

Gender Sensitive Project Reports

Guidance for Aga Khan Foundation

Overall
<ul style="list-style-type: none">▪ Language and images are gender sensitive (avoid gender stereotypes)▪ Information on beneficiaries, stakeholders and targets is disaggregated by sex
Executive Summary
<ul style="list-style-type: none">▪ Project description explains how the project aims to advance gender equality/women's empowerment in objectives/outcomes and interventions▪ Results or achievements on gender equality/women's empowerment are explicitly stated▪ Gender equality targeted activities during the reporting period are highlighted
Introduction/Overview
<ul style="list-style-type: none">▪ Report structure clearly includes gender equality (either a specific section or throughout each section)
Context
<ul style="list-style-type: none">▪ Background context describes main gender issues in the area of intervention (geographic, thematic) relevant to the project▪ Context updates or changes include gender analysis (i.e. If political situation changes)▪ Updates or changes to the project gender analysis are provided
Project Implementation
<ul style="list-style-type: none">▪ Information on any gender analysis, consultations or assessments conducted in the reporting period is clearly provided▪ Under each result area, progress on gender equality targeted, transformative and integrated interventions is provided, with explanations of delays or challenges, changes and successes▪ Specific interventions for engaging men and boys or engaging with women's groups or organisations are highlighted▪ Plans for assessing the extent of gender integration or the gender equality related results of the project are reported▪ Plans for consulting with gender equality and/or women's organisations or groups are reported
Beneficiaries
<ul style="list-style-type: none">▪ Updates on project beneficiaries reached or targeted are provided and disaggregated by sex▪ Levels of participation and decision-making (# and qualitative reports) of beneficiaries in project interventions are reported and sex disaggregated▪ Collaboration with national gender institutions and/or gender equality and women's organisations is reported and updates provided



Project Management and Capacity Building

- Progress of the project gender equality strategy implementation is provided and any changes explained
- The structure in place to monitor the implementation of the project gender equality strategy is explained, along with details on any meetings
- Clear responsibility for supporting gender equality integration in the project is presented (i.e. A specific staff or committee)
- Gender equality related capacity building or training for staff and partners is reported
- Progress on building gender equality related capacity and any capacity building plans is reported

Lessons Learned/Recommendations

- Gender equality-related lessons learned/recommendations for project interventions or management are clearly presented
- Perceptions of male and female beneficiaries on the project and its interventions (as possible)

Financial Reports

- Update on expenditures for gender equality targeted interventions, trainings/capacity building measures, gender analyses or assessments is provided
- Budget revisions include additional funds to address gender related gaps or barriers in the project
- Budget allocations for gender integration into baseline, mid-term and end-line evaluations or other studies and assessments are clearly outlined

Risk Register

- Updates to gender related risks, including backlash or resistance to gender equality or women's empowerment programming is provided along with mitigation responses
- Unanticipated results of the project related to changing gender norms and/or effects on men and women are reported and any response measures presented (i.e. GBV, women's public participation, men's engagement in reproductive responsibilities etc.).

Performance Measurement Framework

- Baseline and targets are sex disaggregated
- Gender analytical information for gender specific indicators is presented
- Shortfalls in achieving targets, particularly if there are significant differences in targets for male/female beneficiaries are explained and measures to address these gaps are presented
- Data sources and methodologies include qualitative methods and participatory approaches

