



TOOLBOX:
PART I

PLANNING A GENDER ANALYSIS WITH A WEEGE LENS



Assistance in Building Afghanistan by Developing Enterprises (ABADE) Program/Steve Dorst



USAID
FROM THE AMERICAN PEOPLE



Integrating a women’s economic empowerment and gender equality (WEEGE) lens at the planning stage of a gender analysis involves identifying a focus on WEEGE in its scope and collaborating with the mission’s gender/inclusiveness advisor or focal point to ensure their understanding and support.

To begin the analysis, the USAID mission should assign a main point of contact (POC) (often, the mission’s gender/inclusiveness advisor) who will oversee the gender analysis from start to finish and coordinate the research effort with office and team directors. The gender analysis POC may elect to hire a specialized consulting firm or individual consultants to conduct the research.

Once the gender analysis team, either internal or external, is identified, USAID’s POC should provide the team with this toolbox to guide the integration of WEEGE into the gender analysis. Special

attention should be paid to [Part III: WEEGE Illustrative Questions](#) and [Part IV: WEEGE Literature Review Worksheet](#), to ensure that WEEGE issues are integrated from inception, beginning with the research questions and literature review. The typical timeframe for conducting a global, regional or country-level gender analysis is approximately four to six months, from the development of the scope of work (SOW) to the publication of the final report and submission to the Development Experience Clearinghouse (DEC). For further details regarding the timeframe, associated tasks and responsibilities, refer to the table below.

TABLE I. TIMEFRAME AND TASKS

TASKS	TIMELINE	RESPONSIBLE PARTY
SOW and Budget Development		
Develop a SOW and budget. Make sure WEEGE features in the SOW. (Select this link to Part II: Integrating WEEGE into a Gender Analysis SOW).	Weeks 1–3	USAID mission POC/contracting officer representative (COR), gender analysis POC
Finalize the SOW and budget in collaboration with (internal and external) stakeholders.	Week 4	USAID mission POC/COR, gender analysis POC
Identify the gender analysis team, either internal or external.	Weeks 4–5	USAID mission POC/COR, gender analysis POC
Conduct a kickoff call to discuss the SOW, preparation for data collection and the emphasis on WEEGE. Provide the gender analysis team with the Toolbox: Integrating WEEGE into a Gender Analysis .	Week 5	USAID mission POC/COR, gender analysis team



TABLE 1. TIMEFRAME AND TASKS [CONT'D]

TASKS	TIMELINE	RESPONSIBLE PARTY
DELIVERABLE 1: Inception Report		
<p>Provide a contact list (name, email, and phone number) for:</p> <ul style="list-style-type: none"> • key USAID staff managing programs across all sectors, including the relevant mission program staff, mission team leaders, the mission’s Office of Acquisitions staff and the mission’s gender/ inclusiveness advisor and/or focal point • government stakeholders, including in the ministries of education, health, agriculture, the economy and finance, decentralization and women’s affairs • private sector and civil society organizations, including: women-owned businesses; women’s collectives, unions, and networks; women’s business associations and cooperatives; and women’s professional associations in the pertinent sectors 	Week 6	USAID mission POC/COR, gender analysis POC
Send an introductory email to partners about the scope of the gender analysis, noting the emphasis on WEEGE.	Week 6	USAID mission POC/COR, gender analysis POC
Share or upload the SOW and gender analyses or strategies for all pertinent USAID awards, including any gender-sensitive labor, market, value chain, human capital, political economy or other analyses relevant to WEEGE.	Week 6	USAID mission POC/COR, gender analysis POC
Prepare and submit the inception report (select this link to Part V: Inception Report Template) to the USAID mission’s focal point or COR, including the work plan (methodology, question guides) and written literature review (if the gender analysis is not limited to a literature review).	Weeks 6-8	Gender analysis team
Review the inception report and provide feedback.	Week 9	USAID mission POC/COR, gender analysis POC
Finalize the inception report based on USAID’s feedback.	Week 9	Gender analysis team
Finalize field visit and interview dates.	Week 9	USAID mission POC/COR, gender analysis POC, gender analysis team
Schedule meetings with stakeholders for weeks 9– 13, using a contact list from USAID as a departure point. Interviews should be held with the most relevant stakeholders and institutions as they relate to the context, including ministries of education, health, agriculture, the economy and finance, decentralization and women’s affairs, as well as with private-sector and civil-society organizations, including: women-owned businesses; women’s collectives, unions, and networks; women’s business associations and cooperatives; and women’s professional associations in the pertinent sectors.	Weeks 7–9	Gender analysis team



TABLE 1. TIMEFRAME AND TASKS [CONT'D]

TASKS	TIMELINE	RESPONSIBLE PARTY
DELIVERABLE 2: USAID Mission Briefing		
Brief the target audience (which could include the USAID mission's focal point or COR, mission director, mission office or team directors, and the mission's office of acquisitions staff) on the purpose and scope of the gender analysis.	Week 9	Gender analysis team
Determine the briefing format and emphasize WEEGE in the briefing.		
DELIVERABLE 3: Quantitative and Qualitative Data Collection		
Carry out data collection (via interviews, focus groups and discussion groups) with stakeholders identified during the scoping and inception report phase.	Weeks 9-13	Gender analysis team
DELIVERABLE 4: Presentation of Preliminary Gender Analysis Findings and Recommendations		
Invite stakeholders to the presentation. Specify when it will take place and who will attend.	Week 12	USAID mission POC/COR, gender analysis POC
Develop a draft presentation of preliminary gender analysis findings and recommendations. Specify data needed. (Select this link to Part IX: PowerPoint Template.)	Week 13	Gender analysis team
Review the draft presentation and provide feedback.	Week 13	USAID mission POC/COR, gender analysis POC, USAID mission team leaders
Finalize the presentation.	Week 13	Gender analysis team
Participate in the presentation.	Week 13	USAID mission POC/COR, gender analysis POC, USAID gender specialist, USAID mission director, gender analysis team
DELIVERABLE 5: Preparation of Draft Report		
Prepare and submit the draft report. (Select this link to Part VIII: Final Report Template.)	Weeks 14–17	Gender analysis team
Review the draft report and provide feedback.	Week 18	USAID mission POC/COR, gender analysis POC, USAID mission director, USAID mission program's policy support office, USAID mission team leaders



TASKS**TIMELINE****RESPONSIBLE PARTY****DELIVERABLE 6: Preparation of Final Report**

Finalize report taking into account USAID's feedback.	Weeks 19–21	Gender analysis team
Submit quantitative data in machine-readable, non-proprietary formats, as required by USAID's open data policy (ADS 579).	Week 21	Gender analysis team
Carry out dissemination activities as identified in the dissemination plan. (Select this link to Part X: Dissemination Plan Template.)	Weeks 21–24	Gender analysis team
Submit final report to the DEC (if a public document).	Week 22	Gender analysis team

