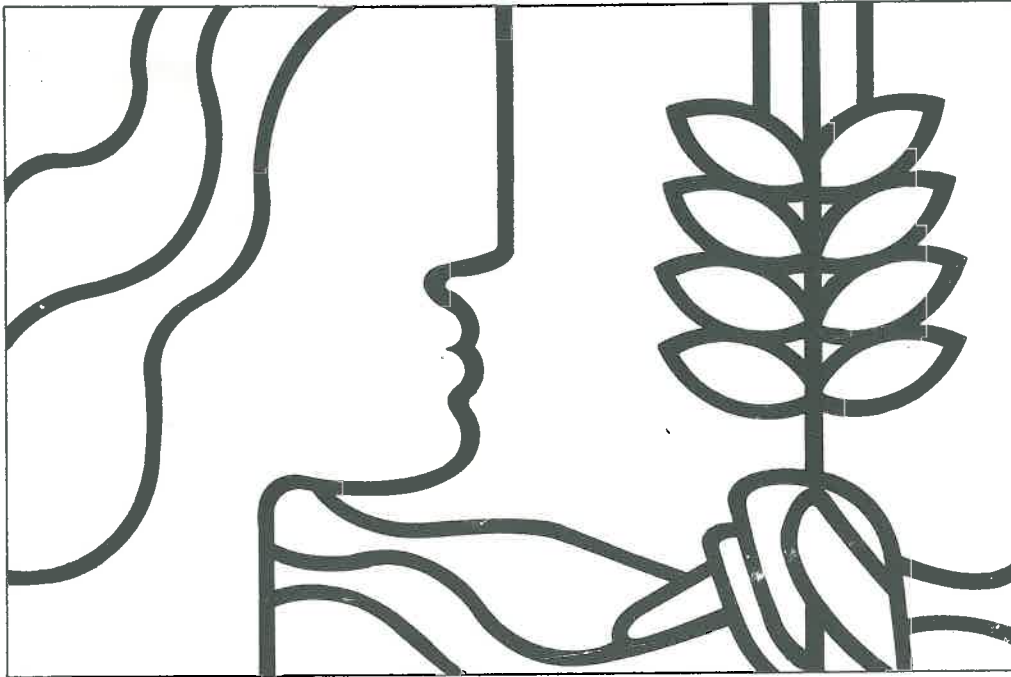


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Selected
**Guidelines
and Checklists**
for Women in Development



INSTRAW

United Nations International
Research and Training Institute
for the Advancement of Women



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IT CAN BE DONE

Incorporating women's concerns at all levels of development

Most people working today in development will agree that women's concerns have to be incorporated. The problem is how to do it.

The task demands a many-sided approach: national commitment, relevant policies, adequate resources, women's involvement. Even if all these factors were present, there would still be a need for permanent monitoring.

Development plans and projects, whether specifically targeting women or not, affect women's lives and are, in turn, affected by the organization of gender

relations in a given society or group. That is why successful development activities require a thorough understanding of the way women and men perceive and act their social roles, and the ways these roles are changing under modernization.

Even then, this understanding per se does not guarantee women's concerns will be properly addressed. But there are tools to help us achieve this goal. The guidelines and checklists for women in development (WID) ensure the women's dimension is incorporated in national policies and in individual projects.*

WID guidelines and checklists, spawned by the United Nations Decade for Women (1976-1985), incorporate the new conceptual and analytical perspectives of over 15 years of WID thinking and research. A flexible instrument, they can help sharpen the ability of planners to gauge how their projects will differently affect women and men, and to understand their different needs.

Guidelines are broader and more general; they synthesize broad policy mandates concerning women. For example, what co-ordination exists between ministries, international agencies and women's groups? What mechanisms of communication between planners and project beneficiaries?

Checklists are more detailed and specific. Just as a pilot runs through a checklist before take-off, projects should be run through WID checklists on departure, during flight and after

landing, that is, in their design, implementation and completion. Checklists function as detailed memory aids so that no aspect of the project will overlook women. For example, if training courses are given in the evening, can the women attend? If a water pump is installed, can the women repair it? If the women set up a co-operative, are there roads and transportation and markets for their products?

The evidence shows that often the failure of projects to reach women or their negative consequences stem from weaknesses in the initial stages. To avoid costly mistakes and omissions, the gender variable has to be incorporated early in the formulation of policies and the design of projects.

The set of guidelines and checklists in this supplement to INSTRAW News comes from a meeting (Dhaka, Bangladesh, 24-28 August 1986), jointly convened by the United Nations International Research and Training Institute for the Advancement of Women (INSTRAW), the Food and Agriculture Organization of the United Nations (FAO) and the Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP). Participants from eleven Asian and South East Asian countries pooled their expertise to produce these guidelines and checklists oriented towards rural development.

The aim was to produce a prototype set, along broad basic lines, that could afterwards be expanded and adapted to different national realities. It is with the same aim that INSTRAW is now publishing a selection of these guidelines and checklists: to serve as a basis for our readers to develop their own. We urge you to use them, adapt them, and let us know your views and comments.

There is no easy approach to WID issues. The interrelationship of the productive and reproductive activities of women, the interlinkages between the macro and the micro levels of the economy, the web of international and regional factors affecting the lives of women, collectively or as individuals, all these combine to weave the complex relationship of women and development that sometimes baffles planners.

And yet it can be done: Women's concerns can be incorporated at all levels. Women's potential can be tapped for development. It won't be easy; it won't happen overnight. To ensure that the women's dimension becomes a built-in component of development planning and programming will take a combination of research, training, information, activism and hard work. But there is simply no other way to conceive development these days: with women.

* As part of its programme on training, INSTRAW is monitoring, evaluating and assessing the results of WID guidelines and checklists. The programme includes the compilation and dissemination of available material, development of prototype guidelines and checklists, and subsequent testing in selected countries.

SELECTED GUIDELINES

AT THE NATIONAL LEVEL

1. Analysis of the situation of women

- An inter-regional data bank should store and disseminate socio-economic indicators and information on women, particularly on their contribution to agriculture, non-farm and household services.
- Women's contribution in farming and non-farming activities should be measured in statistics.

2. Political will for women's issues

- The national development objectives and strategies must incorporate women's concerns.
- National and political commitment must be translated into action.
- A watchdog regional pressure group composed of representatives of governmental and non-governmental organizations can assist in securing equality for women, e.g., repeal discriminatory laws, increase educational, training and employment opportunities, etc.
- Programmes of agricultural and rural development should have women as a

specific target group, with substantial financial, material and human resources assigned.

3. A strategy to incorporate women

- Women must be actively involved at various levels of policy, planning, formulation and analysis, programme design, implementation, monitoring and evaluation at a sufficiently effective level.
- To strengthen women in their various economic roles, develop a package deal: training for transfer of technology; availability of credit; supply of inputs; storage; transportation; and marketing outlets with facilities.
- The national monitoring system should specifically take note of women.
- Develop specific training programmes to upgrade the skills of female planners in policy-making and programme planning.

AT PROJECT LEVEL

1. Analysis of the local situation

- Analysis of the division of labour by gender in the indigenous production system will effectively identify the project beneficiaries.
- Plans for agrarian reforms, settlement of unoccupied lands, and the resettlement of the landless poor, refugees, and victims of natural disasters, should provide women with direct access to land.
- The introduction of labour-saving technology and/or re-organization of production structures shouldn't jeopardize women's gainful activities. If necessary, alternative job opportunities and activities should be provided.
- Provide women with direct access to land, water and other natural resources.
- Promote measures to increase women's labour contribution to agricultural production by reducing their workload in traditional household and farming systems.

2.1 Organizational set-up

- Suitable training programmes should assist women in developing skills to articulate their needs, assume leadership roles in local organizations, and negotiate over wages and working conditions.
- Promote collective action and organization by rural women; remove barriers for their participation in economic, social and political activities on an equal footing with men.
- Motivate, encourage and organize women's organizations to increase their bargaining power in negotiating over wages and working conditions at the grass roots level.

2.2 Vertical and horizontal linkages

- Linkages should be established between women's programmes of different line ministries and other agencies, including NGO's, to increase impact and avoid overlap.
- Complementary programmes of different Ministries (e.g., health, education, family planning) should be mutually reinforcing in order to improve women's socio-economic status.
- Channels of communication should convey the views, needs and priorities of rural women from grass-roots to policy level.

2.3 Resources

- In national plans for sanitation and reforestation, incorporate consideration for women's domestic use of water and fuel energy.
- Establish a mechanism to deliver agricultural inputs and support services catering to the special needs of women.
- Facilitate the introduction of appropriate technology for the pre-harvest, post-harvest and other domestic activities.

- Provide practical programmes to facilitate institutional credit for women's groups without collateral, and for the rental and purchase of land by women, individually or collectively.

2.4 Human resources development

- Establish special recruitment and training schemes to increase the number of women in training programmes for trainers at development agencies.
- Broaden the range of agricultural training and extension to support women's roles in all activities of agricultural production, processing, storage, preservation, transportation and marketing.
- Provide training in specific skills for income-generating, farm and off-farm activities for women.
- Provide training in nutrition, personal hygiene, environmental sanitation and household energy, among others, to improve the health of rural women and their families. Make agricultural and vocational training of girls a standard part of the curricula.

2.5 Monitoring and evaluation

- Monitor and evaluate girls' and women's enrollment in formal and non-formal education and training.
- Develop a built-in monitoring system to evaluate each factor (i.e. if the priorities established are being considered, the bargaining power of women's organization is increasing, resources are reaching women in time, etc.)

2.6 Reporting

- Establish a reporting system from the grass-roots to the policy level.
- Training on reporting and communication is essential for workers and women involved in the project.

SELECTED PROTOTYPE CHECKLISTS

Because of indigenous diversity within Asia and the Pacific region, the group formulated, for the national policy-planning level, a set of checklists encompassing major trends. At the project level, the checklists address women's concerns in agriculture, with emphasis on women's role in agro-based industry.

AT THE NATIONAL POLICY-PLANNING LEVEL

1. Analysis of the situation of women

- Are data on rural women's employment available? Are data disaggregated by sex in national censuses, surveys and studies?
- Do the national women's machineries arrange the collection of information on rural women, and its dissemination to all concerned agencies and organizations?
- Are socio-economic indicators on women suitable for different regional situations and for different target groups of women?

2. Consciousness, commitment and political will

- Are there any specific policy statements

pertaining to women in agriculture and rural development? If not, a special chapter on WID must be included in the national development plans.

- What percentage of agricultural and rural development projects focus on women (poor, landless, destitute women, etc.)?
- What percentage of budgetary and other resources are allocated for WID in rural development, e.g. number of women extension officers, facilities and support services?
- Is there a mechanism to co-ordinate action for WID within and without the private sector?

3. Policy and mandate

- At what level are women involved in agriculture and rural development, e.g., planners, extension officers, rural leaders?

Are women targeted exclusively? What categories of women are involved: landless, etc.?

- Are women involved in policy formulation? At what levels?
- Is there a women's unit at the central planning organizations? Other national machineries?

Do these machineries have authority to monitor programmes of governmental and non-governmental agencies to ensure women's needs and concerns are met?

What programmes exist to organize rural women into self-help groups? Are these organizations represented and consulted in national and local planning?

- What constraints exist to involve women effectively in the planning process:
 - legal
 - policies and development strategies
 - training and education
 - socio-cultural conditions (attitudinal, religious, etc.)

What steps are taken to remove these constraints:

- repeal and introduction of laws
- appropriate training and education
- increased awareness of the importance of women's contribution to development.

4. Strategies to Incorporate women

- Do women have access to natural resources such as land, water, etc.?

Are credit facilities for women available through banks or co-operatives? Can women have access as heads of families or as wives?

Can women readily join group organizations such as workers' groups, co-operatives, etc.?

Can they easily obtain inputs such as fertilizers, seeds, chemicals, etc.?

- What training is available for women in:
 - awareness
 - skills
 - leadership, etc.

AT PROJECT LEVEL

Because the majority of countries in the Asia-Pacific region are mainly oriented towards agriculture, the group gave priority to agro-based industry that could employ a large number of women.

In rural planning, the initial stages of formulating a project are crucial. From experience, it has been repeatedly observed that, if thoroughly conducted, a feasibility study to find out the economic viability of the project can avoid many mistakes.

1. Establishment of priorities through analysis of local situation and identification of target groups

- Has a feasibility study been done to identify the following:

- total production of agricultural produce;
- estimates of surplus production and price;
- proportion of women among the producers;
- various items which can be produced, the technologies available, and women's participation in the proposed production and techniques;
- if women have the necessary skills to use these technologies or would they require training;
- market outlets for products (local, national or export);
- marketing services and facilities, existing or to be arranged;
- training required, to be provided locally or elsewhere;
- availability of credit and any constraints or preconditions concerning women; arrangements to remove these;
- proposed participation of women in project management, and management training required;
- activities of the project that can be conducted in the houses of women workers and then centrally processed;
- support services available or proposed for child care, health care and transportation;
- organizational arrangements for marketing and systematic upgrading of technology;
- mode of organizing women to improve their bargaining power;
- projections for the project to reach self-reliance and for future activities for women's employment;
- identification of categories of women who will benefit from the project

- What is the economic viability of the project? Socio-economic condition of women in the selected project area can be ascertained from the following data:

- age distribution
- education attainment
- marital status
- age and sex distribution of population
- type of social hierarchy
- women's activities
- religion

In the public programme for the distribution of land or assets, are there instructions to allocate a percentage to landless and poor households headed by women, or for joint allotment to the male and female members of families participating in the project?

Has a study identified the technologies used or proposed for agriculture? Has a study examined the detrimental effects on women in terms of labour displacement, special health hazards and increased work burden? If so, measures proposed: alternative employment, labour and time-saving devices for water, sanitation, fuel and fodder.

Are there women's groups, institutions, co-operatives functioning?

- number
- number of women involved

Has the following been identified and quantified?

- total amount and type of agricultural production
- number of women involved in agriculture
- categories of women involved in agriculture

married
divorced
widowed
unmarried
landless
poor

- What are women's land rights and access to water and other land resources?

lease
freehold
inheritance

- is there legislation?
- are there social or religious taboos?

- What are the levels of technology used?

mechanization

animal draught
manual
type of crops
variety of crops

Is the technology feasible?

Do women have access to and use of technology?

What is the impact of new technologies, e.g. facilitating work, displacing women?

Are there alternative types of production?

agriculture-crops
livestock
silviculture
apiculture

What post harvest technology is needed?

What would be the degree of women's participation in:

decision making, management
planting, weeding, harvesting
processing, storage
marketing

- Availability and access of inputs to women:

credit
labour
water
fertilizers and seeds

- Is expertise among women available in:

planning
decision-making
management
leadership
processing
technical
marketing

- Are there arrangements to remove the legal, socio-cultural constraints?

- Who are the beneficiaries (as in categories involved in agriculture)?

2. Organizational set-up

- Are women informed about project feasibility regarding:
 - inputs
 - credit
 - marketing infrastructure
 - legislation and regulations concerning the project activities
 - employment conditions
 - implementing agencies
 - benefits
- Have women at all levels been involved in the project preparation?
- Were the target group of women involved?
- What is the mechanism for implementation, monitoring, etc., of the project at local, regional and national levels?
- Is there a project committee?
 - membership (government, NGOs and target group)
- How have women been organized in formal/non-formal groups to increase their management efficiency and improve their bargaining power? Ascertain the following:
 - a set of working guidelines for such organizations
 - linkages with any higher level organizations that can ensure access to inputs and markets
 - links with programmes of line ministries/agencies relevant to the project

3. Communication and Co-ordination

- What type of research is being conducted to generate up-to-date information on women?

- How is this information disseminated? To whom?
- What are the mechanisms for monitoring its out-reach to women in various locations, its effectiveness and use?
- What steps have been taken to set up a committee for co-ordination of work among agencies at different levels?

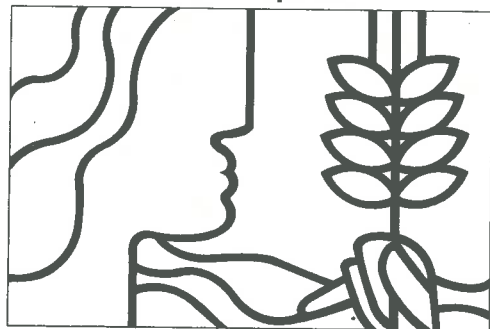
4. Human resources development

- What number and percentage of women are recruited as extension workers?
- Are women included in the training of trainers?
- Does the curriculum of training extension and rural development workers contain a women's component?
- What are the existing training programmes in production skills for women in income-generating activities, e.g. training in management, marketing, etc.
- Is training provided near their homes or hostel facilities provided?

5. Monitoring and Evaluation

- Has the project identified the aspects to be monitored and the frequency? Indicators need to be developed
- Does the project include a midterm or annual evaluation?
- What mechanism has been built into the project for corrective action on the basis of evaluation?
- Has a reporting system with formats, period and other contents been established?

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