



The WTO Chairs Programme,
School of Economics, University of Nairobi

**GENDER AND DEVELOPMENT
TRAINING MANUAL
FOR
CROSS BORDER TRADERS
By
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THIS IS A GENDER ANALYSIS MODEL THAT TRACES WOMEN’S INCREASING EQUALITY AND EMPOWERMENT THROUGH FIVE PHASES: WELFARE, ACCESS, CONSCIENTISATION, PARTICIPATION AND CONTROL.	104

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ABBREVIATION AND ACRONYMS

AfDB	African Development Bank
ATPC	Africa Trade Policy Centre
AUC	African Union Commission
COMESA	Common Market for Eastern and Southern Africa
ECA	Economic Commission for Africa
FGM	Female Genital Mutilation
GAD	Gender and Development
GBV	Gender Based Violence
GLTFP	Great Lake Trade Facilitation Project
GRB	Gender Responsive Budgeting
SGBV	Sex Gender Based Violence
SIDA	Swedish International Development and Cooperation Agency
SRF	Social Relations Framework
TNA	Training Needs Assessment
TOT	Training of Trainers
UNDP	United Nations Development Program
UNFPA	United Nations Population Fund
UNNIFEM	United Nations Development Fund for women
WID	Women in Development

Glossary of words

INTRODUCTION

1.1 Background and context

The Common Market for Eastern and Southern Africa (COMESA) has been implementing a work programme supporting small-scale traders, through the COMESA Simplified Trade Regime and COMESA Trade Information Desks (TIDs) at key border crossings in the COMESA region. The COMESA STR and TIDs were further strengthened by the Regulations on Minimum Standards for Treatment of Small Scale Cross Border Traders adopted by the COMESA Council of Ministers at the Thirty-Third Council meeting held in December 2014. These regulations enshrine the Charter for Cross-Border Traders, the implementation of which is supported by the Great Lakes Trade Facilitation Project (GLTFP). Additionally, the project contributes to implementation of the COMESA Gender Policy through mainstreaming of gender in the GLTFP activities.

With an aim to contribute to capacity building and a sustainable information dissemination mechanism especially tailored for the cross-border traders' level of understanding, the GLTFP commissioned development of five Training of Trainers (TOT) manuals. The five manuals cover various aspects in relation to the cross-border trade including: the simplified trade regime (STR); customer management; gender and development concept; gender-based violence (GBV); and; training management and delivery. After the training manuals have been developed, potential trainers from each of the three GLTFP participating countries will be trained, and will in turn be expected to train cross border traders and border officials from their respective countries in the great lakes region.

This manual aims at providing a tool for training cross border traders on gender issues in relation to trade and trade facilitation at the border posts.

It is important to appreciate that as a trainer, when planning and implementing this training program, you should exercise flexibility and incorporate additional training materials and a method to strengthen what is provided for in this manual with due regard to the target group which is the traders.

It is important to note that this is a standard training manual on gender. It is not a one stop source of professional answers on gender issues. You should use the manual as reference material when designing training programs on gender.

This manual is divided into 5 modules. Each module is divided into sections which contain the following sub-sections:-

- ✓ Introduction
- ✓ Objectives of the topic
- ✓ Training methods
- ✓ Learning resources
- ✓ Contents of the topic which are also divided into sessions
- ✓ Key message of the module
- ✓ Question and Answer

1.2.1 Development of the manual

Various documents were reviewed in the process of preparing this manual. These include the COMESA gender policy, COMESA gender manuals, UNDP and OXFAM documents on gender mainstreaming, UNIFEM and UNFPA documents on gender responsive budgeting, FEMNET Training Manual on Gender Based Violence, World Vision Gender Training tool kit and many others.

1.2.2 Training Need Assessment

A training needs assessment (TNA) was undertaken with a view to identifying the specific areas for training for both cross border traders and the border officials in the great lakes region. The process of the training needs assessment

involved field border visits to the three GLTFP participating countries of DRC, Rwanda and Uganda. The field mission was undertaken during the period 4th-13th March 2018 and targeted three GLTFP border post areas of Ruzizi/ Bukavu (Rwanda/ DRC); Rubavu/ Goma (Rwanda /DRC); and; Bunagana/ Bunagana (Uganda DRC).

More specifically, the field mission sought to gather information with respect to identifying training gaps in respect of the cross border traders and the border officials. During the mission, interviews were carried out with cross border traders, border officers and cross border associations or cooperatives as well as consultations with the GLTFP project implementation leaders. Effectively the information gathered through the observations, interviews and consultations was used to inform the preparation of the TOT materials on the five areas identified for training.

1.2.4 Review of the draft manuals by COMESA experts

(To come later)-----

1.2.5 Issues related to gender and development

Several gender issues in cross border trade were identified by the traders, border officials, trade associations and key informants during the training needs assessment. These include:

- ✓ Women fear for their lives and insecurity at the borders especially in Goma and Bunagana DRC, as border points lack proper lighting, which made them vulnerable to harassment. In Bunagana for example, borders closed early at 18 hours (one of the reasons being lack of proper lighting). There is also a time difference between DRC and Uganda. Traders crossing the Bunagana border DRC at 1730 hours DRC time find the

Uganda border side closed (since time here would be 1830 hours) and hence they are forced to spend the night in the open in no man's land.

- ✓ Lack of accommodation facilities coupled with lack of proper lighting expose women cross border traders to harassment by border officers stationed at no man's land.
- ✓ Some women traders carried their businesses along with their small children of up to 2 years because of lack of facilities to leave their children.
- ✓ Lack of proper sanitation facilities, which are also gender sensitive. One woman trader made this recommendation: "the one stop border post should have all the facilities for both men and women and these should be kept clean. The facilities should also provide for disposing off used sanitary pads".
- ✓ Women traders complained that they get embarrassed when searched by male security officers since they touch them inappropriately as told by one female trader. "The border police usually search us female traders and this is done by both male and female police officers. The male officers touch us inappropriately".
- ✓ There are more female than male traders but there are more male than female border officers including security officers. At Goma small border for example, there were no female officers.
- ✓ Men fear for their lives when they engage in cross border trade especially in Bunagana, because of conflict situation in DRC, when arrested in Bunagana DRC side, they may never return, or are taken to prison in Kinshasa which is many miles away from Bunagana.
- ✓ Male border officers (including security officers) are sexually harassed by the women traders as women use their sexual power to pass goods at the border.
- ✓ Some of the gender harassment reported were as a result of situations where female small scale traders seek favours when they are in the

wrong. Female traders are therefore sexually harassed while men have to pay bribes.

- ✓ Some female cross border traders hide their wares under their clothes, which prompts their being searched, and sometimes they are touched 'inappropriately' by the security officers.
- ✓ Female cross border traders have limitations in accessing appropriate transportation means and also pay higher transportation costs across the borders.

Cognizant of such general issues affecting the cross border traders, possible training areas which were identified for the traders with regards to gender awareness include;

- ✓ Rights and obligations of officers and traders in matters of gender awareness for sustainable trading.
- ✓ COMESA regulations on the minimum standards of treatment for cross border traders.
- ✓ COMESA gender policy.
- ✓ Importance of following laws and regulations to discourage and eliminate any form of discrimination based on gender.
- ✓ Importance of following designated border points in order to avoid possible harassment which would also bring in some element of elements based.

1.3 Learning outcomes.

The broad objective of this manual is to sensitize cross border traders issues relating to gender and development and by the end of this session, participants should be able to:

- ✓ Describe and explain the basic concepts in gender and development;
- ✓ Explain the concepts of gender awareness, lobbying and advocacy and their significance to the traders;
- ✓ Describe and explain the concept of gender analysis and purpose ;

- ✓ Identify the various approaches and strategies of gender mainstreaming, how it is carried out and for what purpose.

1.4 Training methodology.

There are various training methods that you can use during the training as long as they are participatory and very little of lecturing. In participatory training, learners are regarded as active participants in the training process. Their needs and questions, reflections, analysis and strategies for change carry the process forward. You can use brainstorming, lecture/talk, role-play, case studies, demonstrations, questions and answers, discussions and group exercises as necessary. However, you will need to get connected with the target group before starting the training. You can use any of the following ice-breakers.

1.4.1 Ice-breakers

❖ Pair introductions *(useful when the group is not acquainted beforehand)*

Ask the participants to form pairs to learn about their immediate partners, taking a few minutes to find out the other's name, nature of the trading activity or activities and the reason for attending the training, etc. Specify the information to be gathered.

❖ Good news

Invite the traders to share with each other the best thing that has happened to them this week/month/year. Give them a few minutes for discussion. Then go around the room and pick randomly a few (3 or 5) of them to briefly share their individual experiences with the rest of the group. The purpose is to gauge the expectations during the training in relation to their trading activities.

❖ Throwing the ball

Tear a piece of paper off the flipchart and, roll it into a ball, and tape it together. Toss the ball around between the members and have participants call out something when they catch it.

Examples:-

- ✓ The most interesting thing they have learned so far.
- ✓ The emotion they are feeling right now.
- ✓ The concept, feature, or method of participatory approach that is most significant to them.

❖ **Years of experience**

Have the group stand in a circle. Using the “throwing the ball” method above or any other, elicit comments in a staggered way (not in order of the circle). Have each person call out the number of years of work experience they have. As each person says a number, write it on a flip chart. After everyone has finished, add up the numbers to get the total number of years of experience in the room. Explain that this is why it will be a group of people learning from each other, rather than just the trainees learning from the trainer.

❖ **Secrets (useful with a group which is already acquainted)**

Have the group form pairs, and ask each person to tell their pair-partner something about him/herself that no one else in the room knows. Then have everyone take turns in sharing their partner’s secret with the large group.

After the ice breaker provide a brief presentation of the module and bring out some of the experiences as reported as the basis of the training for the group.

The whole module should be completed by asking the traders if they have any questions or comments related to the presentation. The feedback from them shall assist you in making useful changes to future presentations.

The learning resources should always be available before you start the training as identified in each module.

At the end of every module, you should check the level of understanding by the participants. This can be in the form of question and answer at the end of every manual. Therefore, as an instructor and on a daily basis assign a group of participants to provide a quick summary of the content of the previous day and key learning points. Or simply float this in the plenary and get responses from participants. You can also ask the participants to ask questions or seek clarification on any areas that they did not understand and you can allow other

participants to help in answering the questions and thereafter, give a final answer or clarification.

At the end of the entire training, you can design some forms for participants to fill to give you feedback on how the training has been, whether it met their expectations and proposals on improvement.

1.5 Organization of the Manual.

This manual is divided into 5 modules. Module 1 describes the concepts of gender, sex and other related concepts while module 2 introduces the participants to the concepts of gender awareness, lobbying and advocacy. Module 3 is on gender analysis while module 4 discusses the various approaches and strategies used in gender mainstreaming and integration. The last one is module 5 which describes the process of preparing a gender responsive budget. The manual is expected to take 3 days of training.

Again this manual is essentially a reference material to training on gender issues as they affect traders. One may adapt training activities to suit needs of the traders as per the training needs or gaps that affect the traders' effectiveness in trade across borders. As mentioned earlier, the manual is organized in modules which can take up to three days by using all the modules or one would use some of them depending on what the traders require in terms of addressing their specific needs for successful trading across borders.

Part 2: The Modules.

2.1: Module 1: Introduction to Gender and Development Concepts.



2.1.1 Introduction

This module introduces the traders to the gender and development concepts. It starts by defining the terms gender and how it differs from sex. It also describes the concept of gender mainstreaming and introduces the other terms related to gender and development. All such terms are defined in a manner which reflects their effect on the trading activities. It is divided into four sessions. It will take 4 hours.



2.1.2 Objectives

By the end of this module, the participants should be able to:

- ✓ Define the term gender, sex and other terms
- ✓ Describe the concept of Gender Policy, Gender Gap and Related Terms
- ✓ Explain the concepts development, traders in Development.

2.1.3 Training Methodology

In this module, one can use a mixture of the following training methods: brainstorming, lecture/talk, role-play, case studies, demonstrations, questions and answers, discussions and group exercises. This module has four sessions and each session should take at least one hour giving the module 4 hours.

2.1.4 Sessions



Session One: Gender, Sex and other concepts

Time: 1 Hour

Objectives

By the end of this session, the participants should be able to:

- ✓ Differentiate between the term gender and sex

- ✓ Describe social construction of gender and the relationship between gender and culture in relation to what they do as traders.
- ✓ Differentiate between gender roles and gender division of labour
- ✓ Define the term gender relation

Learning resources

Flip chart/flipchart stand, plain papers, note books, soft boards, pins, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and process

The following 5 steps will be used in this session.

Start by defining and differentiating the terms sex and gender



Step One: Ask the participants the following questions;

- ✓ What is your understanding of the term “gender”?
- ✓ What is your understanding of the term “gender”?

Step Two: Ask the participants to use the Meta cards to write as many terms on gender and sex as they can.

Step Three: Ask them to discuss this in their groups as earlier constituted.

Step Four: Ask each group to nominate one of them to write down what they have come up with as the agreed definitions of gender and sex on a flip chart.

Step Five: Summarize these definitions and differences for the participants and continue with the other gender related terms.



Sex

Sex refers to the biological and physiological differences between males and females as determined by nature. It is God-given, universal and non-changeable. These differences are universal and determined at birth. The

differences are difficult to change because we are born female or male. Throughout history and across cultures, sex differences exist. Policies respond to sex differences in any area to do with the physical body (e.g. Childbearing and prostate disease).



Gender

This refers to the socially and culturally constructed differences between men and women; as distinct from sex which refers to their biological differences. The social constructs vary across cultures and time.

Gender refers to the roles and responsibilities of men and women that are created in our families, our societies and our cultures. The concept of gender also includes the expectations held about the characteristics, aptitudes and likely behaviors of both women and men (femininity and masculinity). Gender roles and expectations are learned. They can change over time and they vary within and between cultures. Systems of social differentiation such as political status, class, ethnicity, physical and mental disability, age and more, modify gender roles. The concept of gender is vital because when it is applied to social analysis, it reveals how women's subordination (or men's domination) is socially constructed.

As such, the subordination can be changed or ended. It is not biologically predetermined nor is it fixed forever. Hence gender means the socially constructed differences between women and men. These differ from one culture and society to another, they change over time and they define who has power and influence over what.



What is social view of gender?



Social view of gender

This refers to how society values and allocates duties, roles and responsibilities to women, men, girls and boys. This differential valuing creates the gender

division of labor and determines differences in access to benefits and decision making which in turn influences power relations and reinforces gender roles. This is done at various levels of gender socialization including family, religion, education, culture, peers and the media.

This is also applicable in trading in which society tends to allocate (associate) certain trading activities to either women or men like cattle trading and other high value trading activities which are largely associated with men.

Policies can either respond to gender stereotypes and traditional gender roles (e.g. Assume that only women take care of children) or attempt to change them (e.g. encourage sharing of unpaid care work).



What is the relationship between gender and culture?



Gender and culture

Culture refers to people's way of life, systems of beliefs, values, rituals, interaction patterns and socialization which determine attributes, roles, responsibilities, and expectations in a society. It determines what the society wants and expects from women, men, girls and boys.

It defines the status and power relations between women, men, girls and boys.

Gender concerns are as a result of cultural context and socialization in society.

Examples of these are:-

- ✓ Preference for a boy to a girl child
- ✓ Heir to property
- ✓ Naming systems
- ✓ Initiation ceremonies
- ✓ Marital practices
- ✓ Gender based violence



What is the difference between gender roles and gender division of labor?



Gender roles

Gender roles are reflected in activities ascribed to men and women on the basis of perceived differences which are reinforced through the gender division of labor. This arises from the socialization of individuals from the earliest stages of life through identification with specific characteristics associated with being male or female. For example men are largely associated with buying and selling livestock in some communities and in fact communities tend to assign trade in goods (commodities) and services on the basis of gender.



Gender division of labor

This relates to the different types of work that men and women do as a consequence of their socialization and accepted patterns of work within a given context. The different roles given to men and women constitute what is called the gendered division of labor, in which certain forms of work (physical labor, cash-crop farming, and managerial roles) are seen as men's work. On the other hand, care work and home-working, for example, are highly feminized activities that are directly related to women's responsibilities within the home and the extension of their domestic tasks which are underpaid and non-regulated. In all countries of the world, women continue to exist in roles and relationships that make them subordinate to men.

Unfortunately this aspect permeates across activities including trade with the existence of different types and levels of discriminations.



What are gender relations?



Gender relations

Gender relations are the social relationships between people (women and men, women and women, men and men) that reflect and reproduce gender difference as constructed in a particular context, society and time. Gender relations intersect with other social relations based on age, class, ethnicity, race, sexuality and disability. These social relationships explain the differences in power relations between the sexes and indeed differential preferences in various socioeconomic activities including trade. For instance women would be expected to relate to themselves in matters of some trading activities and vice versa.



Session two: Gender Equity, Gender Equality and Other gender related concepts.

Time: 1 Hour

Objectives

By the end of this session, the participants should be able to:

- ✓ Differentiate between the term gender equity and gender equality
- ✓ Explain the term gender issue
- ✓ Differentiate between gender practical needs and gender strategic needs
- ✓ Differentiate between gender sensitivity, gender responsiveness, gender perspective and gender transformation.

Learning resources

Flip chart/flipchart stand, plain papers, note books, soft boards, pins, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and process

The following 4 steps will be used in this session.



Step One: Ask the participants the difference between gender equity and gender equality by giving them the example of a woman trader and a man trader with either equal or unequal access to financial and other infrastructural resources necessary for successful operations. Such includes; appropriate credit facilities, sanitation and security facilities, and relatively mechanized transportation system among others

Step Two: Ask them to use the Meta cards to write down what they understand by the terms gender equity and gender equality and note down their differences.

Step Three: Ask them to discuss these in their groups and come up with the most common definitions and differences between these two terms.

Step Four: Summarize these for the participants and continue with the discussion on the other gender related terms in this module.



Gender equity

Gender equity is a process of being fair to women and men. To ensure fairness, measures must often be available to compensate for historical and social disadvantages that prevent women and men from otherwise operating on a level playing field. Gender equity means justice so that resources are fairly distributed, taking into account different needs. Equity is a means to achieve equality.



Gender equality

Gender equality is the absence of discrimination on the basis of a person's sex in authority, opportunities, allocation of resources or benefits and access to services. Gender equality means women and men have equal rights and should have the same entitlements and opportunities.

Equality is rights-based. Gender equality means that women and men have equal conditions for realizing their full human rights and for contributing to, and benefiting from, economic, social, cultural and political development. Effectively all traders, men and women should have equal opportunities and conditions to carry out their trading activities.

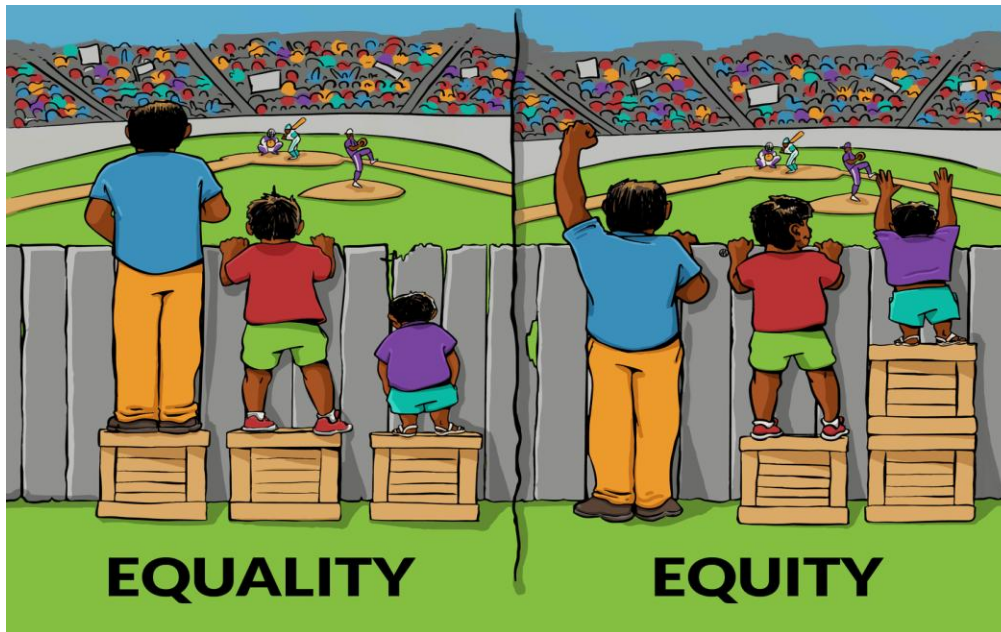
Gender equality is therefore the equal valuing by society of the similarities and the differences of men and women, and the roles they play. It is based on women and men being full partners in their home, their community and their society.

Gender equality has multiple implications in the economic, social and cultural spheres because of women's roles both as economic agents and caretakers of families and communities. Trade, while an essentially economic phenomenon, also has significant consequences for social, and particularly gender, equality. For example, trade can positively influence the distribution of income between men and women by creating new employment and business opportunities. It can be said that cross border trade has in a number of cases contributed to the redistribution of income in favour of women. This is generally due to the numerous employment and business opportunities created in trade.

As a result, not only is the status of women in society and within their household enhanced by their capacity to earn income, but also countries as a whole benefit from women's work.

Photo 1 shows the difference between gender equity and gender equality

Photos 1: Gender Equity and Gender Equality



What is a gender issue?



Gender issue

This is a point of gender inequality that is undesirable and therefore need for an intervention. It results from some form of gender discrimination or oppression.

A gender issue arises when there is inequality, or differentiated treatment of an individual or a group of people purely on the basis of social expectations and attributes of gender. Gender issues are sometimes called gender concerns.

At this point it is important for the traders to know that it is their right to access all services at the border posts without any form of discrimination based on gender. They should not be oppressed by accessing limited services or discriminated against in terms of what would be done by either a man trader or woman trader.



Differentiate between gender practical needs and gender strategic needs.



Gender practical needs / interests

These are needs related to the roles of reproduction, production and community work of men and women which, when met, do not necessarily change their relative position/condition in society, which arise from the gender roles.

The point here is that even with their reproductive roles, women have a right to engage in trade. It is also true that even with the high end manual work mainly done by men do not isolate such men from engaging in trade.



Gender strategic needs / interests

This refers to higher level of needs of women and men which, when met, help change their status in society. Examples of such needs are decision making and access to information.

This may also relate to one (man or woman) being a bread winner. Being accessible to appropriate services such as credit facilities and being a community/ cluster leader. Effectively the cross border traders also fall to this category.



What is the difference between gender sensitivity, gender responsiveness and gender perspective?



Gender sensitivity

This is the ability to perceive existing gender differences, issues and equalities, and incorporate these into strategies and actions.

What does this mean for the traders in terms of what they expect?

- ✓ Border officials should know that a trader is either a woman or man

- ✓ Border officials should know how to deal with women or men traders in achieving increased trading activities across borders
- ✓ Border officials should respect the trader's gender and allow equality and equity in service provision at the border posts



Gender responsiveness

This is planning and implementing activities that meet identified gender issues/concerns that promote gender equality. Gender-responsive objectives are programs and project objectives that are non-discriminatory, equally benefit women and men and aim at correcting gender imbalances.

The cross border traders should be accessible to adequate and appropriate facilities such as accommodation, storage, security and information for sustainable trading.



Gender perspective

These are the views and ideas of both women and men that are taken seriously; differentiation is made between the needs and priorities of women and men; action is taken to address inequalities or imbalance between women and men; and implications of decisions on the situation of women relative to men are considered.

This effectively implies that at the border posts, there should be a clear gender consideration in all the service provision efforts such that no one trader should feel frustrated because of services which are being provided not appear to gender friendly.



Can gender be transformed?



Gender transformation

This describes a situation where women and men change their way of thinking from patriarchal towards a gender equality perspective.

What does this imply to the traders?

- ✓ Women and men equally play important roles in society which involve; production and distribution of goods and services.
- ✓ Women and men can play same roles as being bread winners for homes and equally make family and societal decisions.
- ✓ All, women and men can engage in productive economic activities and should be given equal treatment and support.
- ✓ As and when necessary, affirmative action should be effected for renewed and sustainable support for the women and men traders.
- ✓ Women are equally good and efficient leaders/ managers and indeed traders.



Session Three: Gender Policy, Gender Gap and Related Terms

Time: 1 Hour

Objectives

By the end of this session, the participants should be able to:

- ✓ Define and describe the term gender policy.
- ✓ Define the term gender gap and describe how gender balance can be achieved.
- ✓ Define and describe the term gender empowerment.

Learning resources

Flip chart/flipchart stand, plain papers, note books, soft boards, pins, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and process

The following 5 steps will be used in this session.



Step One: Ask the participants what they understand by the term gender policy and gender gap. Simplify to the traders what is meant by gender policy (a way of dealing with issues of men and women) and gender gap (perceived or real differences in access to services by men and women).

Step Two: Ask them randomly to discuss what is meant by the term gender Policy by giving examples of gender gaps and what a gender policy should contain.

Step three: Give a summary what is meant by gender gap, gender policy and other gender terms in this module.



Gender Policy

A gender policy is a framework detailing how a government/institution is to pursue gender equality and equity. A gender policy is not for women only. The point of the policy is to achieve fairness for all people by dealing with their differences.

A gender policy would lead to the development of a system that caters to both men and women and distributes resources to equally benefit both sexes. The gender policy will affect how citizens treat one another and how the state treats the people, irrespective of their gender and other differences.

A gender policy that is blind ignores different gender roles, responsibilities and capabilities. It is based on information derived from say men's activities and/or assumes those affected by the policy have the same needs and interests. A gender blind policy will advocate gender neutrality in society such as activities

undertaken and services provided without regard to the gender of those who participate.


A gender policy that is specific recognizes gender differences and targets either men or women within existing roles and responsibilities.

A gender redistributive policy seeks to change the distribution of power and resources in the interest of gender equality.

A gender policy that is neutral is not specifically aimed at either men or women and is assumed to affect both sexes equally. However, it may actually be gender blind.

Effectively bring to the attention of the traders the following as a way of a summary on gender policy;

- ✓ This is a government/ Institutional system or approach to dealing with the issues of women and men traders as critical agents of economic growth and development.
- ✓ Both women and men traders should be equally treated and enabled to play their role effectively in the promotion of trade activities across countries.

 **What is a gender gap and how can a country or institution achieve gender balance?**



Gender gap

Gender gap is the differences between women and men, especially as reflected in social, political, intellectual, cultural, or economic attainments or attitudes. It is the difference in opinions or attitudes between men and women concerning a variety of public and private issues, including political candidates, parties, or programs. It is a disproportionate difference or disparity between the sexes. It is the difference that exists between males and females in access to some social good or benefit based solely on their difference in gender (a difference almost always in favor of men).

The traders should thus have knowledge of the following on gender gap;

- ✓ Gender gap basically reflects discriminations among women and men traders and especially in the access to appropriate facilities and services for their successful trading.
- ✓ Gender empowerment is critical in the elimination of gender discrimination in every sector of an economic system.
- ✓ Women who usually encounter some form of discrimination should be supported through their trading activities by appropriate legislative framework.
- ✓ Through trading women and even men traders can play an important role in achieving the sustainable development goals.



Gender balance

Gender balance is the equal or fair distribution of women and men within an institution or group, giving equality of representation as shown in photo two.

This basically means that at the border posts there should be a fair balance between women and men officials to fairly deal with the women and men traders' unique issues.

Photos 2: Gender Balance



What is meant by the term empowerment?



Empowerment

This is the process of gaining access to resources and developing one's capacities with a view to participating actively in shaping one's own life and that of one's community in economic, socio-cultural, political and religious terms. Empowerment is about people-both women and men-taking control over their lives: setting their own agendas, gaining skills, building self-confidence, solving problems and developing self-reliance. No one can empower another: only the individual can empower herself or himself to make choices or to speak out. However, governments, institutions including international cooperation agencies can support processes that can nurture self-empowerment of individuals or groups. Trade provides one of the pathways to empowerment for women as it elevates the woman from position of mere producer and consumer to investor with better horizons for gain.

Summarize this aspect of empowerment to reflect the essence of trading activities in the creation of wealth for families and by extension countries with the incidental access to incomes to families. All traders should be enabled appropriately to play their active role in trading for their own empowerment.

This is shown in photo 3.

Photos 3: Empowerment





Session Four: Development, Women in Development and Women and Development

Time: 1 Hour

Objectives

By the end of this session, the participants should be able to:

- ✓ Define the term development
- ✓ Differentiate between Women and Development and Women in Development.
- ✓ Define and describe the term gender empowerment.

Learning resources

Flip chart/flipchart stand, plain papers, note books, soft boards, pins, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and process

The following 4 steps will be used in this session.



Step One: Ask the participants what they understand by the term development

Step Two: Ask them to differentiate between Women and Development and Women in Development. This also applies to men in development.

Step Three: Ask them to write this down on the Meta cards.

Step Four: Cluster these ideas before giving the definition given below.



There are many definitions of development. But it can be seen as a process and as an end. Development may simply be seen as movement from a simple or poor situation to a sophisticated and improved situation. It is both qualitative and quantitative and needs a gender perspective to be complete.

Many national and international organizations have tended to treat development as an issue of economic growth combined with qualitative change. In defining development, it is vital to include the human element because structures alone have no meaning unless they transform the lives of the people who use or depend on them. A human rights perspective would for example focus on the enforcement of civil rights and political freedoms. In including the human element, gender must be analyzed in order to assess the particular needs of both men and women. Economic development being defined as economic growth coupled with structural changes in society implies that the element of women in development remains critical to this matrix. Available research and information indicate, for example, that discrimination against women is detrimental to their participation in development of themselves and the economy.



Differentiate between Women in Development and Women and Development



Women in Development

The Women in Development (WID) is an approach that calls for greater attention to women in development policy and practice, and emphasizes the need to integrate them into the development process.

Notwithstanding that emphasis is on women, it should be clear that during the presentations the participants who are women and men should be made to appreciate the basic fact that all remain critical agents of development

Therefore this section allows the participants who are the traders to appreciate their critical role in economic development process. Thus the following may be brought out during the presentation;

- ✓ For all the traders, women and men to be effective in trading they should have access to appropriate and adequate resources.

- ✓ There should be necessary structural changes to address any real or perceived discrimination among women and men traders so as to empower them.
- ✓ All traders (women and men) should be involved in the various economic activities without hindrances or discrimination based on gender or any other form
- ✓ The role of women in development activities is critical in the policy agenda on development
- ✓ Trading activities are part and parcel of economic development activities and all traders have equal opportunities to participate
- ✓ Effective enablement of trading activities across borders should be a priority



Gender and Development

Gender and Development (GAD) approach focuses on intervening to address unequal gender relations which prevent equitable development and which often lock women out of full participation. GAD seeks to have both women and men participate, make decisions and share benefits. This approach aims at meeting practical needs as well as promoting strategic interests. A successful GAD approach requires sustained long-term commitment.

Cognizant of a gender perspective to economic development, it should be imperative to bring out the following during the presentation on this section;

- ✓ Sustainable economic development requires effective participation of both men and women in the various economic activities, trading being one of them
- ✓ Men and women traders should be active players in policy decision making process as especially that which affects them
- ✓ Effective facilitation to women and men traders in this case should be an important policy measure

- ✓ Essentially support for women in development necessitates achievement of sustainable development for the common good taking note that women largely engage themselves in substantial unpaid employment.

Allocate about 10 minutes to discuss the table below to allow participants have a view of what it means by “women in development” and “women and development”. This should be understood that the men can also be described in the same form when dealing with issues of development in all aspects. They should appreciate from the table their critical role as traders in the development process.

Table 1 shows the difference between WID and WAD.

Table 1: Difference between Women in Development and Women and Development

	WOMEN IN DEVELOPMENT	GENDER AND DEVELOPMENT
The Approach	An approach that seeks to integrate women into the development process	An approach that seeks to empower women and transform unequal relations between women and men
The Focus	The women	Relations between women and men
The Problem	The exclusion of women in the development process	Unequal relations of power (rich/poor men/women) that prevent equal development and women’s full participation
The Goal	More efficient, effective development	Equitable, sustainable development with women and men sharing decision making power

The Strategies	Women's projects Women's components Integrated projects Increase women's productivity and incomes Increase women's ability to manage their households	Identify and address short term needs by men and women to improve their conditions At the same time, address men's and women's longer term needs
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2.1.5 Key Messages/Summary

This module has defined various gender and development terms that are going to be very useful in understanding the other modules. The module has shown how gender differs from sex where sex is God given while gender is ascribed by the society; it is learned and can therefore be transformed. The module has also defined other terms such as gender equality, gender equity, and empowerment. The module has also outlined the differences between Women in Development and Women and Development. This illustration does includes men and essentially the module attempts to explain the role of traders in the economic development process.



2.1.6 Questions and Answers

Assign a group of participants to provide a quick summary of the content of the previous day and key learning points. Or simply float this in the plenary and get responses from participants. Ask the participants to ask questions or seek clarification on any areas that they did not understand and assist them with answers or clarifications.

2.2 Module 2: Gender Awareness, Lobbying and Advocacy

Time: 3.30 Hours



2.2.1: Introduction

This module explains the concepts of gender awareness, lobbying and advocacy and identifies the gender concerns which may require lobbying. It also describes the approaches and methods used in creating gender awareness, lobbying and advocacy. Finally, the module describes the process of developing a gender awareness, lobbying and advocacy strategy.

From the perspective of the across border traders, this module tends to identify points of entry in a policy making process to strengthen their positions. The module also attempts to explain what a trader needs to know about gender awareness, lobbying and advocacy for their effective existence in trade.



2.2.2: Objectives

The broad objective of this module is to explain the concepts of gender awareness, lobbying and advocacy.

The specific objectives of this module are to:

- Explain the concepts of gender awareness, lobbying and advocacy
- Identify gender concerns which need lobbying
- Describe approaches and methods used in creating gender awareness, lobbying and advocacy
- Describe the process of developing a gender awareness, lobbying and advocacy strategy

2.2.3: Training Methodology

In this module, one can use a mixture of the following training methods: brainstorming, lecture/talk, role-play, case studies, demonstrations, questions and answers and discussions.

2.2.4 Sessions



Session One: Concepts of gender awareness, advocacy and lobbying

Time: 2 Hours

Objectives

By the end of this session, the participants should be able to:

- ✓ Define and explain the concept of gender awareness
- ✓ Explain what gender awareness means in development projects and whether there is need for training on gender awareness
- ✓ Define the term advocacy
- ✓ Define and explain the term lobbying
- ✓ Identify gender concerns that would require advocacy and lobbying

Learning resources

Flip chart/flipchart stand, plain papers, note books, soft boards, pins, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and process

The following four steps will be used in this session.



What is gender awareness?



Step One: Write down what you think is the definition of gender awareness.

Step Two: In your groups, discuss the various definitions and agree on a common definition of the term

Step Three: Put this on the flip charts.

Step Four: As a facilitator, summarize the points



Gender awareness is the ability to view society from the perspective of gender roles and understand how this has affected women's needs in comparison to the needs of men.

It is an understanding that there are socially determined differences between women and men based on learned behavior, which affect their ability to access and control resources. This awareness needs to be applied through gender analysis into programs, projects and policies.

However it should be noted that gender awareness should not be exclusively relate to the issues relating to women in terms of discrimination but the aspect of knowledge on the existence of both men and women and their roles in economic development process. This then implies the following;

- ✓ Both men and women should not experience any discrimination or isolation of any sort on the basis of gender
- ✓ Access to and control of resources should not be in relation to one's gender
- ✓ All traders (men and women) should be aware of their fundamental right to engage in trade



What does gender awareness mean in development projects?



In planning and implementing development projects, gender awareness would ensure that:

- ✓ Women and men are treated as representatives the population, not as a special interest group
- ✓ Development projects do not address only women, but involve men and women according to their specific needs and strengths.
- ✓ Projects are not limited to women's traditional concerns such as health, nutrition and childcare, but also to the productive sphere, education and social-cultural fields, where women are often under-represented

- ✓ Projects are concerned not only with the protection of women as needy and vulnerable individuals, but are aimed at the enhancement and expansion of women's and men's experiences, their self-awareness, skills and creativity
- ✓ Projects do not regard women and men only as beneficiaries, but also involve them as participants and decision-makers.

During the presentation it should be clear to the participants that gender awareness is essential to economic development process and the following need to come out clearly;

- ✓ Traders both men and women should understand that they equal participants in economic development process
- ✓ None of the traders should feel that some favour is extended to them in their operations
- ✓ All traders should appreciate that they have skills to undertake trading activities for their benefit and that of their respective countries
- ✓ All traders should be aware of their right to participate in decision making process for their own success.



Is there a need for gender awareness training?

Most times, due to the way men and women are socialized and the gender inequality that results from this socialization, planners find themselves coming up with programs, projects or even policies that show that they are not gender aware. There is therefore need for a gender awareness training aimed at sensitizing them for gender related problems taking into account men's and women's different roles in society, shaped by ideological, historical, religious, ethical, economic and political factors. For example, female cross border traders at the GOMA small border post complained that there are no toilets that they can use and no privacy even in the disposal of sanitary pads implying

that there is lack of gender awareness on the part of border officials who commissioned the putting up of the small border post.

Hence, gender awareness training is concerned with the relationship between men and women in all fields, and the factors which influence these relationships. Awareness about gender differences in society is a first step towards addressing and integrating the special concerns of men and women in development programs and projects.

The presentation should highlight the following'

- ✓ In recognition of the need for gender equality in the development agenda, it is important to have the traders understand the particular issues which appear to encourage isolation/discrimination amongst men and women traders.
- ✓ Traders should be aware of their individual rights to infrastructural services and facilities that are gender friendly for their successful operations.
- ✓ The traders should also be aware of the obligations of the border officers and the relevant institutions in matters of gender sensitivity at the border posts.



What is advocacy?



Advocacy is an on-going process aimed at changing of attitudes, actions, policies and laws by influencing people and organizations with power, systems and structures at different levels for the betterment of those affected by the advocacy issue.

At its core, advocacy is the exercise of power by the citizenry in the face of the government's power. Advocacy is a tool for real participation by citizens in decision-making by government and other powerful bodies.

It is the act of giving support to a policy and persuading those with power to act in support of the policy at local, national and international levels. It is the gaining and exercising power to influence a political action.

It is a set of organized actions aimed at influencing public policies, social attitudes and socio-political process that enable and empower the marginalized to speak for themselves.

It is the organized efforts by citizens to influence the formulation and implementation of public policies and programs by persuading and pressuring state authorities, international financial institutions, and other powerful actors.

Advocacy consists of both strategy and action to achieve an objective. The objective of advocacy is the engagement of stakeholders in the decisions affecting them. The actions to achieve the objective typically occur over time, and incrementally. Success must be achieved step-by-step through a persistent and long-term commitment to the advocacy goal.

An advocacy campaign is a set of actions targeted to create support for a policy or proposal. The goals of an advocacy campaign may range from drafting and passing a new or amended law against domestic violence; to reforming the judicial system; to litigating a test case using international human rights standards in domestic courts; to monitoring the implementation of international human rights standards in a local context.

Effective advocacy includes a mix of activities that educate, persuade pressure, mobilize, and monitor people and institutions that can make or block change.

Cognizant of the various challenges which ace the traders, the presentation should illustrate the possible points of entry by the traders by pointing out the following;

- ✓ All traders should be involved in the policy decision making process regarding those areas which affect their operations and especially at the border posts.
- ✓ Traders should be able to identify those issues which inhibit their successful operations and relate to gender discrimination in say, resource accessibility; appropriate infrastructural developments; security issues; and access to relevant information among others.

- ✓ Traders should also channel the identified issues to relevant decision making organs (COMESA Secretariat) for effective participatory policy making and implementation.
- ✓ Traders should involve their own in advocating for policies which are for their common good and by extension the common good of nations.
- ✓ Traders need to appreciate the need advocate for accelerated infrastructural support to disadvantaged groups amongst themselves for enhanced growth.
- ✓ Traders should suggest possible affirmative action to be taken such as gender sensitive sanitary facilities, roads, provision of appropriate security and resources, storage and gender sensitive accommodation facilities, access and explanation of the prevailing COMESA trade regulations and policies etc.



What is lobbying?



Lobbying is the art of persuading and influencing other people to see things/issues your way. It is the act of attempting to influence business and government leaders to create legislation or conduct an activity that will help a particular organization. People who do lobbying are called lobbyists. It is a strategy within advocacy.

Lobbying is any attempt by individuals or private interest groups to influence the decisions of government. In its original meaning it refers to efforts to influence the votes of legislators, generally in the lobby outside the legislative chamber. Lobbying in some form is inevitable in any political system.

Lobbying takes many forms. For example, group representatives may appear before legislative committees. Public officials may be holed up in legislative offices, hotels, or private homes. Letters may be written or telephone calls made to public officials, and campaigns may be organized for that purpose. Organizations may provide favoured candidates with money and services. Massive public-relations campaigns employing all the techniques of modern communication may be launched to influence public opinion. Extensive

research into complex legislative proposals may be supplied to legislative committees by advocates of various and often conflicting interests. Substantial election campaign contributions or other assistance may be supplied to favoured legislators or executives. The persons who lobby in those ways may be full-time officials of a powerful trade or agricultural association or labour union, individual professional lobbyists with many clients who pay for their services, or ordinary citizens who take the time to state their hopes or grievances. Cities and states, consumer and environmental protection and other public interest groups, and various arms of government also maintain staff in their institutions.

Lobbying is essential for the traders as process in the following ways;

- ✓ It enables other decision making organs appreciate and understand the inhibiting conditions in their businesses.
- ✓ Allows traders to involve their formal and informal organizations to engage governments/Institutions in finding solutions to their issues
- ✓ Allows traders to apply several ways including, giving interviews; making memoranda and having their elected leaders represent them at the various policy decision making organs



What are some of the gender concerns that you think require advocacy and lobbying?



Most gender concerns differ by sector. For example, there could be gender concerns in education, trade, health, politics, and employment and so on. However, most of the concerns are contentious since certain people may not see them as concerns and therefore need lobbying. For example, from the training needs assessment, it was found that at Bunagana there is need to ensure that border closing hours are aligned on the two sides of the border, considering time difference between Uganda and DRC. As reported in the TNA report, at the moment traders crossing from DRC at 5:30 pm local time find the

border closed on the other side, as time is 6:30 pm in Uganda and the border closes at 6 pm, resulting into the female cross border traders sleeping in no man's land and exposing themselves into insecurity and sexual harassment.

Effectively traders should lobby for the following;

- ✓ Extension of border closing time to accommodate crossing and entry of traders across borders or have a twenty four hour operations at the border posts.
- ✓ A more balanced gender employment policy so that female traders are not frisked by male officers.
- ✓ They could also lobby for more involvement in decision making regarding the implementation of the STR in matters that concern their operations.
- ✓ They could also lobby for crèches to be part of the border infrastructure so that the female cross border traders can be leaving their small children as they conduct their cross border trade since from the TNA report, some female cross border traders usually carry their children with them as they conduct their trade which is a major health challenge for the kids.

Session Two: Approaches and methods of gender awareness, lobbying and advocacy

Time: 1.30 Hours

Objectives

By the end of this session, the participants should be able to:

- ✓ Identify the skills and techniques necessary for effective advocacy
- ✓ Identify the strategies needed for effective advocacy
- ✓ Identify the steps involved towards effective advocacy

Learning resources

Flip chart/flipchart stand, plain papers, note books, soft boards, pins, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and process

The following 3 steps will be used in this session.



Step One: Ask the participants in their groups to discuss their experiences of creating gender awareness, lobbying and advocacy and some of the challenges they have encountered and lessons they learnt during the process **(30 minutes)**.

Step Two: Ask them to write on the flip charts some of the best methods of carrying out gender awareness, lobbying and advocacy **(15 minutes)**.

Step Three: Summarize the points given by the participants **(15 minutes)**.



Below are some of the approaches and methods that can be used by traders to lobby and advocate for gender awareness on a particular gender issue of concern.

- ✓ Traders should identify and prioritize the issues which necessitate advocacy
- ✓ Traders should gather information on issues of concern by tracing the root cause of such issues.
- ✓ Traders should thereafter develop a goal and SMART¹ objectives on the issues/problems.
- ✓ Traders should then identify direct targets (those who have influence over the campaign issue) and indirect targets (those who can influence (have impact/say) over those who matter in the advocacy issue).

¹ Specific, measurable, achievable, realistic and time bound

- ✓ It is important that Traders are able to access appropriate resources (ideas, researched information, funds in cash and kind, equipment etc.) for lobbying.
- ✓ Traders should design an action plan for the implementation advocacy for specific issues
- ✓ Traders should be involved in the implementation, monitoring and evaluation of the advocacy strategy on the issues of concern
- ✓ Traders should record the changes resulting from the campaign.



What are some of the skills and techniques that you need for effective advocacy?



Skills and techniques in advocacy

1. Negotiation / bargaining skills

This refers to the process of persuading people to see or agree with your point of view.

As traders it is important to appreciate that in process of trying to persuade others to appreciate their position or agree with their views the following are the possible outcomes;

- Both sides loose
- One side wins and the other loses
- Both sides win or at least gain something significant

2. Presentation skills

Presentation refers to a process of conveying ideas, opinions and information in a systematic way for the achievement of desired objectives within a specified timeframe. It is relates to convincing the other party about mutual benefits.

It is important that traders possess skills in the following areas:-

- ✓ Use of information and data to support your presentation.

- ✓ Having organized stages in the presentation to facilitate:
 - (i) Gaining Attention – A
 - (ii) Holding Interest – I
 - (iii) Arousing Desire – D
 - (iv) Obtaining Action - A

3. **Lobbying and social mobilization skills**

In undertaking lobbying as traders, you should have the following;

- ✓ Ability to mobilize your own (traders) so as to have a common focus on an issue.
- ✓ Skills in identifying persons who can help influence your case at the relevant decision making level.
- ✓ Skills in selling your point of view and ideas for your own good/benefit.



What are some of the strategies that you need for effective advocacy?



Strategies in advocacy

It is important that traders know the various strategies which may be applied in advocacy and they include the following;

- ✓ Lobbying.
- ✓ Networking and coalition building amongst traders.
- ✓ Media relations- speaking to the media and have a specific issue of concern brought to the public attention.
- ✓ Campaigns through the traders’ representatives.
- ✓ Conferences and seminars to create awareness to both the traders and the officers concerned (border officials) on issues of concern.

Steps Towards effective advocacy

Leadership is a key element in advocacy. Such leadership requires authority and power. For a leader to carry out advocacy work effectively, they must have

legitimate power to defend their cause, negotiate solutions and lobby for support.

- ✓ It is critical that traders have leaders from amongst themselves who can represent them in advocating their issues of concern.



An effective advocacy strategy involves the following steps;

Step 1: Learning skills of advocacy

Advocacy requires very specific skills, most of which can be acquired through training and practice: knowledge and skills in problem solving, decision making, communication, negotiation, presentation, social mobilization and lobbying. This is in addition to other professional qualification if they are needed in what you are advocating for.

Step 2: Articulating advocacy issues

This involves the actual articulation of issues at hand. Articulation of the issues at hand depends on the prevailing circumstances. It is important to recognize all the parties to the issue at hand so that the effort of articulating is not directed towards the wrong audience. In particular it is critical to analyse the major aspects surrounding a particular issue before attempting to tackle it.

- ✓ Effectively traders should appreciate the position of the border officials and other relevant government agencies concerned with cross border trade.
- ✓ The traders should then clearly point out the particular issues which affect their operations and even suggest ways and means to address it.

Step 3: Evaluation of performance

It is important to evaluate the effectiveness of an advocacy activity. The results of such an evaluation will assist those involved in the advocacy to take appropriate action. This implies the following;

- ✓ Traders should evaluate their leaders' achievements after the advocacy.
- ✓ Traders should indeed be able to report successes or even failures out of the advocacy process.



Activity

1. Ask the participants to practice developing an advocacy strategy on their own in their notebooks **(10 minutes)**.
2. Ask them to discuss this in their groups and agree on the best practices of developing an advocacy strategy **(15 minutes)**.
3. Summarize the information given by the participants **(5 minutes)**.



2.2.5 Key Messages

This module has explained the concepts of gender awareness, lobbying and advocacy and identified gender concerns which would need lobbying. It has also described the approaches and methods used in creating gender awareness, lobbying and advocacy and finally described the process of developing a gender awareness, lobbying and advocacy strategy. A definition of gender awareness has been provided as the ability to view society from the perspective of gender roles and understand how this has affected women's in comparison to the needs of men. This awareness needs to be applied through gender analysis into programs, projects and policies.

Advocacy on the other hand is a process aimed at changing of attitudes, actions, policies and laws by influencing people and organizations with power, systems and structures at different levels for the betterment of those affected by the advocacy issue which in this case are traders. Effective advocacy includes a mix of activities that educate, persuade, exert pressure, mobilize, and monitor people and institutions that can make or block change. Lobbying is the art of persuading and influencing other people to see things/issues your way. It is the act of attempting to influence business and government leaders to create legislation or conduct an activity that will help a particular group. People who do lobbying are called lobbyists.

The module has specifically illustrated the various points of entry for the cross border traders in terms of each aspect of the module presented. This is aimed at allowing the traders to benefit from the presentation in terms of their successful border operations.



2.2.6 Question and answer

Assign a group of participants to provide a quick summary of the content of the previous day and key learning points. Or simply float this in the plenary and get responses from participants. Ask the participants to ask questions or seek clarification on any areas that they did not understand and assist them with answers or clarifications.

2.3 Module 3: Gender Analysis

Time: 3 Hours



2.3.1 Introduction

Before any project or program is launched, it is always important to do a gender analysis so that its benefits in terms of opportunities, distribution of resources, and power benefit both men and women. It is also important that constraints identified are addressed through a process of intervention which is planned right from the beginning. From the TNA, it came out very clearly that a gender analysis had not been done before the implementation of the STR and even in putting up the border posts structures.

The module is organized into 3 sessions. The first session introduces the term gender analysis and its purpose while the second session describes the gender analysis frameworks that are commonly used. The module finally takes you through the steps that you can use in conducting a results oriented gender analysis.

This is basically meant to assist the traders to appreciate the process of gender analysis in relation to their trading activities.



2.3.2: Objectives

The broad objective of this module is to impart skills on gender analysis on the participants.

The specific objectives of this module are to:

- ✓ Explain the term gender analysis and its purpose in relation to trade.
- ✓ Describe some gender analysis frameworks that are commonly used and their relevance to trade
- ✓ Describe the steps in gender analysis

2.3.3: Training Methodology

In this module, one can use a mixture of the following training methods: brainstorming, lecture/talk, role-play, case studies, demonstrations, questions and answers, discussions and group exercises. This module has five sessions. Each session should take at least one hour.

2.3.4 Sessions



Session One: Gender Analysis

Time: 1 Hour

Objectives of the Session

- ✓ Identify and explain the various approaches to gender analysis
- ✓ Describe and analyze the steps used in gender analysis

Learning Resources

You will require the following resources. Flip chart/flipchart stand, plain papers, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and Process

The following methodology will be used in this session.



- Step One:** Ask the participants to explain a scenario in their respective communities on how resources are shared
- Step Two:** Ask them in their groups to discuss and agree on the implications of all those involved in resource sharing.
- Step Three:** Ask the participants to suggest what should be done to identify similar implications in different situations.
- Step Four:** Ask the participants to present their points in the plenary.
- Step Five:** Summarize the points **(20 minutes)**.



What is gender analysis?



Gender analysis is the systematic gathering and examination of information on gender differences and social relations in order to identify, understand and redress inequities based on gender.

A gender analysis highlights the differences between and among women, men, girls and boys in terms of the relative distribution of resources, opportunities, constraints and power in a given context.

It is a valuable descriptive and diagnostic tool for development planners and crucial to gender mainstreaming efforts and it must be conducted prior to any intervention, regardless of sector or area of intervention.

Gender analysis in this case illustrates how resources are accessible to traders based on gender consideration and the constraints experienced in the process. Thus to achieve sustainable trading across borders it is important to undertake gender analysis for any possible intervention.

The target group here includes; men and women traders which raise aspects of gender norms and roles as well as relationships among and between men and women traders. Performing a gender analysis will help in the identification and

rectify possible inequalities that are experienced by women and men traders. By considering key elements, the analysis will reveal where men and women traders are differently placed, affected and involved in a certain situation along with the reasons for these discrepancies. Performing a gender analysis allows policy makers to develop responses that are better suited to remedy gender-based inequalities and meet the needs of different population groups and in this case the traders.

When performing a gender analysis it is central to examine the relationship between men and women, as they may have diverging experiences and needs and may be affected differently by various program interventions. However, we also need to pay attention to how gender norms lead to discrepancies among women as well as among men.



Key Aspects of Gender Analysis



What are the key aspects of gender analysis?

The following six aspects are crucial in gender analysis.

➤ Norms for gender

Information on women, men, girls and boys in terms of their division of labour, roles and responsibilities, productive and reproductive work, access to, and control over resources and their relative condition and position in society. It also involves looking at other norms for how gender may be expressed, including norms relating to sexuality and identity.

➤ Other social variables

A gender analysis should include social variables such as ethnicity, culture, age and social class. It may also include sexual orientation.

➤ Quantitative and qualitative data

A gender analysis should include both quantitative (statistics) and qualitative data (analytical and relative).

➤ Vulnerability and empowerment

A gender analysis highlights specific vulnerabilities of women and men, girls and boys. It always has an empowerment perspective, highlighting the agency and potential for change in each group.

➤ **Scope and methods vary**

The scope of a gender analysis can vary and the analysis can be done in different ways depending on the context.

➤ **Baseline**

A gender analysis, in itself, serves as a baseline for an intervention, but is also a point of departure for the choice of the strategy to apply. It gives a better understanding of the complexities of a society/specific situation/sector, and gender analysis is therefore an initial and necessary part of any intervention.



Session Two: Approaches/Frameworks to Gender Analysis

Time: 1 Hour

Objectives

By the end of this session, participants should be able to:

- ✓ Identify and explain the various approaches to gender analysis
- ✓ Describe and analyze the steps used in gender analysis

Learning Resources

You will require the following resources. Flip chart/flipchart stand, plain papers, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and Process

The following steps will apply for this session



Step One: Ask the participants to explain their understanding of gender analysis frameworks and their purpose.

Step Two: Ask them to state and explain any gender analysis frameworks that they know and how it is commonly used **(30 minutes)**.

Step Three: Summarize the points given by the participants.



The methodology and components of gender analysis are shaped by how gender issues are understood in the institution concerned. There are a number of different frameworks or approaches to gender analysis. No single framework provides an appropriate way to address all development problems related to gender. Each framework reflects a set of assumptions about how gender is constituted and the importance of understanding gender issues to achieve successful development outcomes. Some frameworks emphasize equity or equality as the key outcome, and do not address other development objectives.

We shall now analyze each of these frameworks.



Gender Roles or Harvard Framework



The Gender Roles or Harvard framework focuses on describing women's and men's roles and their relative access to and control over resources. The analysis aims to anticipate the impacts of projects on both productive and reproductive roles. It takes the household, rather than the breadth of institutions, as the unit of analysis and tends to assume that women are a homogeneous category. The Harvard Analytical Framework is also called the Gender Roles Framework or Gender Analysis Framework. It was developed by the Harvard Institute for International development in collaboration with the Women

The aim of the Harvard Framework is:

- ✓ To demonstrate that there is an economic rationale for investing in women as well as men. In other words, why support and promote women and men traders

- ✓ To assist planners to design more efficient projects and improve overall productivity. This implies finding ways of promoting efficient trading activities by the traders.
- ✓ To emphasize the importance of better information as the basis for meeting the efficiency/equity goal. This again implies that there is need to have adequate information on the traders especially in the area of access to and appropriate infrastructure which are necessary for carrying out trading activities for all traders without discrimination.
- ✓ To map the trading activities carried out by men and women traders and highlight the key differences.



The framework consists of a matrix for collecting data at the micro (community and household) level. It has four interrelated components:

- The activity profile, which answers the question, "who does what?", including gender, age, time spent and location of the activity;
- The access and control profile, which identifies the resources used to carry out the work identified in the activity profile, and access to and control over their use, by gender;
- The analysis of influencing factors, which charts factors that influence gender differences in the above two profiles;
- The project cycle analysis, which examines a project or intervention in light of gender-disaggregated information.

The framework also contains a series of checklists consisting of key questions to ask at each stage of the project cycle: identification, design, implementation, and evaluation. What it mean to traders?

- ✓ This is critical process as it allows decision makers to understand the possible negative discrepancies in all the essential aspects of carrying out trade by men and women across borders.

- ✓ It is a process which forms the basis for informed decisions on possible interventions for sustainable trading.

Social Relations Framework



The Social Relations Framework (SRF) to gender and development planning was developed by Naila Kabeer at the Institute of Development Studies, Sussex University, UK, in collaboration with policy-makers, academics, and activists, primarily from the South.

Key elements of the approach are:

1. the goal of development as human well-being;
2. the concept of social relations;
3. Institutional analysis.



The Social Relations Approach is intended as a method:

- To analyze existing gender inequalities in the distribution of resources, responsibilities, and power;
- To analyze relationships between people, their relationship to resources and activities, and how they are reworked through institutions;
- To emphasize human well-being as the final goal of development

The approach can be applied to analyze the inequalities between women and men traders in terms of access to infrastructural resources and service. It can also be applied to ascertain the role of governments/institutions in gender issues and the eventual impact of gender related issues on women and men traders' socioeconomic wellbeing.

Triple Roles Framework (Carolyn Moser)



This framework, developed by Carolyn Moser, links the examination of women's roles to the larger development planning process. The approach introduces the idea of women's "three roles" in production, reproduction, and

community management and the implication that these roles have for women's participation in the development process.

This is an important framework as it can exclusively focus on women and women traders with due regard to their other essential roles in society. This implies that the starting point for women traders largely determine their success if issues of inequalities are taken into consideration as a result of the other roles.

Women's Empowerment (Longwe) Framework

The Women's Empowerment Framework was developed by Sara Hlupekile Longwe, a gender expert from Lusaka, Zambia.



This analytical framework aims to achieve women's empowerment by enabling women to achieve equal control over the factors of production and to participate equally in the development process.

It puts forward five levels or tools of equality that can be achieved (listed from highest to lowest) by which to assess the level of women's empowerment in any area of economic or social development. These are material welfare, equal access to factors of production, facilities, services, participation in decision making and implementation.

Indeed in the case of women traders gender analysis approach is specific to analyzing the level of accessibility to and control of the necessary resources for sustainable socioeconomic development and subsequent participation in economic development process. Obviously this approach can also apply to men traders when matters of equality in resource use and the general economic empowerment of both men and women is the focus.



Benefit Incidence Analysis (BIA)



The analysis estimates the impact of public transfers, taxes, tariffs, subsidies or policy changes that affect the price /cost of services. It is the analysis of how the benefits of public expenditures are distributed across groups in the population which include the men and women traders with a special interest on tax rates on tradable commodities. Taxes on tradable commodities have an effect on the traders' operating margins and hence to consider application of horizontal equity principle as a classification.



Gender Analysis Matrix



Gender Analysis Matrix measures impact over time and is designed so that development practitioners serve as facilitators, and community members are believed to have the knowledge and expertise necessary to carry out the analysis. The matrix was designed by Rani Parker in 1993 and features four levels of analysis: women, men, household and community. There are also four categories of analysis: labor, time, resources and culture. Rather than emphasizing overarching generalities or simplifying the causes of gender inequality, the matrix creates a space for dialogue on the issues of gender at the community level. The traders are an interested group of any community with the prudential concern on the control and management of resources against the cultural biases especially against women traders.



Session Three: Steps in Gender Analysis

Time: 1 Hour

Objectives of the Session

- ✓ Identify and explain the various approaches to gender analysis
- ✓ Describe and analyze the steps used in gender analysis

Learning Resources

You will require the following resources. Flip chart/flipchart stand, plain papers, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and Process

The following steps will apply during this session;

Step 1 - Identifying, defining and refining the issue

Policy analysis usually begins with identifying a problem or an opportunity requiring policy development or analysis. This stage involves determining the nature, scope and importance of the issue within the context of the current policy environment that warranted placing it on the policy agenda.

Step 2 - Defining desired goals and anticipated outcomes

In this stage, desired goals and anticipated outcomes for the policy are proposed. An analysis of intended/unintended outcomes usually examines the degree to which the policy can meet or hinder other policies or government objectives. Outcome indicators, monitoring processes, partners in defining outcomes, and accountability for achieving outcomes are usually considered in this phase.

Step 3 - Defining the information and consultation inputs

This step is most often done along with the research phase. It looks at what knowledge is needed, and what sources can best provide it. Available and relevant data sources and partners in data gathering and analysis are identified.

Step 4 - Conducting research

This stage clarifies the research design and the type of analysis to be done (e.g. cost/benefit, social impact, relationships to government etc.). It is here that tasks and methods of analysis and approaches to data presentation are discussed.

Step 5 - Developing and analyzing options

An analysis of options and their outcomes and implications are articulated and refined. The relationship of options and their impact on existing policies, programs and legislation are also studied for example: economic, social, equity, community, environmental etc. Impact analyses are developed preferably for each option while responsibility for implementation and the resources required are also examined.

Step 6 - Making recommendations

The recommendation of options is often a collaborative effort, and sometimes draws directly on public input and consultation.

The rationale for the recommendations is derived from the analysis of options, and presents the recommendation in terms of its favorable and unfavorable impacts, implications, and the policy environment.

Step 7 - Communicating policy

Communicating the recommended policy can play a significant role in its acceptance and implementation.

Timing, choice of media, language, and public involvement are important to ensure that government intent and the impacts of the policy, program and legislation are understood.

The participation and acknowledgement of partners and consulting groups can be a key part of communicating policies inside the government and to the public.

Step 8 - Assessing the quality of analysis

At this stage it is important to review the analysis process.

It is important to domesticate these gender analysis steps within the specific understanding of the traders' position. The following are the basic points of focus regarding these steps and in relation to the traders;

- ✓ The traders need to be involved in the identification of the issues affecting them

- ✓ In examining the desired goals and outcomes, the traders' interest is volumes in value of goods traded while the outcomes essentially define the level of economic empowerment
- ✓ It is critical to have information/data on the number of traders to inform their significant importance
- ✓ The socioeconomic impact as result of the trading activities needs to be ascertained
- ✓ There should be a policy approach on the relevant intervention measures which is premised on participation and final ownership by the beneficiaries (traders)



2.3.5 Key Messages/Summary

This module has explained the term gender analysis and its purpose and described some gender analysis frameworks that are commonly used as well as the steps in gender analysis. The module has also described the steps to follow in conducting a gender analysis of any project/program or policy.

Conclusively the module has also identified areas of traders' participation in the whole process of gender analysis.



2.3.6 Questions and Answers

As an instructor and on a daily basis assign a group of participants to provide a quick summary of the content of the previous day and key learning points. Or simply float this in the plenary and get responses from participants. You can also ask the participants to ask questions or seek clarification on any areas that they did not understand and you can allow other participants to help in answering the questions and thereafter, give a final answer or clarification.

2.4 Module 4: Approaches, strategies of gender mainstreaming and integration

Time: 2 Hours



2.4.1 Introduction

This module analyses the various approaches and strategies used in gender mainstreaming and integration. It starts by describing the concept of gender mainstreaming and the various approaches used in gender mainstreaming and integration. The module also explains the key aspects of gender mainstreaming and the three approaches to gender mainstreaming. Effectively the module finally illustrates the importance of assessing any policy intervention measures before implementation with special focus on the traders.



2.4.2: Objectives

The broad objective of this module is to sensitize and impart skills on the participants on the aspect of gender mainstreaming and integration and the approaches and strategies used.

The specific objectives are to:

1. Explain the key aspects of gender mainstreaming
2. Analyze the steps of gender mainstreaming
3. Analyze the approaches in gender mainstreaming

2.4.3: Methodology

In this module, one can use a mixture of the following training methods: brainstorming, lecture/talk, role-play, case studies, demonstrations, questions and answers, discussions and group exercises. This module has two sessions. Each session should take at least one hour.

2.4.4 Sessions



Session One: Key Aspects of Gender Mainstreaming

Time: 1 hour

Objectives of the Session

By the end of this session, participants should be able to:

- ✓ Define the term gender mainstreaming
- ✓ Identify and explain the key aspect of gender mainstreaming
- ✓ Describe the key steps to gender mainstreaming

Learning Resources

You will require the following resources. Flip chart/flipchart stand, plain papers, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and Process

The following steps will apply during in this session.



Step One: Ask the participants to explain their understanding of the concepts of gender mainstreaming and integration and to write these down on the Meta cards in their possession **(15 Minutes)**.

Step Two: Ask them to discuss these differences in their groups and choose one of them to write these on the flip charts **(15 minutes)**.

Step Three: Summarize the points given by the participants **(30 minutes)**.



Gender mainstreaming is the process of assessing the implications for women and men of any planned action, policy or program in all areas and at all levels before any decisions are made and throughout the whole process. It is a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of

policies and programs so that both women and men benefit and inequality is not perpetuated. Gender mainstreaming is not a goal in itself but an approach for promoting gender equality. This then implies the following with regards to the traders;

- ✓ Application of gender mainstreaming significantly explains the importance of dealing with the women and men traders' concerns without discrimination.
- ✓ All traders equally play a vital role in the economic development process and any issues which tend to constrain them should be addressed in an equal measure.



What are the key aspects of gender mainstreaming?

➤ Responsibility of all

Gender mainstreaming is the responsibility of all actors involved in a project or program. The traders are the critical players in this case and have to own up any policy decision as it affects their operations. However, management has overall responsibility for the result.

- **Both women and men**

Gender mainstreaming in this case ensures that the perspectives of women and men traders and the relationship between and among them, are considered and acted upon throughout the program/project implementation. This is to ensure that none of these traders (man or woman) acts in a manner likely to disadvantage the other in the course of doing business. This is a collective approach to the realization of symbiotic benefits for the two parties in trade.

- **Context specific**

Different contexts require different actions and enable different means. A single standard mainstreaming requirement for all interventions will not suffice. The

shape and form of mainstreaming has to be adjusted to the context and the surrounding society.

Effectively this means that the traders and specifically the cross borders traders have unique concerns which require unique approach to addressing them. In other words any policy decision meant to address any of the traders' issues (e.g. tax measures, Standardization etc) should clearly analyze the unique implication of such proposed policy to the traders.

- **International approach**

Mainstreaming a gender perspective was globally established as a strategy for promoting gender equality through the adoption of the Platform for Action at the UN Fourth World Conference on Women held in Beijing in 1995.

This has over time been cascaded to regional trading blocs, such COMESA and the gender mainstreaming process does affect the peoples of such blocs and especially the cross border traders. Consequently the traders' involvement in addressing the various micro and macro issues at policy level is aimed at enhancing equality amongst the traders amongst countries.

- **Political/technical**

Gender mainstreaming is a method and technical approach to ensure a process of change. The political commitment must go hand in hand with technical expertise. The responsibility of the program/project officer is to ensure that gender is mainstreamed, and to make use of trained gender experts when it comes to doing the work in terms of gender analysis, developing action plans, training, etc.

The traders do provide the social support necessary for gender mainstreaming however the political and bureaucratic as equally important for the success of the process that aims at benefiting the traders. The political good will helps to identify the particular issue affecting traders through a participatory process while the bureaucrats facilitate prioritization of issues and policy implementation.

- **Expertise**

Gender equality is an area that demands expertise, just like the economy and the environment. To mainstream gender does not mean that everyone could or even should become experts. In this case traders only play the role of issue identification with the technical aspects of dealing with the issue(s) being left to the experts.



What are the Key steps to gender mainstreaming?



Gender mainstreaming includes three steps shown in Figure 1. These are:

1) **Gender analysis:** Any program or project must always begin by analysing the gender equality situation in the given context and identify the expected results in terms of strengthened gender equality.

The concern here is the situation of women and men traders in terms of equality of their participation in trading activities. Indeed the situation as reported by the traders or observed (from the TNA report) does necessitate a gender analysis for the expected eventual benefit of the traders.

2) **Identify how:** Based on the gender analysis, you must identify relevant areas that require addressing, the approach to use and how to reach the expected results.

This implies that from the traders' perspective, those issues that inhibits achievements of high trade volumes and returns should be given priority. Identification of such issues should be a collective and honest responsibility amongst the traders and even the border officials in this case.

3) **Three main approaches:** These may be implemented separately or in combination:

- ✓ *Integration* of gender equality in interventions in general.
- ✓ *Targeting* specific groups or issues through special interventions.
- ✓ *Dialogue* with partners on gender sensitive issues and aspects.

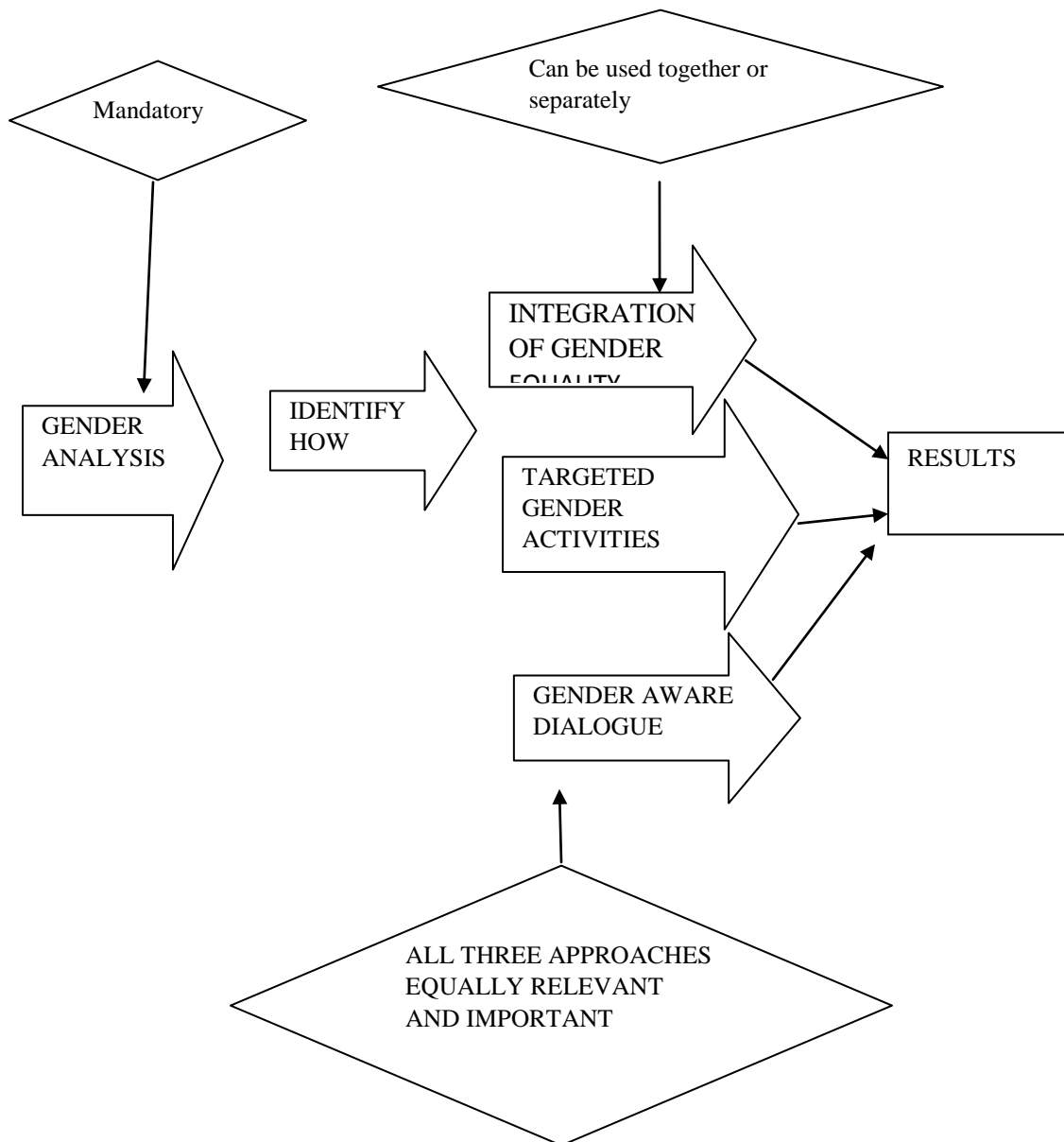
Essentially the three approaches do place the target group, in this case the traders at the center. Equality issues once addressed provides a basis of for the traders to trader on an equal basis in terms of accessibility to resources and infrastructure. Once the traders' issues have been identified and appropriate interventions effected with relevant incidental dialogues sustainable trading will be realized.



The three main approaches are all equally relevant and important to a mainstreaming strategy and can be used together or separately.

The figure below may be of interest to the traders who may prefer it to the discussions above but technically the application as given is critical and needs to be given priority.

Figure 1: Gender Mainstreaming Steps and Approaches



The first step of gender mainstreaming is **gender analysis** as shown in module 4 and the next step is **identifying how**. The gender analysis is the basis for determining the issues a mainstreaming strategy can and should address and for identifying how the expected results/objectives are to be reached. The gender strategy must be strategic to a country's sectors and programs in the long-term. The choice of approach should agree with the considerations made in the analysis of needs, demands, opportunities and constraints of the target group (traders).

A gender strategy must be based on a broad understanding of the context in which the activity is to be implemented and must have a clear goal towards gender equality. A gender strategy must be clear in its intentions and in how to achieve them and it should also make clear the actors responsible and the follow-up procedures.



Session Two: Approaches to Gender Mainstreaming

Time: 1 Hour

Objectives of the Session

By the end of this session, participants should be able to:

- ✓ Identify the approaches to gender mainstreaming and integration.
- ✓ Describe the key aspects integrating equality.

Learning Resources

You will require the following resources. Flip chart/flipchart stand, plain papers, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and Process

The following steps will be used in this session.



Step One: Ask the participants to explain approaches which can be used in gender mainstreaming and integration

Step Two: Ask them to explain the reasons for the appropriateness of each of the approaches **(30 minutes)**.

Step Three: Summarize the points given by the participants.



The three approaches used when mainstreaming gender are: equality integration, targeted activities, and dialogue:

The gender strategy can have one or a combination of the approaches to mainstreaming gender equality. It can include direct support supplemented with political dialogue on a certain issue or area, or any other combination of the three approaches.

There is no right or wrong regarding which approach to take and how to combine the methods. Sometimes the integration of gender equality and the targeted gender activities overlap.

We shall now describe each of these approaches starting with the how to integrate gender equality.

1. Integrating Gender Equality

The approach applies a gender perspective throughout the intervention and takes this into consideration in whatever context or framework is at hand. This approach is often mistaken for being the only mainstreaming approach and not simply one of the approaches.

However the main point that relates to its application to the traders is, having all traders compete on the basis of their inherent strengths in trade and thus no discrimination on the basis of any form.



What are the key aspects in integrating equality?

- **A formulated objective**

Gender equality is clearly formulated as a goal of the program or intervention, with activities and resources (financial and human) linked to it. In other words for the particular case of traders, appropriate resources and services should be

at their disposal to allow fair completion amongst themselves. This is a very appealing scenario if only there is no discrimination either as perfected by society or institutionally perfected and this is often the worry.

- **Visibility throughout the intervention**

The gender perspective and gender equality is visible throughout the intervention in all, or most of its components and activities. Appropriate intervention measures, say relating to the traders' operations should be clear for eventual sustainability.

- **Link and impact on the overall intervention**

The gender equality components (or the specific activities) that are included are clearly related and have an impact on the rest of the intervention and should generate a process and results.

- **Women and men traders**

The gender dimension refers to women and men traders and their roles and relationships.

Targeted Gender Activities

By targeting certain issues and groups, a program or project can focus on a particular area of concern as a method for contributing to a long-term goal of gender equality. Targeted activities will be even more efficient and have a greater impact if combined with political dialogue on the issues targeted.



What are the key aspects of targeted gender activities?

- **Narrow**

The scope of intervention is narrow and clearly defined.

- **Specific group**

Targeting can be used when there is a need to focus on a specific group. For example, a special group could consist of women/girls only or men/boys only. The group could also consist of both men and women, but be specific in other aspects (such as targeting people of a certain ethnicity, sexual orientation, gender identity and gender expression, or people living in a neighborhood,

village, institution or other). Common reasons for targeting a group include that the group is discriminated against, there are risks in involving the population as a whole, and the group has special needs which cannot be addressed otherwise.

- **Specific issues**

Targeting is used commonly for addressing a specific issue such as sexual and reproductive rights and gender-based violence. Targeted programs for women's entrepreneurship/productive labor or political participation are also common and efficient. Common situations include that the issue needs to be highlighted and addressed, that it is new or that it is a sensitive issue.

- **Efficient**

Targeting an issue or a group should be done when the gender analysis concludes that this would be the most efficient approach. Targeting takes place by supporting projects or programs dealing directly with these issues or by supporting a group of stakeholders central to these issues.

2. Conducting a Gender-aware Dialogue

The institutions and donor agencies and other stakeholders have a general role as dialogue partners. Typical situations and roles that can be identified for stakeholders, institutions and donor agencies' work include:

- a) *Advancing* important the country's, institutions and donor agencies' positions,
- b) *Participation* in an on-going dialogue with partners, and
- c) *Strengthening* the capacity of the institutions/communities.



2.4.5 Key Messages

Gender is not only about women – it is about the relations between women and men with different roles and unequal exercise of power.

Gender mainstreaming is an analytical tool for program officers. It is a means to achieve results, not a goal by itself. It involves considering women's, and

men's needs and situations in the design, implementation, monitoring and evaluation of essential policy issues. This then implies that when dealing with issues that affect traders, for example, it is important to consider their views for a sustainable intervention policy measures.

2.4.6 Questions and Answers

As an instructor and on a daily basis assign a group of participants to provide a quick summary of the content of the previous day and key learning points. Or simply float this in the plenary and get responses from participants. Assist them with answers or clarifications as necessary.

2.5 Module 5: Gender Responsive budgeting

4 Hours



2.5.1 Introduction

This module introduces participants to the specific understanding of, budget statement; preparation of a budget including the main actors in the process; gender initiative in budgeting; gender responsive budgeting; gender budget analysis; gender budget analysis tools and approaches and gender budget initiatives from within government. The module also attempts to illustrate the various points of entry for the traders within the context of the particular aspects presented. The module is organized in three sessions which you can apply when conducting this training on gender responsive budgeting.



2.5.2: Objectives

The main objective of the module is to seek to offer clarity and understanding of the conceptual, technical and political elements of gender responsive budgeting.

By the end of this module the participants should be able to:

- ✓ Describe a gender responsive budget
- ✓ Describe the preparation process of gender responsive budgets;
- ✓ Describe the gender budget analysis;
- ✓ Explain the gender budget analysis tools and approaches;
- ✓ Monitor and evaluate government initiated gender responsive budgets for their benefits.

2.5.3: Methodology

As a facilitator, use interactive and participatory training delivery methods by challenging the participants' creativity in preparation, analyzing and monitoring and evaluating gender responsive budgets. You can ask the participants (traders) to discuss on what they know of a budget and how they

themselves prepare their own working budgets. You can make use of power point presentations, hands-on activities and/or case studies.

2.5.4: Sessions



Session 1: Gender-Responsive Budgeting: Definitions

Time: 1 Hour 30 minutes

Objectives of the Session

By the end of this session, participants should be able to:

- ✓ Define and describe the term budget
- ✓ Define and describe the term gender responsive budgeting
- ✓ Explain the purpose of gender responsive budgeting

Learning Resources

You will require the following resources. Flip chart/flipchart stand, plain papers, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and Process

The following methodology will be used in this session. As a facilitator, it is suggested that you apply the following steps for this session.

Step one

Facilitate a 20 minutes brainstorming session on the participants' understanding of the terms; gender, budget, budget processes and gender responsive budgeting.



Ask the participants to share their ideas randomly or in turns to get their general understanding of the critical terms and the process of gender responsive budgeting. At this stage ensure that the ideas from the floor are not criticized or discussed; participants may build on ideas voiced by others.

During this session the possible questions for brainstorming would be:



✓ what is a “budget”?

- ✓ Who are the actors of budget” preparation”?
- ✓ What is your understanding of the term “gender”?
- ✓ What does the phrase “gender-responsive budgeting” mean to you?
- ✓ What is the “purpose” of gender responsive budgeting?

These questions should guide you to appreciate the level of the traders’ understanding of the critical terms in this session. The purpose is to domesticate their understanding to the political and technical understanding of the eventual gender responsive budgeting.

Activity 1

After discussing the ideas from the participants for about 10 minutes, list the answers as given from them on a flipchart without any changes and post them visibly on the wall throughout the training workshop.



A Budget

Summarize the results of the brainstorming session and highlight the following:

- ✓ A budget is the single most important policy tool of government which shows the public expenditures and revenues and it affects the implementation of all policies of government.
- ✓ Traders are affected by such budget in terms of their contribution by paying applicable taxes and other fees and allocations unto their specific needs.
- ✓ Budgets are prepared by governments and involve peoples’ participation in the identification of priority areas.
- ✓ Traders can participate in the process by identifying the critical areas that need budgetary allocation for effective trading and especially across borders.

- ✓ Government budgets reflect governments' social and economic priorities and the level of political will to address development challenges such as poverty, inequalities between women and men, and social exclusion.
- ✓ Government budgets should hence give priorities to the specific needs of the traders who play a critical role in socioeconomic development.
- ✓ Budgets are prepared at national, regional or local levels of government.
- ✓ At any level of the budget preparation process, the traders should be involved as partners in public revenue mobilization and users of such revenues.
- ✓ Budgets are prepared by bureaucrats in government departments with close consultations with the peoples' elected assemblies, as organized by elected representatives.
- ✓ Traders individually or collectively through their representatives can also suggest to the bureaucrats their priority areas that require budgetary allocations.
- ✓ Gender refers to socially constructed identities, attributes and roles for women and men.
- ✓ Women and men can engage in business as traders or any other viable and legally accepted economic activities without regard to gender considerations.
- ✓ The social and cultural meaning of gender is basically attached to the biological differences between women and men that result in hierarchical relationships between women and men.
- ✓ The biological differences between women and men and any consequential relationships do not essentially define the kind of socioeconomic involvement of any individual and in this case the traders.
- ✓ Gender also reflects (from a social perspective) an unequal distribution of power and rights that often favours men and disadvantages women.

- ✓ There should be no discrimination of any form on the basis of gender and this should be the position for the traders though some level of discrimination between women and men traders would be evident.
- ✓ Gender responsive budgeting is not a process to ensure separate budgets for women or men.
- ✓ Gender responsive budgeting should be a process that takes into consideration the specific needs of the women and men traders without discrimination.
- ✓ Gender responsive budgeting encourages that gender equality principles be incorporated into all stages of the budget process.
- ✓ Gender responsive budgeting ensures that the needs and interests of traders are addressed in expenditure and revenue policies.
- ✓ Gender responsive budgeting involves analysis of actual expenditures and revenues on traders.
- ✓ Gender responsive budgeting is a process or means to achieving gender equality and the eventual traders' empowerment which is critical in a country's economic development agenda.
- ✓ Gender responsive budgeting initiatives utilize various tools, approaches and strategies to monitor the outcomes, outputs, activities and inputs of budgets with a gender perspective with a focus on the traders across borders.

Step two

Facilitate a 10 minutes brainstorming session for the participants to discuss in their own opinion, the purpose of gender responsive budgets in their organizations/country's budgets within the existing pattern of gender differences and inequalities.



Activity 2

Allow a further 10 minutes random discussion on the participants' results on their understanding of the purpose of gender responsive budgeting at the

plenary. Write the answers as given by the participants on a flipchart without any changes.



Purpose of Gender Responsive Budgeting

Summarize the results presented by the participants on a flipchart and highlight the purpose of gender responsive budgeting as follows;

- ✓ To assist in raising awareness and understanding about gender issues within a budgetary and policy perspective as it affects traders.
- ✓ To assist in changing and refining government/organizations budgets and policies to promote gender equality amongst traders.
- ✓ To facilitate governments/organizations to be accountable for their budgetary and policy commitments on gender equality.
- ✓ To facilitate elimination of possible gaps between stated policy objectives and practice as may be reported or witnessed. In other words there should be no difference between what governments state as done and the reality on the ground regarding discrimination based on gender.
- ✓ To promote a link between the sets of knowledge on gender and a government budget in terms of priority areas.
- ✓ To assist governments/organizations to decide how policies need to be made, adjusted and reprioritized based on a gender perspective.
- ✓ To enhance effective policy implementation in terms of checking if budgetary allocations are in line with policy commitments and the desired impact.
- ✓ To enhance effective policy implementation in terms of checking if budgetary allocations are in line with policy commitments and the desired impact.



Session 2: Tools for Gender Budget Analysis and Application of Tools

Time: 1 Hour 30 minutes

Objectives of the Session

By the end of this session, participants should be able to:

- ✓ Define the term budget analysis
- ✓ Explain the purpose of gender budget analysis
- ✓ Identify the commonly used tools of gender budget analysis
- ✓ Describe the tools of gender budget analysis

Learning Resources

You will require the following resources. Flip chart/flipchart stand, plain papers, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and Process

The following steps will apply in this session.

Step One



Facilitate a 20 minutes brainstorming session for the participants to discuss on their knowledge about gender budget analysis and tools and application of such tools and approaches. Ask each of the participants to share their ideas on the subject matter of the session randomly or in turn without being criticized. You can also encourage them to build on each other's ideas.

As a facilitator, guide the brainstorming session by asking the following possible questions;



✓What is your own understanding of gender budget analysis?

- ✓ What is the purpose of gender budget analysis?
- ✓ What are the commonly used tools of gender budget analysis?
- ✓ How are these tools applied or used?



Activity 1

Responses provided during the brainstorming session should be written on a flipchart without any other comments or changes. After discussing the ideas from the participants for 10 minutes, a list of the responses can be posted visibly on the wall throughout the training workshop.



Gender budget analysis as a process

As a facilitator summarize the results of the brainstorming session and highlight the following points on **gender budget analysis as a process taking note of your audience:**

- ✓ A gender budget analysis is a process of reviewing a budget in detail with a gender perspective.
- ✓ Gender budget analysis is a process which involves, finding the difference between actual and expected budgetary allocations on various items affecting the women and men traders at the border posts.
- ✓ Gender budget analysis focuses on establishing possible variances which may be favorable or unfavorable in terms of the expected outcomes affecting women and men traders.
- ✓ Gender budget analysis also provides a framework for possible recommendations on the established favorable or unfavorable budgetary variances as they affect women and men traders.
- ✓ A gender budget analysis is a process of reviewing a budget in detail with a gender perspective.
- ✓ Gender budget analysis is a process which involves, finding the difference between actual and expected budgetary allocations on various items on a gender basis.
- ✓ Gender budget analysis focuses on establishing possible variances which may be favorable or unfavorable in terms of the expected outcomes affecting women and men.
- ✓ Gender budget analysis also provides a framework for possible recommendations on the established favorable or unfavorable budgetary variances as they affect women and men.



Purpose of Gender Budget Analysis

Bring in the aspect of the **purpose of a gender budget analysis** by stating following;

- ✓ Budgets are the most important policy tools of a government/organization and they reflect its priorities and values and hence should be gender responsive.
- ✓ The purpose of budget analysis is to understand how government/organization's money is being spent and managed and whether the budget meets the strategic goals of achieving equity and equality among the various social groups and in this case the cross border traders.
- ✓ Gender budget analysis is carried out for purposes of finding out the extent to which budgetary allocations are gender responsive and especially amongst women and men traders.
- ✓ Gender budget analysis is used to find out possible socio-economic discrimination against women traders which are against the advancement towards the realization of women's human rights.
- ✓ Gender budget analysis interrogates issues of equality and equity in raising public revenues and expenditures in terms of the impact on women and men.
- ✓ Gender budget analysis is used to analyze issues of poverty among women (more women are affected than men in most cases) by interrogating the public expenditures on their socio-economic programs and projects. This analysis can also apply when assessing the poverty levels among the women and men traders who often face unique challenges especially at the border posts.
- ✓ Gender budget analysis is used as a monitoring process for the sufficiency of funds allocation to the various socio-economic programs

and projects and especially to the vulnerable groups in society like the cross border traders.

- ✓ Gender budget analysis is used to interrogate the level of accountability and transparency in public resources management for the economic and socio good.
- ✓ There is need for accountability and transparency in the management of public resources meant for solving peculiar traders' issues at the border posts.
- ✓ Gender budget analysis is also used interrogate the level of access to public resources by women and men traders and other vulnerable groups through the government budget.

Step two

Facilitate a brainstorming session for 10 minutes to allow participants to discuss randomly the commonly used tools of gender analysis.

Activity 2

Receive the responses as provided out of the brainstorming session and write them on a flipchart without any changes. Facilitate a discussion on the ideas presented out of the brain storming session for 10 minutes and list the responses as they are given by the participants.



Tools of Gender Responsive Budgeting

As a facilitator summarize the range of technical tools used in analyzing gender-responsive budgeting. Mention that the common tools of gender budget analysis have been proposed by feminist economist Diane Elson, and are not necessarily comprehensive. Highlight these tools with due recognition of the position of the traders as follows;

- ✓ *Gender-Aware Policy Appraisals*: Finding out how policies and programs reflect women and men traders' different needs and priorities.

- ✓ *Sex-disaggregated Public Expenditure Benefit Incidence Analyses:* Finding out how women and men traders benefit from expenditures on public services, e.g. access to information, infrastructural services, financial resources etc.
- ✓ *Sex-disaggregated Beneficiary Assessments of Public Service Delivery and Budget Priorities:* Finding out how public investments in infrastructure and the provision of public services address women and men traders' different needs and priorities and especially at the border posts.
- ✓ *Gender-Aware Public Expenditure Tracking Surveys:* Finding out how allocated government/institutional funds reach the traders as the beneficiaries.
- ✓ *Sex-disaggregated Analyses of Budget Impact on Time Use:* Finding out how expenditures impact differently on women and men traders' time use in their trading activities across the borders.
- ✓ *Sex-disaggregated Revenue Incidence Analyses:* Finding out how women and men traders are affected differently by the kind of revenues raised by governments through the various taxes and especially in access to various appropriate facilities and services at the border posts.
- ✓ *Gender-Aware Budget Statements:* Finding out how governments provide information on their actions to reduce gender inequalities in their annual budget statements and especially to the traders. The border officials in this case would play a significant role in the dissemination of the relevant information to the traders.

Mention that gender budget analysis tools apply in all sectors in which women and men operate in terms of their socio-economic engagements with a view to attain appropriate budgetary allocations.



Session three- Gender Budget Initiatives from within Government

Time: 1 Hour

Objectives of the Session

By the end of this session, participants should be able to:

- ✓ Explain the purpose of budget making process
- ✓ Describe the items considered in the budget preparation process
- ✓ Describe the common budget classifications
- ✓ Identify the point/stage when a gender perspective is integrated in the budget preparation
- ✓ Describe the process of incorporating a gender perspective in a budget policy statement of government

Learning Resources

You will require the following resources. Flip chart/flipchart stand, plain papers, marker pens, masking tape, Meta cards, LCD projector and computer

Methodology and Process

The following methodology will be used in this session.

Step One

Divide the participants into groups and allow them a 20 minutes brainstorming session to discuss the gender budget initiatives from within government and specifically focusing on government-led gender budget initiatives. Ask the participants to share their ideas freely without being criticized and encourage them to build on each other's ideas.

During this session possible questions for brainstorming may include;



- ✓ What is the purpose of a “budget” and especially from their individual personal perspective?

- ✓ What is covered/ considered in the budget preparation process? - Explain to the participants (traders) to point out areas of concern that may need funds for their efficient operations.
- ✓ What are the common budget classifications/Votes? - Here bring to the participants the aspect of the purpose of any budgetary allocation
- ✓ At what point/stage is a gender perspective integrated in the budget preparation? - Ask the participants to mention at what stage the funds would be allocated to women and men traders.



Activity 1

Responses provided during the brainstorming session should be written on a flipchart without any comments, notes or questions for 10 minutes. After discussing the ideas from the participants, list the responses visibly on the wall throughout the training workshop. This is basically to have the participants gauge their personal knowledge on gender budget initiatives from within government which is the focus of the session.

Summarize the results of the brainstorming session by highlighting the following issues on gender budget initiatives from within government;



Purpose of budget making process

- ✓ Budgets are used to determine how government/organizations mobilize and allocate public resources to the various sectors including trade.
- ✓ Budgets are used to shape policies, set priorities and provide the means to meet the social and economic needs of the people who include the traders.

Therefore what should happen?

- ✓ There should be a gender budget to accommodate inequalities in the public resources management with special focus on sectoral allocation and utilization.

- ✓ Gender responsive budgeting should then reflect a participatory process involving traders among other players which should result to a gender-aware budget statement.
- ✓ Gender responsive budgets should give more attention to women traders' concerns who appear to face significant challenges relating to provision of infrastructure and services for their successful trading activities.

What should be covered in the budget making process?

- ✓ Budgets should show total public expenditures, revenues and revenue sources.
- ✓ Budgetary allocations in respect of programs/projects, e.g. women and men traders programs should be in line with the relevant policy guideline(s).

Hence,

- ✓ The expenditures and revenues to be covered should take into account analysis of the pattern of gender inequality, women's and men's (traders) priorities and government policy on gender inequality in the country concerned.

Common budget classifications-Ways of presenting budget figures

- ✓ **Line item:** expenditure by payments (salaries, travel, equipment, buildings, services etc.); Here expenditure may be on the traders' requirements like relevant infrastructure, services, buildings and equipment etc.
- ✓ **Functional:** expenditure by broad purpose (police, defense, education, health, transport, etc.). -Education for traders on critical COMESA trade policies, provision of security for traders and even health services.
- ✓ **Economic:** financial operations by economic impact (capital and current expenditures and revenues; subsidies; transfer payments; interest payments; financing operations).-Appropriate financing of border trade activities.

- ✓ **Administrative:** expenditure by institution responsible for managing funds.- Financing of border officials to effectively carry training and other related activities for the cross border traders.
- ✓ **Program:** expenditures according to programs, considered as a set of activities undertaken to meet set strategic objectives. -Financing of programs which encourage gender equality especially amongst the traders with specific focus on possible affirmative action as necessary.

Implication of Budget classification

- ✓ The line item, functional, and administrative classifications are designed primarily for control purposes, to keep expenditures within the legal bounds enacted in the budget legislation. In other words it should be evident that items including programs that were to be financed to support the traders are in place. These includes; roads, sanitary facilities, stores, health facilities etc.
- ✓ The economic classification is designed to facilitate analysis of impact on the socioeconomic players such as the traders, in other words how do the traders gain?

Integration of gender perspective

The gender budget initiative may target a particular phase of the budget cycle:

- ✓ Planning phase so as to identify objectives; -whether support for the traders is one of the objectives during the planning phase.
- ✓ Appraisal phase so as to identify financial allocations to meet objectives; - identifying and prioritizing the critical areas of intervention in support of the traders.
- ✓ Audit phase to identify any misallocation/misappropriation of funds; -To identify any resource divergence away from financing the trader's issues.

- ✓ Evaluation phase so as to assess the extent to which objectives have been met.

However note that;

- ✓ Planning and appraisal procedures are often constrained by commitments to existing activities, which may be difficult to change.
- ✓ Audit and evaluation systems should feed back into planning and appraisal but at best will do so with a lag, since next year's budget must be prepared before this year's budget has been audited and evaluated.
- ✓ Therefore the links between stages are often weak since the budget may be linked to a multi-year expenditure plan, which may be targeted along with the yearly budget.

The final session of the module should be should be an appropriate hands-on exercise which will allow participants to apply the skills and knowledge developed during the training session by drafting a gender responsive budget.

Ask the participants to do the following exercise.



Exercise:

1. Go through a government budget statement and identify possible areas where women and men issues could possibly be included.
2. Make suggestions for an inclusion of the gender perspective.
3. Note your findings on a flip chart paper.
4. Think of other budget guidelines and formats that should be revised from a gender perspective.
5. Report back to the plenary.



2.5.5: Key Messages

Summarize this module by emphasizing the following ideas about the gender responsive budgeting;

Objectives of gender responsive budgeting

- ✓ The objective of gender responsive budgeting is to promote equality between women and men traders by influencing the budgeting process.
- ✓ Gender-responsive budgeting (GRB) initiatives seek to raise awareness of the effects that budgets have on women and men traders, hold governments accountable for their commitments to gender equality, and achieve gender-responsive budgeting.

Meaning of gender-responsive budgeting

- ✓ Gender responsive budgeting is a process of conceiving, planning, approving, executing, monitoring, analyzing and auditing budgets in a gender-sensitive way.
- ✓ Gender responsive budgeting involves analysis of actual expenditure and revenue on women and girls/men and boys.
- ✓ Gender responsive budgeting is a tool for effective policy implementation where one can check if the allocations are in line with policy commitments and the desired impact.
- ✓ Gender responsive budgeting is a tool or means to achieving gender equality and women's and men's empowerment

Importance of gender-responsive budgets (GRBs)

- ✓ Gender responsive budgets mean advancement towards realization of women's and men's human rights.
- ✓ Gender responsive budgets help alleviate poverty more effectively given that generally women are worse off than men belonging to the same socio-economic strata, and women and men experience poverty differently.
- ✓ Gender responsive budgets help monitor the achievement of policy goals since many policy commitments can only be achieved if sufficient funds are allocated for their implementation.

- ✓ Gender responsive budgets enhance economic efficiency given the fact that there is a positive correlation between diminishing gender inequality and higher growth rates.
- ✓ Gender responsive budgets enhance women's and men's productivity increases with their access to information/resources and the general productivity goes up in a society that is more equal.

Framework for budget analysis

- ✓ A Situational analysis of women and men, girls and boys in all sectors of the economy. This can also be confined to women and men traders.
- ✓ An assessment of the extent to which each sector's policy addresses the gender issues and gaps that may be identified including an assessment of the relevant legislations, policies and programs. In this case assessment would focus on the trade sector with its players being women and men.
- ✓ An assessment of the adequacy of budget allocations to implement the gender-responsive policy in each of the sectors. How much of the resources would be traced to the support of women and men traders in terms of addressing the unique issues experienced especially by the cross border traders.
- ✓ Undertake a monitoring exercise on whether the money was spent as planned, what was delivered and the beneficiaries.
- ✓ Carrying out an impact assessment to ascertain whether the policy as implemented changed the situation as described when a situation analysis was done in the direction of greater gender equality. A very

important exercise which allows for an informed policy decision on the role of cross border traders in socioeconomic development.

What then should be done?

- ✓ Conduct gender budget analysis which can be done by assessing the government/organizational policy and program expenditures and revenues for their impact on women and men traders.
- ✓ Change budget priorities (if needed) so that gender equality is promoted.
- ✓ In light of these gender budget analyses, implement strategies and actions that result in a budget that promotes women's and men's empowerment and gender equality.
- ✓ Conducting a gender budget analysis and changing budget priorities will produce a gender responsive budget.

Tools of gender budget analysis

- ✓ Gender-aware policy appraisal evaluation of public expenditure by sectors

Aim: To analyze policies and programs funded by the budget from a gender perspective by asking in what ways policies and their associated resource allocations are planned and if actually they reduce or increase gender inequalities and especially amongst a target group (traders).

- ✓ Sex-disaggregated beneficiary assessment of public service delivery and budget priorities.

Aim: To collect and analyze the opinions of men and women and especially the men and women traders, on how current forms of public service delivery meet their needs and how far current patterns of public expenditures fit in with their priorities.

- ✓ Sex-disaggregated public expenditure incidence analysis.

Aim: To analyze the extent to which men and women traders benefit from expenditure on public services.

- ✓ Sex-disaggregated public revenue incidence analysis

Aim: To analyze the impact of the kind of revenues raised by the government on women and men and especially the men and women traders.

- ✓ Sex-disaggregated analysis of impact of budget on time use

Aim: To analyze the impact of government resource allocation on the amount and the way time is spent in the trading activities by the traders and by extension the households.

However note:

There is no single formula for gender budget analysis. Gender budget analysis differs in the following perspectives:

- ✓ Political and institutional nature of the organizations in terms of the strategic focus. This the decision making process which may either be political or institutionalized
- ✓ Coverage/scope which define the centre of focus and its critical significance in the development agenda such as the traders.
- ✓ Stage of the budget cycle (preparatory, implementation, evaluation etc.)
At what point should for example consider a budgetary allocation for the traders' concerns?
- ✓ Profile given to gender budget issues (evidence of the institutional commitment) -what is for instance the level of commitment to funding traders requirements?

2.5.6: Questions and Answers

The whole module on gender responsive budgeting should be completed by asking participants if they have any questions or comments related to the presentation. The feedback from the participants should assist you to make useful changes to future presentations.



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Other training materials and further readings

Suggested websites

International Budget Partnership – Gender
[budgets:http://internationalbudget.org/ibp_publication_categories/gender-budgets/](http://internationalbudget.org/ibp_publication_categories/gender-budgets/)

OECD - Development effectiveness, gender equality and women's empowerment:
<http://www.oecd.org/dac/genderdevelopment/developmenteffectivenessgenderequalityandwomensempowerment.htm>

UN Women - Gender-responsive budgeting: <http://www.gender-budgets.org/>

University of South Australia – Gender-responsive budgeting in the Asia-Pacific region:
<http://www.unisa.edu.au/genderbudgets>

APPENDIX 1

COMESA Gender Policy

The main objective of the COMESA Gender Policy is to facilitate the mainstreaming of gender perspectives into all policies, structures, systems, programs and activities of COMESA in order to make them gender responsive and contribute to the effective achievement of sustainable socio-economic development in the region.

In order to achieve the above policy statement, COMESA is committed to:

- mainstreaming gender perspectives in the conceptualization, formulation of all policies, planning, programming, implementation, monitoring and evaluation of all programs and activities;
- promoting the full, effective, equal and meaningful participation and benefit of women and men in all areas of regional integration and co-operation with emphasis on trade and investment;
- ensuring that policies, programs and activities aimed at eradicating poverty are gender responsive;
- ensuring that regional interventions encourage and support changes in attitudes, structures and mechanisms in order to eliminate gender biases;
- eliminating gender inequalities and ensure women's economic empowerment and equal access to and control of resources and opportunities;
- giving special attention to positive and affirmative action to redress all gender inequalities;
- ensuring that there is sufficient and permanent expertise on gender issues at all levels in the COMESA Secretariat;
- Enhancing the capacity of the COMESA Secretariat to facilitate implementation of the Gender Policy.

- encouraging the mainstreaming of gender within member states and strengthen co-ordination and linkages between the COMESA Secretariat and member states on policy and practice;
- ensuring adequate financial and other resources for mainstreaming gender perspectives into COMESA activities;
- ensuring that gender analysis is mainstreamed at the macro-, meso- and micro-levels;
- ensuring the generation, collection, analysis and use of sex disaggregated data and information at all levels;
- ensuring the equal representation of women and men in the decision-making of member states, COMESA structures and its institutions at all levels;
- addressing the cross-cutting socio-economic issues such as: HIV/AIDS, human rights, environment, drug abuse, peace and security within all policies, plans, strategies and programs of COMESA from a gender perspective;
- ensuring the mainstreaming of HIV/AIDS and human rights in all its policies and programs;
- integrating the gender policy measures in each sector to ensure the policy is implemented and that the implementation is coordinated, monitored and evaluated;
- promoting mainstreaming of gender concerns in regional and international institutions and initiatives that contribute to the enhancement of the COMESA vision;
- promoting partnerships with the Private Sector, Civil Society, international and regional institutions and other Stakeholders for effective implementation of the Gender Policy.

APPENDIX 2

Gender and Cross Border Trade

Women as informal cross-border traders face gender-related barriers because of cultural norms that may determine which modes of transportation are appropriate for women. Gender differences exist in the perception, availability and use of many means of transport, especially in developing countries. Women's control even over simple means of transport, such as bicycles, animals and carts, may be limited. This imposes an obstacle on women to reach markets where their products can fetch fair prices and conditions in a timely manner.

Female informal cross-border traders may also face harassment by customs officials. As a result, they often get an unfair deal both as sellers and as buyers.

APPENDIX 3

Glossary of words

ADVOCACY

Advocacy is an activity by an individual or group which aims to influence decisions within political, economic, and social systems and institutions.

The definition of advocacy is the act of speaking on the behalf of or in support of another person, place, or thing. An example of an advocacy is a non-governmental organization that works to help women of domestic abuse who feel too afraid to speak for themselves.

BUDGET

A budget is a statement of government which shows the public expenditures and revenues and how it affects the implementation of all policies of government. Budgets are prepared by governments and involve peoples' participation in the identification of priority areas.

EMPOWERMENT

This is the process of generating and building capacities to exercise control over one's life. Empowerment programmes for women provide a climate where they can develop critical thinking skills, reactivate their minds and reorganise their perceptions about themselves and the environment in which they live. An empowerment programme would also offer women the opportunity to question and analyse issues in a different perspective in order for them to overcome the subordination syndrome and emphasise self-actualisation, self-identity and positive validation.

GENDER

This is the socially constructed roles and responsibilities assigned to women and men in a given culture or location. Gender identity is learned and changes over time.

GENDER ANALYSIS

This is an organised approach for considering gender issues in the entire process of programme or organisational development. The purpose of gender analysis is to ensure that development projects and programmes fully incorporate the roles, needs and equal participation of women and men. Gender analysis requires separating data and information by sex (known as gender disaggregated data) and understanding how labour, roles, needs and participation are divided and valued according to sex (whether one is a man or a woman). Gender analysis is done at all stages of development projects.

GENDER ANALYSIS MATRIX

This is a gender analysis model developed for grassroots use. It has four levels of analysis (women, men, household and community) and four categories of analysis (potential changes in labour, time, resources and socio-cultural factors).

GENDER BUDGET ANALYSIS

A gender budget analysis is a process of reviewing a budget in detail with a gender perspective. It is a process which involves, finding the difference between actual and expected budgetary allocations on various items affecting the women, girls, men and boys.

GENDER AND DEVELOPMENT

This is an approach to development that shifts the focus from women as a group to the socially determined relations between women and men. Gender and development (GAD) focuses on social, economic, political and cultural forces that determine how men and women can participate in, benefit from and control project resources and activities.

GENDER AWARENESS

Gender awareness is the understanding that there are socially determined differences between men and women based on learned behaviour, which affect ability to access and control resources.

GENDER BALANCE

Gender balance refers to the ration of women to men in any given situation. Gender balance is achieved when there are approximately equal numbers of men and women present or participating. This is sometimes also referred to as gender parity.

GENDER-BASED VIOLENCE

Gender-Based refers to any act of violence that results in, or is likely to result in physical, sexual or psychological harm or suffering to women, girls, boys and men on the basis of gender.

GENDER BIAS

This is the tendency to make decisions or take actions based on gender, resulting in arrangements that favour one sex over the other.

GENDER BLINDNESS

This is the inability to perceive that there are different gender roles and responsibilities and a gender-based hierarchy. It is a lack of recognition that gender is an essential determinant of life choices available to us in society; and, consequently, the failure to realise that policies, programmes and projects can have different impact and effects on women and men.

GENDER DISAGGREGATED DATA

This is the statistical information that differentiates between men and women, for example “number of women and men in the labour force” instead of “number of people in the labour force.” This disaggregation allows one to see where there are gender gaps.

GENDER DISCRIMINATION

It is the prejudicial treatment of an individual based on gender stereotype (often referred to as sexism or sexual discrimination).

GENDER DISPARITIES

These are differences between men and women in respect to their status, situation, rights, responsibilities, or other attributes. Also known as inequality of outcome, disparities are not always the result of gender discrimination (e.g.

women's ability to bear children), but in most cases, seemingly "natural" disparities are often the result of direct or indirect discrimination.

GENDER DIVISION OF LABOUR

These are the different work, responsibilities and activities that are assigned to men and women as a consequence of their socialisation patterns. It is the identification of tasks as "men's work" or "women's work".

GENDER EQUALITY

It refers to an equal sharing of power between women and men, in their equal access to education, health, administrative and managerial positions, equal pay for work of equal value and equal seats in parliament. It entails the same status, rights and responsibilities for women and men.

GENDER EQUITY

It is the fair distribution of resources and benefits between women and men, according to cultural norms and values. It is usually based on the traditional perception that women and men do not necessarily have the same needs and rights.

GENDER GAP

It is the gap between men and women in terms of how they benefit from education, employment, services, etc.

GENDER IMPACT ANALYSIS

This is a specific type of gender analysis that is used to evaluate existing or proposed public policy or legislation. It analyses the existing and/or potential effects on both men and women (and various groups of men and women) that the policy has or will have.

GENDER ISSUES

These are specific consequences of the inequality of women and men.

GENDER PARITY

This is a numerical concept referring to equal number of girls and women, boys and men relative to their respective numbers in the population.

GENDER PERSPECTIVE OR GENDER LENS

Using a gender perspective means approaching or examining an issue and paying particular attention to the potentially different ways that men and women are or might be impacted. This is also called using or looking through a “gender lens”. In a sense, it is exactly that: a filter or a lens that specifically highlights real or potential differences between men and women.

GENDER QUESTIONS

Gender questions are the starting point of any gender analysis. They seek to uncover the assumptions inherent in any statement or situation, and look below the surface to reveal hidden (potential or existing) differences between men and women. Gender questions can only be asked once gender stereotypes and assumptions about gender roles have been acknowledged and overturned.

GENDER RELATIONS

Gender relations examine the relative position of men and women in the division of resources and responsibilities, benefits and rights, power and privilege. The use of gender relations as an analytical category shifts the focus away from viewing women in isolation from men.

GENDER RESPONSIVE BUDGET

Gender responsive budgeting involves analysis of actual expenditures and revenues based on gender considerations. Gender responsive budgeting is a process or means to achieving gender equality. Gender responsive budgeting initiatives utilize various tools, approaches and strategies to monitor the outcomes, outputs, activities and inputs of budgets with a gender perspective.

GENDER ROLES

These are ways in which a culture or society defines rights, responsibilities and identities of men and women in relation to one another.

GENDER SENSITIVE

This is being aware of the differences between women’s and men’s needs and their culturally determined roles, responsibilities and constraints.

GENDER STEREOTYPES

Gender stereotypes arise from (often out dated) presumptions about the roles, abilities and attributes of men and women. While in some specific situations, such stereotypes can be found to have a basis in reality; stereotypes become problematic when they are then assumed to apply to all men or all women. This can lead to both material and psychological barriers that prevent women and men from making choices and fully enjoying their rights.

GENDERED EFFECTS

These refer to the effects of any policy, action or situation that can be seen to have a different impact on men and women. The gendered effects of any policy, action or situation are what gender analysis and a gender perspective seek to uncover and make visible.

HARVARD ANALYTICAL FRAMEWORK

This is a gender analysis model that identifies and organises information about the gender division of labour in a given community according to three levels of analysis: the activity profile, the access and control profile, and the influencing factors. It is one of the first gender analysis frameworks to be developed.

LOBBYING

Lobbying is any attempt to influence legislation or policy. It can be direct lobbying or grassroots lobbying.

Direct lobbying is any attempt to influence legislation through communication with:

- (i) Any member or employee of a legislative body, or
- (ii) Any government official or employee (other than a member or employee of a legislative body) who may participate in the formulation of the legislation, but only if the principal purpose of the communication is to influence legislation.

A communication with a legislator or government official will be treated as a direct lobbying communication, if, but only if, the communication: (i) refers to specific legislation, and (ii) reflects a view on such legislation.

Grassroots lobbying is any attempt to influence legislation through an attempt to affect the opinions of the general public or any segment of the public. A communication with the general public will be treated as a grassroots lobbying communication if, but only if, it:

- (i) refers to and reflects a view of specific legislation and
- (ii) encourages the recipient of the communication to take action with respect to such legislation

Lobbying is a form of advocacy.

MOSER FRAMEWORK

It is a gender analysis model that concentrates on power relations between women and men and integrates a gender planning perspective in all development work by looking at women's triple role, practical and strategic gender needs and categories of women in development (WID)/gender and development (GAD) policy matrix.

PRACTICAL GENDER NEEDS

These are practical needs that are immediate and material and can be met in the short term through practical solutions.

SEX

These are the biological differences between women and men, which are universal, obvious and generally permanent.

SEXUAL HARASSMENT

Sexual harassment is the unwanted acts of sexual nature that cause discomfort to the harassed. They include words, persistent request for sexual favours or dates, gestures, touching, uninvited sexual overtures, coerced sexual intercourse and rape.

STRATEGIC GENDER NEEDS

Strategic gender needs are long term and relate to changes in position in society. They include legislation for equal rights and opportunities for increased participation in decision making.

TOOLS OF GENDER BUDGET ANALYSIS

These are a range of technical tools for doing gender-responsive budgeting. These tools include, Gender-Aware Policy Appraisals and deals with how do policies and programs reflect women's and men's different needs and priorities; Sex-disaggregated Public Expenditure Benefit Incidence Analyses which looks at how women and men benefit from expenditure on public services; Sex-disaggregated Beneficiary Assessments of Public Service Delivery and Budget Priorities which with how public investments in infrastructure and other public services address women's and men's different needs and priorities; Gender-Aware Public Expenditure Tracking Surveys which addresses on the issue of how allocated funds reach female and male beneficiaries; Sex-disaggregated Analyses of Budget Impact on Time Use which focuses on the impact of expenditures on women's and men's socioeconomic positions and Sex-disaggregated Revenue Incidence Analyses which deals with how women and men are affected by the kind of revenues raised by governments such as direct (income, corporate taxes) and indirect taxes (value added tax) or user fees.

TRIPLE ROLE OF WOMEN

This refers to the three types of work done by women: productive (all tasks that contribute economically to the household and community), reproductive (tasks carried out to reproduce and care for the household and community) and community (tasks carried out to support social events and services at the community level).

WOMEN IN DEVELOPMENT (WID)

This refers to an approach to development that focuses on women and their specific situation as a strategic group. WID projects frequently involved only women as participants and beneficiaries and failed to have a policy impact.

WOMEN'S EMPOWERMENT FRAMEWORK

This is a gender analysis model that traces women's increasing equality and empowerment through five phases: welfare, access, conscientisation, participation and control.