


Gender Responsive Planning and Budgeting Manual Fiji

Ministries/Departments and Agencies

MoFSPNDS/MWCSP 2024

V1

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Abbreviations

CSOs	civil society organizations
GBV	Gender based violence
GESI	gender equality and social inclusion
GRPB	Gender Responsive Planning and Budgeting
LGBTQI+	Lesbian, gay, bisexual, transgender, queer, and other genders
MoFSPNDS	Ministry of Finance, Strategic Planning, National Development and Statistics
MWCSP	Ministry of Women, Children and Social Protection
NAP	National Action Plan
NDP	National Development Plan
PEFA	The Public Expenditure and Financial Accountability program
PFMIP	Public Financial Management Improvement Plan

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1. Introduction

1.1 Purpose of the Guidelines

The Government of Fiji is strongly committed to achieving gender equality and social inclusion (GESI) in Fiji, as indicated through ratification of numerous laws, policies, conventions, and frameworks (Annex 1).

As part of the Government reforms under the Public Financial Management Improvement Plan (PFMIP), the Government has taken active steps to implement Gender Responsive Planning and Budgeting (GRPB) in Fiji, per Cabinet Decision¹, supported by the **Gender Transformative Institutional Capacity Development Initiative** (ICD) led by the Ministry of Women, Children and Social Protection (MWCSP).

These guidelines aims;

- i. To guide Ministries/Departments and Agencies to apply GRPB in line with Fiji's commitment to gender equality and social inclusion for a whole-of-population impact, by use of a whole-of-government approach to programming. GRPB will ensure that programming adhere to the Government's objective to reduce gender gaps and is part of establishing a gender responsive public financial management.
- ii. To establish a practical GRPB approach across the public sector to gender mainstreaming in the budget cycle process.
- iii. To enhance the knowledge, capacity, and commitment across the public sector to identify, address and monitor equality and inclusion factors in their budget work.
- iv. To comply with best practice requirements (PEFA²) on gender responsive public financial management.

1.2 The GRPB Guideline fundamentals

- ✓ The guideline acknowledges that whilst significant progress has been made in the areas of gender equality and social inclusion, patriarchal attitudes continue to dominate many aspects of Fijian society. It recognizes that men often exercise a high degree of control over women, including their access to information and services, participation in income-generating activities, and opportunities for leadership roles³. The guideline also notes that women bear the primary responsibility for unpaid care & work, including the care of children, the ill, and the elderly. Additionally, it identifies gender-based

Gender refers to the socially and culturally defined characteristics, roles, and behaviours attributed to women, men, girls, and boys, as well as the relationships between them. Perceptions of gender can vary significantly across different cultures, social classes, time periods, and levels of urbanization. These perceptions serve to either include or exclude individuals from specific activities based on their gender.

¹ Cabinet Paper 96/2020

² PEFA GRPFM Framework, Supplementary Framework of assessing gender responsive public financial management <https://www.pefa.org/gender>

³ Fiji Country Gender Assessment, Policy Briefs 2023, Ministry of Women, Children and Social Protection

violence as a persistent and widespread issue that hampers both the social and economic development of the nation.

- ✓ Effective climate change adaptation, mitigation, and disaster risk reduction require the application of gender-responsive, evidence-based, and human-rights-based approaches. In accordance with the Fiji National Climate Change Policy 2018-2030, effective strategies recognize that climate change acts as a "risk multiplier," exacerbating poverty and vulnerabilities among certain groups. These vulnerable groups include women and girls (in all their diversity), children, the elderly, and people with disabilities. Individuals residing in exposed, underserved areas are most susceptible to negative impacts, which may lead to increased dependency, shifts in power dynamics, changes in roles and responsibilities, social discrimination, increased workloads, reduced access to essential goods and services, heightened susceptibility to illness, and weakened social protection systems.
- ✓ The guideline builds on the current efforts of Parliament, the Ministry of Women, Children and Social Protection (MWCSP), the Ministry of Finance, Strategic Planning, National Development and Statistics (MoFSPNDS), and other line ministries to mainstream GESI in sector policies, budgets, planning, delivery systems, and capacity building.
- ✓ The guideline aligns with the MoFSPNDS Gender Equity & Social Inclusion Policy, in which GRPB is a central component of public financial management.
- ✓ The guideline is rooted in the international framework recommended for gender-responsive public financial management and the practical gender mainstreaming of the budget cycle.
- ✓ MoFSPNDS plays a key role in leading and ensuring the timely implementation of GRPB and ensuring that gender mainstreaming is incorporated throughout all aspects of the planning and budget cycle.
- ✓ The guidelines recognize the importance of MoFSPNDS in collaboration with MWCSP partnering with ministries and departments for the GRPB implementation. It also emphasizes that active engagement with stakeholders from the private sector, civil society (including women's groups, disability organizations, trade unions, and academic institutions) is crucial for achieving sustainable, equitable, and inclusive outcomes across all sectors.
- ✓ The guideline underscores the significance of inclusive budget formulation processes and emphasizes viewing vulnerable groups not as "victims" but as important agents of sustainable social and environmental change.
- ✓ The guideline acknowledges the critical need for improving the collection of sex-disaggregated data across ALL sectors (Economic, Governance, Infrastructure, Social Sectors). This serves as the foundation for evidence-based gender analysis and highlights the importance of building GESI capacity among all actors involved in GRPB.

1.3 What is GRPB?

Gender-Responsive Planning and Budgeting involves preparing budgets and conducting budget analyses through a gender lens. The objective is to allocate resources in a manner that addresses gender disparities, rather than creating separate budgets specifically for ALL women and girls. Gender-responsive budget analysis, in conjunction with legislation and other practical policy measures, tackles gender bias and discrimination, and establishes accountability for gender equality policies and women's rights.

Gender-responsive public financial management systems ensure that gender considerations are integrated at every stage of the budget cycle, including planning, design, implementation, monitoring, and evaluation. The goal is to ensure that budgetary policies actively promote gender equality and that resources are allocated to effectively implement gender policies as planned. This approach also facilitates the monitoring and evaluation of efficiency and effectiveness of the policy and budget allocation for all genders.

GRPB uses tools to assess diverse needs among women and men, girls, and boys (in all their diversity) within the framework of existing revenues, expenditures, and allocations. The aim is to ensure that budget policies benefit all demographic groups, advance women's rights, and promote gender equality. GRPB contributes to good governance, particularly by involving both women and men equally in the budget preparation process, for example, through public consultations and the use of sex-disaggregated data. As a result, the budget becomes more responsive, transparent, and accountable, leading to more effective implementation of Fiji's gender objectives.

1.4 Why GRPB for Fiji?

"Data plays a critical role in this collective endeavour. Through data, we can expose the structural inequalities and design targeted solutions that address these inequalities. We can identify gaps in access to education, health care, and employment, and design laws and policies that promote and ensure equal opportunities. The Government of Fiji recognizes that, if the Sustainable Development Goals (SDGs) and targets are to be reached by 2030 with "no one left behind", it is critical to enhance timely, quality, inclusive and reliable information about gender equality." **Minister for Women, Children and Social Protection** **Fiji Country Gender Assessment, Deep Dive 2023**

At the national level, the Constitution of the Republic of Fiji⁴ mandates non-discrimination based on gender, and objectives related to gender equality, women's empowerment, and social inclusion are emphasized in various strategic documents. These include National Development Plan (NDP), national policies on gender, disability, and youth, the Fiji National Action Plan to Prevent Violence Against ALL women and Girls (2023–2028), the Fiji National Gender Policy 2014, the Gender Transformative Institutional Capacity Development Initiative (2023–2027). These initiatives are further supported by legislation such as the Domestic Violence Act of 2009 and the Climate Change Act of 2021, the SDGs, and other international conventions ratified by Fiji (annex 1).

The first government-led Fiji Country Gender Assessment⁵ provides insights into the status of gender equality and offers evidence-based data on current gender gaps in Fiji. The assessment provides guidance on how to address gender inequalities and outlines practical policies and actions needed to fulfil the government's commitment to advancing gender equality. The in-depth assessment not only summarizes the current state of gender equality in Fiji but also identifies economic, social, and cultural disparities between women and men. For example, it highlights gender gaps and points out specific groups of women and girls who are falling behind in the enjoyment of their rights, as well as identifies the most marginalized groups within the population.

GRPB further aids in applying a whole-of-population and whole-of-government approach to programming, supporting the utilization of all of society's human resources, thus contributing to higher productivity and economic growth, benefiting everyone, especially women and girls and the poor.

By designing programs that address the specific needs of certain groups and provide targeted services or interventions, we can more effectively reduce gender gaps and build on the capacities and resources of all individuals. Implementing GRPB will also improve the monitoring of resource allocation to beneficiaries and allow for the evaluation of the budget's efficiency in promoting gender equality and reducing discrimination.

Increasing the collection and use of sex-disaggregated data will facilitate evidence-based programming and help establish measures in budget planning. This ensures more effective targeting of the needs and interests of ALL Fijian women and girls, especially those who are most marginalized and vulnerable.

1.5 Who should use the guidelines?

Ministries, Departments, and Agencies of Government are required to adhere to the guideline and its fundamentals, and to apply the key approaches outlined. The Gender-Responsive Planning and Budgeting approach is to be applied by all Ministries, Departments, and Agencies to all budgeted programs, with implementation being rolled out over several financial years. This guideline builds on and is aligned with the ICD GRPB Training Toolkit.⁶

The GRPB initiative began with a pilot phase, hence some Ministries have already started implementation on some of their programs. Over time, all ministries will be incorporated, and each Ministry will gradually undertake GRPB work on all their programs.

⁴ Section 3

⁵ <https://www.mwcpa.gov.fj/2023/04/03/fiji-country-gender-assessment/>

⁶ MWCSF

Prior to each fiscal year, the Ministry of Finance, in consultation with MWCSP and in consultation with ministries, will agree on new budget programs to be covered. The first year serves as a pilot year, during which the Ministry should undertake GRPB work on a minimum of two budgeted programs. Over the upcoming fiscal years, it is expected that the Ministry will expand GRPB to include all its budgeted programs. All ministries are expected to have commenced the process by financial year 2024-2025.

Selection/prioritization of budget programs for GRPB submission

Programs can be prioritized by the following criteria:

- *Prioritize large programs that can have a significant impact on closing gender gaps.*
- *Do not select women and girls' specific programs (as they already are gender responsive)*
- *Programs where the ministry have sex-disaggregated data /or gender specific data or foresee to be able to collect such data.*

1.6 The Gender Transformative Institutional Capacity Development Initiative

The Gender Transformative Institutional Capacity Development Initiative (ICD) is rolled out across government institutions to establish the necessary capacities for ministries to undertake gender responsive planning and budgeting.

The Overall Goal of ICD is to create an enabling environment to ensure integration of ALL women and girls' needs interests, concerns, contributions and perspectives into policies, strategies, programs, and budgets (annex 3). It is a Whole of Government approach and initiative aiming to:

- Strengthen the technical knowledge, skill, competence, and resourcing for Gender transformative mainstreaming and gender responsive planning and budgeting
- Support effective coordination and accountability for gender equality outcomes with the formation of GMAPs and GMAGs
- Develop a series of sector and context specific knowledge products and tools for use by government officials

The 5 key major approaches of ICD consist of being gender transformative, building partnerships and relationships, as well as blended learning methods and a whole government approach. Gender-transformative approach tackles the social norms, attitudes and social systems that are often the root causes of gender inequality in a society and strives to reshape and transform gendered power relations and structures. A whole of government approach requires collective efforts across all government institutions to provide a common and collective solution to particular problems/issues.

As a ministry is enrolled in the GRPB process it is mandatory for the ministry to be part of the ICD capacity building process. ICD will support the ministry in establishing the necessary capacities to undertake gender responsive planning and budgeting. The ICD provides several workshops based on a participatory learning approach, with practical sessions and interactive activities that emphasis on the Fijian context and aims to challenge behaviour, attitudes and practises that are rooted in patriarchy. Capacity training will help in understanding how to apply a gender-transformative approach e.g., tackle the social norms, attitudes and social systems being root causes of gender inequality and how to actively reshape and transform gendered power relations and structures that contribute to gender inequality.

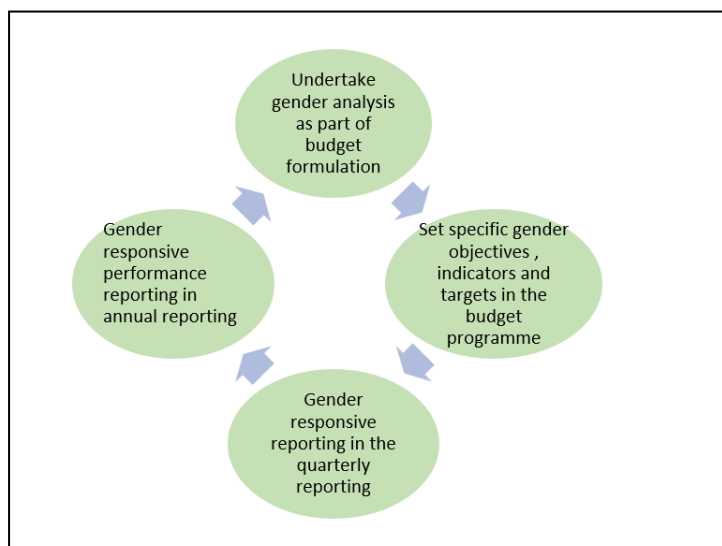
A key step in the ICD process is for the ministry to establish a Gender Mainstreaming Action Group (GMAG), chaired by the Permanent Secretary and including senior civil servants. GMAGs roles and responsibilities are to assist the process to transformative gender mainstreaming and implement gender responsive budgeting across the Ministry, monitor progress and ensure technical capacities.

Participation in the ICD Training programme is strongly recommended as it will provide the government officers with the necessary understanding of the GRPB approach. The GRPB User Manual builds on the ICD Training Programme and Toolkit⁷ and for optimal outcomes it is recommended to be utilized alongside the ICD training.

2. Fiji's key approach for gender responsive planning and budgeting

This section outlines the practical approach to Gender-Responsive Planning and Budgeting (GRPB) in Fiji, which is organized into four stages:

Below, you'll find an illustration detailing the specific activities that needs to be undertaken under the four GRPB tools.



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- Gender Mainstreaming Action Group Gender Transformative Planning and Budgeting Training Toolkit Agriculture Sector July 2022
- Gender Responsive Planning and Budgeting Training, March 2022 PPT (available at MWCSP)

TOOL 1. EX-ANTE GENDER ANALYSIS

Undertake a gender analysis of the sector or area of program implementation and collect sex-disaggregated data. This analysis will identify gender gaps and disparities that hinder effective program implementation.

TOOL 3. MONITORING OF GENDER RESPONSIVENESS

The QPPR should include sex-disaggregated data and report progress toward gender-specific targets or indicators.

TOOL 2. GENDER RESPONSIVE BUDGET SUBMISSION

Based on the gender analysis, the budget submission should be made gender-responsive. This can be achieved by establishing gender priorities, defining gender objectives, and setting gender indicators or targets within the budget program.

TOOL 4. EX-POST EVALUATION OF GENDER OUTCOMES

The annual program report should include sex-disaggregated data and provide an assessment of the program outcomes, such as achieving gender objectives and meeting gender indicators or targets.

3. Gender Responsive Planning and Budgeting tools

3.1 Tool 1: Analysing gender inequalities and gender needs at program level

This tool builds on the ICD Toolkit module on Gender Analysis and provides guidance on how to conduct a gender analysis for both the sector and the specific budget program.

The purposes of gender analysis are to:

1. Identify aspects of the gender gap, including roles, access, control, and benefits.
2. Formulate the problem of gender disparity and efforts to overcome it.
3. Identify the intervention steps required for action.
4. Understand the background factors leading to gender disparity.
5. Recognize the differences in levels of equity and equality between men and women (gender equality).

Prepare in Advance!

It is advisable to conduct the gender analysis well in advance of the budget preparation period, ideally between October and January. This ensures that the analysis is completed prior to the actual work on budget submissions. Gathering administrative data, collecting statistics, and consulting with stakeholders usually require time, so planning is crucial.

3.1.1 Step 1: Data collection and analysis of gender gaps and opportunities

Prepare a **Situation Analysis**, which involves identifying the specific conditions of women and men, as well as girls and boys, in the sector and the area of program implementation. (See annex 2 for an introduction to Gender Equality concepts and Definitions).

Use the Rapid Gender Analysis Worksheet Annex 4, to summarize actionable findings, when undertaking situation analysis and data collection.

Key Considerations (4 quadrants) for Gender Analysis:



- Describe the specific conditions for both women and men, and girls and boys, in the sector. Both similarities and differences are relevant for the analysis.
- If available, include diversity characteristics such as ethnicity, disability, geography, genders, and age, among others that are relevant to the specific sector.

Below are listed Fiji gender policies and assessments, containing gender-specific data for several sectors, which can be useful for most Ministries/Departments and Agencies. Most ministries also have their own gender-related material and sex-disaggregated data that should be used in addition to this more general information.

Fiji Country Gender Assessment 2023⁸
 Fiji Country Gender Assessment, Policy Briefs 2023⁹,
 Fiji Agriculture Census with its Gender Analysis for the Agriculture Sector
 MICS Survey with FBOS
 HIES Survey with FBOS-poverty status

ChatGPT and other AI tools (Artificial intelligence) can also be used to learn about gender aspects for a specific sector and topic. It can also be used to find gender studies/reports for a specific field etc in Fiji developed by other

⁸ https://www.mwcpa.gov.fj/wp-content/uploads/2023/04/0227_DeepDive_SINGLE_PAGES.pdf

⁹ <https://www.mwcpa.gov.fj/wp-content/uploads/2023/08/Gender-Transformative-Institutional-Capacity-Development-Initiative-1.pdf>

Other sources of information/material:

Ministries own gender data, studies, etc.

Fiji Women's Rights Movement research and analysis

Gender reports, research and analysis done by development partners, NGOs, and Academia

ICD Gender Equality: Achievements and Analysis in key sectors and settings

organisations. Note however that all information provided by these AI applications needs to be verified with secondary sources.

Fiji National Gender Policy 2014

Fiji National Action Plan to Prevent Violence Against ALL women and Girls 2023–2028¹⁰

Fiji National Climate Change Policy 2018–2030¹¹

- Ministry of Agriculture and Waterways Gender Policy
- Ministry specific policies

Note! The Situation Analysis can be broad enough to be applicable to other programmes overseen by Ministries and Agencies. Therefore, it's advisable to conduct a comprehensive analysis that can be shared and used within the organization. While the Situation Analysis will remain useful for an extended period, it's advisable to update it regularly as more gender-specific data and information become available each year.

3.1.2 Step 2: Establish basic programme information

Step 2 is to **assess the level of understanding of gender aspects** in the current program.

- **Establish Basic Programme Information:** What is the objective of the program as described in the Budget submission template? This can be described in - the title, objectives, project description, social analysis, expected outcomes, and the rationale or circumstances that led to the need for the project. Does the project set gender-specific results? Is the target group described using sex-disaggregated data, and/or other attributes such as age, geographic location, health status, ethnicity, disability, and socioeconomic status?.
- **Division of labour and patterns of behaviour:** Has the project been developed with an understanding of the specific gender patterns in the sector? Such as who is doing paid work, unpaid care & work, roles & responsibilities?
-

¹⁰ <https://www.mwcpa.gov.fj/wp-content/uploads/2023/08/Fiji-NAP-2023-2028-FINAL.pdf#:~:text=gender%2D%20based%20violence.-,The%202023%20%E2%80%93%202028%20NAP%20is%20the%20first%20of%20two%20five,stoppping%20violence%20before%20it%20starts.>

¹¹ <https://fijiclimatchangeportal.gov.fj/ppss/republic-of-fiji-national-climate-change-policy-2018-2030/>

- **Participation and Decision-making:** Assess who has influence over the project's design and implementation and how well both women and men are represented in this process. Also, evaluate if any gender-knowledgeable stakeholders have been engaged during the process, such as government agencies, civil society organizations (CSOs), or other representatives likely to have gender competence or information relevant to the target group, both women and men.
- **Gender Gap and Needs Analysis:** Has the project been developed with an understanding of the specific gender gaps and needs within the sector? Are women and men specific priorities identified? Are women's and men's different needs, difference in skills and capacities taken into account? Does the project set gender-specific results? Is the target group described using sex-disaggregated data, and/or other attributes such as age, geographic location, health status, ethnicity, disability, and socioeconomic status?
- **Access to project resources:** This involves analysing who benefits from the current program by collecting sex-disaggregated data on beneficiaries, users, or participants. A lot of data can be collected so it is useful to decide what aspects of the program implementation are most relevant to collect data on.

Commonly examined aspects include characteristics of beneficiaries, conditions for participation, and results post-participation. The chosen aspects should describe the program's outputs and align with its goals. Some examples are:

- Beneficiaries number of women/men, girls/boys, further divided by other attributes such as age, geographic location, health, ethnicity, disability, and socioeconomic status as relevant for the project.
- Conditions for participating in the program for women and men.
- Results or outcomes for women and men after participating in or receiving support from the program.

The potential or intended target group is larger than the actual beneficiaries. For example, the total number of unemployed individuals (both women and men), the total number of fishers (both women and men), or the total number of persons with a disability (both women and men), etc.

It's important to have information on the full target group when assessing whether the program is reaching its intended beneficiaries.

If data is not available, estimations can be made based on other available data. Such data or estimations assist in evaluating whether the project is designed to provide equal opportunities and reach all beneficiaries. They also help in identifying any social and cultural norms or discrimination that may prevent specific groups within the target group from accessing the services.

Tips - data collection!

- **Data Collection:** Use a variety of data sources to collect the sex-disaggregated data as identified. This can include administrative data, statistical surveys, and other data collected at various levels.
- **Where useful data is not available,** try to gather sample data, as these can serve as indicative information. A sample can consist of data from one unit; a school, a hospital, or one project location. Collecting data from a small sample and not all beneficiaries help in identifying relevant aspects, groups of beneficiaries etc that can guide setting up a data collection system. Hence for data that is missing, consider setting an objective or activity for the upcoming year to establish suitable routines for administrative data collection.
- **Establish Target Group:** The actual beneficiaries are those currently receiving services, while the potential beneficiaries are those who are eligible for the services but are not assisted, as such it is important to determine the reason why they are not assisted. Are there social or cultural norms hindering them? Are criteria set that prevent potential beneficiaries from accessing resources? Is there a gender difference between beneficiaries and the target group?
- **Other Data Sources:** If the program is designed for a community or as an investment for common use, sex-disaggregated data may not be available. Other methods of collecting output data can be employed, such as focus group discussions, questionnaires, observations, or stakeholder interviews. These alternatives provide insights into gender patterns in the use of services or among beneficiaries. See above for more guidance on the use of focus group discussions.
- **Data Presentation:** Present the available statistics/data in tables. See Tool 3 for more guidance on how to correctly present data disaggregated by sex.

Finally, eliminating Gender-based violence (GBV) is a whole-of-government responsibility. Identify how the sector or program can contribute to preventing, reducing, or responding to gender-based violence, List the root causes and contributing factors of violence against women and girls that may be relevant to the sector's programs.

Summarize your conclusion.

Start by formulating your observations, what gender patterns can you see? And ask Why? what is the underlying root causes that need to be addressed?

Compare the information gathered from the situation analysis and the specific project information. Assess whether the project is designed in a way that address the gender gaps identified in the sector or program area, and whether it is likely to contribute to reducing gender inequalities.

Observations can be formulated like this:

- *More women than men completed the basic computer skills training. Why?*
- *The cost per male participant is higher than the cost per female participant. Why?*

- Six months after completing specialist computer skills training, more men than women are employed. Why?
- More men than women start their own business. Why?
- Fewer girls than boys are enrolled in STEM field programs. Why?
- Fewer women than men hold turaga ni koro positions. Why?
- More secondary level girls than boys are subjected to harassment and groping. Why?

The observations should be formulated to show the gender differences/gender gaps. Formulating observations helps in assessing if the program activities are specific enough to address unintended differences or reduce unwanted gender gaps. All gender differences are of course not negative, this will be assessed in relation to the program objectives.

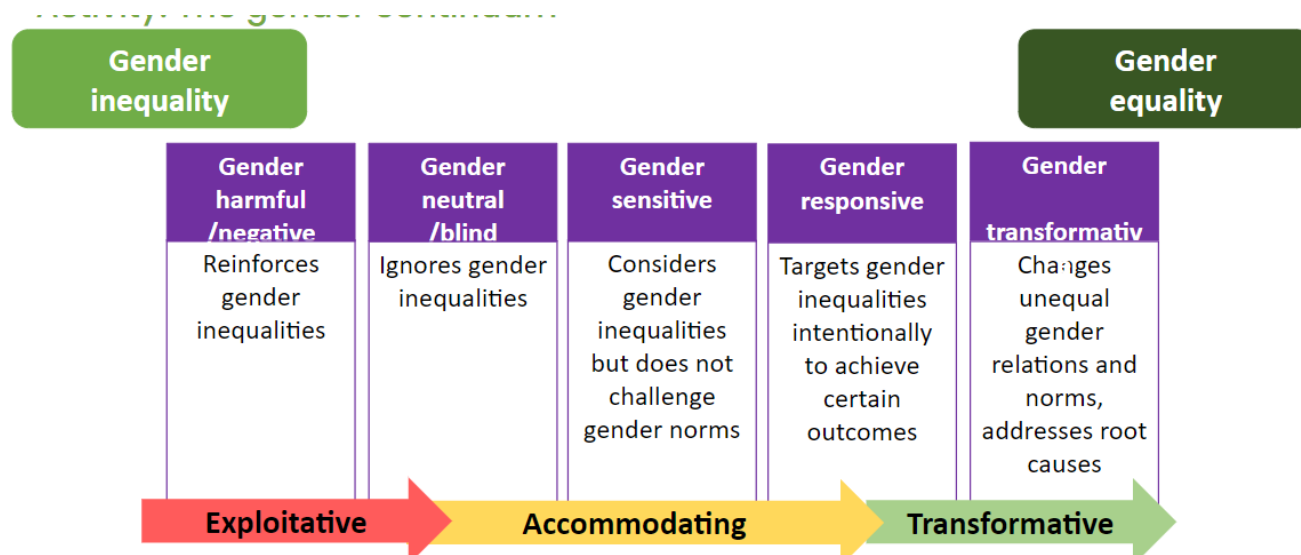
Find explanations for the WHY, e.g. reasons for gender gaps. This will enable developing better activities, amend services or take other actions to ensure a gender **transformative** budget program that increases gender equality.

3.1.3 Step 3 Develop a Briefing note – strategies to address gender gaps

Develop a briefing note for senior management based on 1-2 high level gender-related policy of programming priorities, based on the Gender Analysis Work sheet. Outline a convincing and compelling case to address gender gaps/issues. See the Example in Annex 5 for guidance.

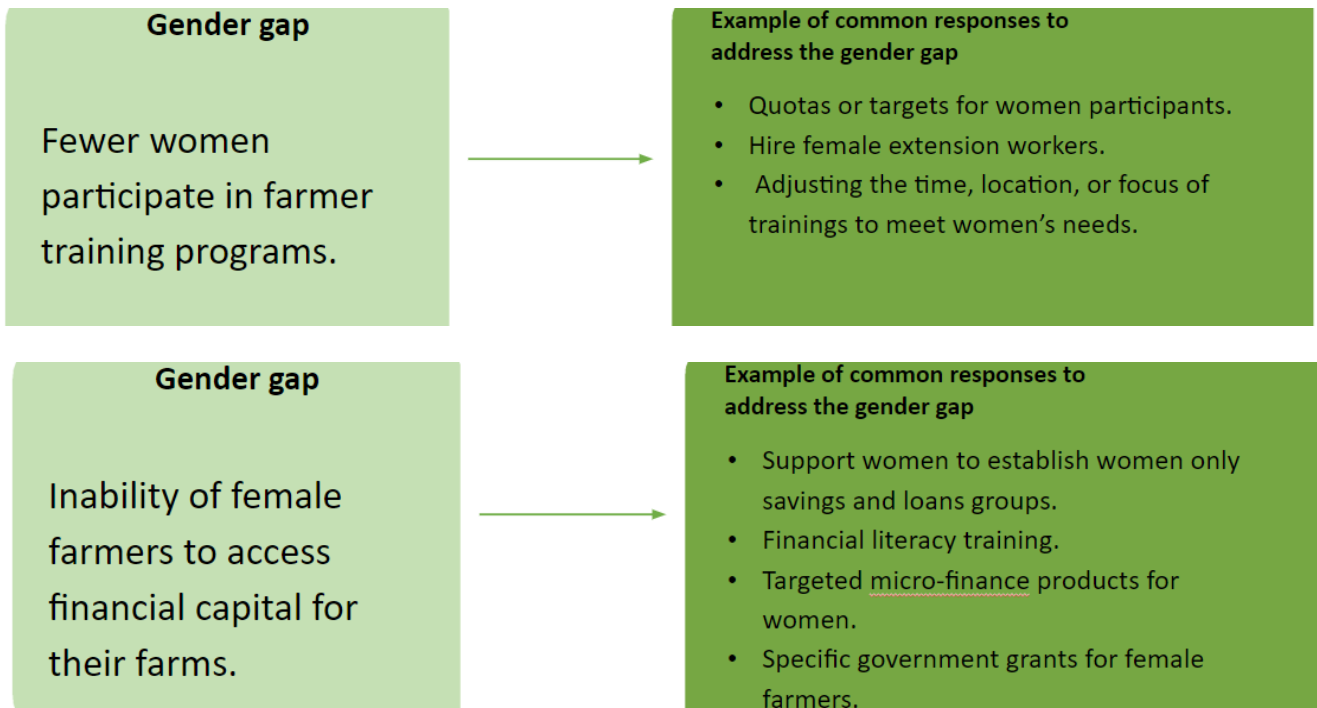
Work on the WHY e.g. address root causes and turn them into actions.

The gender continuum – ensure that actions that are transformative.



*Adapted from the British Columbia Centre for Excellence for Women's Health and Pederson A, Greaves L and Poole N (2014) Gender-transformative health promotion for women: A framework for action Health Promotion International 30(1)

Here are some examples on how to address a gender gap with a specific action in the programme.



Stakeholders: A crucial final step is to enhance the influence of women and gender competence in the formulation of the program. To achieve this, identify stakeholders and actors who possess relevant gender expertise. These might include representatives from government agencies, non-governmental organizations, community groups, and academic institutions with a focus on gender studies. Once you have identified these key players, consider how they can be meaningfully involved in the design and implementation stages of the program.

Some Final Suggestions: If relevant data is missing, recommend collecting specific sex-disaggregated data for future analyses. Remember, this rapid gender analysis is limited to the information currently available. It's crucial to identify activities that will improve next year's analysis. The quality of the data and analysis will improve over time, leading to increasingly accurate assessments.

3.2 Tool 2: Gender responsive budget submission

This tool provides guidance on how to fill in the *Budget submission template, Gender Responsive Budgeting section*.



MINISTRY OF FINANCE, STRATEGIC PLANNING, NATIONAL DEVELOPMENT & STATISTICS 2023-2024 BUDGET SUBMISSION TEMPLATE

NAME OF MINISTRY/ DEPARTMENT:	
HEAD:	

Budget Submittal Letter from the Minister of _____

It's important to acknowledge that, in most instances, fully developing all aspects of the template in the first year is unfeasible. Frequently, sex-disaggregated data on beneficiaries and/or the potential target group is lacking. In many cases, more specific information about the needs and interests of women, men, girls, and boys is required to develop gender-responsive activities and targets. In such situations, please describe what data or knowledge is currently available and identify what is still missing or needs to be collected or developed. Under each section, specify your intentions or goals, as well as the activities planned for the year. These steps will help to enhance the quality of the budget submission for the following year. Further guidance will be provided under each corresponding section below.

The budget submission should be based on data and findings derived from the budget analysis, as outlined in Tool 1. If it is an ongoing GRB programme, then findings from past year's Quarterly Performance Progress Reports (QPPRs) and Annual Report should also be incorporated as part of the budget submission.

Ministries are expected to customize their submissions to adequately address gender gaps and barriers identified in the Gender Analysis (Tool 1). This ensures that the diverse needs, priorities, interests, roles, and responsibilities of women and men, as well as boys and girls, are adequately considered and integrated.

A qualitative gender-responsive budget submission should include the following elements:

- Identification of target groups and potential beneficiaries - both women and men, in all their diversity.
- An established baseline for all targeted groups
- Clear gender objectives
- Concrete gender targets that align with set objectives or Key performance, gender sensitive indicators

Based on the Management Briefing note, fill in the Budget template.

Further explanation and examples are included in Annex 6.

D1: Gender Impact Assessment

D1.1 Analysing the situation for Women, Men, Girls, and Boys,

This section aims to summarize the Rapid Gender analysis and data collection.

Include a brief description of the sector specific issues/challenges/gaps the selected intervention is expected to address. Summarize the gender-specific aspects of **the program**. Include details that outline the gender differences and barriers that have been identified.

Include **the baseline**, Present sex-disaggregated data on the project beneficiaries, users, or participants. If this is the first year that data is being collected, it will serve as the baseline. In subsequent years, add data to this baseline to illustrate trends. (For tips on how to present sex-disaggregated data, refer to Tool 3.)

D2: Assessing the Gender Responsiveness of Policies and Programs

D2.1 Identify the relevant legislation, policies and priorities that address gender issues of relevance for the sector and the programme.

Provide information that your proposed intervention within the context of the selected interventions is aligned with broader government priorities; national, regional, and international commitments in particular sustainable development goals and targets, 2030 Agenda.

D2.2 What challenges do different segments of the population face in accessing programs/services? What interventions are required to decrease these challenges?

Describe the gender gaps and issues identified - describe what interventions can be applied to address the gender gaps, barriers or problems identified. (Use step D in Tool 1 for suggestions on how to elaborate this section).

D2.3 What are the proposed interventions to address priority gender issues?

List the interventions (activities) that will be undertaken during the Financial Year.

D2.4 What gender specific objectives have been set?

List the gender objectives included in the program.

D3: Assessing Budget Allocations

D3.1 Assess the adequacy of budget allocations to implement the gender sensitive policies and programs identified in D2. Compare the proposed or current budget allocation for your sector and determine whether it will be sufficient to implement policies and programs that promote gender equality.

Provide an assessment of the current budget and if it is sufficient for undertaking the gender interventions defined for the program.

D3.2 What is the cost of effectively implementing these interventions/programs? Have adequate resources been allocated?

Make and analysis of if the gender gaps identified and its causes can be fully addressed within the current budget or if some interventions would need additional funding to ensure that the program can address gender inequalities effectively.

Below are examples of programs that can implement identified interventions within the current budget, and programs where additional funding would be needed to undertake some interventions.

3.3 Tool 3: Gender-sensitive monitoring and use of data

- **All GRB budget submissions are to be monitored within the regular quarterly reporting process - QPPR**

GRB programs need to provide both quantitative and, when applicable, qualitative performance data.

The purpose of monitoring is;

- To make sure that funding is expensed as approved.
- To check the quality of what is being delivered.
- To assess what the funding is achieving, including unexpected consequences.
- To track progress towards gender-related outcomes.

This also contains tracking if intended beneficiaries are being reached, with a specific focus on women and girls and vulnerable groups. The monitoring process aims to guarantee that the activities being carried out yield positive results. Hence, monitoring the program's outputs throughout the year allows for adjustments to activities if necessary to better align with the intended goals and outcomes.

The QPPR should report towards gender indicators and include sex-disaggregated data.

Data to use for monitoring;

- National and sectoral statistics and studies
- Results from previous programs
- Program administrative data

The Quarterly Reporting should include information as below (all or selected):

A QPPR example is included in Annex 7.

1. **Describe the expected gender outcome and include a gender baseline:** Describe the gender-related objectives and indicators the program is expected to achieve, and include a baseline (starting point), usually set to the first GRB year. (This should be sourced from the gender analysis and the budget submission template sections D2.3 and D2.5.)

2. **Develop sex-disaggregated indicators:** Sex-disaggregation means dividing people-based indicators to assess the impact on men and on women separately, rather than assessing the impact for both women and men altogether. It allows us to understand how men and women are affected differently. For example, the number of women and men who participated in training. As necessary such beneficiary data should also be broken down into other relevant characteristics (age, geographic location, health, ethnicity, disability, and socioeconomic status, etc.) that will be relevant for the assessment of outcomes for different groups of women and men, girls, and boys.

Indicators

Indicators are realistic and measurable criteria of project progress. They should be defined before the project starts and allow us to monitor or evaluate. Indicators are things that we can measure. They help to determine whether we have achieved objectives for a specific program/project/policy.

- Different types of gender indicators can be used as appropriate for the program.
 - **Indicators that relate specifically to women.** This refers to indicators that assess the impacts of a policy or program for women. For example, the number of women who report having greater decision-making over their income.
 - **Indicators that capture specific gender issues.** This refers to indicators that assess issues of relevance to a specific gender, such as gender-based violence or maternal health. For example, proportion of women who receive an ante-natal visit.
 - **Narrative analysis of progress toward gender outcomes:** This entails a qualitative analysis of the progress made in achieving gender-related outcomes and goals.

1. Sex-disaggregated indicators

Number of female and male participants



2. Indicators that assess change specifically for women

Extent to which women have decision-making power over family finances



3. Indicators that capture change on gender-specific issues

Number of gender-based violence reports



When developing gender indicators start by looking at the Ministry strategic plan

Using the Ministry strategic plan example:



- Which indicators are: sex disaggregated; assess change; capture change?
- Which indicators can we change to gender-sensitive?
- What might the barriers be to incorporating new/ amended indicators in practice?

Based on the nature of the program and the gender-specific goals develop indicators.

3. Include a narrative analysis of progress toward gender outcomes:

The narrative analysis of outputs and outcomes can be improved over time, very brief in Q1 and updated Q2, Q3, and Q4. Compare the baseline data with the outputs generated during a specific period, analyse the progress made, or lack of, and draw conclusions on the results. Describe this in the report.

Quarterly Focus:

- ✓ **Q1 Focus:** The primary focus during the first quarter (Q1) is to monitor if gender-specific activities have been established, commenced, or are lacking. The emphasis is on the initiation and establishment of gender-related initiatives. For programs with established GRPB processes output data can also be reported.
- ✓ **Q2 and Q3:** In the subsequent quarters (Q2 and Q3), more detailed output data will become available, allowing for a more comprehensive analysis. The monitoring process will continue, incorporating the evolving data.
- ✓ **Q4:** By the fourth quarter (Q4), the expectation is to move from monitoring and analysis towards assessing outcomes. The analysis in Q4 will involve evaluating the results and impact of the gender-specific activities initiated earlier in the year.

The overall goal is to ensure that key gender-specific activities are established and progress throughout the year, with a view towards achieving positive outcomes and making informed decisions based on the collected data and analyses.

Tips and explanations!

Gender Outcome Measures (Quantitative and Qualitative):

- **Quantitative Measures:** These involve numerical goals, targets, or improvements related to the involvement and representation of specific gender groups (e.g., increasing the number of women and girl beneficiaries).
- **Qualitative Measures:** These focus on improving gender-related quality aspects, eliminating biases, enhancing gender equality competence, and similar qualitative enhancements.

Addressing lack of Gender Data:

- In the first year of the GRPB program reporting, establishing a baseline is crucial. (guidance in Tool 2, D.1.1) This baseline provides a starting point for assessing outputs and drawing conclusions regarding outcomes in subsequent reports.

For projects initially lacking sex-disaggregated, specific activities to establish processes for collecting of gender data should have been planned (Budget submission template D2.5). Where there's a lack of gender data, it is essential that efforts are made during the first quarter (Q1) to establish such routines. This data will inform the gender outcomes and baselines for future reporting.

When presenting sex-disaggregated statistics, keep these guiding rules in mind.

(UN Statistics, unstats.un.org)

- Women and men should be displayed side by side to make comparisons easier.
- Women should always be presented before men.
- Use the terms "women" and "men" and "girls" and "boys," rather than "females" and "males," which have a biological connotation, whenever possible.
- When data are presented to a broad audience, numbers should be rounded to 1,000, 100, or 10, and percentages should be rounded to integers to ease comparisons between women and men.
- Gender-blind totals should be omitted in tables and graphs to better compare women and men.
- In tables, align text labels to the left and numeric values to the right; if using decimals, align them on the decimal point.
- Opt for charts that provide clear, visual information over tables when possible.
- Avoid using too many categories in pie charts and stacked bars.
- Use the same color for women across all charts.
- Always prefer a simple layout when designing charts:
 - Use only one type of gridline, either vertical or horizontal, or none.
 - Ticks are not necessary on the axis representing a qualitative variable.
 - Labels for values presented inside a graph are distracting and redundant.
 - Avoid graphs with a third unnecessary dimension, as they can be misleading.

3.4 Tool 4: Ex-post Evaluation of gender equality outcomes

In the annual reporting, all GRB programs should report on the progress and outcomes of the program in relation to the set:

- **Gender objectives**
- **Gender targets and/or Gender indicators**

Conduct an analysis of progress toward gender outcomes and indicators in the programme, utilizing baseline information and outputs while considering gender objectives and targets throughout the entirety of the program. Tracking progress for specific gender budget line is important. Whilst it is crucial to report progress for this budget line, it's equally important to recognize that gender outcomes are interconnected with the broader program's goals and objectives. Over time, the focus should shift towards building comprehensive progress reporting mechanisms that encompass the overall program's gender responsiveness, rather than solely focusing on the specific budget line for gender-related efforts. This broader approach allows for a more holistic assessment of the program's impact on gender equality and related outcomes.

Key points to consider in the narrative analysis of progress toward gender outcomes

See examples in Annex 8

➤ **Comprehensiveness of Baseline Information and Outputs:**

Is the collected information enough to capture gender aspects of relevance, such as representation, access, and opportunities? Is it enough to capture WHY gender inequalities persist? Does additional data need to be collected?

Is the baseline and data collection capturing relevant types of beneficiaries (sex-disaggregated); e.g. applicants, approved beneficiaries, participants, service recipients etc and diversity of beneficiaries (e.g., different age groups, disabled individuals, specific geographic areas, ethnic groups, diverse genders).

Is the baseline and data collection capturing gender specific effects under the program, e.g. increased competence, higher influence/representation, diversity in decision making roles, increase in income, better access to finance etc.

Is the baseline and data collection capturing gender specific qualitative aspects of services, e.g. satisfaction with services, reduction of gender barriers, improving service based on gender needs etc.

Assessing the program's effectiveness:

These involve assessing if the programme has achieved desired outcomes and results are obtained in line with key gender policies, e.g., comparing its output and outcomes with the broader programme objectives.

- *For example, if the objective is to reduce unemployment among both women and men through computer training, such an assessment would compare the output (sex-disaggregated data on program participants) with the total potential target group (e.g., the total number of unemployed women and men). If possible, include qualitative data on computer literacy levels within the target*

group, as well as data on how many women and men secured employment after basic training compared to specialized computer training.

As part of assessing effectiveness one can **Calculate Utilization of Funds** by women and men. Use sex-disaggregated data and unit cost. Calculate as follows:

1. Establish a unit price for each dimension in your analysis. For example, if your program includes various training components, each might have a specific associated cost. Unit prices will vary for different services or activities, so it's essential to establish unit costs rather than using the total expenditures for the program.
2. Multiply the unit cost by the number of women and the number of men, treating them as separate calculations.
3. Summarize the column of costs for female participants separately from the column of costs for male participants.
4. Create illustrative charts to represent the data, such as tables or pie charts.

This approach enables you to visualize the allocation of resources and assess effective utilization of funds.

Training	unit price	women	men	FJD spent on women	FJD spent on men
Basic Computer skills	6 000	198	42	1 188 000	252 000
Special computer training /Web design	12 000	42	48	504 000	576 000
Special computer training /AutoCad	20 000	22	36	440 000	720 000
Average spent per women/men				8 137	12 285

Example: Summary based on the above example:

Out of total participants 56% are women and 44% are men. Women dominate the basic trainings, while the majority enrolled in specialised trainings are men. In total, 57% of the funds were spent on training women, however the average cost per person was higher for men than women, due to the specialized trainings being considerably more expensive than the basic trainings.

A further analysis was conducted to examine the extent to which participants obtained employment after the training. The group with the best results was the one that attended specialized training. Therefore, more effort should be made to encourage women to enrol in specialist training programs.

Assessing Efficiency:

This involve assessing if the program is maximizing output while minimizing input (use of resources, effort, time, or money). It involves assessing if the gender results could have been achieved with a less resource intense approach with the same or fewer inputs, leading to cost savings and increased productivity.

- *For example, if the objective is to increase the number of women applying for a specific entrepreneurship program in all regions, could the communication and outreach activities have been coordinated/multiplied better across all regions in Fiji?*

Key Conclusions and Results:

Summarize your findings on how the programme has addressed gender objectives and targets.

- Summarize the progress made in addressing gender considerations based on the provided baseline information and outputs.
- Highlight any significant achievements or positive changes in gender outcomes resulting from the program's efforts.
- Identify challenges or barriers that may have hindered progress toward gender objectives and suggest potential strategies for improvement.
- Note any adjustments made to the program or its implementation to enhance gender outcomes and evaluate the impact of modifications or additional measures implemented to improve gender-related impacts, considering both short-term and long-term effects.
- Use your assessment of effectiveness and efficiency to identify modifications and improvements that can enhance the programme.
- If the program has been part of GRB submissions for several years, evaluate trends over time. For instance, assess whether the program is more equitably distributed and reaching a broader segment of the intended target group.

By following this approach, the narrative analysis aims to offer a thorough understanding of how the program addresses gender considerations and progresses toward achieving gender outcomes over time.

Annex 1 Fiji's Gender Equality Frameworks

2013 Constitution of Fiji

5-year and 20-year National Development Plan

Fiji National Gender Policy 2014

Fiji National Action Plan to Prevent Violence Against ALL women and Girls 2023–2028

The Gender Transformative Institutional Capacity Development Initiative (2023–2027),

Ministry of Finance, Strategic Planning, National Development and Statistics (MoFSPNDS) Gender Equity & Social Inclusion Policy 2021–2024

Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)

Beijing Declaration & Platform for Action

International Conference on Population and Development, Programme of Action on women's reproductive health and rights to take centre stage in national and global development effort.

Sustainable Development Goals (SDGs)

2050 Strategy for the Blue Pacific

Annex 2: Introduction to Gender Equality and Definitions

Gender equality. The concept that women and men, girls and boys, and gender diverse people, have equal conditions, treatment, and opportunities for realizing their full potential, human rights, and dignity, and for contributing to (and benefiting from) economic, social, cultural, and political development.

Gender equality is a fundamental human right based on international commitments collectively form the foundation for policies, actions, and initiatives aimed at advancing gender equality, these are;



1. **Universal Human Rights:** Gender equality is fundamentally grounded in the principles of universal human rights, ensuring that all individuals, regardless of gender, are entitled to the same rights and freedoms without discrimination.
2. **Inclusion and Diversity:** Fostering inclusivity and embracing diversity in all aspects of life, including education, employment, and decision-making, is central to achieving gender equality.
3. **Elimination of Discrimination:** Commitment to eliminating all forms of discrimination, bias, and prejudice based on gender, promoting a society where everyone is treated fairly and equitably.
4. **Empowerment of Women:** Empowering women by providing them with equal opportunities, access to education, healthcare, economic participation, and leadership roles, aiming to level the playing field and promote their agency and autonomy.
5. **Economic Justice:** Ensuring economic justice by addressing gender pay gaps, providing equal pay for equal work, and supporting women's economic empowerment to achieve financial independence and stability.
6. **Education and Awareness:** Promoting education and awareness about gender equality, challenging stereotypes, and fostering a culture of understanding and respect for diverse gender identities and expressions.
7. **Legislative and Policy Changes:** Advocating for and implementing laws, policies, and regulations that support gender equality, address discriminatory practices, and promote a more inclusive and equal society.
8. **Collaborative Efforts:** Encouraging collaboration and partnerships among governments, organizations, civil society, and individuals to work collectively towards achieving gender equality goals and targets.
9. **Violence Prevention and Response:** Commitment to preventing and addressing all forms of gender-based violence, providing support and services to survivors, and holding perpetrators accountable for their actions.

Key terms and definitions

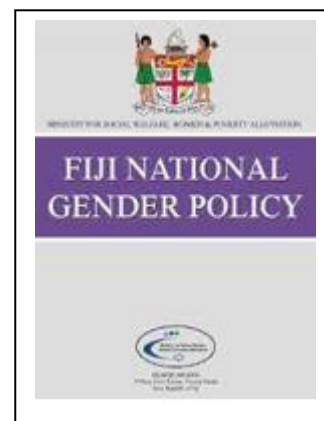
Adapted from the MWCSP Gender Analysis Facilitation Guide and Fiji Women's Fund Gender Equality and Social Inclusion Toolkit.

Term	Definition
Gender	A socially constructed set of roles and responsibilities associated with being girl and boy or women and men, and in some cultures a third or other gender.
Sex	Biological characteristics (including genetics, anatomy, and physiology) that generally define humans as female or male. Note that these biological characteristics are not mutually exclusive; however, there are individuals who have both male and female characteristics.
Gender equity	The process of being fair to men and women, boys and girls, gender diverse people, and importantly the equality of outcomes and results. This may involve the use of temporary special measures to compensate for historical or systemic bias or discrimination. It refers to differential treatment that is fair and positively addresses a bias or disadvantage that is due to gender roles or norms or differences between the sexes.
Gender norms and stereotypes	Standards and expectations of how people of different gender should be and act. This includes ascribing certain attributes to people (i.e. women are better caregivers, men are stronger) based on their gender.
Gender roles	Expectations that individuals will undertake certain responsibilities and tasks based on their gender.
Intersectionality between gender and other characteristics	The complex way in which gender inequality is combined and overlapping and intersects with other personal characteristics, creating multiple layers of discrimination experienced by an individual. This could include race, age, socio-economic status, physical or mental ability, gender or sexual identity, religion, or ethnicity.
Gender analysis	Using a variety of methods to understand the relationships between men, women and other genders, their access to resources, their activities, and the constraints or challenges they face relative to each other.
Gender mainstreaming	The process of assessing how actions, such as legislation, policies and programs impact girls and boys, men, and women. It is a process for ensuring that girls and boys, men and women concerns and experiences are integrated in the design, implementation, monitoring and evaluation of policies and programs so that girls and boys, men and women benefit equally, and inequality is not perpetuated.

Annex 3 Fiji's approaches to reach Gender Equality

In 2020 Fiji launched the **Gender Transformative Institutional Capacity Development Initiative (ICD)** and **Gender Responsive Budgeting (GRB)** as part of the Government reforms under the Public Financial Management Improvement Plan (PFMIP). These two reforms support the whole of government initiative to achieving gender equality and social inclusion (GESI) in Fiji society and creating an enabling environment to ensure integration of ALL women and girls' needs, interests, concerns, contributions and perspectives into policies, strategies, programs, and budgets, in line with Fiji's National Gender Policy,

The two reforms complement each other, the ICD is led by the Department of Women (DoW) of the Ministry of Women, Children and Poverty Alleviation (MWCPA) and the Gender Responsive Planning and Budgeting (GRPB) processes is led by Ministry of Finance, Strategic Planning, National Development and Statistics (MoFSPNDS).



The two reforms apply a gender-transformative approach e.g., tackle the social norms, attitudes and social systems being root causes of gender inequality and strives to reshape and transform gendered power relations and structures. In addition, the Fiji whole of government approach supports collective efforts across all government institutions to provide a common and collective solution to particular problems/issues, which is essential to reduce gender inequalities in the Fiji society.

The ICD initiative is further strengthened by formation of **Gender Mainstreaming Action Groups (GMAGs)** across ministries and agencies, chaired by the Permanent Secretary and including senior civil servants. GMAGs roles and responsibilities are to assist the process to transformative gender mainstreaming and implement gender responsive budgeting across the Ministry, monitor progress and ensure technical capacities.

The formation of **Gender Mainstreaming Lead Facilitators Team (GMFT)** with personnel from MWCPA and MoFSPNDS aim to support the GMAG's by providing capacity development and technical support in gender transformative programming and gender responsive budgeting.

Annex 4 Rapid Gender Analysis Worksheet

Rapid Gender Analysis Worksheet

Gender Analysis Worksheet	
Data collection	
<p>Sources to consider:</p> <ul style="list-style-type: none">• National statistics• Sectoral gender assessments• Program results• Evaluations and analytical studies <p>Types of data:</p> <ul style="list-style-type: none">• Sex-disaggregated data• Data pertaining specifically to women or to men• Data that captures specific gender issues	
Analysis of gaps and opportunities	
<p>Areas to consider:</p> <ul style="list-style-type: none">• Gender division of labour and patterns of behaviour and participation• Access to resources• Participation in decision-making• Different needs, strengths, and priorities	
Identification of priorities	
<p>Factors to consider:</p> <ul style="list-style-type: none">• Priorities of stakeholder groups• Budget and resourcing• Capacity of partners	

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Annex 5 Briefing Note

Example: Agriculture briefing note example

Briefing note

For: Minister for Agriculture

From: Agricultural Extension Branch, Ministry of Agriculture

Topic: Allocation of funding for female extension worker recruitment and training program

Recommendations

It is recommended the Ministry:

- establishes a quota of hiring 35% female agricultural extension workers; and
- provides targeted training and networking for female agricultural extension workers.

Background

1. While women play an important role in agriculture, they tend to classify their work as informal and are engaged in few activities to improve their overall productivity and income generation from their work. Women lack the skills and knowledge to lead improvements in their farming and face challenges in accessing expertise and financial capital to implement new practices.
2. One key barrier is the small number of women who access extension services. The 2021 State of the Agricultural Sector report noted that female farmers access less than 2% of agricultural extension services. Evidence has demonstrated that female farmers are more likely to engage with extension services if they are provided by a female extension officer, and only 9% of agricultural extension workers are female.

Policy rationale

3. This proposal aligns with the objective of 'increasing women's incomes earned through farming' in the Ministry's strategic plan, as well as Fiji's National Gender Policy and the Sustainable Development Goals.

Issues

4. On average, 19% of extension officers hired by the Ministry are female. However, there is a high rate of resignations of female officers (45% resign within the first year, compared to 6% of men) so across the entire workforce only 9% of extension officers are female. The key reasons female officers resign include low salary (as they tend to have lower qualifications, their salaries are lower than men's), feeling excluded and undermined by their male peers, and having few opportunities to build their skills as few women tend to participate in extension worker training programs.
5. Introducing a 35% quota of female officers will gradually build overall numbers of female extension workers. This will be supported by a program of training and networking to improve retention of female officers. As female officers' resignations are unlikely to reduce immediately, the Ministry will need to increase the overall recruitment to ensure that sufficient extension workers remain in the workforce.

Financial implications

6. The overall cost of this proposal is FJD1.5 million per year. This includes the cost of targeted female recruitment as well as training and networking events for female extension workers for a 12-month period.



Annex 6 Example - Budget Submission Temple

D.1. Analysing the situation for Women, Men, Girls, and Boys.

Example: Ministry of Agriculture; Apiculture Industry Development Program (budget submission)

The overall objective of the project is to establish a strong and aggressive development of the apiculture industry with improved gene pool of honeybees in Fiji to ensure creation of rural employment for men, women and girls, improve rural living standards, expand apiculture Industry to a level of self-sufficiency, create opportunities for export of bee products, to effectively regulate and monitor ports of entry by assistance of the Bio security department, to improve quality standards of honey for export, to facilitate and organize marketing both locally and overseas with the Fiji beekeepers association, to produce more skill and competent staff and farmers and to reduce importation of bees wax by establishment of wax processing unit.

Mostly women participated in transitional and modern beekeeping activities but their participation in traditional honey production system was low because of the cultural barrier in which women are unable to climb the trees to hang the beehives. The women participated in beekeeping activities like clearing the nearby spaces of the hives, cleaning of the hives with steam and marketing of the harvested honey. The practice creates additional job opportunities and a source of income.

- *The recent approach to beekeeping development in rural areas encourages involvement of women in the process of production and marketing of bee products. Training and providing start-up support to women is not enough. Gender awareness activities should be carried out to encourage women's participation in this industry.*

Include **the baseline**.

Example 1: Ministry of Employment, Productivity and Industrial Relations, Labor Mobility program (budget submission)

RSE Mobilisation Data:

Deployment Year	M	F	Grand Total
2015	44	2	46
2016	207	21	228
2017	265	19	284
2018	362	25	387
2019	482	15	497
2020	299	25	324
2021	69	1	70
2022	251	10	261
2023	59	39	98
Grand Total	2038	157	2195

SWP Mobilisation Data

Deployment Year	M	F	Grand Total
2015	108	29	137
2016	71	14	85
2017	189	25	214
2018	284	16	300
2019	377	39	416
2020	44	2	46
2021	150	37	187
2022	896	174	1070
2023	115	9	124
Grand Total	2234	345	2579

PLS Mobilisation Data

Deployment Year	M	F	Grand Total
2019	92	3	95
2020	236	46	282
2021	379	78	457
2022	2076	653	2729
2023	258	46	304
Grand Total	3041	826	3867

1.0

Conclusion:

From the above data sets, it can be concluded that more men than women are participating in the Labour mobility programme. This illustrates the imbalance in this programme, no focus on ensuring that women are engaged equally with men. The increasing number of women registered for the programme shows the growing interest of women in looking for avenues to meet their family needs. However there needs to be a balanced platform for engaging women in the programme based on their capabilities and competency levels to carry out the required work offered.

Example 2: Ministry of Education: Leadership program(budget submission)

SECONDARY SCHOOLS LEADERSHIP

- **Teacher Leadership:** 69% of all teachers across five school categories are women and 31% are men.

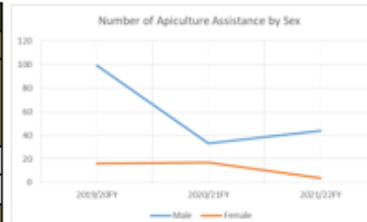
POST	FEMALE		MALE	
	COUNT	%	COUNT	%
PRINCIPAL	54	31%	119	69%
VICE PRINCIPAL	75	48%	81	52%
ASSISTANT PRINCIPAL	48	39%	75	61%
Grand Total	177	39%	275	61%

Example3: Ministry of Agriculture; Apiculture Industry Development Program

Baseline Numbers

a. Number of Apiculture Farmers Assisted in the last 3 Financial Years by Sex

Sex	Financial Year					
	2019/20		2020/21		2021/22	
	Count	% to column total	Count	% to column total	Count	% to column total
Male	99	86.1%	33	66.0%	44	91.7%
Female	16	13.9%	17	34.0%	4	8.3%
Total	115	100.0%	50	100.0%	48	100.0%



Source: Apiculture Assistance Database, MoA

b. Number of Apiculture Farmers Assisted by Type of Honey Filling Machine in 2021-22FY

Type of Assistance	Male		Female		Total
	Count	% to row total	Count	% to row total	
Solar Wax Melter	16	94%	1	6%	17
Solar Wax Melter & Wax Embossing Machine	13	93%	1	7%	14
Wax Embossing Machine	1	100%	0	0%	1
Grand Total	30	94%	2	6%	32

Source: Apiculture Assistance Database, MoA

c. Value of Assistance by Sex 2021-22FY

Sex	Financial Year						Total	
	2019/20		2020/21		2021/22			
	Count	% to column total	Count	% to column total	Count	% to column total	Count	% to column total
Male	\$175,000	86%	\$0	0%	\$64,340	94%	\$239,340	88%
Female	\$28,800	14%	\$0	0%	\$3,920	6%	\$32,720	12%
Total	\$203,800	100%	\$0	0%	\$68,260	100%	\$272,060	100%

Source: Apiculture Assistance Database, MoA

Conclusion:

The participation of women versus men in the project shows a large gender gap, men dominate, average years around 90% of beneficiaries are men and only 10 % women. The gender gap is seen in all types of assistance.

Sex-disaggregated utilization of resources for FY21/22, shows that 6% of the funds benefited women and 94% benefited men.

Training and providing start-up support to women is not enough. Gender awareness activities should be carried out to encourage women's participation in this industry.

D2: Assessing the Gender Responsiveness of Policies and Programs

D2.1 Identify the relevant legislation, policies and priorities that address gender issues of relevance for the sector and the programme.

Example: Ministry of Agriculture; Apiculture Industry Development Program (budget submission)

International - SDG 2

- *Indicator: 2.1.4 – Proportion of agricultural area under productive and sustainable agriculture*
- *Indicator: 5.a.1 – Proportion of total agricultural population with ownership or secure rights over agricultural land, by sex; and (b) share of women among owners or rights bearers of agricultural land, type of tenure.*

National - National Development Goal (NDP)

- *3.1.4: Food & Nutrition Security: Every Fijian has access to adequate food and acceptable quality and nutritional value.*
- *3.1.9: Women in Development: Empowering Women to reach their full development potential.*
- *3.2.10: Expanding the Rural Economy: Promoting Equal Opportunities, access to basic services and building resilient communities.*
- *3.2.12: Non-Sugar Agriculture: Competitive, sustainable, and value-adding agriculture.*

Sectoral - MoA 5 Year Strategic Development Plan Strategic Priority 1: Improve Food and Nutrition Security for all Fijians.

- *Strategic Priority 2: Increase Farmer Household Income for Sustainable Livelihoods*
- *Strategic Priority 4: Establish and Improve Commercial Agriculture*

Policy - Gender in Agriculture Policy

1. *Objective 1: Equality of access to economic resources required for productive and resilient agriculture and market.*
Outcome 1.2: Equality of access to equipment and tools
Outcome 1.4: Equality of access to modern inputs
2. *Objective 3: Equality of representation and participation in decision-making by women and men, for informed future agriculture planning and resourcing.*

D2.2 What challenges do different segments of the population face in accessing programs/services? What interventions are required to decrease these challenges?

Example: Ministry of Youth; Construction of Hard courts and Youth farm Program (budget submission)

<u>Hardcourt</u>	
<u>Needs and Constraints</u>	
<u>Women and Girls</u>	
<u>Needs</u>	<u>Constraints</u>
Ensuring that women and girls have equal access to the facilities.	Cultural norms sometimes restrict or discourage women and girls from participation
Encouraging women and girls to actively engaged in sports	Safety and security limits women and girls in using the facilities during certain hours.
Offering a safe and convenient place for women and girls engaged in physical activities	The maintenance cost of the facilities could pose financial challengers to keep up with the required standard.
Need to cater women and girls with disability to access the facilities.	Lack of reliable transportation to the sports facilities.
	Time constraints like balancing sports activities with household's activities.
	Availability of quality trained coaches may be lacking in their community, or these coaches may be more focused on the boy's programs
	Female athletes often face challenges balancing motherhood and their sports careers.

D2.3 What are the proposed interventions to address priority gender issues?

Example 1: Ministry of Fisheries; Aquaculture Food Security Program (budget submission)

The Food Security Program is facing difficulties in receiving applications from women.

Therefore, in the new advertisement the team will:

- *In the advertisement be more specific and specially "encourage women and vulnerable community to apply for the FSP grant assistance".*
- *Encourage husband and wife application- by use of marriage certificate etc. as proof of joint operation.*
- *Encourage Women's Groups to apply for FSP assistance.*

Example 2: Ministry of Employment, Productivity and Industrial Relations, Workman Compensation (budget submission)

D2.3 Have interventions been proposed to respond to the priority issues identified? Do these proposed interventions address any gender gaps?

Yes, the Ministry will visit villages and rural areas to encourage female workers to register.

D2.4 What gender specific objectives have been set?

Example 1: Ministry of Agriculture; Apiculture Industry Development Program (budget submission)

Objectives	To equally distribute automatic honey filling machine assistance to male and female apiculture farmers (50%:50%)
	To achieve equal participation of male and female apiculture farmers and staff in all Apiculture Training Programme (50%:50%)
	To increase number of women apiculture farmers by 2% annually
	To increase number of women apiculture farmers adopting production of value added honey

Example 2: Ministry of Agriculture: Coconut Development Program (budget submission)

Type of Issues Addressed	1. Limited or Unequal access to farming support and assistance 2. Unequal allocation of resources to gender-inclusive and women's equity initiatives
Objectives	To equally distribute coconut farming assistance to male and female farmers (50%:50%)
	To equally distribute value adding machines and infrastructure to male and female farmers (50%:50%)
	To achieve equal participation of male and female coconut/VCO farmers in all Coconut/VCO Training Programme (50%:50%)

Example 3: Ministry of Public Works, Transport and Meteorological Services, The Bus Fare Concession program.

Our gender specific objectives have been set to begin from:

1. Gender Sensitive Training on program implementation and services delivery.
2. Conducting gender assessment on the current Bus fare program.
3. Identifying gender gaps and the interventions.

D3: Assessing Budget Allocations

D3.1 Assess the adequacy of budget allocations to implement the gender sensitive policies and programs identified in D2. Compare the proposed or current budget allocation for your sector and determine whether it will be sufficient to implement policies and programs that promote gender equality.

Example 1: Ministry of Agriculture, Reforestation of degraded forest Program (budget submission)

The RDF Project will also ensure that with the budget of \$758,417.03 for community incentives, women with more than 5 hectares of lease land, freehold, and active women, or youth groups under the Mataqali land will be engaged to be part of the community incentive. Hence, with the additional budget of \$254,011.73 just for maintenance for the 2023-2024FY the project will be engaging these active groups in the plantation maintenance (weeding and beating-up) is carried out consistently after six months to two years after planting to guarantee a high survival rate of planted seedlings.

Subsequently, the project officers in the three divisions will be targeting active groups in communities for the 2023-2024FY and a budget of \$249,156.40 has been allocated for Plantation Establishment Management & Protection that includes community training and awareness. Women and youth groups (Girls and Boys) have also been identified to be active during training. Therefore, this will ensure the successful implementation of the project and promote gender equality.

Annex 7 Example QPPR Report

Example from Fiji Police Force QPPR

Example 1: Fiji Police force education programme

2. Commitment towards gender responsive budgeting

Table 1.0 Program 1: Force Education Program for Women

Program	Expected Outcome	Baseline (2020/2021)	Budget (2021/2022)	Quarter 1	Participants (Sex-Disaggregated)
Force Education Program (In-Houses training course)	• To improve gender equality at all levels in Policing	• 22% women in the Force	\$250,000	Budget:\$62,499 Actual:\$16,044 Bal: \$46,455	Men:113 Women:46 Total: 159 28% Female
	• To empower women in policing by elevating and delegating them responsibilities equal as men	• 71% of women at lowest level			
	• To ensure the sustainability and continuity of the initiative	• Less than 1% of women on decision making level			
	• Leadership program for women	• 30.2%			

Programmes for Quarter 1

The planned programme for the first quarter of the 2021/22 Fiscal Year was not fully implemented as this was due to the second wave of the global pandemic that infiltrated Fiji's domestic front in March and continues with its prolonged effects crossing over into the new budgetary year. However, the FPF facilitated a total of four organised activities which are discussed below.

a) Activity 1: Women qualifying in-house training course

Out of the 159 officers who attended the four courses on gender offered by FPA, 46 participants were female. This is equivalent to 28% of females who qualified for in-house training.

b) Activity 2: Review of the training criteria

The FPF last month reviewed its Training Manual to ensure that gender balance is achieved through the selection of participants to the courses offered at the Fiji Police Academy.

c) Activity 3: Gender Analysis for every course

Courses offered for training are dovetailed towards having gender equality in the composition of participants. An internal policy to address gender mainstreaming has been drafted and this will ensure that a 30% female composition for all courses at FPA will be implemented.

d) Activity 4: Gender Mainstreaming Action Group (GMAG) on gender aspects

A team comprising of the Directorate Strategic Planning, Director Training, Director Community Policing and the FPF Accountant are responsible for monitoring gender activities and programmes implemented within the organisation.

Annex 8 Examples of Annual reports reporting on Gender Equality outcomes

Example 1: Ministry of Youth & Sports; Youth Farm Program

The Ministry anticipates the following expected outcomes:

- i. Increased participation of women and girls in entrepreneurship to generate income, meaningful engagement and stimulate economic activities; and
 - ii. Improve livelihood of women and girls.
1. Target Group
 - All Youth Clubs registered under Ministry of Youth and Sports
 - Youth. Ages between 15 – 35 years
 - Youth that has land consents

Baseline: Year 2021

Division	Women/Girls	%	Men/Boys	%
Eastern	118	25	357	75
Western	495	30	1159	70
Northern	458	36	819	64
Central	159	34	302	66
in total		32		66

Through this programme, the Ministry aims to address youth unemployment, food security and other related youth issues arising due to the unprecedented impacts of the corona virus pandemic. It focuses on youths in clusters or groups while prioritizing groups that have been formally registered through the Ministry.

As such, it intends to improve the self-esteem of women and girls by creating avenues through farming activities in which they can contribute to food security and simultaneously be self-sufficient through income generation.

The number of Youth Beneficiaries that benefited from the Youth Farm Initiatives (YFI) Grant in FY21/22

Divisions	Total Number of Youth Assisted FY21/22			
	Women/Girls	%	Men/Boys	%
Eastern	64	29	158	71
Western	389	39	603	61
Northern	123	38	201	62
Central	64	32	135	68

Total	640		1,097	
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Outcome: An increase in women /girls attending the program in Eastern/Western and Northern division. Particularly improved attendance of women/girls in the western division. A decline in women/girls' attendance is seen in central division.

Out of the total utilized budget of \$106,047.68. 37% was utilized for training women/girls and 63% for training men/boys.

The goals: meaningful engagement and stimulate economic activities for women and girls and Improve livelihood of women and girls have not been measured this year.

Example 2: Ministry of Agriculture: Poultry Assistance Program

A) Objective 2: To increase number of women receiving one day old chicks from MoA by 5% in 2021/22 in comparison to baseline

- i. **Indicator 2.1: 5% increase in number of women assisted with day old chicks (DOC) from the 2020/21FY record**
- ii. **Baseline : 1500** women assisted with DOC as of 2020/21 (2020FAC)
- iii. **Target : Baseline (1500) + 5% of baseline (75) = 1,575** women poultry farmers to be assisted with DOC as of 2021/22FY
- iv. **Result: 527** women poultry farmers were assisted with Day Old Chicks in the last FY (2021/22)
- v. **Formula for Calculating the Achievement:**
$$\frac{(\text{Baseline} + \text{Result}) - \text{Target}}{\text{Target}} \times 100$$

Achievement: The total number of women assisted with Day Old Chicks as of 2021/22FY has increased by **28.7%** as compared to the target of 5% growth rate. A total of 75 women (5 percent of baseline) was targeted to be assisted in 2021/22FY but the Ministry manage to assist 527 women poultry farmers which is 39 percent of the total number of beneficiaries of DOC's. Out of the total of \$50,529.32 project value on provision of Day Old Chicks and Feed under the Poultry Extension Programme, 38 percent (\$18,981) was utilized for the development of women poultry farmers. Northern Division had the highest percentage of female assisted as compared to male beneficiaries. Table 2 below recorded distribution of beneficiaries for DOC's and feed by sex by division in the 2021/22FY.

