

**Guide in Accomplishing the ICC Project Evaluation Form on
Gender Responsiveness Checklist
(Combined Generic Checklist for the Project Identification
and Design Stages)**

1. Put a check in the appropriate column (2a to 2c) under “Done?” to signify the degree to which a project proponent has complied with the GAD element: under col. 2a if nothing has been done; under col. 2b if an element, item, or question has been partly complied with; and under col. 2c if an element, item, or question has been fully complied with.

2. A partial and a full yes may be distinguished as follows.
 - a. For *Element 1.0*, a “partly yes” to Item 1.1 means meeting only with male officials and only a woman or a few women, who also happen to be officials in the proponent or partner agency or organization; or with male and female officials and some male beneficiaries. In contrast, full compliance involves meeting with female and male officials and consulting with other stakeholders, including women and men that could be affected positively or negatively by the proposed project. A “partly yes” to Item 1.2, on the other hand, means that inputs or suggestions might have been sought from woman and man beneficiaries but not considered at all in designing project activities and facilities.
 - b. For *Element 2.0*, “partly yes” means some information has been classified by sex but may not be key to helping identify key gender issues that a planned project must address. In contrast, a full “yes” requires that qualitative and quantitative data are cited in the analysis of the development issue or project.
 - c. For *Element 3.0*, a “partly yes” to Item 3.1 means a superficial or partial analysis has been done by focusing on only one or two of the concerns (gender roles, needs, perspectives, or access to and control of resources) while a “partly yes” to Item 3.2 means that an analysis of either constraints or opportunities, instead of both, or an analysis of constraints and opportunities only by women or by men, has been done.
 - d. For *Element 4.0*, “partly yes” means having a gender equality statement incorporated in any of the following levels: goal, purpose, or output. A full “yes” requires the integration of gender equality in at least two of the three levels.
 - e. For *Element 5.0*, “partly yes” means having gender equality strategies or activities, but no stated gender issues that will match the activities, while a full “yes” requires an identified gender issue and activities that seek to address this issue.
 - f. For *Element 6.0*, a “partly yes” to Item 6.1 means women or girls comprise less than a third of the project’s indirect or direct beneficiaries; to Item 6.2 means the project focuses on affecting socioeconomic status with no consideration to women’s empowerment; and to Item 6.3 means mitigating

strategies deal only with minimizing negative impact on welfare, with disregard to status. A full “yes” to an item under Element 6.0 means women or girls constitute at least a third of the project beneficiaries (Item 6.1), the project will impact on both material condition and status (6.2), and the project seeks to minimize negative impact on women’s status as well as welfare (6.3).

- g. For *Element 7.0*, “partly yes” means the project monitoring plan includes indicators that are sex-disaggregated, with no qualitative indicator of empowerment or status change.
 - h. For *Element 8.0*, “partly yes” means the project requires the collection of some sex-disaggregated data or information, but not all the information that will track the gender-differentiated effects of the project. A full “yes” means all sex-disaggregated data and qualitative information will be collected to help monitor the GAD outcome and output results.
 - i. For *Element 9.0*, “partly yes” means there is a budget for GAD-related activities but not sufficient to ensure that the project will address relevant gender issues (9.1), or to build GAD capacities among project staff or the project agency, or to tap external GAD expertise (9.2).
 - j. For *Element 10.0*, a “partly yes” to Item 10.1 means there is mention of the agency’s GAD plan but no direct connection is made to incorporate the project’s GAD efforts into the plan. To Item 10.2, there is mention of other GAD initiatives in the project coverage but no indication of how the project will build on these initiatives. To Item 10.3, it means the project has a sustainability plan for its GAD efforts but there is no mention of how there could be institutionalized within the implementing agency or its partners.
3. After ascertaining whether a GAD requirement has been done or not, enter the appropriate score for an element or item under column 3.
- a. To ascertain the score for a GAD element, a three-point rating scale is provided: “0” when the proponent has not accomplished any of the activities or questions listed under an element or requirement; a score that is less than the stated maximum when the proponent has achieved partial compliance; and “2” (for the element or requirement), or the maximum score for an item or question, when the proponent has done all the required activities.
 - b. The scores for “partly yes” differ by element. For instance, the score for “partly yes” for Elements 2.0, 4.0, 5.0, 7.0, and 8.0 is “1.” For elements that have two or more items or questions (such as Element 6.0), the rating for a “partial yes” is the sum of the scores of the items or questions which falls short of the maximum “2.0.”
 - c. For Elements 1.0, 3.0 and 9.0, which have two items (1.1 and 1.2, 3.1 and .3.2, and 9.1 and 9.2), the maximum score for each item is pegged at “1.0” and for “partly yes” is “0.5.” Hence, if a project scores a full “1.0” in one question but “0” in the other, or if a project scores “partly yes” (or “0.5”) in each of the two items, the total rating for Element 9.0 would be “partly yes” with a score of “1.0.” If a project scores “partly yes” (0.5) in one item but no (0) in the other, the total rating for the element will be “0.5.”

- d. For Elements 6.0 and 10.0, which have three items each, the maximum score for each item is pegged at “0.67” and for “partly yes” is “0.33.” The rating for the element will be “partly yes” if the total score of the three items is positive but less than “2.0,” the maximum for the element.
4. For an element (col. 1) that has more than one item or question, add the score for the items and enter the sum in the thickly bordered cell for the element.
5. Add the scores in the thickly bordered cells under column 3 to come up with the GAD score for the project identification and design stage.
6. Under the last column, indicate the key gender issues identified (for proponents) or comments on the proponent's compliance with the requirement (for evaluators).