and creation of regular interactive forums for engagement between global and field GenCap Advisers	SU	Throughout the year
15. GenCap Support Unit to take the feedback from the workshop and to draft the vision and mission statements, which will be then presented to the GenCap SC for discussion and endorsement.	SU	April
16. GenCap Support Unit to take the feedback from the workshop and revise the TORs of the GenCap Advisers, which will be then presented to the GenCap SC for discussion and endorsement.	SU	April/May ⁴
Objective 2: Develop a plan for increased collaboration between GenCap and UN Women.		
17. UN Women, with support from GenCap, to elaborate a gender analysis template for UN Women offices to support the work of GenCap Advisers and HCTs	UN Women	May
18. UN Women and OCHA to draft a concept note for UN Women/OCHA/GenCap collaboration including a UN Women and OCHA joint communiqué	UN Women/OCHA	May
19. Draft note on scope of collaboration between GenCap and UN Women	UN Women, (SC, NRC)	May
20. Clarification about need for reference to UN Women in GenCap TORs	SC	May
Objective 3: Develop a new reporting framework for GenCap Advisers		
21. Workshop outputs to be developed into a draft matrix for assessing cluster work and progress on gender equality programming for circulation to all participants by 30 April.	GM (DC) and Global GenCap Adviser (with UNHCR) (Aph)	April

⁴ Dependent on Capacity Strengthening Strategy

22. To develop a draft Cluster Gender Mainstreaming Self-Assessment Tool and an action plan for its implementation by GenCap Advisers	SC, GM GenCap (DC)	June
23. Draft concept note on the use of the Cluster Gender Mainstreaming Self-Assessment Tool, including its relation to other cluster monitoring efforts to explore the possibility of linking/incorporating the Cluster Gender Mainstreaming Self-Assessment Tool into global monitoring mechanisms under development/revision	SC, GM GenCap (DC)	June
24. GenCap Support Unit to finalize the drafting of the new internal reporting framework – to align reporting framework with revised ToR and mission statement to ensure results-based reporting – and share draft templates for comments and feedback by 30 April	SU	30 April
25. Hire consultant to translate the new templates in something technically simple and user-friendly (TBC)	SU	May
26. Rollout new reporting framework by end May	SU	May
Objective 4: Share capacity building/training approaches		
27. Develop an online platform for sharing various tools, presentations guidelines, etc.	SU	April
28. Develop a strategic framework for capacity strengthening	Kenya (NR), UNHCR (APh) and Somalia (AP) GenCap Advisers	April
29. Align the GenCap TOR with the framework for capacity strengthening	SU	May
30. The GenCap SC and NRC to explore further the development of the ‘twinning’ and ‘mentoring’ modules with aim of developing a framework defining supervisory responsibilities and the role of hosting agency;	SC and NRC	May
31. Thereafter, GenCap to develop a twinning/mentoring framework for different partners with TORs and timeframes	DRC (JB) and, Kenya (NR) GenCap Advisers	June
32. Develop a stand-alone gender training kit to ensure some harmonization in approach and material used by GenCap Advisers in training of clusters, which will comprise approximately six sessions, in modular format. The draft kit will be circulated to GenCap Advisers within three months for their inputs.	Learning GenCap Adviser (LP)	May
33. Follow up and provide update to GenCap Advisers on the academic curriculum course	Learning GenCap Adviser (LP) & SC	June

Objective 5: Capture lessons learned on application of Gender Marker in 2013 CAP season to feed into annual Gender Marker Workshop		
34. The Gender Marker GenCap Adviser to include additional findings from the Technical Workshop in draft Gender Marker 2012 Report as well as preparation for the Gender Marker training	GM GenCap	March / April
35. GenCap Advisers and Steering Committee members to provide comments to the draft 2012 Gender Marker report	GenCap Advisers & SC	March
36. The Gender Marker GenCap Adviser to share draft Gender Marker (Prezi) presentation with participants for further feedback and, subsequently, to finalise the presentation based on this	GM GenCap	March
37. Coordinate follow-up with UNICEF-led clusters and AoRs at national and global level and document experience for lesson learned/best practice	UNICEF and UNHCR (APh) and UNICEF(DB) GenCap Advisers	May
Objective 6: Agree on actions to monitor Gender Equality Programming, including the use of the Gender Marker		
38. GenCap/Gender Advisers to map out organization/Agency/Cluster/donor monitoring activities in their respective countries to enhance coordination and raise awareness and support for GenCap's programme	All GenCaps	May
39. GenCap/Gender Advisers to include messages on monitoring into all work and trainings on the Gender Marker to ensure the focus on both the design and the implementation phase.	All GenCap Advisers	Throughout the year
40. Set up coordination meeting between IASC SWG on Gender and GenCap Advisers in Geneva to clarify way forward, responsibilities and feedback mechanisms on CHAP and Cluster Performance Monitoring Framework.	SC, SU, SWG, Global GenCap Advisers	May/June
41. As only two hardcopies and no soft copies of the draft monitoring template emerged from the meeting, UN Women will recirculate Annex 3 and, thereafter, will revise the template in line with suggestions from participants and to share with GenCap Steering Committee	UN Women, all GenCap Advisers	April/May (GM workshop)
42. The following issues to be raised again at the forth-coming Gender Marker Workshop 2013: <ul style="list-style-type: none"> a. Strengthen the focus on monitoring of clusters in regards to the Gender Marker b. Gender SWG and GenCap Advisers in Geneva to monitor the development of a new CHAP and project-less CAPs to consider the implications for application of the Gender Marker and monitoring GEP at the project-level. c. Gender SWG and GenCap Advisers in Geneva to follow the Cluster Performance Monitoring 	GM GenCap (DC), UN Women	April / May at Gender Marker Workshop

<p>Framework to explore opportunities for including monitoring performance on GEP.</p> <p>d. On the issue of monitoring GEP, to consider the following revisions to the monitoring template; who will complete the form; the development of guidance on the completion of the form; consideration of the advantages and feasibility of monitoring projects in the previous year's appeal rather than the current year; who, when and how to collect, analyse and report on the completed forms; multi-year appeals may provide more space for monitoring; and CERF, CHF appeals often include systematic monitoring mechanisms</p>		
<p>Objective 7: Agree a plan to use the Gender Marker to assess gender in the Cluster Response Plans</p>		
<p>43. UNICEF and the Gender Marker GenCap Adviser to follow up on the issue of piloting the application of the Gender Marker in the CRP with the Education Cluster, including the development of a template, as soon as possible.</p>	<p>UNICEF, GM GenCap Adviser (DC)</p>	<p>April/ May</p>
<p>44. Strategic and technical challenges and opportunities identified here to be raised again with the CAP SWG before or at the Gender Marker Workshop 2013</p>	<p>SU and GM GenCap Adviser (DC)</p>	<p>April/May</p>
<p>Management</p>		
<p>45. Follow up on implementation of this Action Plan and provide an update on a quarterly basis</p>	<p>SU</p>	<p>June, Sep, Dec</p>

FEEDBACK AND LESSON LEARNED

Organizers' feedback on facilitation, methodology, time management and achievements against objectives: Discussions amongst organizers to be taken into consideration in future workshops include the following points on format and approach:

- The quality of the internal facilitation in terms of the content and methods used was not consistent and there was some misunderstandings of the objectives
- The participants could be divided broadly into two groups among; a group focused on strategic issues and a group expecting practical guidance and exchange, relevant to their day-to-day work.
- The fact that GenCap Advisers and external participants were together throughout the workshop affected the discussions. This was helpful and inspiring for some issues, but for others, the differences in interests and understanding of the issues at hand, were an obstacle to effective and concise discussions and decision making.

Concrete takeaway messages from these discussions were the recommendations to include parallel sessions that would serve the different needs and interests of the mixed group of participants; to use a smaller number of internal and/or external facilitators; to have more clarity about the session objectives and expected outcomes; more quality control of facilitation; and clearer responsibilities on note-taking.

Participant evaluations: Written, anonymous evaluations with rating options per session were required from the participants at the end of the first three days, as well as a final evaluation of the entire workshop on day 4. All sessions were rated from 1 to 5 (1 = very poor, 2=poor, 3= average, 4=good, 5= very good).

Concerning the overall evaluation of the workshop, 85% of participants rated it average or good (44% average and 41 % good). Only 1% of participants rated the workshop as very poor, 10% poor and 4% rated it very good. The breakdown per objective does not deviate much from the average, with average or good ratings between 79-88% for all objectives. No more than 4% of the participants rated any of the objectives as very poor, and unfortunately no more than 8% rated any objectives as very good. The daily evaluations of the individual session were in general more positive than the overall evaluation.⁵

The comments from participants on strengths and weaknesses of the workshop were very diverse. The main strengths included participatory facilitation, good discussions, many perspectives, an opportunity to meet and network, diversity and good overview of achievements. The participants cited the following as the main weaknesses of the workshop were; too much on the agenda, too little time for in-depth discussion, not enough output orientation and summing up, the need for more sharing of field experiences, the difference in the level of capacity on GEP and, finally, the need for more tolerance for the diversity of views.

Parking lot: Participants were given the opportunity to write down any issues which they felt were not covered by the workshop and a short session at the end of the workshop was used to go through these. The 'Parking Lot' focused on three issues; better structuring and planning for subsequent workshops; general comments on strengthening the GenCap project; and the Gender Marker. The extensive list can be found in annex 4.⁶ Recommendations for how workshops can be improved can be taken into account in the upcoming Gender Marker workshop and all subsequent Technical Workshops. The issues concerning the Gender Marker will be considered at the workshop in May/June 2013. Finally, the Steering Committee and the Support Unit will review the general comments on strengthening the GenCap project itself, and will be kept in mind for inclusion in relevant discussions.

⁵ Analysis of the quantitative input can be found in annex 5.

⁶ In a subsection of Annex 4.6

ANNEXES

- 1. Orientation Day Agenda**
- 2. Workshop Agenda**
- 3. Participants list**
- 4. Strategy for Monitoring Gender Equality Programming (GEP) and the Implementation of the Gender Marker**
- 5. Quantitative analysis of evaluations**

Annex 5: Quantitative analysis of evaluations

	1(bad)	2	3	4	5(good)							
Day 1 (26 responders)										%	total replies	
Introduction	0%	0%	6	23%	11	42%	9	35%	26	77%		
Session 1	0%	1	4%	6	23%	13	50%	6	23%	26	73%	
Session 2	0%	0%	6	23%	12	46%	8	31%	26	77%		
Day 1 overall	0	0%	1	1%	18	23%	36	46%	23	29%	78	76%
Day 2 (26 responders)										%		
Session 3a	0%	5	19%	6	23%	14	54%	1	4%	26		
Session 3b	0%	0%	7	29%	13	54%	4	17%	24			
Session 3d (Beatrix)	0%	3	13%	10	42%	7	29%	4	17%	24		
3d (jahal)	0%	3	12%	7	27%	11	42%	5	19%	26		
3e	0%	4	16%	5	20%	12	48%	4	16%	25		
4	0%	1	4%	6	23%	15	58%	4	15%	26		
5	0%	2	8%	6	24%	13	52%	4	16%	25		
	0%	18	10%	47	27%	85	48%	26	15%	176		
Day 3 (26 responders)												
session 6a Kristy	0%	1	4%	15	58%	8	31%	2	8%	26		
6a Delphine	0%	1	4%	11	42%	13	50%	1	4%	26		
6b	0%	0%	5	19%	17	65%	4	15%	26			
5b	1	4%	4	16%	10	40%	9	36%	1	4%	25	
5c	1	4%	3	13%	6	25%	12	50%	2	8%	24	
key relationships	0%	3	13%	11	48%	7	30%	2	9%	23		
	2	1%	12	8%	58	39%	66	44%	12	8%	150	
Overall evaluation (25 responders)												
Objective 1	0%	1	4%	8	32%	14	56%	2	8%	25	88%	
Objective 2	0%	4	17%	14	58%	6	25%	0%	24	83%		
Objective 3	0%	1	4%	9	35%	15	58%	1	4%	26	92%	
Objective 4	0%	4	17%	11	46%	8	33%	1	4%	24	79%	
Objective 5	1	4%	2	8%	9	35%	14	54%	0%	26	88%	
Objective 6	1	4%	3	12%	11	42%	10	38%	1	4%	26	81%
Objective 7	0%	2	8%	15	60%	6	24%	2	8%	25	84%	
	2	1%	17	10%	77	44%	73	41%	7	4%	176	85%