

DRAFT FOR DISCUSSION

**PRACTICAL GUIDE ON GENDER CRITERIA FOR
APEC PROJECT PROPOSALS AND
EVALUATION FORMS**

**APEC SOM Ad Hoc Advisory Group on Gender Integration
2001**

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PRACTICAL GUIDE ON GENDER CRITERIA FOR APEC PROJECT PROPOSALS AND EVALUATION FORMS

WHAT ARE THE NEW GENDER CRITERIA?

The new gender criteria are a small list of questions and statements on women's involvement in the APEC project and the impact of the project on women.

Gender criteria – one of the key implementation areas of the *Framework for the Integration of Women into APEC* – were developed by the SOM Ad Hoc Advisory Group on Gender Integration. They were approved by the BMC in July 2000.

The gender criteria are an attachment to the *APEC Project Proposals and Evaluations Form*.

The main areas covered are:

- consultation with women about the project during the design and implementation stages;
- the participation of women in the project – as participants, decision-makers, project overseers, workshop/training presenters etc;
- the impact of the project on women to ensure that women and men benefit from the project;
- the collection and use of data on the involvement of women in the project (eg, as speakers, project overseers, participants).

The gender criteria will not be scored or ranked, and therefore, will not be used in determining priorities and the assessment of project proposals.

The APEC Secretariat will evaluate the new gender criteria and report to SOM on their use and effectiveness.

AIMS OF THE NEW GENDER CRITERIA

The gender criteria are a mechanism that will:

- help APEC fora consider women in the design, implementation and evaluation of the project;

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- assist APEC fora to address any potentially negative effects on women; and
- improve the documentation– and visibility of – women’s involvement in the work of APEC.

HOW TO COMPLETE THE NEW GENDER CRITERIA

The new gender criteria have been designed in a way that will be easy for APEC fora to complete.

Here are some practical examples of how you can show that women will be considered in the design, implementation and evaluation of your project:

- show how women were consulted about the project and how their views were incorporated into the project;
- show how women will be involved as decision-makers, project overseers, speakers, participants etc;
- show how women will benefit from the project (eg, training for an area where there is a large concentration of women workers); and
- show that sex-disaggregated data will be collected and used during the planning, implementation and evaluation of the project.

If you cannot complete one of the gender criteria questions, you should give a reason (and not simply state ‘not applicable’ or ‘not relevant’). Some possible examples are:

- there are no gender aspects to this project because[show why]
- sex-disaggregated data is not available [and show where you looked for data and how you know that it is not available]

This information will be particularly useful during the evaluation of the gender criteria.

WHERE YOU CAN GET HELP IN COMPLETING THE GENDER CRITERIA

You can get practical advice from the *Gender Criteria Helpline* and the *Gender Criteria Checklist*.

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- The *Gender Criteria Helpline* will give you practical assistance in completing the questions to suit your particular project. See the attached list of *Helpline* contacts in your economy.
- The *Gender Criteria Checklist* provides lots of question and answer examples to help you complete the gender criteria attachment.
- The *One minute introduction to gender criteria* provides a snapshot of the gender criteria and 1-2 possible responses.

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ONE MINUTE INTRODUCTION TO GENDER CRITERIA

This guide gives a list of areas where you can increase the involvement of women and some sample responses that can help you complete the APEC Project Proposal Forms.

Checklist	Gender criteria *	Some possible responses that could apply to your project proposal +
Women will be consulted on the design and implementation of the project	Linkages (2) Methodology (3 and 4)	Women will be consulted during the planning and implementation of the project – women in industry, Ad Hoc Advisory Group on Gender Integration (AGGI), APEC Women’s Leaders Network (WLN), women’s department/unit etc.
Sex-disaggregated data will be collected and used in the project	Objectives (1) Methodology (4)	Sex-disaggregated data on labour force participation (including by occupation) – on which the project will focus – will be gathered and analysed. Data will be collected on men and women’s participation as decision-makers, project overseers, presenters, participants etc.
Steps will be taken to increase women’s involvement in the project	Assessment (8)	Efforts will be taken to increase the number of women participating in the project. Information on the project will be disseminated to women’s business networks and departments/units etc. Women will be encouraged to contribute to the design of the web site/seminar/study, the delivery of the workshop etc.
The project will be beneficial for women	Objectives (1) Assessment (8)	The project will provide training in a segment of the labour market where there are many women workers (egs, tourism, hospitality, small business).
Efforts will be made to address potential adverse effects on women	Assessment (8)	Steps will be taken to identify areas that could have a negative impact on women. The project will be modified to minimise/eliminate possible negative effects on women.
The project has a focus on women	Objectives (1)	The study will include a focus on issues affecting women. The web site/manual will contain references to women including the APEC Gender Web Site and other relevant gender web sites (World Bank). The conference will include a session on women.
Women’s involvement is assessed in the evaluation of the project	Assessment (8)	Women will be well-represented as decision -makers, project overseers, presenters and participants.
Information on the project will be disseminated to women	Dissemination (5)	The results of the project will be communicated to WLN, women’s business networks, women’s departments/unit, women’s groups.

Explanatory notes:

* This refers to the number of the gender criteria on the APEC Project Proposal form.

+ The sample responses provide a good model of possible responses. But note this is not a complete list of responses and may not be relevant/suitable for your project proposal. The *Gender Criteria Checklist* – a comprehensive guide to completing the new gender criteria– contains more detailed guidance and lots more examples of possible sample responses.

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GENDER CRITERIA CHECKLIST FOR APEC PROJECT PROPOSAL FORMS

CRITERIA	CHECKLIST	EXAMPLES
2,3	1. Will women be consulted during the development of the project?	<ul style="list-style-type: none"> • Women's groups, APEC Women's Leaders Network (WLN), Ad Hoc Advisory Group on Gender Integration (AGGI), Gender Focal Point, women's department/unit
8	2. Will women's views be incorporated into the project?	<ul style="list-style-type: none"> • The economic impacts and these effects on women
2,3	3. Will women be consulted during the implementation of the project?	<ul style="list-style-type: none"> • Women's groups, APEC WLN, AGGI, women's department/unit
1,8	4. Will the project involve industries or areas of the labour market or community that are likely to benefit women?	<ul style="list-style-type: none"> • Industries or occupations where there are large numbers of women workers – such as the services, hospitality, clerical, nursing • Areas where women are likely to benefit or have a special interest – such as child care, education, health, conservation • Areas where actions might need to be taken to improve women's access include: ecommerce; internet
8	5. Can you identify any areas of the project that could have had a potential negative impact on women? 6. If so, are you able to modify the project to limit these effects?	<ul style="list-style-type: none"> • Training to be provided to workers in the target industry was less accessible to women than men. After consulting experts on training issues relating to women, the project was modified to offer training at times and locations more accessible to women workers in the industry and provisions were made for childcare
1,8	7. Will issues of particular concern/interest to women be covered in the project?	<ul style="list-style-type: none"> • Some examples include: conservation/biodiversity issues; SMEs; tourism
1, 4	8. Will the project collect and use sex-disaggregated data or information?	<p>Data collected on:</p> <ul style="list-style-type: none"> • Whether the project overseer is a woman • A good balance of male and female speakers, presenters, key decision makers and participants, where possible

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		<ul style="list-style-type: none"> • Amount of funds allocated to women specific aspects of the project • Funding of keynote speakers – includes good representation of women speakers
2	9. Will the project identify relevant women’s networks in the Linkages section?	<ul style="list-style-type: none"> • AGGI; APEC Women’s Leaders Network; business women’s organisations
7	10. Are any elements of the project budget allocated to areas that are relevant or of interest to women?	<ul style="list-style-type: none"> • Part of the budget is allocated to making training of workers in the target industry more accessible to women workers by providing childcare during training times.
6	11. Will women be consulted on the project budget?	<ul style="list-style-type: none"> • Women’s groups, APEC Women’s Leaders Network, AGGI
1	12. Will the impact of the project on women and men be considered?	<ul style="list-style-type: none"> • See examples under Checklist 4, 5, 7, 8 above
5	13. Will you consider ways to communicate the results of the project to women?	<ul style="list-style-type: none"> • A wide range of dissemination strategies including women’s networks (eg, Women’s Leaders Network, women’s non-government organisations; women’s small business networks), women’s magazines etc
	Workshops/seminars/conferences/training programs	
3	14. Will the delivery include any presentations by women?	<ul style="list-style-type: none"> • A good balance of male and female speakers and presenters
1	15. Will the workshop/seminar be accessible for women and men with family responsibilities?	<ul style="list-style-type: none"> • Are there child care facilities? • Is distance learning an option?
1, 2	16. Will the seminar/workshop include a session on gender issues?	<ul style="list-style-type: none"> • Sessions could cover topics such as – increasing women’s participation in science/transport etc • Women’s business networks were consulted
1, 2	17. Will the workshop/seminar be inclusive of the needs of women and men?	<ul style="list-style-type: none"> • The content/materials will contain some examples that relate to/address women’s experiences and needs (eg, distance

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		<p>learning)?</p> <ul style="list-style-type: none"> • The content will include gender aspects (eg, ways to increase women’s involvement in this aspect of the work of the fora) • The delivery will cover a range of styles including those that many women respond to and/or have particular needs (eg, visual presentations)
1	<p>Web sites</p> <p>18. Will the web site provide information on issues affecting women?</p>	
1	<p>19. Will the web site provide links to gender related websites?</p>	<ul style="list-style-type: none"> • Examples include: <ul style="list-style-type: none"> – APEC Gender Web Site – gender web sites for relevant economic organisations such as the World Bank, IMF, WTO
	<p>Studies</p>	
1	<p>20. Will the study identify gender as one of the issues to be considered in the study?</p>	<ul style="list-style-type: none"> • Identify positive and possible negative impacts on women of the area of the work being researched • Identify scope for fully maximising women’s involvement in the area of the work being researched
1	<p>21. Will issues of particular concern/interest to women be examined in the study?</p>	<ul style="list-style-type: none"> • Examples include: conservation; SMEs; tourism; marketing

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1	22. Will the study investigate ways to fully maximise the skills of women?	<ul style="list-style-type: none"> • Recruiting women into areas where there are skill shortages • Sectors where there are large concentrations of women including: small business; hospitality (including tourism); human resource development • Areas where women are reported to have particular skills/competitive advantages: hospitality; marketing; SMEs
1, 2	23. Will the study include a focus on ways to increase women’s participation in employment/education/training sectors where they significantly under-represented?	<ul style="list-style-type: none"> • Examples include: science; fisheries; marine conservation; trade and investment; agriculture
	Manuals etc	
1	24. Will the publication cover issues affecting women?	<ul style="list-style-type: none"> • Examples include: <ul style="list-style-type: none"> – attracting more women into the sector – as students, workers, decision-makers
	Databases	
2	25. Will the project consider the scope for including sex-disaggregated data and information in the database?	