



TOOL 2

INTEGRATING WEEGE INTO SOLICITATIONS



USAID
FROM THE AMERICAN PEOPLE



[Automated Directives System \(ADS\) Chapter 205¹](#) includes a helpful list of questions that design teams should ask to ensure that gender is well-integrated in each major solicitation section. Table I lists these questions, along with additional suggestions for including a women's economic empowerment and gender equality (WEEGE) lens in the process of solicitation development. Select this link for [Tool 3: Integrating WEEGE into Implementing Partner Collaboration](#), which will also be helpful when preparing the solicitation.

TABLE I. INTEGRATING WEEGE INTO A SOLICITATION

ILLUSTRATIVE GENDER QUESTIONS WHEN DRAFTING SOLICITATIONS

OPPORTUNITIES TO APPLY WEEGE

Background

- | | |
|---|--|
| <ul style="list-style-type: none">• Does the solicitation spell out the specific gaps that exist between males and females with respect to the problem that is being addressed and relevant to project outcomes?• Does it indicate what opportunities there are to promote women's leadership and empowerment as a result of the project?• Does the solicitation explain or indicate potential causes of the identified gaps? | <ul style="list-style-type: none">• Articulate barriers to women's economic empowerment and gender equality, including the integration of WEEGE analyses across all sectors.• Discuss other WEEGE initiatives or programs with which the new activity will need to coordinate and collaborate.• Explain how WEEGE relates to the overall context and needs identified.• Articulate the U.S. government's commitment to closing gender gaps in the global economy, as expressed in the U.S. National Security Strategy, USAID's Gender Equality and Female Empowerment Policy, USAID's Private-Sector Engagement Policy, and USAID's Journey to Self-Reliance.• Link to relevant elements of the WEEGE guide, such as Unit 1, Resource 1: Data Sources, Unit 2's WEEGE repository of resources, and Unit 2, Tool 1: WEEGE Principles. |
|---|--|

¹ USAID (2017), Integrating Gender Equality and Female Empowerment in USAID's Program Cycle. Available at [ADS 205.3.6](#).



TABLE I. INTEGRATING WEEGE INTO A SOLICITATION [CONT'D]

ILLUSTRATIVE GENDER QUESTIONS WHEN DRAFTING SOLICITATIONS

OPPORTUNITIES TO APPLY WEEGE

Scope of work (SOW), Statement of objectives or Performance work statement

- Is the implementing partner (IP) required to conduct a more detailed gender analysis prior to (or at an early stage of) project implementation?
- Does the SOW require the contractor to develop standalone or integrated activities to ensure that projects are (1) reducing the gaps between males and females (as identified in the gender analysis carried out in the context of project design), and (2) addressing the unique needs and interests of males and females?
- Is the IP required to develop a gender action plan or gender strategy describing how gender will be integrated into all phases of the work?
- Does the SOW specify that the IP must track the differential impacts on male and female participants?

- Explain how WEEGE contributes to development objectives, intermediate results and the overall activity purpose.
- Specify activities, objectives, targets, or impacts that USAID expects to be reflected in proposals to address WEEGE challenges and barriers.
- Include Unit 3, Toolbox: Integrating WEEGE into a Gender Analysis as a resource for activity-level gender analysis (or other analyses) if not already conducted.
- Require use of the Tool 4: Gender and WEEGE Integration Plan Template.

Program description

- Does the program description sufficiently articulate how the proposed activity is expected to reduce gender gaps or address the unique needs and interests of males and females (consistent with the findings of the gender analysis carried out in the context of the project design)?

- Define where WEEGE change is to take place (community, district, municipal, national, regional or international level) and which actors (civil society, public sector, private sector, international organizations) will be involved.

Monitoring and evaluation

- Does the solicitation include specific gender-sensitive indicators that the IP is expected to use?
- Are IPs encouraged to use one or more of the foreign assistance standard indicators² on gender?
- Are there strategies in place to monitor unintended consequences?

- Include required indicators to measure WEEGE (beyond disaggregation by sex).
- Include Unit 6: Integrating Women’s Economic Empowerment and Gender Equality into Monitoring, Evaluation, and Learning and related Unit 6, Tool 1: WEEGE Illustrative Indicators.

Reporting

- Does the solicitation specify that reporting requirements include information on the following:
 - To what extent, and how, were relevant gaps between males and females reduced or closed?
 - What new opportunities for women and men were created?
 - What differential negative impacts on males/females (such as increasing the risk of gender-based violence) were addressed or avoided?
 - What gender inequalities emerged or remain?

- Include requirements that WEEGE is integrated into the theory of change and the life of activity work plan. Allow for a longer period of submission, if needed.
- Include requirements to report regularly on progress in achieving relevant WEEGE targets and outcomes.

2. U.S. Department of State, Foreign Assistance Resource Library. Available at <https://www.state.gov/foreign-assistance-resource-library/>



TABLE I. INTEGRATING WEEGE INTO A SOLICITATION [CONT'D]

ILLUSTRATIVE GENDER QUESTIONS WHEN DRAFTING SOLICITATIONS

OPPORTUNITIES TO APPLY WEEGE

Personnel

- Does the solicitation request a technical expert who has experience with gender integration in project design and is knowledgeable about how to address gender disparities and create opportunities for women’s leadership and participation within the sector (if such an expert is important for ensuring optimal project results)?

- Specify WEEGE knowledge as a requirement for relevant key personnel positions.
- Consider suggesting targets (or quotas, in the right context) for women in technical leadership positions.
- Carefully design key personnel requirements to avoid impeding IPs’ ability to prioritize hiring women for leadership roles (e.g., advanced degree requirements may create such barriers and should be considered before including).³

Instructions to offerors/applicants or Preparation and submission guidelines

- Does the solicitation require IPs to highlight their ability to address gender gaps and empower females?
- Does the solicitation request that IPs illustrate how their organization will ensure that gender disparities are addressed deliberately and adequately in their programming?

- Include a requirement to allocate budget resources to assessments and interventions that address WEEGE.
- Include a requirement to present a strategy for including women in leadership roles on staff and among partners and stakeholder organizations.
- Include a requirement to allocate budget resources to women-led organizations, business organizations with women leaders and women-focused community organizations.
- In solicitation annex, include Unit 3, Tool 1: WEEGE in Action: Engaging women’s organizations.

Evaluation or Selection criteria

- Does the solicitation state that IPs will be evaluated on how well the proposal addresses gender integration as described in the SOW or program description and other sections of the solicitation, as appropriate?

- Include WEEGE explicitly in selection criteria, with requirements to address WEEGE in the theory of change, results framework, staffing, budget and other elements.

3. For a recent analysis of inclusivity in job descriptions within USAID solicitations, and recommendations for making them more inclusive, reference The Canopy Lab (2020), Gender & leadership in market systems development programs: an analysis of inclusivity in job descriptions.

