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[LCG Logo]

Disaster and Emergency Response (DER) Group

**Gender and Diversity Checklist for
Disaster and Emergency Response**

[Photos]

**Produced by
DER Working Group on Gender and Diversity in Disasters**

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The DER Gender and Diversity Checklist for Disaster and Emergency Response is prepared by the Working Group of Gender and Diversity in Disasters, a thematic group that belongs to the Disaster and Emergency Response Sub-Group (DER Group) of the Bangladesh Local Consultative Group.

The development of the Checklist was initiated and lead by Oxfam Bangladesh, the chair of the Working Group.

Many thanks to XXX, XXX, XXX, XXX for their valuable inputs to the process as the members of the Working Group.

In addition, we acknowledge with many thanks the inputs and assistance from many others, in particular, those who participated in the Checklist sharing workshop in Aug. 2005, including LGED, LCG WAGE Group, gender experts, and the DER Group members.

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Signature

Oxfam on behalf of
The DER Working Group on
Gender and Diversity in Disaster

Signature

WFP on behalf of
DER Group

ABSOLUTE MINIMUM

DER Gender and Diversity in Disasters Working Group proposes the following 'Absolute Minimum' as the general principles in disaster and emergency response activities.

[Absolute Minimum for the Gender and Diversity Sensitive Assistance]

1. Assess specific needs due to Gender and vulnerabilities, and address them in any emergency relief and recovery programmes.
2. Inbuilt a provision of gender disaggregated data collection in project management tools, so that analysis can be done to ascertain how many women and men have been assisted under any intervention.
3. Promote equitable participation of women, men, and people at higher risk in decision-making and its benefit, in a demonstrative way where equal participation of women, men, and higher risk groups is visualized.
4. Provide women and higher risk groups with an access to economic and natural resources and basic social services, and support them to gain more control over resources and entitlements.
5. Empower women and higher risk groups with greater skills and knowledge to exercise their rights in a crisis situation.
6. Contribute to the reduction of violence against women, girls, boys and people at high risk in a crisis situation.
7. Support women's control over their reproductive decisions in a crisis situation.
8. Challenge Gender and Diversity stereotypes and discriminatory attitudes towards women and girls/people at higher risks.
9. Support women and girls to enhance their self-confidence, leadership skills, and capacity to organize and support their roles as agents of change.
10. Strengthen transparency and accountability in managing an emergency programme in the process of resources allocation, decision-making, implementation, monitoring and evaluation.

INTRODUCTION

The Disaster and Emergency Response (DER) Group

The DER Group was formed in January 2001 on the basis of the coordination forum set up by UN agencies, bilateral donors and NGOs for the Southwest Flood operation in 2000. It is a key national forum that brings together Government, NGOs, donors and UN agencies concerned, and aims to improve the effectiveness and efficiency of emergency response. It is one of the sub-groups of the Bangladesh Local Consultative Group (LCG), although it differs from other sub-groups in the extent of active participation by NGOs.

The Working Group on Gender and Diversity in Disasters

After the major flood in 2004, where most of the DER Group member agencies participated in flood relief and rehabilitation activities, DER Group met at *DER Lessons Learned Workshop* to share lessons learned from the flood response, and to enhance the effectiveness of the DER Group for the next major disaster in Bangladesh. While the DER played a significant role in coordinating response, the Workshop has identified some areas to be strengthened for effective response. That included clear and accurate data collection to plan responses, effective and systematic information sharing, standardizing the quality of the response assistance, and meeting the needs of the most vulnerable and most affected such as women, children and neglected groups. Consequently, a few thematic working groups were assigned to work separately on each task, and that is how the DER Working Group on Gender and Diversity in Disasters was formed.

The purpose of the DER Working Group on Gender and Diversity in Disasters (hereafter referred to as 'the Working Group') is to assist the DER members to meet the diversified needs of the most disaster-affected and vulnerable people in a crisis situation. In emergencies, women, men, children, elderly, people with disabilities, and people vulnerable to shocks due to various reasons, face difficulties to different extents. However, it has been often the case that a uniform assistance was given to all the affected, without due consideration on the variation of needs of people. The Working Group looks into such diversified needs and aims to enhance the capacity of the DER members to meet people's needs.

The DER is comprised of agencies with a variety of specializations and focuses. For example, there are organizations that focus on people with disabilities, on children, or on internally displaced people. This reflects the reality of the world where people of different age, gender, and economic, social and physical status live, and where each individual/certain population group has different priorities and challenges in their life. Among those, the Working Group aims to address the needs of people who cannot help themselves in a crisis situation, those people who are neglected, marginalized or disempowered. This is why we call the Working Group 'Gender and Diversity in Disasters'. We try to address not only the differences between women and men, but differences between population groups by age and socio-economic and physical status.

The DER Gender and Diversity Checklist for Disaster and Emergency Response is a key output of the efforts of the Working Group. The Checklist proposes a set of criterion to be met in a disaster response. We are hoping that the Checklist will facilitate consensus building among multiple stakeholders on 'a minimum standard' for a gender and diversity sensitive disaster response. The development of the Checklist went through a number of consultations among the DER members, and was shared with a wider group of agencies and individuals, including members of LCG Women's Advancement and Gender Equality (WAGE) Group, and individual experts, for their inputs. The Checklist was tested through an institutional capacity assessment exercise conducted by an independent consultant hired by Oxfam, in which five Working Group member NGOs and two of their partner local NGOs participated.

What do we concern?

The Working Group concerns that humanitarian assistance may have not reached the most vulnerable, or have not met sufficiently the needs of the targeted populations who are suffering in a humanitarian crisis.

Given the resource constraint, our assistance should aim to target the most affected and most vulnerable, who cannot cope with a shock by themselves.

Among those vulnerable, we aim to capture and satisfy people's priorities and needs that differ between population groups. The Working Group identified that women (incl. pregnant and lactating women), men, girls, boys, infants, the elderly, people with disabilities, children without guardians, people infected and affected by HIV/AIDS, sex workers, and ethnic minorities are the groups that we should look into separately. We included sex workers and ethnic minorities because they are often discriminated or neglected, and likely to be in a more difficult situation to cope with a disaster shock.

As each organization has its strengths and constraints in its capacity, it can be the choice of an individual agency which population groups to target among those groups identified as above.

ABOUT THE CHECKLIST

What is the Checklist?

This first edition of the Checklist proposes minimum standards for disaster response, with a focus on Gender and Diversity perspectives. It is designed for disaster managers who plan, manage and evaluate a disaster response or preparedness activity. It aims to serve as:

- a) A planning tool to mainstream Gender and Diversity perspectives in disaster response programme;
- b) A monitoring and evaluation tool to review on-going and completing activities in Gender and Diversity perspectives;
- c) A preparedness tool, to review past emergency response programmes, and to prepare for an effective emergency response in future during a non-emergency period.

The Checklist is developed for the DER members, but we believe any humanitarian agencies and individual disaster managers that work for disaster and emergency relief would find it useful.

The Structure of the Checklist

There are ten key questions we ask you to assess whether your intervention is effective enough to meet the needs of people in a disaster/emergency. They are the following:

- 1. Do you know the needs of the affected people?**
- 2. Does your assistance reach the people you intended?**
- 3. Do you know how your assistance changed/impacted the life of the people?**
- 4. Do you promote participation and ownership?**
- 5. Do you support increased access to and control over resources by women and disadvantaged people?**
- 6. Are you Gender and Diversity sensitized?**
- 7. Do you allocate budget and resources for women and girls?**
- 8. Are you accountable and transparent to the assisted people?**
- 9. Do you undertake any research to improve your service to the people?**
- 10. Do you advocate for unmet needs of the people?**

To answer these questions, we identified ten thematic areas to be worked on, and propose a set of criteria to assess the status of achievement for each theme.

Scope and Limitation

The Checklist is an effort to enhance the level of effectiveness in disaster response, by encouraging assistance providers to capture and meet the diversified needs of the people who are in need of assistance.

As individual agencies adopt and practice different policies, definitions, and standards for emergency response, the Checklist does not provide specific indicators that each agency can apply in uniformity to measure whether a programme has or has not achieved the criteria. Instead, it leaves the judgment of whether or not a criterion was achieved, either fully, partially or not at all, with the user of the Checklist. Hence, more specific verifiable indicators can be developed and applied by the users. To reach a consensus on common applicable indicators remain as the future task of the DER Group.

In near future, the Working Group aims to collect best practices from the users, to disseminate widely and learn from such practices.

We hope that the Checklist will facilitate further discussions and enhanced awareness within an organization and among organizations that work in humanitarian assistance.

Gender and Diversity Checklist for Disaster and Emergency Response

— *To Meet the People's Need Better*

Q1: Do you know the needs of the affected people?

Collection of accurate information that represents the needs of the affected populations including women, men, children, and the vulnerable¹

Criteria	Fully	Partially	Not at all	Remarks
Do you have a baseline data on demographic and socio-economic profiles of the population such as livelihoods/occupations, income level, nutritional status, literacy/educational level, ethnicity and religion, and analyse the vulnerabilities?				
Is the baseline data disaggregate by sex and age where applicable?				
Have you identified disaster impacts and needs for immediate and medium-longer term, on: livelihood groups, Gender groups, and other specific target groups?				
Is the data collected during needs assessment disaggregated by sex, age groups, and by target groups?				
Have you applied various assessment tools (such as secondary data review, household/key informant interviews, and observations)?				
Have you identified needs of men and women, and of people who need special assistance? In order to collect qualitative data, it is recommended to conduct separate interviews/focus group discussions with specific target groups.				

Q1: Fully achieved /6 (%); Partially achieved /6 (%), Not achieved /6 ()%

¹ An organization may want to target specific vulnerable groups such as 'adolescent girls, children, children without guardians, infants, elderly, the disabled, the lowest income groups, specific livelihood groups, etc

Q2: Does your assistance reach the people you intended?

Targeting of the most affected and vulnerable people

Criteria	Fully	Partially	Not at all	Remarks
Who are your target group? Did you develop selection criteria for the target group, which is clear and specific enough to target the most affected?				
In addition to a 'standard' relief, do you provide special assistance to vulnerable groups such as pregnant and lactating women, children, people affected and infected by HIV/AIDS, people with disability, and/or extreme poor?				
During and after the assistance, do you monitor and evaluate whether the programme is assisting/assisted the people whom the programme intended to assist?				

Q2: Fully achieved: /3 (%); Partially achieved: /3 (%); Not achieved: /3 ()%

Q3: Do you know how your assistance changed/impacted the life of the people?

Measurement of the impact of the relief assistance on target groups

Criteria	Fully	Partially	Not at all	Remarks
Do you have a system to monitor and evaluate the programme impacts on assisted women, men, children, and specific target groups, and do you do it separately for each group?				
Do you analyse the findings from monitoring and evaluation, document them, and share them among stakeholders?				
Do you monitor and/or evaluate changes in women's ability to influence decisions at household and community?				
Do you monitor and/or evaluate changes in target groups' access to and control of resources?				

Do you conduct an impact assessment after the completion of the programme?				
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Q3: Fully achieved: /5 (%); Partially achieved: /5 (%); Not achieved: /5 ()%

Q4: Do you promote participation and ownership?

Increased participation and decision making by programme participants in programme management

Criteria	Fully	Partially	Not at all	Remarks
Do you consult with women and men representatives of a community, as well as the representatives of target groups, in each stage of programme cycle (i.e. assessment, planning, implementation, monitoring and evaluation)?				
Do you apply PRA/PLA and other participatory methods to integrate the knowledge of local community into a plan?				
Do you arrange consultations (incl. interviews/FGDs) at time and location that participants feel comfortable to participate?				
Do women staff members facilitate women’s group discussions, and interview women? Do you consult with women in women-only environment, if participating women so wish?				
Are women and men sharing responsibility in programme management (such as distribution management, shelter management, warehouse management)? Do you transfer the skills to them so that they can perform the responsibility confidently and satisfactorily?				
Do you promote women’s (or target groups’) representations in programme management committee by creating women-friendly environment in the community and by supporting women’s leadership role through consultations/ awareness raising among stakeholders?				
Do you promote gender balanced programme management committees?				
Do you consciously provide women with opportunities to express their needs and concerns on programme management?				

Do you have a feedback/monitoring system where requests/needs from participants are reported and addressed?				
Do you sensitise women, men and children on shared household responsibilities, value of traditional women's work, and equality between women and men?				
Do you provide flexibility in the form of participation so that participants can choose the level of participation that fits their lifestyles?				
Do you monitor and evaluate whether or not the programme has increased the burden on particular participants?				

Q4: Fully achieved: /12 (%); Partially achieved: /12 (%); Not achieved: /12 ()%

Q5: Do you support increased access to and control over resources by women and disadvantaged people?

Increased access to and control over resources by women, girls and disadvantaged people

Criteria	Fully	Partially	Not at all	Remarks
Do you provide women and girls (or other vulnerable groups your organization target) with an access to resources and promote an environment where women and girls (or other target groups) feel comfortable and confident to control them?				

Q5: Fully achieved: /1 (%); Partially achieved: /1 (%); Not achieved: /1 ()%

Q6: Are you Gender/Diversity sensitized?

Increased organizational/ professional capacity on Gender and Diversity sensitive disaster response programme management

Criteria	Fully	Partially	Not at all	Remarks
Is there a Gender / Diversity policy?				

Is the policy mainstreamed in programme strategy and plan?				
Do you train staff on vulnerabilities to disasters by different populations and communities?				
Is Gender/Diversity policy mainstreamed in your disaster management guideline/tools?				
Is Gender/Diversity mainstreamed into individual staff members' work plan and performance assessment where applicable?				
Are staff and partners held accountable for setting and achieving objectives relating to mainstreaming gender in disaster response and recovery programme?				
Do you consult with an expert on the specific target populations (e.g. women, the disabled, children, HIV/AIDS) when you need technical guidance?				
Is a programme staff gender-balanced? Or is it consciously gender-unbalanced in order to enhance effectiveness and participation of women?				
Do you document findings on met and unmet needs of different populations from monitoring and evaluation, and to share them among stakeholders?				
Do you document lessons learning from the intervention, and share it among stakeholders?				

Q6: Fully achieved: /10 (%); Partially achieved: /10 (%); Not achieved: /10 ()%

Q7: Do you allocate budget and resources for women and girls?

Resource allocation to mainstream gender

Criteria	Fully	Partially	Not at all	Remarks
Are more than half of the resources allocated to girls and women?				

Is there a proportion of budget allocated for activities that promote gender equality (e.g. promote equal access to services and opportunities between women and men)?				
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Q7: Fully achieved: /2 (%); Partially achieved: /2 (%); Not achieved: /2 ()%

Q8: Are you accountable and transparent to the assisted people?

Accountability and transparency: Dissemination of accurate information that is accessible by all assisted people

Criteria	Fully	Partially	Not at all	Remarks
Do you communicate to the assisted people the information on obligations, responsibilities, rights and entitlements of the participants, in the language and media easily understood and accessible by all of them?				
Do you share findings of monitoring and evaluation with assisted people?				

Q8: Fully achieved: /2 (%); Partially achieved: /2 (%); Not achieved: /2 ()%

Q9: Do you undertake any research to improve your service to the people?

Research and analyses to improve user-friendliness

Criteria	Fully	Partially	Not at all	Remarks
Have you studied traditional roles and responsibilities of women, men, girls and boys, and the impact of a disaster on them?				
Have you studied root causes of vulnerability and risks faced by women, men, and different population groups?				

Q9: Fully achieved: /2 (%); Partially achieved: /2 (%); Not achieved: /2 ()%

Q10: Do you advocate for unmet needs of the people?

Address/advocate for root cause of a problem and immediate/ medium-term needs gap

Criteria	Fully	Partially	Not at all	Remarks
Do you conduct awareness activities on women's and girls' rights among stakeholders?				
Do you support increased leadership and confidence among women and girls by conducting training/awareness activities?				
Do you promote rights of vulnerable/disadvantaged populations through advocacy and campaigning?				

Q10: Fully achieved: /3 (%); Partially achieved: /3 (%); Not achieved: /3 ()%

Summary Results

Theme	Fully Achieved (%)	Partially Achieved (%)	Not Achieved (%)
1: Information Collection			
2: Targeting			
3: Impact Measurement			
4: Participation & Ownership			
5: Access & Control			
6: Organizational/Professional Capacity			
7: Budget & Resources			
8: Accountability & Transparency			
9: Research			
10: Advocacy			

**Member Agency of the DER Working Group on Gender and
Diversity in Disasters**

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