Gender Analysis Check-List

Overall, the gender analysis should align closely with and be tailored to the activity Theory of Change (ToC) and focus on the relevant data that will lead to successful gender integration throughout the program cycle that encompasses a focus on the interplay between gender, youth, age, life-stage, social dynamics and inclusion. In order to achieve this, think carefully about the scale, scope and breadth of the gender analysis to be completed from start to finish in a 10-12 month timeframe. Focus on key gaps and *what you need to know now to get started* and how this will then lead to revised plans (TOC, activities, and indicator tracking table). Below are some helpful tips to get you started and guide you through this process.

Planning and Implementation:

- The questions guiding the gender analysis should link to the ToC, results framework, planned activities and address key knowledge gaps. While the ADS 205 domains can serve as a broad guide, they do not provide the detail needed to plan a context-specific gender analysis. Using the activity ToC is a better guide because it specifies where the project will work in a country, how many people it intends to reach, and what it intends to do – and it serves as a more detailed framework against which to identify the gender and youth issues of relevance. Understanding the gender and youth issues based on the TOC through a RFSA-specific gender analysis can be more meaningful and impactful in terms of gender integration in project design and implementation for improved outcomes. These questions should be tailored to learn what is most useful for the program and close key knowledge gaps.

- Sound methodology and sampling frame - key questions to guide you include:
  - Where will you go to collect data and what is the justification for selecting those areas?
  - Who will you talk to in each area and why?
  - Which methods will you use for each type of informant/study participant and why?
  - For each area, method, and informant type – how many (interviews, FGDs, etc.) will you do and why?
  - How will the data be managed? (translation, transcription, coding, analysis, data protection)?
- Engage program staff throughout the gender analysis process to ensure ownership and buy-in of the process and results
- Adequately budget for the gender analysis process, particularly if a gender consultant will be hired for engagement at the beginning of the R&I year.
  - If you hire a consultant to support you in this process, plan to engage the gender consultant throughout the R&I year, including attendance at the Gender Consultation.
  - Obtain IRB approval if necessary (see gender analysis SOW for more information and resources).
- The estimated timeframe for the completion of the analysis is 10-12 months after the Gender Consultation. In order to plan adequately for gender analysis completion from start to finish, think about the following key steps:

- 1-2 months for scope of work approval and staffing;
- 2-3 months for data collection;
- 3-5 months for data management and analysis;
- 2-4 months to prepare and submit the final report and get USAID approval on the final version.
  - **Note:** that the larger the size, scale and scope of the gender analysis the longer it can take to complete the data analysis and arrive at sound results. Therefore, focusing the gender analysis on what you need to know now to get started and linking it to the TOC is important to be able to complete the analysis within this timeframe. You can also continue learning about gender issues iteratively and use qualitative approaches over the life of the award to continue learning and refine/adapt implementation after the gender analysis is completed.
- Each gender analysis should include a gender strategy and action plan. The gender strategy and action plan is based on gender analysis findings and is an important outcome of this analysis.
  - It should be *actionable* and outline a clear and detailed plan for implementing and integrating the results of the gender analysis into the TOC, design, and implementation of activities for the remainder of the program.

Analysis and Final Report

- The gender analysis narrative should be no more than 50 pages, excluding annexes, that includes the following sections (please also refer to the gender analysis SOW template for more details):

  - Executive summary (3-5 pages)
  - Introduction and background
  - Objectives and research questions
  - Design and Methods
  - Findings/Results by activity ToC purposes and thematic areas/domains
  - Discussion of implications of the results for changing the activity ToC and implementation of activities planned
  - An activity-level gender strategy and action plan
  - References and Annexes
- Annexes should minimally include study instruments.
- If applicable, gender analysis finding could result in additional gender indicators proposed.