

# GAD CHECKLIST FOR AGRICULTURAL AND AGRARIAN REFORM PROJECTS

## GUIDE FOR ACCOMPLISHING THE CHECKLIST

Box 8 lists the ten requirements for a gender-responsive agriculture project. Each requirement or element is generally accompanied by a set of guide questions. The scoring system is the same as that in boxes 5 and 6, while the interpretation of the total score is the same as in box 7. The guide for accomplishing the checklist and the interpretation of the total GAD rating are reproduced below for easy reference.

### Guide for accomplishing box 8

1. Put a check  in the appropriate column (2a to 2c) under “Response” 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 answered; and under col. 2c if an element, item, or question has been fully complied with.
2. A partial and a full yes can be distinguished as follows.
  - a. For *Element 1.0*, a “partly yes” to Question 1.1 (or Q1.1) means meeting with male officials and only one or a few women who also happen to be officials of 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 may be affected positively or negatively by the proposed project. A “partly yes” to Q1.2 means inputs or suggestions may have been sought from women and men beneficiaries but are not considered at all in designing project activities and facilities. A “partly yes” to Q1.3 means only certain groups of women and men are viewed as stakeholders and agents of change.
  - b. For *Element 2.0*, “partly yes” means some information has been classified by sex but may not help identify key gender issues that a planned project must address. In contrast, a full “yes” implies that qualitative and quantitative data are cited in the analysis of the development issue or project.
  - c. For *Element 3.0*, “partly yes” means 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).
  - d. For *Element 4.0*, “partly yes” means women are mentioned in the project objectives but only in connection with traditional roles (Q4.1); or the project has token gender equality outputs or outcomes (Q4.2). A full “yes” to Q4.1 signifies that women’s nontraditional roles are also recognized, while a full “yes” to Q4.2 denotes that gender equality outcomes and outputs are consistently pursued in the logical framework analysis.
  - e. For *Element 5.0*, “partly yes” means having gender equality strategies or activities but no stated gender issues to match the activities (Q5.1). A full “yes” means there is an identified gender issue and there are activities seeking to address these issues. In the case of Q5.2, “partly yes” means the project builds on women and men’s knowledge and skills as a token, or not in a serious way.
  - f. For *Element 6.0*, a “partly yes” response to any of the items and questions is associated with superficial or partial effort to address a specific issue or question. In contrast, a full “yes” involves a coherent, if not a comprehensive, response to the question.

- g. For *Element 7.0*, “partly yes” means the project monitoring plan includes indicators that are sex-disaggregated but 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 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 GAD outcomes and outputs.
  - i. For *Element 9.0*, “partly yes” means there is a budget for GAD-related activities but this is insufficient to ensure that the project will address relevant gender issues (Q9.1), or build GAD capacities among project staff or the project agency, or tap external GAD expertise (Q9.2).
  - j. For *Element 10.0*, a “partly yes” response to Q10.1 means there is a mention of the agency’s GAD plan but no direct connection is made to incorporate the project’s GAD efforts to the plan; to Q10.2 means there is a mention of other GAD initiatives in the project coverage but no indication of how the project will build on these initiatives; to Q10.3 means the project has a sustainability plan for its GAD efforts but makes no mention of how these will be institutionalized within the implementing agency or its partners.
3. After ascertaining whether a GAD requirement has been fulfilled 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 compliance is only partial; 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, 3.0, 7.0, and 8.0 is “1.” For elements that have two or more items or questions (such as Element 1.0), the rating for a “partial yes” is the sum of the scores of the items or questions that fall short of the maximum “2.”
    - c. For Elements 4.0, 5.0, and 9.0, which has two items each, 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 will be “partly yes” with a score of “1.0.” If a project scores “partly yes” for one item but “no” for the other, then the total rating for the element will be “0.5.”
    - d. For Elements 1.0, 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 scores of the items or questions 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 stages.
  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).

## GAD CHECKLIST FOR NATURAL RESOURCE MANAGEMENT PROJECTS

### Guide for accomplishing box 9

1. Put a check  in the appropriate column (2a to 2c) under “Response” to signify the degree to which a project proponent has complied with the GAD element or item: under col. 2a if nothing has been done; under col. 2b if an element, item, or question has been partly answered; 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 Question 1.1 (or Q1.1) means meeting 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 other stakeholders, including women and men that may be affected positively or negatively by the proposed project. A “partly yes” to Q1.2 means that inputs or suggestions have been sought from woman and man beneficiaries but not considered at all in designing project activities, selecting types of capacity development, and locating facilities. A “partly yes” to Q1.3 means only certain groups of women and men are viewed as stakeholders and agents of change.
  - 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” implies that qualitative and quantitative data are cited in the analysis of the development issue or project.
  - c. For *Element 3.0*, “partly yes” 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).
  - d. For *Element 4.0*, “partly yes” means women are identified in the project objectives but only in connection with traditional roles (Q4.1); or the project has token gender equality outputs or outcomes (Q4.2). A full “yes” to Q4.1 signifies that women’s nontraditional roles are also recognized, while a full “yes” to Q4.2 denotes that the gender equality outcomes and outputs are consistently pursued in the logframe.
  - e. For *Element 5.0*, “partly yes” means having gender equality strategies or activities but no stated gender issues to match the activities, while a “full” yes means there is an identified gender issue and there are activities that seek to address these issues.
  - f. For *Element 6.0*, a “partly yes” to any of the items and questions is associated with a superficial or partial effort to address a specific issue or question. In contrast, a full “yes” involves a coherent, if not a comprehensive, response to the question.
  - g. For *Element 7.0*, “partly yes” means the project monitoring plan includes indicators that are sex-disaggregated but 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 outcomes and outputs.
  - i. For *Element 9.0*, “partly yes” means there is a budget for GAD-related activities but this is insufficient to ensure that the project will address relevant gender issues (Q9.1), or build GAD capacities among project staff or the project agency, or tap external GAD expertise (Q9.2).
  - j. For *Element 10.0*, a “partly yes” response to Q10.1 means there is mention of the agency’s GAD plan but no direct connection is made to incorporating the project’s GAD efforts to

the plan; to Q10.2 means there is a mention of other GAD initiatives in the project coverage but no indication of how the project will build on these initiatives; to Q10.3 means the project has a sustainability plan for its GAD efforts but makes no mention of how these may 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 compliance is only partial; 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, 3.0, 5.0, 7.0, and 8.0 is "1." For elements with two or more items or questions (such as Element 1.0), the rating is the sum of the scores of the items or questions that falls short of the maximum "2."a
  - c. For Element 9.0, which has two items (9.1 and 9.2), the maximum score **for each item** is pegged at "1.0" and "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 will be "partly yes" with a score of "1.0." If a project scores "partly yes" in one item but "no" in the other, then the total rating for the element will be "0.5."
  - d. For Elements 6.0 and 10.0, which has three items each, the maximum score **for each item** is pegged at "0.67" and "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 stages.
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).

# GAD CHECKLIST FOR THE FISHERIES SECTOR

## GUIDE FOR ACCOMPLISHING THE CHECKLIST

Box B2 enumerates the elements of a gender-responsive fisheries and coastal resource management and conservation program or project. Some elements are accompanied by guide questions. The instructions for accomplishing the checklist are as follows.

### Guide for accomplishing box B2

1. Put a check  in the appropriate column (2a to 2c) under “Response” to signify the degree to which a project proponent has complied with the GAD element: col. 2a if nothing has been done; col. 2b if an element, item, or question has been partly answered; and 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 Question 1.1 (or Q1.1) means meeting with male officials and only one or a few women who also happen to be officials of 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 consciously consulting with other stakeholders, including women’s groups that may be affected positively or adversely by the proposed project. A “partly yes” to Q1.2 means inputs or suggestions may have been sought from woman and man beneficiaries but are not considered at all in designing the project; while full compliance denotes that inputs or suggestions sought from woman and man beneficiaries are taken into consideration in the project design. A “partly yes” to Q1.3 means only selective or certain groups of women and men are viewed as stakeholders and agents of change.
  - b. For *Element 2.0*, a “partly yes” to Q2.1 means gender-related information is available but not necessarily utilized in the project identification stage to help determine major issues that a planned project must address. A “partly yes” to Q2.2 means some information in the project document has been classified by sex but may not be reflected in the analysis of issues or development problems that the planned project intends to address. In contrast, a full “yes” response implies that qualitative and quantitative data are used and cited in the analysis of the development issue or project.
  - c. For *Element 3.0*, a “partly yes” to Q3.1 means superficial or partial analysis has been done by focusing on only one or two of the gender concerns (gender roles, needs, perspectives, or access to and control of resources). In contrast, a full “yes” signifies that a comprehensive analysis of the gender dimension of the development issue or project has been done, which is an explicit recognition of a project’s need to address gender issues. A “partly yes” to Q3.2 means some or certain gender issues and concerns have been identified in the discussion of problems but may not be necessarily integrated in the project design, or the analysis does not clearly imply the need to address these issues. On the other hand, a full “yes” implies that gender issues and concerns identified in the discussion of problems are reflected in the project design and are included as part of the problems that the intervention must address.
  - d. For *Element 4.0*, a “partly yes” to Q4.1 means project objectives include those that could partly or in a way address some issues and needs identified in the gender analysis but are not directly intended to respond to these issues and needs. On the other hand, a full “yes” implies that the project includes objectives that are directly targeted at addressing or responding to the gender issues and needs identified as part of the development issue or problem. A “partly yes” to Q4.2 means women are mentioned in the project objectives but only in connection with traditional roles; or the project has token or ambiguous

gender equality outputs or outcomes instead of a clear statement about promoting gender sensitivity or responsiveness in its strategies and activities (relative to Q4.3). A full “yes” to Q4.2 signifies that women’s nontraditional roles are also recognized, while a full “yes” to Q4.3 denotes that gender equality outcomes and outputs are consistently pursued in the logical framework analysis.

- e. For *Element 5.0*, “partly yes” means having gender equality strategies or activities but not matching particular gender issues or having no stated gender issues that match the activities. A full “yes” denotes that there are identified gender issues or goals and there are strategies or activities seeking to address these issues as well as other relevant measures that will accelerate the reduction of gender gap identified in the project.
  - f. For *Element 6.0*, a “partly yes” response to any of the items and questions is associated with superficial or partial effort to address a specific issue or question. In contrast, a full “yes” involves a coherent, if not a comprehensive, response to the question.
  - g. For the combined Elements 7.0 and 8.0, or *Element 7–8.0*, “partly yes” means the project monitoring plan includes indicators that are sex-disaggregated but no qualitative indicator of empowerment or status change (Q7–8.1); or the project requires the collection of some sex-disaggregated data or information but not all the information will track the gender-differentiated effects or impact of the project (Q7–8.2). A full “yes” to Q7–8.1 means the project monitoring plan includes both quantitative and qualitative indicators and targets for the gender sensitivity and responsiveness of projects as well as for tracking of changes in the status and power relations of women and men, while a full “yes” to Q7–8.2 means the project monitoring framework has clear mechanisms for collecting all sex-disaggregated numerical data and qualitative information on relevant indicators to help monitor GAD outcomes and outputs.
  - h. For *Element 9.0*, “partly yes” means there is a budget for GAD-related activities but insufficient to ensure the project will address relevant gender issues (Q9.1). In contrast, full “yes” means there is adequate and predictable budget allocation to ensure the project will address relevant gender issues. A “partly yes” to Q9.2 means the project has inadequate institutional capacity or expertise to mainstream GAD or promote gender equality and women’s empowerment, while a full “yes” means the project has a functional and effective institutional mechanism and structure with well-equipped project staff and is capable of tapping external support or GAD expertise from partners and/or private consultants.
  - i. For *Element 10.0*, a “partly yes” to Q10.1 means there is a mention of the agency’s GAD plan but no direct connection is made to incorporate the project’s GAD efforts into the plan; to Q10.2 means there is a mention of other GAD initiatives in the project coverage but no indication of how the project will build on these initiatives; and to Q10.3 means the project has a sustainability plan for its GAD efforts but makes no mention of how this will be institutionalized within the implementing agency or its partners.
3. After ascertaining whether a GAD requirement has been fulfilled or not, enter the appropriate score for an element or item under col. 3. Each item or question has a designated set of possible scores for “no,” “partly yes,” and “yes.”
- 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 compliance is only partial; and “2” (for the element or requirement), or the maximum score for an item or question, when the proponent has done or passed all the required activities. The exception is Element 6.0, which has a maximum score of “4.”

- b. The scores for “partly yes” differ by element. For instance, the score for “partly yes” for Element 5.0 is “1.” For elements that have two or more items or questions, the rating for “partly yes” is the sum of the scores of the items or questions that falls short of the maximum score of “2.”
  - c. For Elements 2.0, 3.0, 7–8.0, and 9.0, which have two items or questions each, 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 will be “partly yes” with a total score of “1.0” for that particular element or requirement.
  - d. For Elements 1.0, 4.0, and 10.0, which have three items or questions each, the maximum score for each item is pegged at “0.67” and for “partly yes” is “0.33.” The total 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 score for the element.
  - e. For Element 6.0, the maximum total score is “4.0,” with each of the sub-elements having a maximum score of “1.0.” Sub-element 6.1 has two items/questions, sub-elements 6.2 and 6.4 have four items/questions each, and sub-element 6.3 has three items/questions. The scores for “partly yes” differ by sub-element and item or question: “0.250” for questions under sub-element 6.1, “0.125” for questions under sub-elements 6.2 and 6.4, and “0.160” for questions under sub-element 6.3. Hence, the total rating for Element 6.0 will be “partly yes” if the total score for all questions/items in the four sub-elements is less than “4.0,” the maximum score for the element.
4. For an element (col. 1) that has more than one item or question, add the scores for the items or questions and enter the sum in the thickly bordered cell for the element.
  5. Add the scores in the thickly bordered cells under col. 3 to come up with the GAD score for the project 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).

The scoring system and the score interpretation are same as those in box 7 (original and expanded) of the *Harmonized GAD Guidelines*. The total score remains at 20.0. However, instead of all the elements receiving a maximum of 2.0 points, one element (6.0) is given a maximum of 4.0 points while Elements 7.0 and 8.0 are merged with a total maximum of 2.0 points.

#### Interpretation of the GAD Score

0–3.9	GAD is invisible in the program/project design (proposed program/project is returned).
4.0–7.9	Proposed program/project <b>has promising GAD prospects</b> (proposed program/project design earns a “conditional pass,” pending identification of a GAD goal, as well as strategies and activities to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).
8.0–14.9	Proposed program/project design is <b>gender-sensitive</b> (design passes the GAD test).
15.0–20.0	Proposed program/project is <b>gender-responsive</b> (designers are commended).

## GENERIC CHECKLIST FOR IDENTIFICATION & DESIGN

### Guide for accomplishing Box 5

1. Put a check  in the appropriate column (2a to 2c) under “Response” to signify the degree in 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 inputs or suggestions may have been sought from woman and man beneficiaries but are 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 help identify key gender issues that a planned project must address. In contrast, a full “yes” implies 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.
3. 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 compliance is only partial; 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 sex-disaggregated data in project identification and planning (Element 2.0) is “1.” For elements that have two or more items or questions (such as Elements 1.0 and 3.0), the rating for a “partial yes” is the sum of the scores of the items or questions that falls short of the maximum “2.0.”
  - c. Because Elements 1.0 and 3.0 have been broken down into two items each, the maximum point (full “yes”) for each item is pegged at “1.0” and that for “partly yes” is “0.5.” The score for the element will be a positive number that is lower than “2.0,” the maximum score 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 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).

*A Guide to Accomplishing the Project Design Checklist*

Box 6 includes the other seven core requirements for a gender-responsive project; sector-specific guide questions are provided in Part II of these harmonized guidelines. The instructions below serve as a guide for project designers and evaluators.

**Guide for Project Designers and Evaluators**

1. Put a check  in the appropriate column (2a to 2c) under “Response” 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 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.
  - b. 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.
  - c. 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, it 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 no regard for 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).
  - d. 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.
  - e. 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 outcomes and outputs.
  - f. 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).
  - g. For *Element 10.0*, a “partly yes” to Item 10.1 means there is a 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 means there is a mention of other GAD initiatives in the project coverage but no indication of how the project will build on these initiatives; and to Item 10.3 means the project has a sustainability plan for its GAD efforts but no mention is made of how these may 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 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 Element 9.0, which has two items (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 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).

# PIMME CHECKLIST

## GUIDE FOR ACCOMPLISHING THE CHECKLISTS

Box 16 contains four core elements for a gender-responsive project management and implementation, while box 17 presents the checklist for project monitoring and evaluation. Project monitors and evaluators must assess the degree to which the project meets each requirement at each of the two stages of the project cycle. The guides for accomplishing the two checklists and interpreting the total GAD score are provided below. **The score for the question and the element must be entered in the relevant column in the checklists.**

### Guide for accomplishing box 16

1. Put a check  in the appropriate cell (2a to 2c) under "Response" to signify the degree to which a project 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 done or answered; and under col. 2c if an element, item, or question has not been fully complied with.
2. The "partly yes" response is relevant in the following:
  - a. For *Element 1.0*, there are project managers or decision makers who are not supportive of GAD (Q1.1), or there is some, but limited, GAD expertise to ensure that all project contracts or efforts will contain or reflect relevant GAD concerns (Q1.2).
  - b. For *Element 2.0*, only a few members of the project staff have competence to integrate GAD in the project (Q2.1) and project policy has little to do with the presence of women in the implementation team (Q2.2) or the internal or external evaluation teams (Q2.3).
  - c. For *Element 3.0*, there is token, not consistent, participation of relevant Philippine government agency or agencies in project GAD activities (Q3.1); or some mention is made of the project's GAD activities or plans in the agency's GAD plan (Q3.2).
  - d. For *Element 4.0*, there is some, mostly token, mention of GAD concerns or initiatives in project documents, often in a separate GAD section, not in the rest of the document (Q4.1); there is a mention of GAD initiatives but no coherent strategy for integrating GAD into the project (Q4.2); there is a budget for one (token) GAD activity (Q4.3); or involvement of men and women in various phases of subprojects or components supported by the project are limited to the project staff or agency personnel (Q4.4).
3. The response (and score) for an element will be determined as follows:
  - a. "No" to all the items in each element means a "no" (with the associated "0" score) to the element or requirement.
  - b. "Yes" to all the questions under an element means a "yes" (and a "2" score).
  - c. A "no" or "partly yes" to at least one question under an element means "partly yes" to the element. The score for the element is the sum of the scores for its items or questions that falls short of the maximum "2.0."
4. To get the total GAD rating, add all the scores of the elements (the figures in the thickly bordered cells). The maximum score is "8," but a project may be considered as having a gender-sensitive management if it scores at least a "1" in each of the elements, for a minimum total of 4 points. A score lower than "2" in an element indicates that the project needs to improve its performance in that area.

### Guide for accomplishing box 17

1. Put a check  in the appropriate cell (2a to 2c) under “Response” to signify the degree to which a project 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 done or answered; and under col. 2c if an element, item, or question has been fully complied with.
2. The “partly yes” response is relevant in the following:
  - a. For *Element 1.0*, the project has token gender equality or GAD outcome or output (Q1.1) or uses GAD indicators in only a few activities, inputs, or outputs (Q1.2). The two instances suggest that GAD has not been integrated into the project monitoring system.
  - b. For *Element 2.0*, there is token study of GAD or monitoring of GAD impact is limited to only one level of women’s empowerment and gender equality, that is, welfare, access, conscientization, participation, or control (Q2.1); classification of data by sex has been done in only one or two of the GAD areas cited (Q2.2); there is limited mention of GAD information in the GAD section of project reports (Q2.3); or when information are reported to higher levels of the project or agency, many of the data classified by sex at the field level have been lost or have become total figures for women and men (Q2.4).
  - c. For *Element 3.0*, not all the improved welfare or status targets are being or have been met (Q3.1); or some or a little capacity to implement gender-sensitive projects has been developed in the implementing agency (Q3.2).
  - d. For *Element 4.0*, there is little awareness within the project of gender-related effects of the way the project is being implemented; thus, very little action has been taken to address the negative gender effects.
  - e. For *Element 5.0*, there is some, mostly token, mention of GAD concerns or initiatives in project documents, often in a separate GAD section, not incorporated in the entire document (Q4.1); there is mention of GAD initiatives but no coherent strategy for integrating GAD in the project (Q4.2); there is a budget for one (token) GAD activity (Q4.3); or the involvement of men and women in various phases of subprojects or components supported by the project are limited to the project staff or agency personnel (Q4.4).
3. The response (and score) for an element will be determined as follows:
  - a. “No” to all the items in each element means a “no” (with the associated “0” score) to the element or requirement.
  - b. “Yes” to all the questions under an element means a “yes” (and a “2” score).
  - c. A “no” or “partly yes” to at least one question under an element means “partly yes” to the element. The score for the element is the sum of the scores for its items or questions that falls short of the maximum “2.0.”
4. To get the total GAD rating for project M&E, add all the scores of the elements (the figures in the thickly bordered cells). The maximum score for project M&E is “12
5. Add the score for box 16 to the score for project M&E to come up with the total rating for the project implementation phase.