

Appendix I

Guide on Gender Criteria for APEC Project Proposals

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1. WHY ARE THERE GENDER CRITERIA?

In 2011, APEC Leaders and Ministers once again recognized that gender is a cross cutting theme in APEC and that women are critical to the achievement of sustainable economic development in the region. This recognition is based on an understanding that women's full participation in economic activity is often constrained by gender-related barriers in their access to resources, including education and training, financial institutions, decision-making mechanisms, etc.

In 1999, Ministers endorsed The Framework for the Integration of Women into APEC the key document setting out APEC's commitment to implementing gender analysis, collecting and using sex-disaggregated data, and increasing women's participation in APEC fora and activities.

In 2005, APEC Leaders again recognized the significant contributions that women have made to the economic development across the region and made a commitment to ensuring the integration of gender in the activities across all APEC fora.

In 2006 Ministers requested that APEC economies and fora allocate the necessary resources for gender mainstreaming activities in their work and encourage women to participate in decision-making process.

In 2011, the High Level Policy Dialogue on Women and the Economy, held in San Francisco under the Chairmanship of the United States' Secretary of State, adopted a Declaration which states that the full potential of women to contribute to the Asia-Pacific regional economy remains untapped. It also welcomed the establishment of the APEC Policy Partnership on Women and the Economy (PPWE), which streamlines and elevates the influence of women's contributions towards economic growth and fosters women's economic empowerment across the region, tasking it to work with other APEC entities to provide effective policy recommendations on women and the economy to APEC member economies.

In this context, the PPWE acts as an institutional mechanism for reporting to the Steering Committee on ECOTECH (SCE) on APEC gender activities and outcomes. The broad goal of the PPWE will be to provide linkages between APEC fora, APEC economies and the APEC Secretariat to advance the economic integration of women in the APEC region for the benefit of all economies.

To effectively do this, the PPWE will conduct eight basic tasks:

- Assist APEC fora and actively cooperate with them to identify and address priority gender equality and women and the economy issues within their work, including inviting the Chairs of the relevant sub-fora to the PPWE meetings to discuss issues that are relevant to each group.
- Promote and report on women's representation across APEC and within individual fora.
- Assess the use of gender equality criteria in project proposals, reporting and evaluation, revising the gender equality criteria, where appropriate and seek to ensure that at least one Secretariat representative from member economies has specific gender equality and women and the economy expertise at all times.
- Collect and share best practices in gender equality integration amongst fora and on an annual basis select one topic area of best practice to be featured at the PPWE meeting.
- Support and report on the progress of implementation of gender integration within individual fora and across APEC economies, including following up on the implementation of policy recommendations on women and the economy called for by APEC Leadership.
- Proactively engage key members of PPWE, including private sector members and APEC Business Advisory Council (ABAC), especially the host economy ABAC member to be selected to be PPWE Women and the Economy advisor, as well as other relevant stakeholders, including international organizations, to advance women's economic empowerment in APEC.
- Collaborate/assist in the development of project proposals in the area of women in the economy.
- Propose recommendations and areas of priority for advancing gender equality and women and the economy integration in APEC.

2. HOW DO I ANSWER THE GENDER CRITERIA?

APEC project proposals contain one question on gender considerations.

To demonstrate your project will benefit women, and in particular will not disadvantage women, you need to describe what you are doing to include women and women's perspectives in the design, implementation and evaluation of your project.

How? Ways in which you can demonstrate you are doing this include, but are not limited to, the following:

- by analyzing if there are significant, relevant gender disparities in the sector in which your project is working and if so, ensuring that any which affect your project are addressed through project activities/inputs (Note: although it is less common, this could include gender disparities which affect men adversely); and/or,
- by describing how women will be included in the planning of the project, including in decision-making processes; and/or
- by describing how women will be consulted during the development of the project; and/or
- by describing what processes are in place to actively encourage women to participate in the implementation of the project; and/or
- by describing how the results of the project will be disseminated to women, women's groups, peak bodies, or women's government agencies; and/or

- by describing how the project will collect and use sex-disaggregated data to analyze the impact of the project on women.

To demonstrate how the objectives of your project provide benefits for both women and men, you need to describe:

- how does your project aim to implement or facilitate or contribute to APEC objectives? and,
- in what way the project benefits or impacts (if any) women or men.

How? Ways in which you can demonstrate that the objectives of your project will benefit both women and men include, but are not limited to the following:

- By specifically setting out how the objectives of the project will encourage both women and men's participation in economic, technical, trade and business activities. For example:
 - The project will provide gender-sensitive training to women in economic or technical areas which have a small concentration of women, thereby empowering women to enter that field.
 - By describing how the project will streamline business regulation processes, thereby encouraging women-operated small and medium enterprises to move into the formal sector.
- By describing how the objectives of the project will contribute an understanding of gender considerations (or gender analysis) in APEC objectives. For example:
 - The conference/research/training will include a specific component on the issue as it relates to women.
 - Gender-sensitive indicators are utilized for monitoring the impact of the project.
 - The project's reports and recommendations will focus on the longer-term outcomes for women and men.
- By describing how the project will encourage women's participation in APEC. For example:
 - The project will collect and use sex-disaggregated data from participants (according to sex, age and urban/rural precedence).

3. HOW ARE THE GENDER CRITERIA ASSESSED?

The PPWE terms of reference have established a Project Assessment Standing Committee (PASC) to assist the Women and the Economy Program Director in assessing the proposals submitted to APEC. It will provide advice to the Program Director on the extent to which the gender criteria are addressed in project proposals. The group will facilitate technical assistance if necessary. Once running, the APEC Secretariat will send APEC proposals to the PASC for its review.

In assessing your response to the gender criteria, the Project Assessment Panel will be looking for evidence that the PO has genuinely investigated the gender considerations relevant to the project. To make a judgment about this the Assessment Panel will consider the following:

- 1) Does the proposal answer the question?
- 2) Does the proposal provide evidence or examples?
- 3) Where evidence and examples are not used, is a rationale provided?

- 4) Does the proposal demonstrate an understanding of the objectives of the *Framework for the Integration of Women in APEC*?

4. FREQUENTLY ASKED QUESTIONS

Q. I think my project is “gender neutral”. Do I still have to answer the gender criteria?

Yes. Experience has shown that when analyzed more deeply, very few projects are actually gender neutral. Therefore while the Project Assessment Panel understands that not all projects will have tangible impacts on or benefits for both men and women, **if you think your project is genuinely gender neutral, you must support your assertion with evidence.** In particular, you need to be sure that your project does not have different impacts for men and women (unless these are intentional and designed to mitigate past gender inequalities). If you assert that your project is “gender neutral”, you should use statistics or research to support the assertion where possible.

Q. My project does not benefit women...

Are you sure? Have you investigated fully whether there benefits for women in the objectives of your project or whether there is a simple way that your project could benefit women? You should check with your Gender Focal Point before you submit your proposal (see section 5 below for details).

Q. My project is not specifically aiming to benefit women. Will I be marked down?

No. However, even if this aim is only a small part of your project you should indicate this. While, your project does not have to be targeted at women to successfully address the gender criteria, the Project Assessment Panel is looking for evidence that the PO has thought about how gender is relevant to the project. So you should describe where possible how the project might affect women and men differently, and how you have attempted to address these issues, *where possible*.

Q. I cannot find statistics, data, or research to support my responses to the gender criteria. Will I be marked down?

No. You should indicate in your response that there is no supporting data or research readily available and what you have done to find alternative sources of data (i.e., how you know that it is unavailable). You should still attempt to provide a rationale for your response.

Q. I will be unable to collect sex-disaggregated data about my project. Will I be marked down?

No. Sometimes it will not be possible or relevant to a project to do so. However, you should explain why, to demonstrate to the Project Assessment Panel that you have thought about and investigated this issue.

5. CHECKLIST: HAVE I ANSWERED THE GENDER CRITERIA?

Before you submit your proposal you should be able to tick the following boxes:

I have investigated and thought about how:

- The project affects women or could benefit women, and in particular, does not disadvantage women.

How the objectives of the project provide benefits for women.

I have demonstrated this in the proposal using evidence in the form of:

- Examples
- Research
- Statistics
- Other rationale

6. HOW CAN I GET FURTHER ASSISTANCE?

Speak with your Economy Gender Focal Point, or your Fora Gender Focal Point.

Focal Points are members of the APEC Gender Focal Point Network. You can find out who your economy and fora Gender Focal Points are through the APEC Secretariat or the APEC Information Management Portal website:

http://member.aimp.apec.org/acms_sites/gfpn/Lists/Contacts/AllItems.aspx

Glossary (Gender)

sex	Identifies the biological differences between men and women.
gender	Identifies the social relations between men and women. It refers to the relationship between men and women and how this is socially constructed. Gender roles are dynamic and change over time.
gender analysis	The methodology for collecting and processing information about gender. It provides disaggregated data by sex, and an understanding of the social construction of gender roles, how labour is divided and valued. Gender analysis is the process of analyzing information in order to ensure development benefits and resources are effectively and equitably targeted to both women and men. It is also used to anticipate and avoid any negative impacts development may have on women or on gender relations. Gender analysis is conducted through a variety of tools and frameworks.
gender awareness	An understanding that there are socially determined differences between women and men based on learned behaviour, which affect their ability to access and control resources. This awareness needs to be applied through gender analysis into projects, programs and policies.
gender-disaggregated data (or sex-disaggregated-data)	Data that show the differences between the situations of women and men, girls and boys. Gender-disaggregated data are necessary for good gender analysis.
gender division of labour	Who (women or men, young or old) does what in terms of different types of work, such as productive work in factories, in offices, and on the land; reproductive work as in cooking, cleaning, and caring for family members; and community activities such as attending meetings.
gender equality	The result of the absence of discrimination on the basis of a person's sex in opportunities, in the allocation of resources or benefits, and in access to services.
gender equity	Fairness and justice in the distribution and outcomes of benefits and responsibilities between women and men. Women-specific programs and policies are often required to correct existing inequalities.
gender mainstreaming	The process of ensuring that women and men have equal access and control over resources, development benefits and decision-making, at all stages of the development process and in all government projects, programs and policy.

gender neutral	Can be determined only after a rigorous gender analysis has taken place and the economic, social and demographic impacts on women and men have been undertaken and it can be determined both quantitatively and qualitatively that the impact of any measure is the same.
gender planning (or gender-sensitive planning)	The process of planning development programs and projects that are gender sensitive and that take into account the impact of gender roles and gender needs of women and men in the target community or sector
gender responsive budget	An application of gender mainstreaming in the budgetary process. It means a gender-based assessment of budgets, incorporating a gender perspective at all levels of the budgetary process and restructuring revenues and expenditures in order to promote gender equality.
gender roles	Learned behaviors in a given society/community that condition which activities, tasks or responsibilities are perceived as male and female. Gender roles are changeable, and are affected by age, class, race, ethnicity, religion, and by the geographical, economic and political environment. Both women and men play multiple roles in society. Women often have reproductive, productive and community managing roles. Men focus more on productive roles and community politics.
gender-sensitive (or gender-responsive)	Addressing the different situations, roles, needs, and interests of women, men, girls, and boys.
productive roles	Activities carried out by men and women in order to produce goods and services for sale, exchange, or to meet the subsistence needs of the family. For example, in agriculture, productive activities include planting, weeding, animal husbandry.
reproductive roles	Activities needed to ensure the reproduction of the society's labor force. This includes child bearing, child rearing, and care for family members such as elderly, children, and workers. These tasks are unpaid and mostly done by women.
occupational segregation (vertical and horizontal)	Horizontal segregation refers to the distribution of women and men across occupations. Vertical segregation refers to the distribution of men and women in the job hierarchy in terms of status and occupation.
triple burden	Refers to the fact that women tend to work longer and more fragmented days than men as they are usually involved in three different gender roles reproductive, productive and community work.