



WFP Gender Policy 2003-2007 • Enhanced Commitments to Women  
ECW Baseline Survey Training Workshop

**City, Country (xx-xx Month, Year)**

**WORKSHOP & TRAINING MANUAL**

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## Module 1

# ECW Baseline Implementation Strategy



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## List of acronyms

CO	Country office
ECW	Enhanced Commitments to Women
EMOP	Emergency operation
ENA	Emergency Needs Assessment
FFT	Food for training
FFW	Food for work
GFT	Gender focal team
HQ	WFP Headquarters, Rome
HR	Human Resources Division
MDG	Millennium Development Goals
ODO	Operations department
ODK	East and Central Africa Bureau (Kampala)
ODB	Asia Bureau
ODC	Mediterranean, Middle East & Central Asia Bureau
ODD	West Africa Regional Bureau
ODY	Regional Bureau for Central Africa
ODJ	Southern Africa Regional Bureau
ODK	East & Central Africa Regional Bureau
ODO	Office of the Director of Operations
ODPC	Latin America & Caribbean Bureau
ODR	Eastern Europe Bureau
OEDP	Office of Performance Measurement and Reporting
OEDR	Division for Results-Based Management
PRC	Programme Review Committee
PRRO	Protracted relief and recovery operation
PSP	Strategy, Policy & Programme Support Division
PSPP	Food Support, Safety Nets & Relief Service
RB	Regional bureau
RBM	Results-based management
RPA	Regional programme advisor
SPR	Standard project report
VAM	Vulnerability assessment and mapping



## Preamble

The Lessons and Recommendations from the Thematic Evaluation of the WFP Commitments to Women 1996–2001<sup>i</sup> and a consultation process with staff and partners conducted in 2001 and 2002<sup>ii</sup> led to the formulation of the WFP Gender Policy 2003–2007.<sup>iii</sup> The policy contains eight Enhanced Commitments to Women (ECW) that focus on programming, advocacy and human resources. While the ECW continue to be based on the 1995 Beijing Declaration and Platform for Action, they build strongly on the 1996–2001 WFP Commitments to Women, thus replacing them.

There are three major corporate initiatives geared at facilitating the implementation of the WFP Gender Policy over the period 2003–2004: (a) implementation of baseline surveys on the WFP ECW, (b) preparation of ECW guidelines and (c) preparation of ECW training modules and a related corporate training initiative for staff and partners. This document describes the background and implementation strategy related to the first of these.

## Summary

In line with a results-based management (RBM) perspective geared toward enhancing country-level programme management, decision-making and realistic target-setting related to ECW<sup>iv</sup> implementation, baseline surveys on ECW status will be carried out in 30 to 40 priority countries. Assessment of change will take place through follow-up surveys in 2006–2007. Both survey initiatives will focus on activity/process and output levels, while outcome level results will be addressed through a select number of complementary country-level case studies. The baseline surveys will also provide information for the 2005 mid-term report to the Executive Board on the implementation of the Gender Policy (EB.A/2005) and for the WFP contribution to the anticipated Beijing+10 World Conference on Women in 2005.

Countries conducting the ECW baselines have been selected according to specific criteria. Where survey costs have been mainstreamed into programme budgets, surveys will be fully or partially funded through country resources. Countries with operations that began prior to the approval of the Gender Policy, for which ECW baseline costs have not been mainstreamed, as well as countries with a smaller operational volume and insufficient programme budgets, will receive partial or complete funding support through a special ECW baseline fund administered by the Gender Team in the Strategy, Policy and Programme Support Division (HQ/PSP-Gender(PSPP)) in Rome. Further funding support for ECW baseline surveys has been obtained

from alternative sources (e.g. special donor contributions).

The preliminary design and development of the ECW baseline survey tools were carried out by HQ/PSP-Gender(PSPP), in consultation with selected country offices, regional bureaux and concerned Headquarters (HQ) divisions (ODO, OEDP, HR Division, etc). In June 2003, consultations on the survey design were held with the East & Central Africa Regional Bureau (ODK) and the WFP country offices/operations in Uganda and Rwanda to address, *inter alia*, the logical framework, questionnaire design, sampling methodology and survey logistics and implications.

Further consultations with concerned divisions in WFP HQ subsequently took place, such that feedback from both consultations could be incorporated in the survey tools prior to pre-testing. All questionnaires were then pre-tested by WFP country office staff and enumerators in Uganda, Rwanda, Bangladesh and Afghanistan. Pre-test feedback has been incorporated into the final versions of the survey tools and documentation.

Beginning in September 2003 and ending in February 2004, four regional workshops on survey implementation will be conducted – two in English, one in French and one in Spanish – and will be attended by all 30 to 40 designated focal points from priority countries. Workshop timing has been planned to allow participating countries to begin survey implementation no later than end-March 2004. Survey organization and implementation will be managed by the respective country offices with technical backstopping from HQ/PSP-Gender(PSPP).

All completed ECW questionnaires will be sent to HQ/PSP-Gender(PSPP) for data entry into a customized Access database. Complete data sets will subsequently be returned to the respective country offices for in-depth analysis, elaboration and programme-related decision-making. Output and process indicators will be provided in a simplified table format to facilitate identification of areas needing attention and prioritization of activities. A standard country report template will also be provided to facilitate country offices in presenting selected survey data with additional qualitative information. Where conducted, the intensive case studies will complement the baseline survey results with qualitative insights into the challenges faced, good practices developed, adjustments required and results achieved regarding country-level Gender Policy implementation, as well as attempt to capture preliminary ECW outcome level indicators through participatory beneficiary consultations.

## Background and purpose

*“Baseline information on a minimum set of gender-sensitive indicators will be collected in selected countries in 2003, for which follow-up studies measuring results will be conducted in 2006–2007. Qualitative information will complement quantitative data.”*

WFP Gender Policy 2003–2007 Enhanced Commitment VI.2

The WFP 2003–2007 Gender Policy contains eight ECW which focus on the following areas:

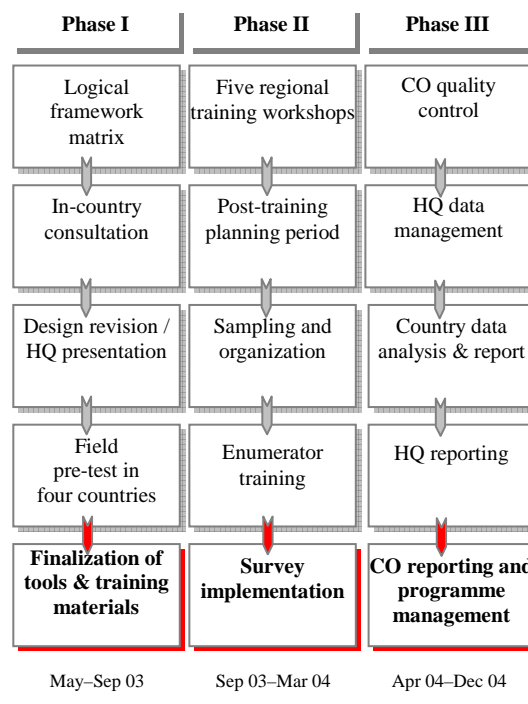
- ECW I – Nutrition
- ECW II – Education
- ECW III – Human and Physical Asset Creation
- ECW IV – Relief Food Distribution
- ECW V – Participation in Decision-Making
- ECW VI – Mainstreaming Gender Perspective in Programme Areas
- ECW VII – Advocacy
- ECW VIII – Human Resources

Each ECW is further elaborated through various sub commitments, totalling 41 sub commitments in the policy. These propose specific measures and targets, where appropriate, intended to assist WFP in taking action in line with the organizational commitment towards supporting the advancement of women and the reduction of gender gaps, with a view to improving household food security for the most vulnerable.

The ECW, therefore, not only cover various thematic areas, but they are also applicable to all programme categories – country programmes/development projects, protracted relief and recovery operations (PRROs) and emergency operations (EMOPs). By virtue of this, the resulting baseline surveys are equally cross-cutting thematically and by programme type.

As the ECW baselines are WFP’s first undertaking of such a comprehensive assessment, the Office of the Director of Operations (ODO), the Division for RBM (OEDR) and the Strategy, Policy and Programme Support Division (PSP) agreed that the baseline survey should focus on the **process and output levels only**. Hence the inclusion of a series of process indicators aimed at assessing the existence, or implementation, of the critical steps required to establish an enabling environment for the successful implementation of the ECW in the operations and institutions under survey. A systematic assessment of the ECW at the outcome level may subsequently be designed by OEDR at a later date, or may be integrated into other thematic baselines (nutrition, school feeding, etc.) in the future.

## Time frame



## Definitions of terms

### Baseline

This initiative refers to conducting a baseline on the implementation of WFP’s 2003–2007 Gender Policy. Where the current ECW build on previous Commitments to Women, the baseline situation may in reality already reflect many years of gender-related work done by WFP. Where there is instead a conceptual shift (e.g. from an obligation for women to collect household food rations in relief programmes to giving women the entitlement to the household food ration by issuing a ration card in their name), it is more likely that a true baseline value will be captured.

This baseline initiative aims at capturing the *status quo* with regard to the implementation of the Gender Policy in all programme categories and thematic areas, in the form of a cross-sectional analysis at a given point in time.

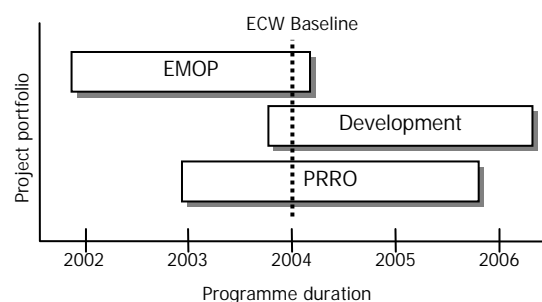


Figure 1: ECW baseline cross-sectional analysis

### Survey unit

The term *survey unit* is used to describe the unit at which data are to be collected. The *indicators* define what information is to be collected and the *means of verification* indicate how – or from where – the information is to be obtained. Indicators and respective survey units and means of verification are identified in the logical framework matrix.

Level	Survey Level/Unit	Indicator	Indicator Metrics		Means of verification
			Num.	Den.	

Where appropriate, the same survey unit will be assessed from both programme design and implementation perspectives, e.g. a food for work (FFW) scheme will be assessed once at the country office design level, as well as at field implementation level through visits to various FFW sites. Where survey units belong to a population of units (e.g. FFW sites, relief distribution sites), samples will be drawn and individual survey units visited for the implementation-level assessment. Where survey units are singular (e.g. country office, HQ unit, etc.), no samples will be drawn.

### Enumerator

The term *enumerator* will be used throughout this text to indicate those individuals who will be collecting data in the field. For the ECW baseline surveys, enumerators may be engaged from outside WFP (e.g. university students, data-collection agencies, etc.), or they may be WFP programme and/or monitoring staff. All indications provided with regard to enumerators refer to both externally hired staff as well as internal WFP staff.

## Criteria for participation & funding strategy

The selection of countries to conduct the ECW baseline has been based on the following criteria:

- operational expenditure volume;
- beneficiary figures;
- continuation of WFP assistance in the medium term;
- security considerations; and
- geographical representation.

In April 2003 a draft list of first-priority, further-priority and low-priority countries (where no baselines are planned) was shared with all country offices for review, consultation and finalization with regards to their respective grouping. Adjustments were made in the list according to the country offices' views (e.g. on security considerations). The list of priority countries as agreed to by the concerned country offices in May/June 2003 is provided here:

Table 1: Selected ECW baseline survey countries

First Priority	Further priority	Σ
<b>ODB</b> 4	2	6
Bangladesh, Cambodia, Indonesia, India	Myanmar, Nepal	
<b>ODC</b> 3	4	7
Pakistan, Tajikistan, Yemen	Afghanistan, Algeria, Iran, Palestinian Territories	
<b>ODD</b> 5	6	11
Burkina Faso, Mali, Mauritania, Niger, Sierra Leone	Cape Verde, Chad, Gambia, Guinea, Guinea Bissau, Liberia	
<b>ODJ</b> 4	2	6
Angola, Malawi, Tanzania, Zambia	Mozambique, Zimbabwe	
<b>ODK</b> 7	4	11
D.R. Congo, Eritrea, Ethiopia, Kenya, Rwanda,* Sudan, Uganda*	Burundi, Djibouti, Rep. Congo, Somalia	
<b>ODPC</b> 4	1	5
Colombia, Haiti, Honduras, Nicaragua	Bolivia	
<b>ODR</b> 3	--	3
Armenia, Azerbaijan, Georgia		
<b>Total</b> 30	19	49
<b>% of WFP 2002 Operational Expenditure Vol.</b> 53	23	76

\* Countries in which survey methodology consultations were carried out in June 2003.

° Annual Report of the Executive Director: 2002 (WFP/EB.A/2003/4), Annex III, Table 2.

Classification remains flexible, and countries may change if conditions warrant it. First-priority countries are characterized by high operational resource volume and large beneficiary numbers, reasonable security situation, and anticipated medium-term continuation of WFP assistance. Further-priority countries are normally countries where baseline surveys are desirable and there is an anticipated medium-term continuation of WFP assistance, but either operational volumes and/or beneficiary numbers are relatively low and/or the political/security situations may not allow survey



implementation. In about 30 countries no baseline studies are planned, either because WFP assistance may not continue in the medium term, operational volumes and beneficiary numbers are very low, or the political/security situation is definitely not conducive to survey implementation.

Depending on budget availability, five in-depth country case studies are planned in addition to the quantitative baseline surveys. These studies will complement the quantitative baseline data, and will attempt to capture, through participatory methods, determinants affecting country-level ECW implementation, thus also providing preliminary indications on ECW outcomes. The specific areas of investigation and the countries in which they will be carried out will be determined subsequent to a preliminary analysis of the first sets of quantitative baseline data collected.

The organization's funding commitment is highest for the first-priority countries. Where countries have mainstreamed baseline survey costs into programme budgets under direct support costs (DSC - support to WFP's programme activities) or other direct operational costs (ODOC - support to counterparts and beneficiaries in order to facilitate implementation of programme activities), survey activities will be fully or partly funded through country resources. Countries with operations that started prior to the approval of the Gender Policy and for which baseline costs had not yet been mainstreamed, and countries with smaller operational volumes unable to cover such costs, will receive partial or complete funding support through a special ECW baseline fund administered by HQ/PSP-Gender(PSPP). Additional funding for about six ECW baseline surveys has been foreseen in the 2004–2005 management plan (biennial budget). In addition, some donors have expressed interest in providing special funding support for baselines in their priority countries – i.e. the New Zealand Agency for International Development has committed to assist both Indonesia and Myanmar in this initiative.

Since the approval of the Gender Policy in October 2002, all programme and budget plan documents submitted to the Programme Review Committee (PRC) have been carefully reviewed by HQ/PSP-Gender(PSPP) to ensure that the costs of the upcoming baselines were appropriately mainstreamed. Country offices with larger operational volumes were very responsive to this initiative. As at 31 July 2003 approximately US\$700,000 has been budgeted either through country offices' mainstreaming into programme budget plans or through alternative funding sources. While this figure is expected to increase by the end of 2003, it is likely that the entire amount will not be

available when survey activities begin in early 2004, as programmes may not be fully funded or cash funds may become available only at a later stage. WFP has made an internal allocation to the ECW Baseline Survey Initiative of US\$1 million, intended to cover, *inter alia*: finalization of the survey methodology; four regional training workshops on baseline rationale and implementation; assistance in administering the fund; bilateral technical assistance for country offices during survey preparation and implementation, including enumerator training; funding of survey activities where country office resources are insufficient.

In the event of sufficient funds, selected additional priority countries will also conduct the baseline surveys, adding up to a total of 40 country-level baselines for the ECW Baseline Initiative.

## Survey design & methodology

The 2003–2007 Gender Policy constitutes the conceptual basis for the ECW baseline activities and provides the skeleton structure underlying the logical framework matrix from which the baseline questionnaires have been extracted. Given the thematic diversity that characterizes the ECW Baseline Initiative, the logical framework matrix outlines the ECW indicators defined for all thematic areas, includes a survey unit column, definitions of relevant terms, additional information and technical references for further reading.

The design and development of the ECW logframe and questionnaires was carried out by HQ/PSP-Gender(PSPP), in close consultation with selected country offices, all regional bureaux and concerned Headquarters divisions (ODO, OEDP, HR, etc.).

However, to ensure that ECW baseline data be collected in a consistent and coherent manner, and that it ultimately yield valuable programme-management and decision-making information for country offices, an in-country consultation and feasibility study was carried out to test the applicability of the tools developed in on-the-ground programme realities prior to their finalization.

## In-country consultation & feasibility study

The feasibility study was carried out in Uganda and Rwanda, in the East and Central Africa Bureau Region (ODK). The ODK region was selected for the following reasons: (a) 11 ODK countries, seven of which are in the first priority list due to high operational volumes, will conduct the baseline surveys; (b) the region presents thematic variety – nutrition, school feeding, food for training (FFT), FFW and relief food distribution – as well as a combination of different programme categories; and (c) there's a possibility of mainstreaming the

HIV/AIDS dimension into the overall ECW survey framework.

In June 2003, a three-person HQ/PSP-Gender(PSPP) team spent two weeks in each of the two countries, holding in-depth consultations with colleagues from the ODK Regional Bureau and the country offices on the draft survey design documentation. This included group discussions with the programme officers familiar with the various thematic areas under consideration. The schedule of meetings, commitments discussed and field visits carried out are detailed in Annex I.

Preliminary testing of the draft questionnaires was carried out at various programme/activity sites in both countries. Four enumerators were selected from among those who had taken part in the respective country offices' school feeding baseline surveys. Following the field visits, debriefing sessions were held with the enumerators to gather feedback and suggestions. Over the course of the four weeks, sites visited included refugee camps, nutrition centres, FFW sites, FFT sites, and HIV/AIDS sensitization initiatives.

The consultation phase addressed issues relating to the logical framework and related questionnaires, sampling methodology, and survey logistics and implications. The feedback obtained during these in-country consultations and field tests has been used to further refine the overall survey tools and methodology.

HQ/PSP-Gender(PSPP) also held additional consultations on the above with interested divisions at WFP HQ in Rome before finalizing the logical framework and the survey questionnaire for the pre-tests. All questionnaires were pre-tested by WFP country office staff and enumerators in Uganda, Rwanda, Bangladesh and Afghanistan – the latter two countries having been selected to ensure testing in different WFP programme environments and settings. Feedback from the Uganda and Rwanda pre-tests was conveyed via email towards the end of August 2003, while feedback from those conducted in Bangladesh and Afghanistan was obtained first-hand as a representative of the HQ Gender Team was present for the enumerator training and data collection. All feedback has been integrated into the survey questionnaires and documentation, which were available for the first regional workshop held in September 2003.

Costs incurred during the consultation and pre-test phases have been covered by a special contribution from the Canadian government.

## Regional training of focal points

Designated focal points from all priority countries will attend one of five regional workshops, during which survey rationale, tools and implementation will be explained in detail, and a field visit will be undertaken for firsthand experience in related data collection.

Seven-day workshops will be organized in five locations in English, French and Spanish, between end-September 2003 and mid-February 2004. The workshops aim at providing designated country office focal points with the knowledge, skills and materials required to successfully train enumerators and implement the baseline surveys in their respective countries. Regional programme advisers and selected staff of concerned HQ divisions (ODO, OEDR, etc.) will be invited to attend the workshops.

Workshop participants will be provided with comprehensive training materials as well as enumerator training modules for distribution during in-country training, prior to implementation.

In addition to training on the questionnaires, shorter sessions will be dedicated to the survey implementation time line, sampling, implementation logistics, data collection and quality control, and reporting. While country offices will be responsible for survey organization and implementation, the Gender Team in Rome will be available to provide technical support and assistance. Country offices and the Gender Team will liaise to identify the appropriate sample frames and the related calculation of sample sizes will be carried out by the Gender Team in Rome and communicated to the country office focal points.

The following presents the training schedule updated as at 10 November 2003.

\* A workshop for participants from Mozambique and Angola will be held subsequent to another workshop on the ECW guidelines, in which both countries will take part.

**Table 2: ECW baseline training workshops**

<b>Period/location (English)</b>	<b>28 Sept.–4 Oct. 2003 Khartoum/Sudan</b>
Regions covered	<b>ODD – ODK – ODJ</b>
Training team	<b>3</b> (PSPP-gender)
Total participants	<b>20</b>
Countries	DR Congo, Eritrea, Ethiopia, Gambia, Kenya, Liberia, Malawi, Rwanda, Sierra Leone, Somalia, Southern Sudan, Sudan, Tanzania, Uganda, Zambia, Zimbabwe
RPA	3 (from ODD/ODJ/ODK)
HQ divisions	0
<b>Period/location (English)</b>	<b>18–24 Oct. 2003 Tehran/Iran</b>
Regions covered	<b>ODB – ODC – ODR</b>
Training team	<b>3</b> (PSPP-gender)
Total participants	<b>15</b>
Countries	Afghanistan, Armenia, Azerbaijan, Bangladesh, Cambodia, Georgia, India, Iran (2), Myanmar, Nepal, Pakistan, Tajikistan, Yemen
RPA	1 (from ODC)
HQ divisions	0
<b>Period/location (English)</b>	<b>30 Oct.–4 Nov. 2003 Luanda/Angola*</b>
Regions covered	<b>ODJ-Portuguese</b>
Training team	<b>2</b> (PSPP-gender)
Total participants	<b>12</b>
Countries	Angola (7), Burundi, Indonesia, Mozambique, Sierra Leone, Tanzania
RPA	0
HQ divisions	0
<b>Period/location (French)</b>	<b>19–25 Jan. 2004 Ouagadougou/Burkina Faso</b>
Regions covered	<b>ODD – ODK – ODC – ODPC</b>
Training team	<b>2</b> (PSPP-gender)
Total participants	<b>15</b>
Countries	Algeria, Burkina Faso, Cape Verde, Chad, Djibouti, Guinea, Guinea Bissau, Haiti, Mali, Mauritania, Niger, Rep. Congo
RPA	2 (from ODD/ODDY)
HQ divisions	1
<b>Period/location (Spanish)</b>	<b>9–15 Feb. 2004 Managua/Nicaragua</b>
Regions covered	<b>ODPC</b>
Training team	<b>2</b> (PSPP-gender)
Total participants	<b>6</b> (plus counterpart rep. where funds are available)
Countries	Bolivia, Columbia, Honduras, Nicaragua
RPA	1 (from ODPC)
HQ divisions	1
<b>Grand total</b>	<b>70</b>

## Post-training planning period & time line

Once country-office-designated focal points have participated in a regional workshop, a planning period of two to three months is foreseen to allow them sufficient time to gather required information, identify enumerators and finalize sample size calculations with HQ/PSPP-Gender(PSPP).

The steps in the process will be as follows:

- consultation with HQ-PSPP/Gender to identify appropriate survey units, sample frames and sample sizes;
- budget proposal prepared and submitted by CO (even when HQ funding is not being requested);
- enumerators identified and selected;
- enumerator training carried out by CO focal point; questionnaires distributed and travel arrangements made;
- support network for enumerators put in place (survey coordinator);
- survey initiated and data collected;
- debriefing sessions with enumerators held upon completion of data collection, and summary report prepared;
- completed questionnaires collected and preliminary quality control undertaken by CO survey coordinator;
- photocopies of completed questionnaires, signed enumerator-training participation and debriefing forms packed and sent to HQ;
- data entry and quality control carried out in HQ;
- complete data sets extracted from database and returned to COs with the country report template and tools for elaboration and analysis; and
- country report finalized by CO and HQ where appropriate.

During the regional workshops, the general planning and implementation time line will be discussed in detail with country-office-designated focal points. In addition, training materials for country office focal points and enumerator trainings will be provided to facilitate roll-out and implementation. Where possible, document templates will also be provided to facilitate country offices in the preparatory process.

## Sampling methodology

The thematically cross-cutting nature of the Gender Policy is such that a variety of survey units have been identified in the logical framework matrix. Following discussions with regional bureau and country office staff as to optimal programme-management data requirements, it has been decided

that for those units requiring sampling, representative samples will be drawn for each programme category population for each survey unit.

**Example:**

If there are FFW schemes under the country programme and under an EMOP, two separate samples will be drawn such that one will be representative of FFW schemes under the country programme and one will be representative of FFW schemes under the EMOP. This is seen as valuable for post-survey data analysis and country-level programme management and decision-making.

## Control groups

The ECW baselines will not collect data from control groups. As clearly explained in the WFP Monitoring and Evaluation guidelines, the criteria by which appropriate control groups are normally identified in social research are incompatible with the overall WFP mandate – i.e.,

*“WFP’s mandate, particularly in PRROs and EMOPs, is to enact full-coverage operations in areas where populations are hungry or considered hungry poor.” (WFP M&E Module 4, pg. 27)*

By virtue of the *full-coverage* commitment, identifying valid control groups becomes very difficult, as any population sharing the same characteristics as the populations receiving assistance should benefit equally rather than be left unassisted.

The above, which refers to the provision of food assistance, also applies to the ECW. Defining a “control group” in which the ECW are intentionally not implemented would be contrary to the principle of universal ECW implementation in all WFP interventions.

## Sample frames

- (a) Sample frames will be defined in collaboration with HQ-PSPP/Gender for each country.
- (b) Based on agreed definitions of appropriate units, country offices will finalize sample frame lists.
- (c) Sample sizes for each sample frame will be calculated by HQ-PSPP/ Gender and shared with country offices for planning and implementation.

Early in the survey design process, the HQ Vulnerability Assessment and Mapping (VAM) Unit was consulted regarding the availability of the sample frames required for the ECW baseline survey units. As the survey unit most commonly assessed by VAM is the household – which is not a

survey unit under the ECW baselines – there was consensus that the sample frames required for each ECW survey unit will have to be devised by, and for, each country conducting the exercise.

Consultations with HQ, ODK Regional Bureau and country office VAM representatives in Uganda and Rwanda have taken place on how best to do this, as well as various other aspects relating to the sampling method to be adopted (survey unit definitions, how to determine sample frames, geo codes, etc.).

To facilitate the sampling process, communication between HQ-PSPP/Gender and the designated country office focal points will be ongoing to ascertain (a) that each survey unit definition is clearly understood in the context of the country in question, and (b) that the sample frame listing is correctly completed in view of accurate sample size calculation. Country offices will be provided with appropriately formatted Excel templates during the training workshops, to facilitate the systematic compilation of the sample frames.

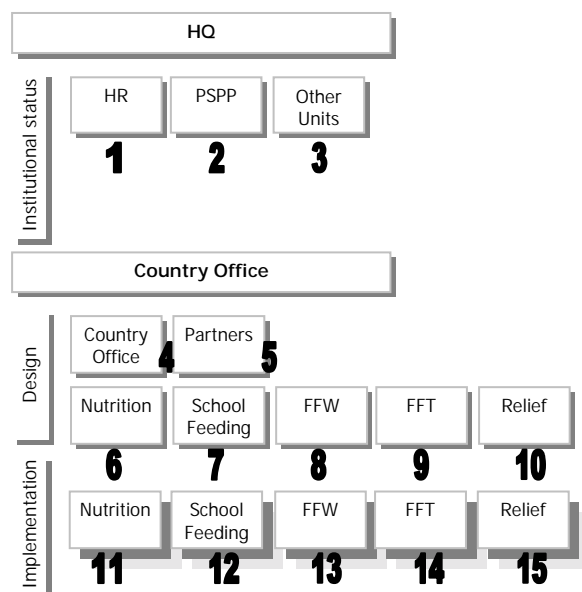
Discussions with VAM staff in HQ, ODK Regional Bureau and country offices have also highlighted the benefit of collecting sample frame information with Geographic Information System or geographical coding (where available). All sample frame information gathered throughout the ECW Baseline Initiative will be collected in a database, and will be shared with HQ-VAM in electronic format for VAM use, as deemed appropriate.

## Follow-up surveys

Countries conducting the 2003–2004 Baseline Surveys will also conduct a follow-up survey in 2006, to be completed by December 2006. To ensure comparison and validity in data collection, these surveys will collect the same output indicators and make use of the same implementation and sampling methodologies used in 2003/2004.

The information gathered will be used for the preparation of the 2007 End-of-Term Evaluation of the Gender Policy as per its implementation schedule (Gender Policy 2003–2007, Annex II).

## The survey questionnaires



There are 15 questionnaires in the ECW Baseline Survey package. The questionnaires address the implementation of the ECW in various areas, and are divided into three groups: (a) those focussing on ECW implementation in HQ (e.g. in corporate thematic guidelines, advocacy, human resources, etc.), (b) those focussing on ECW integration in programme design at country office level, and (c) those focussing on ECW inclusion in activities at field or implementation level.

The three HQ questionnaires will be circulated within Headquarters only. The *HQ–Human Resources* questionnaire focuses on issues relating to recruitment, retention and staff statistics and is to be completed by the Human Resources division; The *HQ–Gender Team (PSPP)* questionnaire focuses on interactions between the Gender Team and other HQ units relating to the integration of the ECW into corporate thematic guidelines and training modules, and is to be completed by the Gender Team. The *HQ–Various Units* questionnaire contains sets of questions addressing individual HQ units (VAM, ENA, RBM, etc.). Each section is to be completed independently by the respective HQ unit. It is important to note that as in the country-level questionnaires, the HQ questionnaires are structured so as to encourage triangulation across the board, particularly between the various HQ units and the Gender Team. Triangulation goes both ways such that both the HQ units and the Gender Team have an opportunity to independently identify areas needing additional attention.

The programme design questionnaires go to the country offices and identify the extent to which the ECW are reflected/integrated into the design processes behind specific programmes/activities. These questionnaires should be completed by the designated programme staff, as suggested on the questionnaires themselves (or as determined by the country office), and are to be answered *in loco* by the country office. One design questionnaire will be completed for each distinct programme/activity combination – i.e. if a country has one FFW scheme under an EMOP and another under a PRRO, two separate FFW design questionnaires will be completed. While these questionnaires represent a sort of self-assessment, the answers they collect will be verified through a process of triangulation and incorporated into the implementation-level questionnaires which address the same issues, but from an on-the-ground perspective.

### Note:

The design and implementation questionnaires for FFW and FFT activities share a number of questions. In country offices where the same programme officer is responsible for both FFW and FFT activities, and these activities are designed under a common umbrella (e.g. as a food-for-assets activity), such that contractual agreements and programme design are the same for both the FFW and FFT activities carried out, he/she will be requested to answer one of the two questionnaires (e.g. FFW) completely, and to answer only those questions that are different on the second (e.g. FFT). The two forms are to be submitted to HQ together, so that a complete data set for each can subsequently be entered into the database system.

The Partners questionnaire is also to be completed *in loco* by the country office by designated staff. It assesses how and to what extent the ECW are reflected in WFP partner agreements that are active or ongoing at the time of survey. It does not require discussion with individual partners. Partners who collaborate with WFP through tripartite or non-WFP agreements are not to be assessed. Where the number of active, collaborating partners is high, a sample of partners will be selected; where the number of active partners is low, all partner agreements will be assessed. This will be determined in collaboration with the country offices on a one-to-one basis.

The implementation-level questionnaires should be completed by enumerators on the basis of conversations held with selected respondents at programme implementation locations, and are to be completed in the field. One implementation-level questionnaire will be completed for every programme/activity survey unit visited. How many survey units are visited will be determined by the calculated sample size.

**Table 3: The ECW questionnaires**

Design	HQ	CO	Enum.
1. HQ-Variety Units	✓		
2. HQ-Human Resources	✓		
3. HQ-Gender Team (PSPP)	✓		
4. Country Office		✓	
5. Nutrition		✓	
6. School Feeding		✓	
7. Food for Work		✓	
8. Food for Training		✓	
9. Relief Distribution		✓	
10. Partners		✓	
Implementation			
11. Nutrition		✓	
12. School Feeding		✓	
13. Food for Work			✓
14. Food for Training			✓
15. Relief Distribution			✓

Which questionnaires each country will be required to complete will be determined by the country's programme portfolio. HQ/PSPP-Gender(PSPP) will present country offices with a preliminary list of programme activities, as listed in the country programme activities documentation. Upon country office confirmation and/or correction of the list of ongoing activities, the survey questionnaires will be distributed accordingly.

Implementation-level questionnaires present enumerators with easy, straightforward questions, specifically formulated to be short and to the point, to be addressed to beneficiaries or implementing partner representatives depending on the issue at hand. During training, enumerators will also be given guidance on "on-site triangulation" and will be instructed to investigate answers provided by both partners and beneficiaries when relating to the same issue.

Programmes or activities that have been approved but for which implementation has not yet begun will only be subject to the activity design questionnaires to be completed by the responsible programme officer, as there will be no implementation sites with which to triangulate results.

## Nutrition

Upon close consultation with the Nutrition Unit in HQ, it has been decided that the most appropriate strategy for completing the implementation-level questionnaire is to focus on country offices and sub-offices, since developing a sample frame of nutrition intervention sites in different countries would be very complex. Therefore, the *Nutrition Implementation* questionnaire will *not* require field visits.

The Nutrition Implementation questionnaire will be distributed to the field/sub-offices and will be completed by the programme staff located there. Where field/sub-office staff cannot answer specific questions, they will be asked to investigate with staff and/or representatives at implementation sites.

## School feeding

ECW II focuses on activities that enable girls to attend school and has three sub-commitments: II.1 and II.2 require data to define the gender gap in enrolment in WFP-assisted primary schools, and II.3 requires data to define the gender gap in enrolment in secondary schools located in areas where primary schools are already supported by WFP.

As all countries undertaking the ECW survey that have school feeding programmes have (or will have) completed the Primary School School-Feeding Baseline Survey by the end of 2003, no additional data-collection activities will be carried out under the ECW baselines with regards to sub-commitments II.1 and II.2. The data collected by the School Feeding Support Unit over the period 2001–2002 will be used as a baseline.

In addition, and in consultation with the School Feeding Support Unit, it has been decided that the limited data required for ECW II.3 will be collected using reliable secondary sources (e.g., government statistics, etc.) where available. Should a Secondary School Feeding Baseline Survey be conducted in the future, ECW II.3 data requirements would be integrated. Therefore the *ECW School Feeding Implementation* questionnaire will be distributed to the field/sub-offices and will be completed by the programme staff located there. There will be *no* primary data collection in secondary schools for the ECW Baseline Surveys.

## Translations

All training materials and survey questionnaires will be available in English, French, and Spanish by the time the regional training workshops are held.

While HQ/PSPP-Gender(PSPP) strongly recommends the use of the officially translated questionnaires – and that a strong effort be made to select enumerators fluent in one of the above languages – some countries may need to translate the questionnaires into local languages. Where this is necessary, country offices may carry out their own translations, on the condition that the local translation process be carefully monitored to avoid any misrepresentation.

## ECW baseline planning & cost analysis

Upon completion of sample size calculations, country offices will be in a position to begin planning of logistics and cost analysis. Country offices will be requested to submit an estimate of the foreseen budgetary requirements for the implementation of the ECW survey, including foreseen expenditures for the enumerator trainings. To assist country offices in this process, the designated focal points will be provided with Excel templates listing the main cost items.

In their budget plans, country offices will indicate the amounts available for this initiative from direct support costs and other direct operational costs or other sources, and the amounts required from the ECW Baseline Fund administered by PSPP-Gender. These plans will then be submitted to HQ-PSPP/Gender.

All budget plan details will be captured in the database software to allow a detailed cost analysis upon initiative completion, as well as to provide forecasting value for future follow-up surveys.

## Enumerator training

Country offices must carry out enumerator trainings and post-data-collection debriefing sessions. These are both **obligatory critical steps** in the pre- and post-implementation processes. Country offices are also strongly encouraged to engage gender-balanced teams of enumerators.

During the regional workshops, focal points will be given an Enumerator Training Package for replication and use during local enumerator training.

*Enumerator training is fundamental to successful survey implementation. Lack of adequate training in scope and method may seriously jeopardize survey results.*

In cases where HQ will partially or totally fund survey implementation, funds will be disbursed in instalments, such that the second instalment will be disbursed only upon country office confirmation that enumerator training has actually taken place. Country offices not receiving funds from HQ-PSPP/Gender will still be requested to confirm that enumerator training has been implemented successfully.

All participating countries will carry out debriefing sessions with all enumerators upon completion of data collection and will prepare a summary report of results.

## Implementation

Every country office implementing the ECW baseline survey should carefully consider how to distribute tasks and responsibilities throughout the process.

Successful survey implementation requires constant monitoring and supervision throughout the entire process by a **survey coordinator**. This role may be covered by any of the designated focal points or by any other qualified staff member. Recruitment of an external consultant is not recommended.

The survey coordinator must be familiar with the survey questionnaires, know the enumerators collecting the data, be conversant in the local languages in which the survey will be conducted, and be fully involved in the scheduling and logistics.

During implementation, the survey coordinator must be accessible to the enumerators in the field to address any issues that might arise during data collection. The survey coordinator will also ensure that samples are covered completely and correctly and will liaise regularly with HQ/PSPP-Gender(PSPP) on implementation progress. He/she will also ensure that all questionnaires are returned to the country office, and that every enumerator participates in a debriefing/information-sharing session upon completion of his/her activities. Information collected during debriefing sessions is to be compiled by the survey coordinator in the form of a report, with a view to providing background information that will be valuable when preparing the country report. Guidelines and samples of how this can be done will be presented and discussed during the regional workshops, and sample templates will be distributed on a CD-ROM at that time.

The survey coordinator will carry out a preliminary quality control on every questionnaire returned to the country office. Detailed guidelines of how to do this will be provided during the regional training and in the training materials that will be distributed to all participants. Upon verification of accuracy, all questionnaires will be photocopied in the country office, packed in boxes and dispatched to HQ-PSPP/Gender. The photocopies are to be kept in the country office in an organized manner, in case of queries needing clarification.

## Integration into existing M&E activities

Country offices carrying out Monitoring and Evaluation (M&E) exercises may wish to integrate the data-collection activities required for the ECW baselines into their M&E visits. In fact, there is no obligation to use external enumerators and to plan the ECW Baseline Survey as a separate, stand-alone endeavour. Where monitoring formats and

checklists can be modified to include the questions asked through the ECW questionnaires, and the data collection can be carried out in a timely fashion, the ECW baseline data may be collected during monitoring visits, at the convenience of the WFP monitors. Clearly, where this will be done, it is important that the monitors who will be collecting the information be adequately trained on the ECW questionnaires according to the indications provided in the section on enumerator training.

However, as data entry will be done at HQ in Rome, and given that the database is structured around the original questionnaires, country offices collecting information using revised monitoring checklists will be asked to transcribe the relevant information into the original ECW questionnaires before dispatching them to HQ.

## HQ survey management

Once HQ-PSPP/Gender receives all questionnaires submitted by a given country, these will be catalogued and prepared for data entry. A second quality-control exercise on paper will be carried out and any issues arising will be clarified with the respective country office survey coordinator. Upon clarification of all issues, data will be entered into the Survey Software database. The HQ-PSP-Gender Team (PSPP) will have a team of data-entry clerks dedicated to this task. As much as is possible, the data-entry team will be staffed by individuals who have already worked with the School Feeding Support Unit and who are already familiar with the data-entry software.

## Software system

All questionnaires, sample frame and sample size information will be generated and contained in an Access database. This same database software has also been used to generate and capture the School Feeding Baseline questionnaires.<sup>1</sup>

The common use of this system allows for easy data sharing between the School Feeding Support Unit and the Gender Team, as well as the extraction of any data desired by other units in standard electronic formats (txt, xls, rtf, etc.).

## Reporting

Once data-entry is completed at HQ/PSP-Gender(PSPP), all data will be extracted from the Survey Software in a user-friendly Microsoft Excel format and returned to the respective country

<sup>1</sup> The software has also been deployed on a pilot basis to the Afghanistan Country Office, where it has been used to capture the Afghanistan School Feeding Baseline and the Afghanistan Deworming Baseline data.

offices. While country offices will receive itemized data (every single data point for every single questionnaire) they will also receive the following three items:

- all output indicators in simplified table format;
- all process indicators in simplified table format; and
- a country report template.

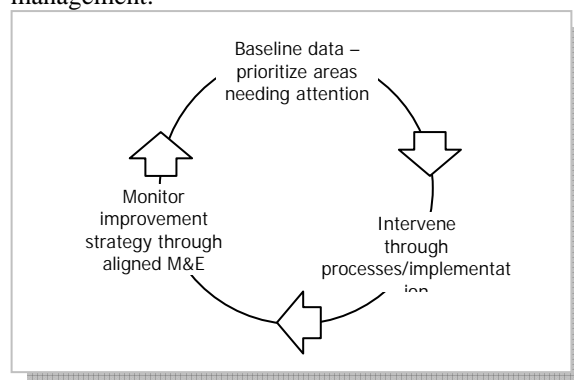
These three tools are proposed to assist country directors in using the data collected through the ECW baselines for strategic, real-time programme-management decision-making. Each tool serves a specific purpose:

**Output indicators in simplified table format.** All output indicators will be presented in a simple, linear table (indicator/value/target – where targets are specified in the Gender Policy). This is intended to provide a “quick view” of current performance, help identify weak areas and help prioritize actions to be taken. This should answer the question: *What areas need attention?*

**Process indicators in simplified table format.** With priority areas identified, the corresponding process indicators may be consulted to help identify process-level difficulties or weaknesses. This will facilitate decision-making with regards to *where intervention needs to take place to improve in the areas identified.*

With a programme intervention strategy defined, these same tools and related questionnaires may also assist in formulating appropriately aligned M&E checklists and guidelines.

These tools aim at concretizing the value of baseline data in country-level results-based programme management.



**Figure 2: ECW baseline data and prioritized programme management**

**The report template.** Finally, the report template will be formatted to assist country offices in reporting on



all output indicators, and only those process indicators that *country offices will choose to report on*. By providing a report template, it is not the intention of HQ/PSPP-Gender(PSPP) to solicit a comprehensive report on all process indicators collected; instead, country offices will be invited to report only on those process indicators that best reflect current issues relating to the implementation of the corporate Gender Policy in their respective countries.

For process indicators, the report template will provide guidance on **how** to present ECW baseline data, but will not specify **which data** are to be presented.

Country offices will be asked to provide in-depth interpretations of the data they will choose to report on, and should do this via additional analysis of the baseline data, and/or the addition of qualitative information gathered through WFP staff experience and collected from the enumerators during the post-data-collection activities.

The itemized data that will be returned to country offices may be provided in a format compatible with other software packages designed for in-depth statistical analysis (e.g. SPSS), should this be required by the country offices.

### Assistance in data analysis

Translating figures into language and results that accurately and faithfully reflect the realities being reported on is not always easy. Experience has shown that this process is frequently – albeit unintentionally – characterized by the inclusion of assumptions and unsupported inferences (statements of cause and effect without empirical evidence) that weaken the reliability of the report and the results presented; graphics can be misinterpreted, and data can be inappropriately aggregated.

The HQ-PSPP/Gender Team is proposing a series of report-writing and data-analysis workshops for the ECW baseline country office–designated focal points. Devised with the aim of sharing precise data-analysis skills in a participatory manner and providing guidance on how best to present results in writing, these workshops would be designed to provide staff with the basic mathematical, statistical and inferential skills required to ensure sound and accurate analysis when interpreting data and preparing reports.

Dates and venues for said workshops remain to be determined; however, the benefits of such training would reach far beyond the sole task of reporting on the data collected during the ECW Baseline Survey. It is foreseen that the training sessions last five days, delivering theory and incorporating numerous

practical exercises using data collected during the ECW baseline, so as to cover, *inter alia*, topics such as:

- preparing data for analysis;
- data itemization and aggregation;
- understanding data validity;
- identifying trends;
- selecting and interpreting appropriate graphics; and
- translating numbers into words.

### HQ reporting

HQ-PSPP/Gender will use the data collected by the ECW Baseline Survey to prepare a preliminary report on findings for the 2005 Mid-Term Report to the Executive Board on the implementation of the Gender Policy (EB.A/2005). Additional elaboration and finalization of a comprehensive report will be subsequently carried out in view of the anticipated Beijing +10 Conference to be held later that year.

It is foreseen that data will be **aggregated**, where feasible, at the **output level** only. Process indicators will be reported on at country-level only.

At the same time, the WFP Gender Intranet will be used as a vehicle to continue information-sharing by placing the following, *inter alia*, online:

- ECW baseline data;
- completed ECW country reports;
- the finalized HQ ECW reports; and
- country office success stories and/or best practices relating to the implementation of the ECW.

For those country offices not connected to the WFP Intranet, CD-ROM versions will be distributed regularly.

### WFP RBM & MDG

Although highly specific in certain areas, the ECW Baseline Surveys clearly investigate broader aspects of programme implementation and success. Where these areas correspond with those identified in the 2004–2007 Strategic Programme Performance Results Matrix, recently finalized by the OEDP unit in WFP, appropriate mention has been made in the ECW logical framework matrix. This translates into data being collected that may also be used to report against the above mentioned RBM matrix if and when desired. As with all other units, the ECW data will be made easily available to the RBM unit in the format it will deem most useful. Areas of investigation in line with those identified by the Millennium Development Goals and indicators have also been appropriately indicated.

## In-house optimization of ECW data & information

In view of internal efficiency, sharing ECW data and supporting HQ and country offices in optimizing its use in other organizational contexts will be a priority throughout the process. Some of the specific areas so far identified where this is feasible include:

- (a) electronic sharing of sample frame information, as collected in all countries, with HQ VAM unit;
- (b) use of school feeding data already collected by the School Feeding Support Unit in completing and analyzing data requirements for ECW II and sharing of data collected on secondary schools with the School Feeding Support Unit; and
- (c) strengthening country office capacity to provide accurate data for the DACOTA system with regards to corporate process and output indicators, and better elaborate results in the formulation of standard project reports (SPRs).

The 2003–2004 ECW will specifically collect various indicators currently listed in the *Data Collection – Overview Report* (see for a detailed list of potential data overlap with indicators identified for DACOTA).

**All ECW baseline data will be collected in a relational database. There are no technical obstacles to transferring this data to any other database system if and when the decision is made to do so.**

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<sup>i</sup> Thematic Evaluation of the WFP Commitments to Women, WFP/EB.3/2002/6/6.

<sup>ii</sup> Lessons from WFP's Commitments to Women 1996–2001 and Recommendations for the Gender Policy 2003–2007, WFP, Rome 2003 (based on a report prepared in March 2002).

<sup>iii</sup> Gender Policy 2003–2007, WFP/EB.3/2002/4-A.

<sup>iv</sup> As per Gender Policy 2003–2007, para 85, point d).



## Module 2

# Gender Policy & Summary of Indicators



## Enhanced Commitment I

### **Meet the specific nutritional requirements of expectant and nursing mothers and—where appropriate—adolescent girls, and raise their health and nutrition awareness.**

- I.1. Micronutrient-fortified foods will be provided to all expectant and nursing mothers assisted under nutrition interventions and—where appropriate—to adolescent girls in out-of-school education and life skills training activities.
- I.2. In collaboration with partners, parasite-control activities (deworming) will be provided to all expectant and nursing mothers assisted under nutrition interventions.
- I.3. In collaboration with partners, awareness-raising on nutrition, health, caring practices (pre- and post-natal) and HIV prevention will be provided to at least half of the expectant and nursing mothers and adolescent girls assisted under the above specified nutrition, out-of-school and life skills training interventions (country level).

## Indicators

### **Sub-Commitment I.1.**

- 1. % of pregnant and lactating women assisted under nutrition interventions receiving micronutrient-fortified foods
- 2. % of adolescent girls receiving micronutrient-fortified foods through FFT activities that have a nutritional objective

### **Sub-Commitment I.2.**

- 3. % of pregnant and lactating women who receive parasite control under nutrition interventions

### **Sub-Commitment I.3**

- 4. % of pregnant and lactating women assisted under nutrition interventions receiving awareness-raising sessions on nutrition, health, caring practices (pre- and post-natal)
  - 5. % of adolescent girls participating in FFT activities with a nutritional objective who receive awareness-raising sessions on nutrition, health, caring practices (pre- and post-natal)
  - 6. % of pregnant and lactating women assisted under nutrition interventions who receive HIV prevention sessions
  - 7. % of adolescent girls participating in FFT activities with a nutritional objective who receive HIV prevention sessions
-

## Enhanced Commitment II

### **Expand activities that enable girls to attend school.**

- II.1 Half of all primary school students to whom WFP food assistance will be provided will be girls (global target to be achieved by 2007).
- II.2 Additional incentives in the form of take-home food rations will be provided to girls if there is a 15-percent or greater gender gap in primary school enrolment or attendance in the supported primary schools (country level).
- III.3 In areas in which primary school education is supported and where there is a 25-percent or greater gender gap in secondary school enrolment or attendance, a take-home ration will be provided for girls' secondary schooling. The aim is to reduce the gender gap in enrolment or attendance by half in the supported secondary schools (country level).

## Indicators

### **Sub-Commitment II.1**

- 8. % of girls receiving food aid in WFP assisted primary schools.

### **Sub-Commitment II.2**

- 9. % of girls receiving take-home rations in primary schools where there is a 15% or greater gender gap in enrolment .

### **Sub-Commitment II.3**

- 10. % of girls receiving take-home rations in secondary schools located in areas where primary schools are supported and where there is a 25% or greater gender gap in enrolment
-

## Enhanced Commitment III

### **Ensure that women benefit at least equally from the assets created through food for training and food for work.**

- III.1 At least 70 percent of the participants in food-assisted training activities will be women and adolescent girls, i.e. for out-of-school education, life skills training, income-generating skills training, micro-enterprise establishment and community leadership training (country level).
- III.2 In order for a physical asset to be created under FFW, the situation analysis will need to indicate that the asset is based on the needs of women and adolescent girls from food-insecure households, that the women and girls will participate in the asset's management and use, and that they will derive at least 50 percent of the benefits from the asset (country level).
- III.3 Food-for-work activities will be designed in a manner that facilitates the participation of women and adolescent girls (beyond age 15) as workers and ensures that they will not be overburdened (country level).
- III.4 The person who participates in the food-for-training or food-for-work activity will receive an individual or household food ration card, issued in her/his name.

## Indicators

### **Sub-Commitment III.1**

- 11. % of participants in FFT activities who are women and adolescent girls

### **Sub-Commitment III.2**

- 12. % of FFW schemes designed on the basis of gender-sensitive and gender-specific targeting and vulnerability assessment mapping
- 13. % of FFW schemes specifically designed to address the needs of women and adolescent girls, as much as those of men, from food-insecure households as expressed during participatory consultations
- 14. % of FFW schemes that foresee a role for women in asset management committees
- 15. % of FFW schemes that have carried out a gender-specific benefits analysis of the assets generated

### **Sub-Commitment III.3**

- 16. % of FFW schemes that provide work-norms appropriately defined for women
- 17. % of FFW schemes that explicitly foresee a mechanism for enforcing that women carry out tasks designed for women and that men carry out tasks designed for men
- 18. % of FFW schemes that provide complementary services that facilitate women's participation

### **Sub-Commitment III.4**

- 19. % of men and women participating in FFT activities that have a household or individual food ration card in their name, or are listed on the FFT food distribution list where ration cards are not in use.
  - 20. % of men and women participating in FFW schemes that have an individual food ration card in their name, or are listed on the FFW food distribution list where ration cards are not in use.
-

## Enhanced Commitment IV

### **Contribute to women's control of food in relief food distributions of household rations.**

- IV.1 WFP will assess where food distribution points are best established to allow women to collect the rations themselves and to avoid burdensome and unsafe travel to the distribution points.
- IV.2 WFP will also determine if special packaging is required to facilitate the collection and carrying of food rations by women.
- IV.3 Except in situations where there is no adult woman in a household, each household ration card for free food distributions will be issued in a woman's name (country level).
- IV.4 In polygamous families, a separate ration card will be issued for each wife and her dependants; the husband will be considered a member of one of these groups/households.
- IV.5 In situations of high insecurity or social breakdown, distribution arrangements will be designed in consultation with women to avoid putting them at risk.
- IV.6 Information will be provided to male and female beneficiaries about distributions: e.g. the size and composition of the household food rations; beneficiary selection criteria, distribution place and time; the fact that they are to provide no services or favours in exchange for receiving the rations; and the proper channels available to them for reporting cases or attempted cases of abuse linked to food distribution.
- IV.7 Women will be encouraged to receive the food themselves but will be given the right to formally designate someone to collect the rations on their behalf.

## Indicators

### **Sub-Commitment IV.1**

- 21. % of relief food distribution points established in the best location possible, taking into consideration any constraints defined by the situation (security, tonnage, etc) and women's indications on suitability of location.

### **Sub-Commitment IV.2**

- 22. Percentage food distribution points providing food rations in special packaging to facilitate carrying of relief food rations by women.

### **Sub-Commitment IV.3**

- 23. % of households possessing a ration card issued in the name of an adult female household member, or listed on the food distribution list under the name of an adult female household member.

### **Sub-Commitment IV.4**

- 24. % of polygamous families where all wives either possess a ration card in their own name for themselves and their dependents where ration cards are used, or are listed on the food distribution list under their own name.

### **Sub-Commitment IV.5**

- 25. % of relief food distribution points established following participatory consultations focussing on minimising security risks for women, while taking prevailing conditions into consideration.

### **Sub-Commitment IV.6**

- 26. % of relief food distribution points that provide comprehensive information on food ration entitlements (e.g., time and date of delivery, composition, etc.)
- 27. % of relief food distribution points that provide means and manners to correct situations of abuse linked to food distribution

### **Sub-Commitment IV.7**

- 28. % of relief food distribution points that regularly inform women of their entitlement to receive food rations, as well as their right to delegate collection to others.
-

## Enhanced Commitment V

### **Ensure that women are equally involved in food distribution committees and other programme-related local bodies.**

- V.1 Participatory approaches with women and men will be used, to the extent possible, for beneficiary identification, activity identification and formulation, monitoring-and-evaluation system development, and monitoring and reviewing the progress and results.
- V.2 At least half of the representatives and half of the “executive-level” members (e.g. chairpersons, secretaries, treasurers) on food distribution and asset-creation committees will be women. If joint committees are socially not acceptable, separate women’s committees will be formed and mechanisms established so that women’s views will be considered (country level).
- V.3 In all operations, WFP will seek to identify partners that provide community participation and leadership training to women who take part in food distribution and asset-creation committees. Contracts with implementing partners will reflect this training requirement.

## Indicators

### **Sub-Commitment V.1**

- 29. % of activities that have identified beneficiaries through participatory approaches with men and women during activity design
- 30. % of activities that have identified and formulated activities through participatory approaches with men and women during activity design
- 31. % of activities that have developed monitoring-and-evaluation systems through participatory approaches with men and women during activity design

### **Sub-Commitment V.2**

- 32. Gender ratio among food distribution committee members
- 33. Gender ratio among asset-creation committee members
- 34. Gender ratio among “executive-level” members on food distribution committees
- 35. Gender ratio among “executive-level” members on asset-creation committees
- 36. % of activities that have arranged for separate women’s committees where socially warranted

### **Sub-Commitment V.3**

- 37. % of FFT activities that provide community participation and leadership training to women who take part in food distribution and asset-creation committees
-



## Enhanced Commitment VI

### Ensure that gender is mainstreamed in programming activities.

- VI.1 Participatory and gender-sensitive situation analyses will be conducted; vulnerability analyses and food needs assessments will be conducted in a gender-specific and gender-sensitive manner; gender issues will be incorporated in contingency planning exercises (country-level target to be achieved by 2007).
- VI.2 Baseline information on a minimum set of gender-sensitive indicators will be collected in selected countries in 2003, for which follow-up studies measuring results will be conducted in 2006–2007. Qualitative information will complement quantitative data.
- VI.3 Gender-disaggregated data will be collected, analysed and used for planning, implementation, review and evaluation purposes.
- VI.4 Programme tools and guidelines will continue to be screened for gender sensitivity.
- VI.5 The costs associated with the implementation of the ECW will be mainstreamed into PSA and programme budgets.
- VI.6 Satisfactory performance in implementing gender policies and the proportion of female staff will be two important selection criteria for partners.
- VI.7 All global and country-level contractual agreements with partners will be reviewed and updated to reflect the relevant ECW.

## Indicators

### Sub-Commitment VI.1

- 38. % of COs that have conducted a country situation analysis using, inter alia, participatory and gender-sensitive methods.
- 39. % of COs that have conducted a vulnerability analyses using, inter alia, participatory and gender-sensitive methods.
- 40. % of COs that have conducted a food needs assessment using, inter alia, participatory and gender-sensitive methods.
- 41. % of contingency planning documents that reflect gender issues.

### Sub-Commitment VI.2

- 42. % of COs that have completed the ECW baseline surveys

### Sub-Commitment VI.3

- 43. % of programmes (CP/Development, EMOP and PRRO) designed following an analysis of gender-disaggregated data
- 44. % of programme review and evaluation exercises that specifically analyse and refer to gender-disaggregated data.

### Sub-Commitment VI.4

- 45. Vulnerability Assessment guidelines provide guidance on how to conduct gender-sensitive situation analyses.
- 46. Vulnerability Assessment trainings specifically discuss how to conduct gender-sensitive situation analyses.
- 47. Programme Design Manual (PDM) provides guidance on how to prepare Programme strategy and documentation to correctly reflect gender issues and the ECW.
- 48. M&E guidelines provide guidance on how to conduct gender-sensitive M&E assessments
- 49. M&E trainings specifically discuss how to conduct gender-sensitive M&E assessments
- 50. Intervention-specific guidelines, handbooks and tools provide guidance on how to address gender issues in activity assessment and implementation.

### **Sub-Commitment VI.5**

51. Amount within the biennial PSA budget/Management Plan allocated to corporate activities related to the implementation of the ECW
52. % of programmes/ operations that have budgeted for activities related to the implementation of the ECW in DSC and ODOC
53. % of DSC and OCOC allocated to activities related to the implementation of the ECW
54. Proportion of special donor trust funds utilised for gender activities versus PSA budget / management plan funds

### **Sub-Commitment VI.6**

55. % of current partners that have been assessed for satisfactory performance in implementing gender policies
56. % of current partners that have been assessed for gender ratio among staff

### **Sub-Commitment VI.7**

57. % of current country-level contractual agreements with government partners that include ECW-related priorities as appropriate to the context
58. % of current country-level contractual agreements with NGOs and partners that outline appropriate ECW related priorities.
59. Percent of current global-level partner agreements that make reference to the contextually appropriate ECW

## Enhanced Commitment VII

### **Contribute to an environment that acknowledges the important role women play in ensuring household food security and that encourages both men and women to participate in closing the gender gap.**

- VII.1 Within the context of WFP's overall advocacy efforts, corporate advocacy and awareness-raising messages will be developed and highlighted in WFP's contacts with the media. Such messages will promote the understanding that households and societies as a whole gain and advance when women are better nourished, better educated and skilled, participate more equally in economic activities and have a stronger voice in decision-making.
- VII.2 Country offices will work to keep gender issues on the agenda of the CCA/UNDAF, PRSP and CAP processes.
- VII.3 Country offices will dialogue with host governments and other counterparts to urge that the socio-cultural, economic, political and legal environments be conducive to the advancement of women and gender equality.
- VII.4 Country offices will advocate for gender balance in staffing within partner agencies, especially at the field level.

## Indicators

### **Sub-Commitment VII.1**

60. Topic-specific media material developed to:

- reflect the importance of women for household food security and social advancement; specifically address men and strengthen their understanding of the benefits of women's advancement and gender equality; depict women's improved health and nutritional status; depict improved women's access to education and skills training; depict women's equal participation in economic activities; depict women in decision-making positions where they are given a stronger voice; depict the importance of women's access to food resources in emergency and relief situations.

### **Sub-Commitment VII.2**

61. % of CCAs, UNDAFs, PRSPs, and CAPs in which WFP participates that make specific reference to gender issues (instruments measured separately)

### **Sub-Commitment VII.3**

- 62. % of COs that have engaged in dialogue with host governments on revisiting/revising elements of the socio-cultural, political and legal environment in favour of women's advancement and gender equality.
  - 63. % of COs that have engaged in dialogue with other counterparts (partners, UN agencies, bilateral aid agencies, NGOs etc.) on revisiting/revising elements of the socio-cultural, political and legal environment in favour of women's advancement and gender equality.
  - 64. Gender ratio among partner staff.
  - 65. % of partners who regularly receive advocacy materials focussing on gender balance in staffing.
-

## Enhanced Commitment VIII

**Make progress towards gender equality in staffing, opportunities and duties, and ensure that human resources policies are gender sensitive and provide possibilities for staff members to combine their personal and professional priorities.**

- VIII.1 At least 50 percent of the staff recruits in each of the following staff categories will be qualified women: international Professionals, national Professionals (both globally) and General Service staff (country level).
- VIII.2 At least 75 percent of all local food aid monitor recruits will be qualified women (country level).
- VIII.3 In functions where women are considerably under-represented (i.e. where the gender gap is greater than 25 percent), special efforts will be made to recruit qualified women so that the gap is reduced by half (global level for international staff, country level for local recruits).
- VIII.4 The proportion of women on all rosters of potentially qualified applicants for international Professional posts will be at least 50 percent (global level).
- VIII.5 Measures will be taken to increase the proportion of women in management positions 39 by developing the capacities of qualified female staff for management positions while balancing out gender gaps with outside recruitment.
- VIII.6 Measures will be taken to facilitate an increase in the proportion of international female staff in humanitarian assistance operations by:
- developing a women's induction programme for such operations;
  - ensuring gender balance on the emergency response roster for qualified staff; and
  - ensuring gender balance among the emergency response training participants and team leaders.
- VIII.7 All human resources policies will continue to consider a gender equality perspective.
- VIII.8 A gender sensitization element will be included in all training courses, where relevant.
- VIII.9 All Professional staff, national and international, will receive training in the guidelines for implementing the ECW relevant to their functions.
- VIII.10 Staff of partner agencies will be included in training for implementing the ECW at an overall level of 15 percent of the participants (country level).

## Indicators

### Sub-Commitment VIII.1

66. Gender ratio among international professional staff recruits, national professional staff recruits, general service staff recruits

### Sub-Commitment VIII.2

67. Gender ratio among recruits to cover the position of local food aid monitor

### Sub-Commitment VIII.3

68. Recruitment initiatives are in place.

### Sub-Commitment VIII.4

69. Gender ratio among candidates on all Rosters for international professional positions

### Sub-Commitment VIII.5

70. Gender ratio across Country Director positions, Deputy Country Director positions, D-1 and above positions

### Sub-Commitment VIII.6

71. % of female recruits for positions in humanitarian assistance programmes who were hired through the women's induction programme.
-

72. Gender ratio among staff on the Emergency Response Roster, emergency response training participants, emergency response training team leaders.

**Sub-Commitment VIII.7**

73. List of other gender-sensitive human resource arrangements (e.g. tele-work, parental leave, nursery that facilitate a work/life balance, leave without pay, partner/spouse employment, etc.)
74. Frequency of implementation of special arrangements among male and female staff.
75. % of reassignments that reflect the staff member's priority list (by gender)

**Sub-Commitment VIII.8**

76. % of training courses (where appropriate) that include one of the defined gender-sensitisation modules

**Sub-Commitment VIII.9**

77. % of International professional staff who have received training on the ECW guidelines
78. % of National professional staff who have received training on the ECW guidelines

**Sub-Commitment VIII.10**

79. % of ECW training participants who are partner representatives (country level)

## HIV/AIDS Indicators collected throughout

1. % of Country Office HIV/AIDS units that engage in dialogue with other partners working with HIV/AIDS on how to expand WFP assistance in that area.
  2. % of COs running a School Feeding Programme that have discussed the inclusion of an HIV/AIDS sensitisation campaign in school curricula.
  3. % of COs running school feeding programmes that have engaged in dialogue with partners already addressing HIV/AIDS to assess feasibility of implementing targeted training sensitisation services in WFP-assisted schools.
  4. % of partner agreements that explicitly state partner will create informative materials on HIV/AIDS in the local language/s and will distribute them to children in WFP-assisted schools through HIV/AIDS sensitisation initiatives.
  5. % of COs running FFT/FFW activities that have engaged in dialogue with partners already addressing HIV/AIDS to assess feasibility of implementing targeted training sensitisation services in WFP-assisted FFT/FFW initiatives.
  6. % of COs that have conducted a country-level situation analysis incorporating specific HIV/AIDS related indicators.
  7. % of COs that have engaged in dialogue with partners already addressing HIV/AIDS to assess feasibility of implementing targeted training sensitisation services at WFP relief distribution sites.
  8. % of COs that have established an open channel of communication with partners already addressing HIV/AIDS to assess feasibility of WFP food-assistance.
  9. % of COs that have established an open channel of communication with local health institutions treating in-patients for opportunistic infections (e.g., tuberculosis) to assess whether or not the patients being targeted meet WFP criteria for food-assistance.
  10. % of COs that have identified local partners already working to address the HIV/AIDS epidemic.
  11. % of FFW schemes including tasks for HIV/AIDS IA individuals for which work norms have been appropriately redefined.
  12. % of FFW schemes including tasks for HIV/AIDS IA individuals that ensure men and women are targeted equally.
  13. % of partner agreements that explicitly state partner will create informative materials on HIV/AIDS in the local language/s and will distribute them to WFP relief food recipients through HIV/AIDS sensitisation initiatives at WFP relief food distribution sites.
-



# Module 3

## Inside the ECW Baseline Questionnaires



## SAMPLE IDENTIFIER

CO

[HQ/CO]

## 1. ID/Sample number

## ENHANCED COMMITMENT TO WOMEN I

Meet the specific nutritional requirements of expectant and nursing mothers and adolescent girls.

NUTRITION PROGRAMME OFFICER

## 2. What type of nutrition intervention is this?

Mark the appropriate option below:

Supplementary feeding refers to the provision of food aid - additional to the general distribution - to nutritionally vulnerable groups (e.g., children under 5, the malnourished, pregnant and lactating women) and to those excluded from social networks (e.g., unaccompanied minors) or unable to look after themselves (e.g., the disabled, the elderly). In this case, Food-for-Training refers to those training activities that have a nutritional objective --i.e., where micronutrient fortified foods are provided to help alleviate malnutrition, or prevent it from getting worse. This does not include FFT activities where food is provided as a source of income transfer and/or opportunity cost compensation. The provision of micronutrient fortified foods refers in this case to a complete basket or a composite basket that effectively addresses micronutrient deficiencies by providing various fortified foods and/or supplements, and does not refer to the provision of a single component (e.g., Vitamin A fortified oil) which alone would not be sufficient to address malnutrition.

- ☐ Supplementary feeding (focussing on pregnant and lactating women)
- ☐ Food-for-training
- ☐ Other

## 3. Did an assessment of potential micronutrient deficiencies reveal a need for micronutrient fortified foods in the target population?

☐ Yes ☐ No ☐ NK ☐ NR

If no assessment was conducted, mark NR, and explain why none was conducted in the space provided. If an assessment was conducted and the answer is Yes, please indicate the source of the data used. If an assessment was conducted and the answer is No, please explain why not.

## 4. Do the approved programme documents specify that all pregnant and lactating women (PLWs) should receive micronutrient fortified foods?

☐ Yes ☐ No ☐ NK ☐ NR

ECW I commits to meet the specific nutritional requirements of expectant and nursing mothers and—where appropriate—adolescent girls, and raise their health and nutrition awareness. To this effect, micronutrient-fortified foods will be provided to all expectant and nursing mothers assisted under nutrition interventions and—where appropriate—to adolescent girls in out-of-school education and life skills training activities (I.1). If there are no PLWs among the beneficiary population (e.g., therapeutic feeding), mark NR. If PLWs are targeted but the answer is No, please explain why it is so in the space provided.

## 5. Do the approved programme documents outline specific contingency measures to backstop delivery of micronutrient fortified foods if there is a pipeline break?

☐ Yes ☐ No

Pregnant and lactating women need regular supplies of food and micronutrients throughout pregnancy. Pipeline breaks may seriously affect the health of both mother and foetus. If the answer is Yes, please describe the arrangements. If the answer is No, please explain why no contingency arrangements have been foreseen in the space provided.

## 6. Do the approved programme documents specify that adolescent girls should receive micronutrient fortified foods through out-of-school and training initiatives?

☐ Yes ☐ No ☐ NK ☐ NR

If an assessment of potential micronutrient deficiencies revealed a need among the target population for micronutrient fortified foods, all efforts should be made to identify out-of-school education initiatives and life skills training activities through which adolescent girls can receive micronutrient fortified foods. This would give the training activities a nutritional objective (as opposed to that of providing food as a source of income-transfer or opportunity cost compensation). A nutritional objectives is intended when micronutrient fortified foods are provided to alleviate - or prevent the worsening of - a state of malnutrition.





7. **Was baseline data on the prevalence of soil-transmitted helminthiasis (worms) evaluated prior to programme design?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If baseline data was available but was not evaluated prior to programme design, please explain why in the space provided. If no data was available, mark NR and state that this was the case.
8. **Do the approved programme documents state that partners should be involved in conducting deworming alongside WFP activities?** ☐ Yes ☐ No \_\_\_\_\_
- In collaboration with partners, parasite-control activities (deworming) will be provided to all expectant and nursing mothers assisted under nutrition interventions (I.2). If the answer is Yes, please list any deworming activities that are currently being carried out alongside the nutrition intervention, listing the partners who are providing them in the space provided. If the answer is No, please explain why it is so.
9. **Do the approved programme documents foresee offering awareness-raising sessions in nutrition, health and caring practices (pre- and post-natal) to assisted PLWs?** ☐ Yes ☐ No \_\_\_\_\_
- In collaboration with partners, awareness-raising on nutrition, health, caring practices (pre- and post-natal) and HIV prevention will be provided to at least half of the expectant and nursing mothers and adolescent girls assisted under the above specified nutrition, out-of-school and life skills training interventions (I.3). This includes training sessions in good caring practices, feeding and food preparation, basic household hygiene and sanitation, etc. If the answer is Yes, please list any such training activities that are currently being carried out alongside the nutrition intervention, listing the partners who are providing them in the space provided. If the answer is No, please explain why it is so.
10. **Do the approved programme documents foresee offering awareness-raising sessions in nutrition, health and caring practices (pre- and post-natal) to men?** \_\_\_\_\_ ☐ NK ☐ NR
- If the answer is Yes, please list any such training activities that are currently being carried out alongside the nutrition intervention, listing the partners who are providing them in the space provided. If the answer is No, please explain why it is so.
11. **Does the programme design foresee on site awareness-raising sessions in HIV prevention to be offered to women?** ☐ Yes ☐ No \_\_\_\_\_
- This may include: one-time sensitisation sessions, ongoing training initiatives, videos, community discussions, community health volunteer programmes, etc. If the answer is Yes, please list any local partners that have been identified as capable of carrying out these activities (they may be national or local partners providing mobile units for information, education and communication initiatives), and which activities, if any, are currently being carried out alongside the nutrition intervention. If the answer is No, please explain why it is so.
12. **Does the programme design foresee on site awareness-raising sessions in HIV prevention to be offered to men?** \_\_\_\_\_ ☐ NK ☐ NR
- If the answer is Yes, please list any local partners that have been identified as capable of carrying out these activities (they may be national or local partners providing mobile units for information, education and communication initiatives), and which activities, if any, are currently being carried out alongside the nutrition intervention. If the answer is No, please explain why it is so.
13. **Is malaria prevention during pregnancy a programme objective?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- Malaria is also a major contributor to severe anaemia both in children as well as in pregnant and lactating women. This may refer to any training initiatives that could be offered –i.e., the WHO “three-pronged approach”, provision of insecticide-treated nets, agreements for case management and treatment, etc. If the answer is Yes, list any partners identified as capable of providing such services, and list which activities, if any, are currently being offered alongside the nutrition intervention. If the answer is No, please explain why it is so in the space provided.



14. Has there been any specific dialogue with government counterparts on the rationale and implications related to ECW I?

☐ Yes ☐ No

While encouraging changes in on-the-ground behaviours, WFP should also encourage higher-level shifts in prevailing mentalities and policies. This can be accomplished through constructive dialogue with government counterparts, with a view to obtaining their support and commitment to the ECW and their implementation. In particular, this refers to discussions on how to design and implement nutrition interventions that particularly consider the nutritional needs of pregnant and lactating women and adolescent girls. If the answer is Yes, please describe the outcome of such discussions in the space provided. If the answer is No, please explain why it is so.

15. How many of the ongoing contractual agreements signed with regards to this activity explicitly reference ECW I?

Consider all contractual agreements that have been stipulated and signed since 2003 - and are considered ongoing - in order to implement this nutritional intervention - consider all MOU, LOUs etc. Do not consider agreements against which no activities are taking place. Count the total number of contractual agreements in which explicit mention is made of ECW I and its objectives and/or sub-commitments - place this figure in the first space provided. Count the total number of contractual agreements signed in relation to relief food distribution activities - place this figure in the second space provided.

Comments: Nutrition Programme Officer / Enhanced Commitment to Women I

16. Has there been any dialogue with partners working with HIV/AIDS infected/affected (IA) individuals through Mother-to-Child-Transmission (MTCT) or MTCT-Plus programmes?

☐ Yes ☐ No ☐ NK ☐ NR

There may be national or local partners already working with HIV/AIDS IA individuals through specially designed non-WFP MTCT or MTCT-Plus programmes. WFP should investigate if, and how, it can participate in such activities. This may involve discussions to define the partners' current beneficiary populations to see if they meet WFP general criteria for food assistance through FFW activities (e.g., vulnerability and needs assessment criteria), if and how food can be used as an incentive in such activities, how it must be packaged and delivered, etc. If the answer is Yes, please indicate the outcome of the discussions, if and how WFP is working with (or planning to work with) HIV/AIDS IA individuals through MTCT or MTCT-Plus activities. If there are no such national or local partners, mark NR and state that this is the case. If there are such partners, and the answer is No, please explain why in the space provided.

17. Has there been any dialogue with partners working with HIV/AIDS IA through home-based care (HBC) programmes to see how WFP could participate through food assistance?

☐ Yes ☐ No

The objective here is similar to that of the previous question. If there are no local partners working with HIV/AIDS IA individuals through HBC initiatives, mark NR and state that this is the case in the space provided. If the answer is Yes, indicate the outcome of the dialogue, and describe any HBC activities WFP is participating in, listing the partners involved. Please specify if WFP assists the HBC volunteers in any way. If the answer is No, please explain why not.



18. **Has there been any dialogue with the government and/or local health institutions treating TB and other opportunistic infections to see how WFP could participate through food assistance?**

☐ Yes ☐ No

The objective here is similar to that of the previous question. In addition, while TB is a frequent opportunistic infection related to HIV/AIDS, it is also endemic in many areas. WFP should investigate if, and how, it can assist beneficiaries suffering from tuberculosis through food assistance (e.g., in-patient, out-patient food-incentivised treatment packages, etc.). If TB is not a medical issue among the population in the area WFP is operating in, mark NR and state that it is so in the space provided. If the answer is Yes, indicate the outcome of the dialogue, and describe any TB-assistance activities WFP is participating in, listing the other major partners involved. If TB is present in the population, but the answer is No, please explain why it is so.

Comments: HIV/AIDS Programme Officer / Enhanced Commitment to Women I



## SURVEY DESCRIPTION

This questionnaire collects information on the design process behind WFP nutrition interventions and takes its rationale from Enhanced Commitment to Women I (ECW I) of the 2003-2007 WFP Gender Policy, which focuses on ensuring that the specific nutritional requirements of expectant and nursing mothers and adolescent girls are met through the provision of micro-nutrient fortified foods.

Rationale behind this questionnaire:

Women have higher energy, protein and micronutrient requirements when they are pregnant and nursing. Those who enter pregnancy malnourished or who do not gain sufficient weight during pregnancy are more likely to deliver low-birth-weight babies. Babies born malnourished face a heightened risk of dying during the first week of life. The consequences of early malnutrition are an increased risk of illness and damage to physical and mental capabilities that may persist into adulthood. The effects of malnutrition during childhood and adolescence are particularly devastating for girls. Girls who are malnourished during childhood are more likely to be malnourished as adolescents, to enter their first pregnancy malnourished, and to give birth to underweight babies, thus perpetuating the cycle of malnutrition across generations. This effect is aggravated if the first pregnancy takes place during adolescence. Malnutrition also hastens the progression of HIV to AIDS, while HIV/AIDS in turn exacerbates the effects of malnutrition by causing deterioration of the immune system.

Assisting pregnant and lactating women in meeting their additional nutritional requirements is an effective way of addressing the intergenerational cycle of hunger and malnutrition, particularly in combination with complementary interventions, such as nutrition education and parasite control (deworming).

WFP is aware of the difficulties of reaching and effectively supporting adolescent girls. It nevertheless considers it important to explore possibilities for reaching this population group and to attract additional resources to enable them to participate in out-of-school education such as nutrition and HIV prevention education, and life skills training.

Depending on the assessment of the nutritional situation of adolescent girls, fortified food will be an incentive for education and training attendance and can simultaneously provide a nutritional supplement that helps address the girls' micronutrient needs. (WFP Gender Policy 2003-2007, WFP/EB.3/2002/4-A).

## SURVEY GUIDELINES

Answers should be provided by the Nutrition Programme Officer. One questionnaire should be filled out for each programme category for which there is a nutrition intervention (e.g., EMOP, Development, PRRO).

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.



## SAMPLE IDENTIFIER

CO

[HQ/CO]

1. ID/Sample number \_\_\_\_\_

## ENHANCED COMMITMENT TO WOMEN I

Meet the specific nutritional requirements of expectant and nursing mothers and adolescent girls.

NUTRITION PROGRAMME OFFICER

2. What type of nutrition intervention is this?

Mark the appropriate option below:

Supplementary feeding refers to the provision of food aid - additional to the general distribution - to nutritionally vulnerable groups (e.g., children under 5, the malnourished, pregnant and lactating women) and to those excluded from social networks (e.g., unaccompanied minors) or unable to look after themselves (e.g., the disabled, the elderly). In this case, Food-for-Training refers to those training activities that have a nutritional objective --i.e., where micronutrient fortified foods are provided to help alleviate malnutrition, or prevent it from getting worse. This does not include FFT activities where food is provided as a source of income transfer and/or opportunity cost compensation. The provision of micronutrient fortified foods refers in this case to a complete basket or a composite basket that effectively addresses micronutrient deficiencies by providing various fortified foods and/or supplements, and does not refer to the provision of a single component (e.g., Vitamin A fortified oil) which alone would not be sufficient to address malnutrition.

- ☐ Supplementary feeding (focussing on pregnant and lactating women)
- ☐ Food-for-training
- ☐ Other

Comments: Nutrition Programme Officer / Enhanced Commitment to Women I

SITE ADMINISTRATOR

3. Total number of people assisted through this activity, at this site, during the last month: \_\_\_\_\_

If collecting data on the last month is not effective e.g., the site was temporarily closed, distribution takes place only every two-months, etc. please consider the most recent distribution period at this site.

4. How many boys aged 10 - 19 yrs? \_\_\_\_\_

☐ NK ☐ NR

5. How many adult men (20 yrs +)? \_\_\_\_\_

☐ NK ☐ NR

6. How many girls aged 10 - 19 yrs? \_\_\_\_\_

☐ NK ☐ NR

7. How many adult women (20 yrs +) are assisted through this activity? \_\_\_\_\_

☐ NK ☐ NR

8. Did all of the girls aged 10-19 who were pregnant at this site last year received micro-nutrient fortified foods?

☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

If no girls in this age range were pregnant within the past year, mark NR and state that this is the case. If instead there were some pregnancies, but not all received micronutrient fortified foods, answer No, and indicate what percentage (approximately) did receive them in the space provided.

9. Did all of the adult women (20 yrs +) who were pregnant at this site last year received micro-nutrient fortified foods? \_\_\_\_\_

☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

If there were no pregnancies within the past year, mark NR and state that this is the case. If instead there were some pregnancies, but not all women received micronutrient fortified foods, answer No, and indicate what percentage (approximately) did receive them in the space provided.



10. **Is sex-disaggregated information on activity participants available for this activity?** ☐ Yes ☐ No  
Do the records available provide the information required already broken down by sex and age groups (e.g., adolescents 10-19, adults 19+)?
11. **Do all the beneficiaries assisted at this site receive WFP micronutrient fortified foods?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
If the answer is No, please explain why in the space provided. In addition, if beneficiaries (also) receive micronutrient fortified foods from other sources, please indicate who is providing them in the space provided.
12. **Have there been any interruptions in the delivery of WFP micronutrient fortified foods for this activity?** ☐ Yes ☐ No \_\_\_\_\_  
If the answer is Yes, please indicate how long the longest interruption was in the space provided (e.g., days, weeks, etc.).
13. **Is deworming offered alongside this activity?** ☐ Yes ☐ No \_\_\_\_\_  
In collaboration with partners, parasite-control activities (deworming) will be provided to all expectant and nursing mothers assisted under nutrition interventions (I.2). This does not necessarily mean that WFP is organising/providing the deworming. It is also valid if there are other partners, government, NGOs, etc. carrying out deworming programmes alongside the WFP nutrition intervention recipients. If the answer is Yes, please indicate who is providing deworming in the space provided and where it is taking place -i.e., verify if the participants receive the treatment at the site where WFP distributes micronutrient fortified foods, or if they have to go to another health centre, to town, to the hospital, etc.
14. **Do the pregnant and lactating women assisted at this site receive deworming medication?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
If there are no deworming activities taking place, mark NR. If there are deworming activities and the answer is No, please explain why it is so in the space provided.
15. **When was the last dose of deworming medication given?** \_\_\_\_\_  
Discuss with participants if necessary to see when they last received deworming medication. Come up with an average time reference (e.g., one month ago, two months ago, etc.) if possible. If medication is regularly provided on a rolling basis (continuous availability), indicate this in the space provided. As deworming medications must be administered on a regular basis (e.g., six months) it is important for WFP to assess the regularly (and reliability) of the existing deworming programme.
16. **Are awareness-raising sessions in nutrition, health and caring practices (pre- and post-natal) offered through this activity?** ☐ Yes ☐ No \_\_\_\_\_  
In collaboration with partners, awareness-raising on nutrition, health, caring practices (pre- and post-natal) and HIV prevention will be provided to at least half of the expectant and nursing mothers and adolescent girls assisted under the above specified nutrition, out-of-school and life skills training interventions (I.3). This includes training sessions in good caring practices, feeding and food preparation, basic household hygiene and sanitation, etc. Consider training activities focussing on any one - or combination of - the topics listed. If the answer is Yes, please list any such training activities that are currently being carried out alongside the nutrition intervention, listing the partners who are providing them in the space provided. If the answer is No, please explain why it is so.
17. **Do adult men attend the nutrition, health and caring practices sessions?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
If the answer is Yes, indicate how many in the space provided. Consult partner records if possible, or obtain as accurate an estimate as possible from the centre's administrator. Consider a finite period e.g., an average per month, or per course or session of training, etc. If the answer is No, please explain why not.
18. **Do adult women attend the nutrition, health and caring practices sessions?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
If the answer is Yes, indicate how many in the space provided. Consult partner records if possible, or obtain as accurate an estimate as possible from the centre's administrator. Consider a finite period e.g., an average per month, or per course or session of training, etc. If the answer is No, please explain why not.



19. **Do adolescent boys attend the nutrition, health and caring practices sessions?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If the answer is Yes, indicate how many in the space provided. Consult partner records if possible, or obtain as accurate an estimate as possible from the centre's administrator. Consider a finite period e.g., an average per month, or per course or session of training, etc. If the answer is No, please explain why not.
20. **Do adolescent girls attend the nutrition, health and caring practices sessions?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If the answer is Yes, indicate how many in the space provided. Consult partner records if possible, or obtain as accurate an estimate as possible from the centre's administrator. Consider a finite period e.g., an average per month, or per course or session of training, etc. If the answer is No, please explain why not.
21. **Are awareness-raising sessions in HIV prevention offered alongside this activity?** ☐ Yes ☐ No \_\_\_\_\_
- This may include: one-time sensitisation sessions, ongoing training initiatives, videos, community discussions, community health volunteer programmes, mobile units for information, education and communication initiatives. If the answer is Yes, please list any such training activities that are currently being carried out alongside the nutrition intervention, listing the partners who are providing them in the space provided. If the answer is No, please explain why it is so.
22. **Do adult men attend the HIV awareness-raising sessions?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If the answer is Yes, indicate how many in the space provided. Consult partner records if possible, or obtain as accurate an estimate as possible from the centre's administrator. Consider a finite period e.g., an average per month, or per course or session of training, etc. If the answer is No, please explain why not.
23. **Do adult women attend the HIV awareness-raising sessions?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If the answer is Yes, indicate how many in the space provided. Consult partner records if possible, or obtain as accurate an estimate as possible from the centre's administrator. Consider a finite period e.g., an average per month, or per course or session of training, etc. If the answer is No, please explain why not.
24. **Do adolescent boys attend the HIV awareness-raising sessions?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If the answer is Yes, indicate how many in the space provided. Consult partner records if possible, or obtain as accurate an estimate as possible from the centre's administrator. Consider a finite period e.g., an average per month, or per course or session of training, etc. If the answer is No, please explain why not.
25. **Do adolescent girls attend the HIV awareness-raising sessions?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If the answer is Yes, indicate how many in the space provided. Consult partner records if possible, or obtain as accurate an estimate as possible from the centre's administrator. Consider a finite period e.g., an average per month, or per course or session of training, etc. If the answer is No, please explain why not.
26. **Are any prevention of Mother-to-Child Transmission (MTCT) or MTCT-Plus initiatives being carried out alongside this activity?** ☐ Yes ☐ No \_\_\_\_\_
- This refers to any training and/or sensitisation initiatives being carried out to inform women on the transmission of HIV/AIDS from mother-to-child, better feeding and hygiene practices, breastfeeding, etc. MTCT-Plus refers to any such MTCT activities being carried out in combination with other similar activities so as to optimise training results. If the answer is Yes, please indicate in the space provided what MTCT activities are taking place, listing the partners providing them. If the answer is No, please explain why it is so.



27. **Are there any home-based care (HBC) initiatives running alongside this activity?** ☐ Yes ☐ No \_\_\_\_\_
- Home-based care initiatives assist individuals directly in their homes, either by delivering food and medications or simply by providing medical and/or household assistance. Often the beneficiaries of HBC initiatives are HIV/AIDS IA individuals, child-headed households, the elderly or the disabled. These might be organised by other partners, government, NGOs, CBOs, etc. If there are any HBC activities being carried out, mark Yes, and indicate who is organising them in the space provided.
28. **Are any malaria prevention programmes offered alongside this activity?** ☐ Yes ☐ No \_\_\_\_\_
- Malaria is also a major contributor to severe anaemia both in children as well as in pregnant and lactating women. This may refer to any training initiatives that could be offered –i.e., the WHO “three-pronged approach”, provision of insecticide-treated nets, agreements for case management and treatment, etc. If the answer is Yes, list any such activities currently being carried out and the partners providing them. If the answer is No, please explain why it is so in the space provided.
29. **Does this activity assist in-patient tuberculosis (TB) patients?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- Tuberculosis is a debilitating disease that is still endemic in many areas. In-patient treatment implies that the person affected is admitted into the hospital where he or she remains throughout the duration of the medical treatment. Treatment is lengthy and at times food assistance initiatives are implemented to regularly provide those who are ill with fortified foods. As with most medications, an adequately nutritious diet enables medications to work more effectively. If there are in-patient TB assistance programmes running alongside this nutrition intervention, please describe them in the space provided and indicate which partners are involved.
30. **How many men/adolescent boys are assisted through in-patient TB support activities?** \_\_\_\_\_ ☐ NK ☐ NR
- This relates to men/adolescent boys admitted into the hospital as in-patients (patients who stay in the hospital for continuous TB treatment) who also receive WFP food rations.
31. **How many women/adolescent girls are assisted through in-patient TB support activities?** \_\_\_\_\_ ☐ NK ☐ NR
- This relates to women/adolescent girls admitted into the hospital as in-patients (patients who stay in the hospital for continuous TB treatment) who also receive WFP food rations.
32. **Does this activity assist out-patient tuberculosis (TB) patients?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- Out-patients are those who are not admitted into the hospital for treatment, but are asked to return to the hospital on a regular basis to take TB medications. Many patients are obliged to take out-patient treatment due to family and household commitments. In addition to this, as the treatment cycle for TB is lengthy, many do not complete the treatment, and are therefore susceptible to recurring infections. Food assistance to out-patient TB treatment plans may take the form of food rations provided upon collection of the required medications - the food is used as an incentive (as well as opportunity cost compensation in some cases, for the time it may take people to get to the health centre) to encourage completion of the full treatment cycle. If there are such activities being carried out, answer Yes and describe the activities - as well as which partners are providing them - in the space provided.
33. **How many men/adolescent boys are assisted through out-patient TB support activities?** \_\_\_\_\_ ☐ NK ☐ NR
- This relates to men/adolescent boys who regularly come to the hospital to receive treatment - as well as a WFP food ration - and then go home.
34. **How many women/adolescent girls are assisted through out-patient TB support activities?** \_\_\_\_\_ ☐ NK ☐ NR
- This relates to women/adolescent girls who regularly come to the hospital to receive treatment - as well as a WFP food ration - and then go home.





**35. Are there any mechanisms / treatments for HIV/AIDS related opportunistic infections offered alongside this activity?**

☐ Yes ☐ No ☐ NK ☐ NR

This refers primarily to institutions (e.g., if the site is a hospital) where there might be in-patient assistance for HIV/AIDS patients suffering from tuberculosis and/or malaria, possibly by other partners, government programmes, NGOs, CBOs, etc. If the answer is Yes, indicate who is offering them in the space provided.

**36. Are anti-retrovirals (ARVs) being offered?**

☐ Yes ☐ No ☐ NK ☐ NR

If the answer is Yes, please indicate how many people are receiving them in the space provided.

Comments: Site Administrator / Enhanced Commitment to Women I



### SURVEY DESCRIPTION

This questionnaire collects information on the implementation results characterising nutrition interventions and takes its rationale from Enhanced Commitment to Women I (ECW I) of the 2003-2007 WFP Gender Policy, which focuses on ensuring that the specific nutritional requirements of expectant and nursing mothers and adolescent girls are met through the provision of micro-nutrient fortified foods.

Rationale behind this questionnaire:

Women have higher energy, protein and micronutrient requirements when they are pregnant and nursing. Those who enter pregnancy malnourished or who do not gain sufficient weight during pregnancy are more likely to deliver low-birth-weight babies. Babies born malnourished face a heightened risk of dying during the first week of life. The consequences of early malnutrition are an increased risk of illness and damage to physical and mental capabilities that may persist into adulthood. The effects of malnutrition during childhood and adolescence are particularly devastating for girls. Girls who are malnourished during childhood are more likely to be malnourished as adolescents, to enter their first pregnancy malnourished, and to give birth to underweight babies, thus perpetuating the cycle of malnutrition across generations. This effect is aggravated if the first pregnancy takes place during adolescence. Malnutrition also hastens the progression of HIV to AIDS, while HIV/AIDS in turn exacerbates the effects of malnutrition by causing deterioration of the immune system.

Assisting pregnant and lactating women in meeting their additional nutritional requirements is an effective way of addressing the intergenerational cycle of hunger and malnutrition, particularly in combination with complementary interventions, such as nutrition education and parasite control (deworming).

WFP is aware of the difficulties of reaching and effectively supporting adolescent girls. It nevertheless considers it important to explore possibilities for reaching this population group and to attract additional resources to enable them to participate in out-of-school education such as nutrition and HIV prevention education, and life skills training.

Depending on the assessment of the nutritional situation of adolescent girls, fortified food will be an incentive for education and training attendance and can simultaneously provide a nutritional supplement that helps address the girls' micronutrient needs. (WFP Gender Policy 2003-2007, WFP/EB.3/2002/4-A).

### SURVEY GUIDELINES

Answers should be provided by Sub-office staff knowledgeable in the ongoing nutrition interventions and how they are being conducted at the various sites.

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.

### Relevant definitions of terms

#### Adolescence

defined as the age period between 10 and 19 years of age and is a period of growth and heightened nutritional needs. Providing adolescents with good nutrition before and during pregnancy benefits their own health, but also that of future babies, as maternal malnutrition can seriously impact foetal development.

#### Caring practices

Research has shown that specific training in child feeding and use of preventive health services could have a large impact on the growth of children living in impoverished environments. Care is the provision in the household and the community of time, attention and support to meet the physical, mental and social needs of the growing child and other household members (WFP Food and Nutrition Handbook, Section 4., pg. 26). Caring practices therefore, as specified in Sub-Commitment 1.3, may include, inter alia: feeding behaviours (breastfeeding and complementary feeding), hygiene behaviours (related to food, individuals and the home), psychosocial behaviours (such as responsiveness, warmth, involvement and opportunities for learning) and health behaviours (service utilisation, oral re-hydration therapy and home care).

#### HBC: Home-based care

#### Micronutrient-fortified foods

include all foods to which one or more nutrients (vitamins or minerals) have been added during the food preparation process, so as to increase nutritional value, thus improving micronutrient status - and helping to prevent micronutrient deficiencies - in food-aid beneficiaries. By policy WFP provides Vitamin A fortified vegetable oil, and iodised salt. Blended foods and cereals provided by WFP are fortified with, inter alia and according to specifications, B-complex vitamins, Vitamin C, niacin, folate and iron. Dried skim milk (DSM) intended for direct use by beneficiaries must be fortified with Vitamin A, while high energy biscuits (HEBs) and BP-5s are always fortified.

#### PMTCT: Prevention of Mother-to-Child transmission



## SAMPLE IDENTIFIER

CO

[HQ/CO]

1. ID/Sample number \_\_\_\_\_

## ENHANCED COMMITMENT TO WOMEN II

Expand activities that enable girls to attend school.

SCHOOL FEEDING PROGRAMME OFFICER

2. Indicate which levels the School Feeding Programme assists:

Mark the appropriate option below: \_\_\_\_\_

- ☐ Pre-school  
☐ Primary school  
☐ Secondary school  
☐ Boarding school

3. Has the School Feeding Baseline Survey for Primary Schools been completed?

If the answer is No, please explain why it is so in the space provided.

☐ Yes ☐ No \_\_\_\_\_

4. Has the School Feeding Baseline Survey for Secondary Schools been completed?

If the answer is No, please explain why not in the space provided.

☐ Yes ☐ No \_\_\_\_\_

5. Does WFP have access to a complete list of all secondary schools operating in areas where primary schools are supported?

If the answer is No, please explain why not in the space provided.

☐ Yes ☐ No \_\_\_\_\_

6. Has school feeding baseline data been shared with local partners working in sanitation and hygiene?

The School Feeding Baseline should also be used to monitor, inter alia, whether potential schools for WFP assistance meet minimum hygiene and food safety standards. Minimum hygiene and food safety are evaluated through the Sanitation at the school and Type of water source at the school modules in the School Feeding Survey. Plans for the future include optimising these modules in direct collaboration with UNICEF. Inadequate sanitation and hygiene practices are major contributors to food contamination. Consequently, parallel investments must be made in improving the presence and use of adequate sanitary facilities in the school. If there are no local partners working in sanitation and hygiene, or none have been identified, or no baselines (primary or secondary) have been completed, mark NR, and state that this is the case in the space provided. If local partners have been identified but data has not been shared, and the answer is No, please explain why not. If the answer is Yes, please indicate in the space provided with which partners information has been shared, and if any specific partnerships have been established to support school feeding initiatives.

☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

7. Have any specific FFW activities been designed to run alongside the school feeding programme to enhance its sustainability?

This may relate to, among other things, cooks, provision of labour, construction of school physical assets, maintenance of school gardens (where present), etc. If properly designed, school feeding programmes may also provide an adequate setting for community development activities such as creating employment opportunities or providing an outlet for local food production (local purchase of commodities, using locally processed foodstuffs, etc.). If the answer is Yes, please list what FFW activities have been designed. If the answer is No, please explain why it is so.

☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

8. Does the programme design state that take-home rations will be provided in primary schools for the under-represented gender if the gender gap in enrolment is greater than or equal to 15%?

Food aid provided in the form of morning or lunchtime meals or as take-home rations can play an important role in attracting students, especially girls, to school, improving their attendance and enhancing their capacity to learn. ECW II commits to expanding activities that enable girls to attend school. To this extent, additional incentives in the form of take-home food rations will be provided to girls if there is a 15-percent or greater gender gap in primary school enrolment or attendance in the supported primary schools (II.2). If the answer is No, please explain why it is so in the space provided.

☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_



9. Does the programme design state that special sensitisation efforts will be offered to help boys and girls better understand the rationale behind the positive measures and the school feeding interventions?  
If the answer is Yes, please describe if and how this is being done in the space provided. If the answer is No, please explain why not.
- ☐ Yes ☐ No
10. Does the programme design foresee participatory consultations with interested community members to establish yearly targets to reduce the gender gap in enrolment in:  
This could be done with PTA members, interested community members, etc.
- Mark the appropriate option below: ☐ NK ☐ NR
- [ ] Primary school  
[ ] Secondary school
11. Does the programme design state that take-home rations will be provided in secondary schools for the under-represented gender if the gender gap in enrolment is greater than or equal to 25%?  
In areas in which primary school education is supported and where there is a 25-percent or greater gender gap in secondary school enrolment or attendance, a take-home ration will be provided for girls' secondary schooling. The aim is to reduce the gender gap in enrolment or attendance by half in the supported secondary schools (II.3). If the answer is No, please explain why it is so in the space provided.
- ☐ Yes ☐ No ☐ NK ☐ NR
12. Where enrolment in secondary school is not free, has there been any dialogue with government counterparts to discuss means of facilitating children's access to secondary school?  
If secondary schooling is free, mark NR and state that this is the case. If secondary schooling is not free, and dialogue has been undertaken, please describe the outcome of the dialogue in the space provided. If it is not free, but there has been no dialogue, explain why not.
- ☐ Yes ☐ No ☐ NK ☐ NR
13. Has there been any specific dialogue with government counterparts on the rationale and implications related to ECW II?  
While encouraging changes in on-the-ground behaviours, WFP should also encourage higher-level shifts in prevailing mentalities and policies. This can be accomplished through constructive dialogue with government counterparts, with a view to obtaining their support and commitment to the ECW and their implementation. In particular, this refers to discussions on how to design and implement school feeding programmes to encourage gender balance in enrolment. If the answer is Yes, please describe the outcome of such discussions in the space provided. If the answer is No, please explain why it is so.
- ☐ Yes ☐ No
14. How many of the ongoing contractual agreements signed in relation to the school feeding programme explicitly reference ECW II?  
Consider all contractual agreements that have been stipulated and signed since 2003 - and are considered ongoing - in order to implement this nutritional intervention - consider all MOU, LOUs etc. Do not consider agreements against which no activities are taking place. Count the total number of contractual agreements in which explicit mention is made of ECW II and its objectives and/or sub-commitments - place this figure in the first space provided. Count the total number of contractual agreements signed in relation to relief food distribution activities - place this figure in the second space provided.

Comments: School Feeding Programme Officer / Enhanced Commitment to Women II

**15. Is HIV/AIDS integrated into the school curriculum nationwide?**☐ Yes ☐ No

If the answer is Yes, please indicate who is responsible for teaching it in the space provided. If the answer is No, please indicate if there has been any dialogue with government counterparts with regards to including HIV/AIDS prevention education in primary and/or secondary school curricula, and what the outcomes of such dialogues have been.

**16. Has there been any dialogue with local partners working with HIV/AIDS prevention education/sensitisation programmes to see how these could be provided in WFP-assisted schools?**☐ Yes ☐ No ☐ NK ☐ NR

If there are no local partners working with HIV/AIDS through such programme, mark NR and state that this is the case in the space provided. If the answer is Yes, please indicate the outcome of the dialogue and describe what, if any, HIV/AIDS sensitisation programmes are currently being offered in the WFP-assisted schools. Indicate the partners involved. If there are partners, but the answer is No, please explain why not.

**17. Have teachers received any special HIV/AIDS training for prevention?**☐ Yes ☐ No ☐ NK ☐ NR

If the answer is Yes, please indicate who has provided this training in the space provided.

**18. Have teachers been trained in how to communicate HIV/AIDS information to students?**☐ Yes ☐ No ☐ NK ☐ NR

Comments: HIV/AIDS Programme Officer / Enhanced Commitment to Women II



### SURVEY DESCRIPTION

This questionnaire collects information on the design process behind WFP school-feeding activities. It takes its rationale from Enhanced Commitment to Women II (ECW II) of the 2003-2007 WFP Gender Policy, which focuses on expanding activities that enable girls to attend school.

Rationale behind this questionnaire:

"Every person - child, youth and adult - shall be able to benefit from educational opportunities designed to meet their basic learning needs. These needs comprise both essential learning tools (such as literacy, oral expression, numeracy, and problem solving) and the basic learning content (such as knowledge, skills, values, and attitudes) required by human beings to be able to survive, to develop their full capacities, to live and work in dignity, to participate fully in development, to improve the quality of their lives, to make informed decisions, and to continue learning.", Article 1, World Declaration on Education for All: Meeting Basic Learning Needs, The World Conference on Education for All (1990)

Education, especially for girls, is one of the most effective ways to improve food security for the longer term and strengthen coping capacities for times of crisis. It has a positive effect on girls' economic opportunities and on their participation in community decision-making, and leads to reduction of child malnutrition in the next generation. Studies have shown a steep decline in HIV infection rates among women who have received secondary education. Women with education are also more likely to send their own children to school. Food aid provided in the form of morning or lunchtime meals or as take-home rations can play an important role in attracting students, especially girls, to school, improving their attendance and enhancing their capacity to learn.

In many countries heavily affected by the HIV/AIDS epidemic, orphans are less likely than children with both parents living to be enrolled in school. This is especially the case for girls who are de facto heads of household. School feeding can enable children made vulnerable by HIV/AIDS, especially girls, to go to school. Recognizing the importance of adolescence for girls and the fact that gender gaps are greatest after primary school, WFP intends to seek additional resources to assist girls' secondary education where gender gaps in secondary school enrolment/attendance are greatest. Other measures are required to attract and retain girl students, especially at the secondary level, such as female teachers, separate toilet facilities and a safe way to and from school; WFP will advocate for such improvements, and will work with partners that provide such facilities. [Commitment II is dedicated to assisting and encouraging gender parity. For ease of reference, wording focuses on girls, such that where the gender gap is favourable to boys –i.e., there are more boys than girls, assistance will target girls. Where conditions are such that the gender gap is favourable to girls –i.e., there are more girls than boys, assistance will target boys.]

At the same time, every effort should be made to ensure minimal water supply and sanitation standards, as both have an immediate bearing on the safe storage and preparation of food...safe water and adequate sanitation are the bases for a sustainable solution to the threat of water-related diseases. A high incidence of intestinal diseases, associated with lack of safe drinking water and inappropriate means of excreta disposal, is characteristic of the disease picture, especially amongst schoolchildren in many developing countries of the world. Provision of safe drinking water and basic sanitation, coupled with adequate personal hygiene behaviour, can prevent viral diseases such as hepatitis A, bacterial diseases such as cholera and typhoid, and work infections...(School Feeding Handbook, Health and Nutrition)

Additional terms and relevant definitions are provided below.

### SURVEY GUIDELINES

Answers should be provided by the School Feeding Programme Officer. One questionnaire should be filled out for each programme category for which there are school-feeding activities (e.g., EMOP, Development, PRRO).

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.

### Relevant definitions of terms

#### Gender gap

is expressed as the percentage difference between the total number of females in a given population versus the total number of males in the same population. To calculate gender gap: establish the total number of females and males in a given population, identify what percentage the total number of females is to the total number of males, subtract from 100. Example: there are 14 girls and 63 boys enrolled in Grade 6. 14 is approximately 22% of 63, meaning that there is a 78% gender gap (the difference of 49 girls that would be required to match the number of boys and thus eliminate the gender gap in this scenario entirely). It should be remembered that the gender gap is a relative figure establishing the difference between the total number of girls versus the total number of boys, and not the total number of children.

#### Gender ratio

is expressed as the number of females to males in any given situation. To calculate gender ratio: establish the total number of females and the total number of males in a given population, construct a ratio females:males, and reduce it by the largest common dividend. Example: in a given population there are 10 females and 20 males; divide by 10 and the ratio becomes 1:2. For every female, there are two males.



## SAMPLE IDENTIFIER

CO

[HQ/CO]

1. ID/Sample number

## COUNTRY LEVEL INFORMATION

CO

This module contains all questions that can be answered at country level prior to copying and distribution of questionnaires. Please ensure they are correctly answered before questionnaires are distributed to enumerators. The four months are required for the completion of the attendance module - they should be selected in correspondence with local seasonal changes to help identify how such seasonal variations might affect attendance. [HQ/CO] - Indicators: NER, AR

2. First official grade of secondary school.

  ☐ NK ☐ NR

3. Official enrolment age for the first grade of secondary school.

  ☐ NK ☐ NR

4. Last official grade of secondary school.

  ☐ NK ☐ NR

5. Official enrolment age for the last grade of secondary school.

  ☐ NK ☐ NR

Comments: / Country level information

## ENHANCED COMMITMENT TO WOMEN II

Expand activities that enable girls to attend school.

SCHOOL FEEDING PROGRAMME OFFICER

6. Administrative unit for which data is valid

Indicate the level for which the statistics available are valid --i.e., national, district, union, community, etc.

7. Number of boys enrolled in Grade 5 this year:

  ☐ NK ☐ NR

8. Number of boys enrolled in Grade 6 this year:

  ☐ NK ☐ NR

9. Number of boys enrolled in Grade 7 this year:

  ☐ NK ☐ NR

10. Number of boys enrolled in Grade 8 this year:

  ☐ NK ☐ NR

11. Number of boys enrolled in Grade 9 this year:

  ☐ NK ☐ NR

12. Number of boys enrolled in Grade 10 this year:

  ☐ NK ☐ NR

13. Number of boys enrolled in Grade 11 this year:

  ☐ NK ☐ NR

14. Number of boys enrolled in Grade 12 this year:

  ☐ NK ☐ NR

15. Number of girls enrolled in Grade 5 this year:

  ☐ NK ☐ NR

16. Number of girls enrolled in Grade 6 this year:

  ☐ NK ☐ NR

17. Number of girls enrolled in Grade 7 this year:

  ☐ NK ☐ NR

18. Number of girls enrolled in Grade 8 this year:

  ☐ NK ☐ NR

19. Number of girls enrolled in Grade 9 this year:

  ☐ NK ☐ NR

20. Number of girls enrolled in Grade 10 this year:

  ☐ NK ☐ NR

21. Number of girls enrolled in Grade 11 this year:

  ☐ NK ☐ NR

22. Number of girls enrolled in Grade 12 this year:

  ☐ NK ☐ NR



Comments: School Feeding Programme Officer / Enhanced Commitment to Women II





### SURVEY DESCRIPTION

This questionnaire collects secondary information (if available) on enrolment in secondary schools. Data should be collected and filled in by the School Feeding Programme Officer. One questionnaire should be completed for each area in which there is a distinct WFP programme operating (e.g., EMOP, Development, PRRO) and where WFP is already supporting primary schools through school feeding programmes (or is planning to in the immediate future). The data should be collected for the lowest administrative unit available - ideally the village, local level, so that the information can be used to calculate an accurate gender gap in enrolment, and to evaluate if said gap justifies intervention and/or programme modification based on the criteria identified in the 2003-2007 WFP Gender Policy, Enhanced Commitment to Women II.

### SURVEY GUIDELINES

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.



## SAMPLE IDENTIFIER

CO

[HQ/CO]

## 1. ID/Sample number

## ENHANCED COMMITMENT TO WOMEN III

Ensure that women benefit at least equally from the assets created through food for training and food for work.

FFT/FFW PROGRAMME OFFICER

## 2. Has WFP identified specialist partners who have the capacity to provide technical assistance and support as required by local partners involved in FFW/FFT activities?

☐ Yes ☐ No

Local partners may not always have the capacity (e.g., agricultural development skills, training capacity, equipment and tools, etc.) required by FFW/FFT activities. Other partners with such capacities need to be identified to provide them with the training and capacity-building needed. List any that have been identified.

## 3. Has WFP identified local partners who have the capacity to assist in advocating and leveraging WFP programme objectives?

☐ Yes ☐ No

List any partners already identified.

## 4. Does programme design commit to designing the activity taking into consideration the results of gender-sensitive and gender-specific targeting and vulnerability assessment mapping?

☐ Yes ☐ No

In order to ensure that gender is mainstreamed into programming activities, programme design must consider the results of participatory and gender-sensitive situation analyses, vulnerability analyses and food needs assessments (VI.1). These activities must be carried out so as to specifically identify issues that distinctly characterise the conditions of men and women. This refers to analysing the results of vulnerability issues from a gender perspective, identifying specific priorities and needs of men and women (separately), and designing the programme so as to address them. If the answer is No, please explain why it is so in the space provided.

## 5. Does programme design foresee participatory consultations between partners and beneficiaries when defining programme activities?

☐ Yes ☐ No

Partners frequently present project proposals to WFP on behalf of beneficiaries and/or beneficiary associations. In order to ensure that such proposals effectively reflect the priorities and need of the beneficiaries, WFP should ensure, as much as is possible, that project proposals are based on beneficiary consultations. While it is difficult to monitor this, there should be an explicit commitment in the programme design - and possibly in the agreements with implementing partners - to carry out such participatory discussions. If no such provision is foreseen, please explain why in the space provided.

## 6. Does programme design commit to informing women that they should take part in the participatory consultations related to the activity?

☐ Yes ☐ No

Will the programme ensure women are specifically targeted to actively participate in the design process? If the answer is Yes, please describe what mechanisms are in place in the space provided. If the answer is No, please explain why not.

## 7. Does programme design foresee that partners will provide complementary services to facilitate the attendance or participation of women and adolescent girls in the activity?

☐ Yes ☐ No

Food for Work and Food for Training activities need to be designed in a manner that facilitates the participation of women and adolescent girls (beyond the age of 15) as workers and trainees. In the case of FFW activities, it must also be ensured that they are not overburdened (III.3). Some special arrangements could include: providing child-care in convenient locations for women with children, flexible timing, adequate security, sanitation facilities, special working/replacement arrangements during illness, etc. If the answer is Yes, please list which partners have arranged for which services in the space provided. If the answer is No, please explain why not.



8. **Does programme design specify that participatory consultations between WFP and partners need to take place when finalising programme activities?** ☐ Yes ☐ No \_\_\_\_\_  
 To ensure project proposals are based on participatory consultations with beneficiaries, and to ensure the final design also addresses the beneficiary priorities and needs that WFP will have identified, WFP and partners must have the opportunity to review and discuss the needs expressed in the proposal. If the answer is No, please explain in the space provided.
9. **Are the results of the consultations between WFP and partners reflected in the final design of the activity?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
 If no such discussions took place during the design of this activity, mark NR and explain why it was so in the space provided. If discussions took place, but the answer is No, please explain.
10. **Does programme design explicitly state that all participants will be personally listed on the food distribution list, or will have an individual or household food ration card issued in their name (where cards are used)?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
 Every person who participates in a food-for-training or food-for-work activity will receive an individual or household food ration card issued in his/her name (III.4). If the answer is Yes, please describe what mechanisms are in place to regularly verify that all participants are correctly listed on the food distribution lists. If the answer is No, please explain why not in the space provided.
11. **Does programme design foresee openly and regularly informing participants of their entitlements?** ☐ Yes ☐ No \_\_\_\_\_  
 Wide-spread information sharing is intended to increase awareness among beneficiaries with regards to ration size and composition, distribution schedule and personal entitlements. Specific information dissemination mechanisms can help create an internal, community system of checks and balances among beneficiaries. If the answer is Yes, please describe what mechanisms are in place in the space provided. If the answer is No, please explain why not.
12. **Has there been any specific dialogue with government counterparts on the rationale and implications related to ECW III?** ☐ Yes ☐ No \_\_\_\_\_  
 While encouraging changes in on-the-ground behaviours, WFP should also encourage higher-level shifts in prevailing mentalities and policies. This can be accomplished through constructive dialogue with government counterparts, with a view to obtaining their support and commitment to the ECW and their implementation. In particular, this refers to discussions on how to design and implement FFW/FFT activities, considering the priorities and needs of both men and women, and how best to reflect the objective of ECW III. If the answer is Yes, please describe the outcome of such discussions in the space provided. If the answer is No, please explain why it is so.
13. **How many of the ongoing contractual agreements signed in relation to this activity explicitly reference ECW III?** \_\_\_\_\_  
 Consider all contractual agreements that have been stipulated and signed since 2003 - and are considered ongoing - in order to implement this nutritional intervention - consider all MOU, LOUs etc. Do not consider agreements against which no activities are taking place. Count the total number of contractual agreements in which explicit mention is made of ECW III and its objectives and/or sub-commitments - place this figure in the first space provided. Count the total number of contractual agreements signed in relation to relief food distribution activities - place this figure in the second space provided.

Comments: FFT/FFW Programme Officer / Enhanced Commitment to Women III

**14. Does programme design foresee quantifying men's and women's daily workload to avoid over burdening them through the FFW activities?**☐ Yes ☐ No

Before designing FFW activities, it is important to assess what other activities men and women regularly carry out during the day, when they are not involved in the FFW activities. This may refer to household/domestic chores, agricultural work, other employment, watching children, etc. As FFW activities need to be designed in a manner that facilitates the participation of women and adolescent girls (beyond the age of 15) as workers and ensures that they are not overburdened (III.3), this information is important so that any FFW tasks can be designed taking these conditions into consideration.

**15. Have work norms been adjusted according to the assessment of men's daily workload?**☐ Yes ☐ No ☐ NK ☐ NR

Work norms are used in the planning of the labour content for infrastructure works. It is an amount of work expressed in time (such as 1 hour, 8 hours, 1 week, etc.) in relation to a quantity of physical result/output (such as 1 km of road constructed/rehabilitated, 3m<sup>3</sup> of earth excavated, 100 m<sup>2</sup> of land cleared, etc.) The work-norms would be 1 km of earth road/ 1600 worker-days or 3m<sup>3</sup> of excavation/worker-day, or 100m<sup>2</sup> of land cleared / per 3 hours per worker. In the case of FFW activities, work norms should be adjusted taking the assessment of men's regular workload outside of the FFW activity into consideration. If the answer is Yes, please explain what adjustments have been made in the space provided. If the answer is No, please explain why it is so.

**16. Have work norms been adjusted according to the assessment of women's daily workload?**☐ Yes ☐ No ☐ NK ☐ NR

Following the assessment of women's daily activities when not involved in FFW activities, definition of work-norms specifically designed for women will be determined through participatory consultations with the women being targeted for the food-assisted asset-creation activity, and will consider their feedback on what constitutes (a) realistic expectations of labour output for women in a given time period, and (b) a realistic evaluation of time required for completion of a given piece of work, based on women's time constraints and availability. Appropriate tasks will subsequently be defined respecting the above conditions. If the answer is Yes, please indicate what adjustments have been made. If the answer is No, please explain why it is so.

**17. Does programme design foresee enforcing adherence to appropriately defined work-norms for women?**☐ Yes ☐ No ☐ NK ☐ NR

Once work norms are adjusted for men and women as needed, it is important that there be mechanisms in place to ensure that the work-norms are respected --i.e., that men perform the tasks appropriately designed for men, and that women perform the tasks appropriately designed for women. This may imply control mechanisms in how tasks are assigned to participants, how they are monitored as well as ensuring that implementing partners are fully aware of the distinctions. If the answer is Yes, please describe, in the space provided, what mechanisms are in place to ensure that women only perform tasks designed for women. If the answer is No, please explain why not.

**18. Does programme design foresee clearly defining and describing the differences between tasks for men and tasks for women?**☐ Yes ☐ No ☐ NK ☐ NR

Where possible - it depends on the FFW activity type and location - participants should always be able to access clear definitions and descriptions of the tasks and work-norms that apply to them e.g., what each task entails, what the working conditions are (hours per day, morning, afternoon, days per week, regulations, etc.). If the answer is Yes, please describe what information dissemination mechanisms are in place in the space provided. If the answer is No, please explain why it is so.

Comments: FFW Programme Officer / Enhanced Commitment to Women III



19. Has there been any dialogue with partners working with HIV/AIDS infected/affected (IA) through other FFW activities?

☐ Yes ☐ No

There may be national or local partners already working with HIV/AIDS IA individuals through specially designed non-WFP food-for-work activities. WFP should investigate if, and how, it can participate in such activities, as well as assess successful initiatives to see how best to structure its own FFW activities to specifically target and assist HIV/AIDS IA individuals, where possible. This may involve discussions to define the partners' current beneficiary populations to see if they meet WFP general criteria for food assistance through FFW activities (e.g., vulnerability and needs assessment criteria), if and how food can be used as an incentive in such activities, how it must be packaged and delivered, etc. If the answer is Yes, please indicate the outcome of the discussions, if and how WFP is working with (or planning to work with) HIV/AIDS IA individuals through FFW activities. If there are no such national or local partners, mark NR and state that this is the case. If there are such partners, and the answer is No, please explain why in the space provided.

20. Where WFP FFW activities can assist HIV/AIDS IA individuals, does programme design ensure men, women and older orphans/children affected by HIV/AIDS are targeted equally?

☐ Yes ☐ No

21. Where WFP FFW activities can assist HIV/AIDS IA have work norms been appropriately redefined?

☐ Yes ☐ No

In addition to gender-specific considerations related to work-norms, work-norms for HIV/AIDS IA individuals must be appropriately analysed and adapted to meet their needs, and avoid overburdening them. If no FFW involve HIV/AIDS IA individuals, mark NR, and state that it is so. If the answer is Yes, please explain what adjustments have been made. If there are activities that involve HIV/AIDS IA individuals, but no adjustments have been made, mark No and explain why it is so in the space provided.

Comments: HIV/AIDS Programme Officer / Enhanced Commitment to Women III

#### ENHANCED COMMITMENT TO WOMEN V

Ensure that women are equally involved in food distribution committees and other programme-related local bodies.

22. Does programme design foresee that a participatory approach with men and women will be adopted for beneficiary identification?

☐ Yes ☐ No

Participatory approaches with women and men will be used, to the extent possible, for beneficiary identification, activity identification and formulation, monitoring-and-evaluation system development, and monitoring and reviewing the progress and results (V.1). Where WFP is in direct contact with beneficiaries, such methods should be used. Where partners are the mediators between WFP programme staff and beneficiaries, partners must be encouraged to formulate project proposals through participatory consultations with beneficiaries, and to ensure that in such consultations, the needs of both men and women are equally considered. If the answer is No, please explain why it is so in the space provided.

23. Does programme design foresee that a participatory approach with men and women will be adopted for activity identification and formulation?

☐ Yes ☐ No

Activity formulation should particularly consider the priorities and needs of the beneficiaries who will be involved in carrying out the activities. E.g., constructing a well near the village will be of particular use to women and children who often walk great distances to fetch water, clearing a beaten path or creating a road to make access to the fields easier will benefit both men and women who need to work there everyday. Constructing a large road or a dam in another area will directly benefit the individual village or community members to a much lesser degree. It is very important that the activities identified respond to the beneficiary needs and not to those of implementing partners, other community groups, government offices, etc. Participatory consultations may therefore be carried out by WFP staff or their partners, provided the partners are aware of the above identification criteria. If the answer is No, please explain why in the space provided.



24. Does programme design foresee that a participatory approach with men and women will be adopted to develop a monitoring-and-evaluation system?

☐ Yes ☐ No

In order for an activity to be sustainable after donor withdrawal, participants need to be involved from the very beginning in determining how monitoring and evaluation of activity results should take place. They need to acquire the knowledge and skills required to be able to identify activity objectives and establish targets, assess and intervene on performance when needed, and plan for future activity development (where warranted). Coaching in this can be carried out either by WFP staff and/or implementing partners through beneficiary associations. If the answer is No, please explain why it is so in the space provided.

25. Does programme design foresee that at least half of the representatives on beneficiary-level food distribution (FDC) established in relation to this activity should be women?

☐ Yes ☐ No

ECW V commits to ensure that women are equally involved in food distribution committees and other programme-related local bodies, to the extent that at least half of the representatives and half of the "executive-level" members (e.g. chairpersons, secretaries, treasurers) on food distribution and asset-creation committees will be women (V.2). It is also important to differentiate between passive and active participation, in that the former is characterised by sheer presence with little or no participation, while the latter is characterised by active and open participation in the committee workings. The latter is desirable. FDCs refer to any committees composed of elected or selected beneficiaries, through which decisions are made with regards to the modalities of food distribution among the beneficiary population. There may be different levels of FDCs in any activity. If the answer is Yes, please describe what mechanisms are in place to verify that there is such a gender-balance among committee representatives. If the answer is No, please explain why it is so in the space provided.

26. Does programme design foresee that at least half of the representatives on beneficiary-level asset creation/management committees (AMC) established in relation to this activity should be women?

☐ Yes ☐ No ☐ NK ☐ NR

Asset creation/management committees may include all of those beneficiary-run committees through which decisions are made with regards to the use, production, sale, purchase of the inputs and outputs required or produced by the FFW activity itself. E.g. for a swamp reclamation project, there may be a Water Management Committee (to control the time and schedule of water flow), a Production Management Committee (to manage rice or other crop produced in the swamp), an Activity Management Committee (to organise work schedules and plots), etc. Like with FDCs, women need to be equally involved in these committees. If the programme does not explicitly state that this is a requirement, answer No, and explain why it is so in the space provided. If it does, please list any mechanisms that are in place to verify that such a gender balance is actually maintained on the committees.

27. Does programme design foresee that at least half of the "executive-level" members on beneficiary FDCs established in relation to this activity should be women?

☐ Yes ☐ No

FDCs are likely to have an internal hierarchical structure which will identify leadership positions --i.e., positions whose voice carries weight in the final decision-making of the whole committee. These may include, among others that may be defined according to the socio-cultural context, the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister etc. It is these roles that must (i) be defined and identified and (ii) assessed for data collection. Where a committee is actually termed an "executive committee" by the beneficiaries themselves, note that it will still have an internal hierarchical structure. Even in these committees, the leadership positions should be clearly identified on the basis of their decision-making influence. Only those who have a role in decision-making should be counted (V.2). If the answer is Yes, please describe what mechanisms are in place to verify the gender-balance among executive-level members on the FDC and AMCs. If the answer is No, please explain why in the space provided.

28. Does programme design foresee that at least half of the "executive-level" members on beneficiary AMCs established in relation to this activity should be women?

☐ Yes ☐ No ☐ NK ☐ NR

If the answer is No, please explain why it is so in the space provided. If it does, please list any mechanisms that are in place to verify that such a gender balance is actually maintained.



29. **Is there a need for women to have committees separate from men in order for them to voice their issues and concerns freely?**

☐ Yes ☐ No ☐ NK ☐ NR

This may be advisable if women are not free to express their opinions openly in the presence of men, or if they automatically tend to second what men propose. In cases where joint committees are not socially acceptable, separate committees need to be established so women's views can be considered (V.2). Has WFP assessed whether women are able to express themselves freely in the presence of men, or if cultural habits affect how they speak up in groups? If the answer is No, please explain why it is so in the space provided.

30. **Does programme design foresee partners should provide complementary awareness-raising and information sessions to help women acquire the self-confidence and understanding required to promote their own role?**

☐ Yes ☐ No ☐ NK ☐ NR

In all operations, WFP will seek to identify partners that provide community participation and leadership training to women who take part in food distribution and asset-creation committees. Contracts with implementing partners will reflect this training requirement (V.3). This refers to awareness-raising interventions to help women find ways to slowly strengthen their roles and personal self-confidence within the local cultural context as well as build their own leadership skills. If the answer is Yes, please indicate which partners are currently providing these awareness-raising initiatives in the space provided. If the answer is No, please explain why not.

31. **Does programme design foresee that partners provide leadership training to women who take part in beneficiary food distribution and/or asset management committees?**

☐ Yes ☐ No

Leadership training provides individuals with skills in managing meetings, mediating, setting agendas and ensuring meetings progression (V.3). If the answer is Yes, please indicate which partners are currently providing these trainings in the space provided. If the answer is No, please explain why not.

32. **Does programme design foresee partners should provide complementary sensitization measures for men, to increase awareness and understanding of the role of women?**

☐ Yes ☐ No ☐ NK ☐ NR

Social change can only come about if both men and women are equally sensitised. This may refer to trainings that focus on conveying the value of gender equality, the importance of women's participation in decision-making, etc. If the answer is Yes, please indicate which partners are currently providing these measures in the space provided. If the answer is No, please explain why not.

Comments: FFT/FFW Programme Officer / Enhanced Commitment to Women V



### SURVEY DESCRIPTION

This questionnaire collects information on the design process behind WFP food-for-work (FFW) activities and takes its rationale from Enhanced Commitment to Women III (ECW III) of the 2003-2007 WFP Gender Policy, which focuses on ensuring that women benefit at least equally from the assets created through food for training and food for work.

Rationale behind this questionnaire:

Skills and awareness acquired through training are human assets that poor women and adolescent girls build and own personally. Such assets balance some of the disadvantages women experience in society and enable them to develop personally and to contribute to their entire household and community. They also improve women's chances for recovery from crises. Women and adolescent girls can use these assets wherever they go—which is important in situations of displacement or migration. Complementary sensitization measures focusing on men will make them aware that it is because of these disadvantages that women should get preferential treatment regarding training activities.

It is essential that the physical assets created through food-for-work activities match women's priorities. This may require a Programme shift away from some long-standing activities that are not based on women's needs and priorities. Food-for-work activities should take into account women's physical capacities and be designed in a way that facilitates their work participation. For example, women's involvement in construction work may not be desirable in cases where the women are physically weak or are already heavily burdened with other work. It should also be ensured that working conditions are decent and respect minimum labour standards in the given society/community by taking into consideration local social and cultural norms. In addition they should respect International Labour Organisation (ILO) labour standards.

Both food-for-training and food-for-work activities require the gender-specific identification of priorities and needs, and an analysis of benefits at three levels: food aid benefits, training and work participation benefits, and benefits from the assets created. For income-generating skills, this requires an analysis of market viability. Flexible scheduling will often be required to allow women who perform a multitude of tasks in the household to participate; this is even more relevant for widows and single mothers. Such Programmes should also provide childcare in convenient locations for women workers with young children.

"Particularly in developing countries, the productive capacity of women should be increased through access to capital, resources, credit, land, technology, information, technical assistance and training so as to raise the income and improve nutrition, education, health care and status within the household. The release of women's productive potential is pivotal to breaking the cycle of poverty so that women can share fully in the benefits of development and in the products of their own labour. Sustainable development and economic growth that is both sustained and sustainable are possible only through improving the economic, social, political, legal and cultural status of women. Equitable social development that recognizes empowering the poor, particularly women, to utilize environmental resources sustainably is a necessary foundation for sustainable development.", Beijing Declaration and Platform for Action, Report of the Fourth World Conference on Women (1995), para. 55-57

### SURVEY GUIDELINES

Answers should be provided by the FFW Programme Officer. One questionnaire should be filled out for each programme category for which there are FFW activities (e.g., EMOP, Development, PRRO).

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.

### Relevant definitions of terms

#### "Executive-level"

Food distribution and asset management committees are likely to have an internal hierarchical structure which will identify leadership positions --i.e., positions whose voice carries weight in the final decision-making of the whole committee. These may include, among others that may be defined according to the socio-cultural context, the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister etc. It is these roles that must (i) be defined and identified and (ii) assessed for data collection. Where a committee is actually termed an "executive committee" by the beneficiaries themselves, note that it will still have an internal hierarchical structure. Even in these committees, the leadership positions should be clearly identified on the basis of their decision-making influence. Not all members of the committee are to be considered "executive members" just because the committee is defined as an "executive committee" – only those who have a role in decision-making should be counted.





### Work norm

Used in the planning of the labour content for infrastructure works. It is an amount of work expressed in time (such as 1 hour, 8 hours, 1 week, etc.) in relation to a quantity of physical result/output (such as 1 km of road constructed/rehabilitated, 3m<sup>3</sup> of earth excavated, 100 m<sup>2</sup> of land cleared, etc.) The work-norms would be 1 km of earth road/ 1600 worker-days or 3m<sup>3</sup> of excavation/worker-day, or 100m<sup>2</sup> of land cleared / per 3 hours per worker. (A guide on Food as an incentive to support vulnerable household and communities in securing and improving their assets, WFP, May 2002, pg. 8). Definition of work-norms specifically designed for women will be determined through participatory consultations with the women being targeted for the food-assisted asset-creation activity, and will consider their feedback on what constitutes (a) realistic expectations of labour output for women in a given time period, and (b) a realistic evaluation of time required for completion of a given piece of work, based on women's time constraints and availability. Appropriate tasks will subsequently be defined respecting the above conditions.



## SAMPLE IDENTIFIER

CO

[HQ/CO]

1. ID/Sample number \_\_\_\_\_
2. Please provide GIS codes for this survey unit. (optional) \_\_\_\_\_

## GENERAL DATA

CO

SITE ADMINISTRATOR

3. How many people participate in this activity at this site? \_\_\_\_\_
4. How many men? \_\_\_\_\_ ☐ NK ☐ NR  
Consider all men (adult and adolescent boys) if there are no records that provide separate figures on adult men and adolescent boys. If there ARE separate records/figures for adult men and adolescent boys, list only adult men here, and adolescent boys in the next question.
5. How many women? \_\_\_\_\_ ☐ NK ☐ NR  
Consider all women (adult and adolescent girls) if there are no records that provide separate figures on adult women and adolescent girls. If there ARE separate records/figures for adult women and adolescent girls, list only adult women here, and adolescent girls in the next question.
6. How many adolescent boys? \_\_\_\_\_ ☐ NK ☐ NR  
Boys between 10 and 19 years of age.
7. How many adolescent girls? \_\_\_\_\_ ☐ NK ☐ NR  
Girls between 10 and 19 years of age.
8. [ENUMERATOR] Does this information correspond to what you see? ☐ Yes ☐ No \_\_\_\_\_  
Do the figures provided on sex and age distribution of participants match the ages and sex of the participants you see at the site? If the answer is No, please explain in the space provided.

## ENHANCED COMMITMENT TO WOMEN III

Ensure that women benefit at least equally from the assets created through food for training and food for work.

SITE ADMINISTRATOR

9. Do participants have a registration/food ration card? ☐ Yes ☐ No \_\_\_\_\_  
If ration cards are not used, please explain what alternative method is used (e.g., rotation). If the answer is Yes, please indicate who issues the ration cards in the space provided (e.g., WFP, partners, government representatives, activity organisers, etc.).
10. Who is responsible for keeping the food distribution lists updated (e.g., WFP, partners, government representatives, beneficiaries, etc.) \_\_\_\_\_ ☐ NK ☐ NR
11. Is every person participating in the activity listed on the food distribution list as the food entitlement holder? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
Every person who participates in a food-for-training or food-for-work activity will receive an individual or household food ration card issued in his/her name (III.4). This refers to the individual trainee (in FFT) or worker (in FFW) participating in the activity - and not their husbands, wives, children, or other family members. Every participant must be listed individually on the list. If the answer is Yes, please describe what mechanisms are in place to verify that this rule is respected in the space provided. If the answer is No, please describe what information (who) is listed on the food distribution list.
12. Are beneficiaries regularly informed of food ration entitlements and details relating to this activity? ☐ Yes ☐ No \_\_\_\_\_  
Wide-spread information sharing is intended to increase awareness among beneficiaries with regards to ration size and composition, distribution schedules, the fact that no services should be provided in exchange for WFP food rations, as well as on the existing mechanisms for reporting any abusive distribution situations that might arise (e.g., blackmail, barter, etc. in exchange for food) (IV.6). Effective information dissemination mechanisms (e.g. bulletin boards, signboards, announcements, etc.) can help create an internal, community system of checks and balances among beneficiaries. If the answer is Yes, please describe what mechanisms are in place in the space provided. If the answer is No, please explain why not.



## SITE ADMINISTRATOR

13. Does this FFW scheme focus on one main task (e.g. routine maintenance, road work) or are there many different tasks involved (e.g., swamp reclamation)?

Mark the appropriate option below:

☐ NK ☐ NR

- ☐ Many  
☐ Only one

Comments: Site Administrator / Enhanced Commitment to Women III

## PARTNER

14. Are the results of the consultations between WFP and partners reflected in the final design of the activity?

☐ Yes ☐ No ☐ NK ☐ NR

To ensure project proposals are based on participatory consultations with beneficiaries, and to ensure the final design also addresses the beneficiary priorities and needs that WFP will have identified, WFP and partners must have the opportunity to review and discuss the needs expressed in the proposal. You must first ask if participatory consultations between WFP and the partner took place during the design phase of the activities. If none took place, mark NR, and state that this is the case in the space provided. If such consultations did take place, but the answer is still No, mark No and indicate why the partner feels this way.

15. Did the partner receive any additional technical assistance in preparing/delivering the activity?

☐ Yes ☐ No

This could refer to technical assistance (e.g., eco-environment skills, machinery, tools) or programme development (e.g., internal capacity-building). If the answer is Yes, list what type of assistance was provided in the space provided.

16. Does the activity in any way take into account constraints posed by HIV/AIDS?

☐ Yes ☐ No ☐ NK ☐ NR

If no HIV/AIDS IA individuals are involved in the activity, mark NR, and state that it is so. If the answer is Yes, please explain what adjustments have been made. If there are activities that involve HIV/AIDS IA individuals, but no adjustments have been made, mark No and explain why it is so in the space provided.

Comments: Partner / Enhanced Commitment to Women III

## BENEFICIARIES

17. Were participants involved in defining the activities?

☐ Yes ☐ No

In order for a physical asset to be created under FFT/FFW, the situation analysis will need to indicate that the asset is based on the needs of women and adolescent girls from food-insecure households, that the women and girls will participate in the asset's management and use, and that they will derive at least 50 percent of the benefits from the asset (III.2). Partners frequently present project proposals to WFP on behalf of beneficiaries and/or beneficiary associations. In order to ensure that such proposals effectively reflect the priorities and need of the beneficiaries, WFP should ensure, as much as is possible, that project proposals are based on beneficiary consultations. Ask participants if they were consulted on what activities should be carried out through the WFP programme. Ask if these consultations took place with the implementing partner or WFP (either/or is acceptable). If the answer is Yes, please indicate who (WFP, Partner, CBO, etc.) organised the consultations in the space provided.



## BENEFICIARIES

## 18. Who was involved?

This refers to who participated from the beneficiaries in participatory consultations to discuss what activities would be carrying out in the programme. The objective is to determine if both men and women participated. If there were no participatory consultations, mark NR.

Mark the appropriate option below:

☐ NK ☐ NR

- ☐ Men only  
☐ Women only  
☐ Men and women together  
☐ Men and women separately

## 19. Were women informed that it was important that they be involved?

Discuss with women and try to understand how they see/saw their own role - and the importance of their contributions in any discussions that might have taken place on the design of the activity. Try to understand if there had been any specific efforts on behalf of WFP and/or the implementing partners to make sure they were informed that such consultations would take place and that they should participate in the discussions. If there were no such participatory consultations, mark NR, and state that it was so. If instead the answer is Yes, please specify what methods were used to inform them in the space provided.

☐ Yes ☐ No

## 20. Were men's needs discussed?

Ask men (separately if necessary) if their needs were adequately expressed during consultations on the design of the activity/scheme.

☐ Yes ☐ No ☐ NK ☐ NR

## 21. Were women's needs discussed?

Ask women (separately if necessary) if their needs were adequately expressed during consultations on the design of the activity/scheme.

☐ Yes ☐ No ☐ NK ☐ NR

## 22. Were women able to participate actively and express their needs openly?

If men and women participated in the consultations together, try to understand if women were able to participate actively -i.e., expressing their needs to their own satisfaction. If the answer is No, please ask why they could not express themselves and what arrangements women would like to help overcome this difficulty in future consultations.

☐ Yes ☐ No ☐ NK ☐ NR

## 23. Do women feel the activity reflects what they discussed during the participatory consultations?

Ask women if the ideas and needs they expressed during the consultations are reflected in the skills/tasks selected for the activity/scheme. You may not encounter the actual women who participated in the consultations, but you can ask those that you do meet if they are aware of such consultations taking place and if there were other women involved who raised issues and priorities of concern to women in the larger beneficiary population. If no participatory consultations took place - or if none of the women you encounter are able to give you a concrete answer as to whether such consultations took place or not (because they were not directly involved) - mark NR, and state that this is the case. If instead consultations took place, issues were discussed, and the answer is still No, elaborate in the space provided.

☐ Yes ☐ No ☐ NK ☐ NR

## 24. Are there any complementary services or facilities provided that make it easier for women to take part in the activity?

Food for Work and Food for Training activities need to be designed in a manner that facilitates the participation of women and adolescent girls (beyond the age of 15) as workers and trainees. In the case of FFW activities, it must also be ensured that they are not overburdened (III.3). Some special arrangements could include: providing child-care in convenient locations for women with children, flexible timing, adequate security, sanitation facilities, special working/replacement arrangements during illness, etc. If the answer is Yes, please list which partners have arranged for which services in the space provided. If the answer is No, please indicate what additional services women feel would make it easier for them to participate in the activities.

☐ Yes ☐ No



25. Are men aware of the differences between tasks defined for men and tasks defined for women? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

Although there may be many information dissemination mechanisms in place, their sole presence does not guarantee that beneficiaries are aware (that they know, understand) the messages being conveyed. In this case it is important to verify through questioning, if beneficiaries are truly aware of the differences between task for men and women (ask them to describe how these tasks can differ and evaluate if the descriptions describe tasks that are less physically demanding for women). If the answer is Yes, please indicate how they are informed of this in the space provided. If the answer is No, please elaborate in the space provided.

26. Are women aware of the differences between tasks defined for men and tasks defined for women? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

As with the previous question, ask women to describe the types of tasks they perceive to be designed for men, and which ones they perceive to be designed for women. Ask them to describe the differences between them. If they are effectively aware of the differences, ask by what means they are informed of this in the space provided. If they are not aware of the differences, mark No and elaborate in the space provided.

27. If a woman is assigned a FFW task that is too burdensome for her, can she request a lighter task be assigned to her? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

This may happen because the tasks available are limited at a given point in time --i.e., at the beginning of an agriculturally-oriented FFW activity, moving large quantities of earth or boulders may be the only task required, until the activity progresses to a more advanced phase, when more diversified tasks are introduced. Alternatively, women may choose to take on heavier tasks out of personal need for the food ration. Ask women, on the basis of the descriptions of the tasks designed for men and tasks designed for men, that characterise the activity in question, and evaluate if they do carry out tasks that are destined to men. Ask them why this happens, if it does, and explain in the space provided. If this never happens, mark NR and state that this is the case. If they do get burdensome tasks, and have no way of requesting more appropriate ones, mark No and state that it is so.

28. Were women consulted on their domestic workload and scheduling requirements to assess and define proper work-norms for them? ☐ Yes ☐ No \_\_\_\_\_

Before designing FFW activities, it is important to assess what other activities women regularly carry out during the day, when they are not involved in the FFW activities. This may refer to household/domestic tasks, agricultural work, fetching water and looking for food, other employment, watching children, etc. As FFW activities need to be designed in a manner that facilitates the participation of women and adolescent girls (beyond the age of 15) as workers and ensures that they are not overburdened (III.3), this information is important so that any FFW tasks can be designed taking these conditions into consideration.

29. Were men consulted on their domestic workload and/or other work commitments to assess and define proper work-norms for them? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

As in the previous question, this refers to other activities men may need to be involved in when not participating in the activity (e.g., other occasional employment, going to the market, agricultural responsibilities, etc.).

30. In general, does participating in the FFW activity make it difficult for women to carry out their domestic/personal tasks? ☐ Yes ☐ No \_\_\_\_\_

If the answer is Yes, please ask for further explanations and indicate the responses in the space provided.

31. In general, does participating in the FFW activity make it difficult for men to carry out their domestic/personal tasks? ☐ Yes ☐ No \_\_\_\_\_

If the answer is Yes, please ask for further explanations and indicate the responses in the space provided.

Comments: Beneficiaries / Enhanced Commitment to Women III

**ENHANCED COMMITMENT TO WOMEN V**

Ensure that women are equally involved in food distribution committees and other programme-related local bodies.

**BENEFICIARIES****32. How many beneficiary-level food distribution committees (FDC) are related to this activity at this site?**
  ☐ NK ☐ NR

Beneficiary-level food distribution committees (FDC) are normally found in large distribution activities (e.g., settlements, camps etc.) and are usually composed of beneficiary representatives who have been elected to the committee by the rest of the community. Often committees will then represent a specific group of beneficiaries classified by family size --i.e., the number of people in each household. In this manner the FDC members collect rations from the WFP warehouse (through the Food Aid Monitor or IP representative) for all of the households they represent and then distribute them equally to the household representatives. There may be different levels (e.g., general administrative level that covers the entire activity, an FDC for each smaller division of the areas (e.g., sector, quarter, block, etc.). Consider and count FDC at all levels.

**33. How many men are on the FDC?**
  ☐ NK ☐ NR

ECW V commits to ensure that women are equally involved in food distribution committees and other programme-related local bodies, to the extent that at least half of the representatives and half of the "executive-level" members (e.g. chairpersons, secretaries, treasurers) on food distribution and asset-creation committees will be women (V.2). As there may be different levels of FDCs in any activity, consider - and count - all members on all FDCs identified for this activity. Discuss with the beneficiaries - if they are not aware of the composition of the various FDCs move around and ask the site administrator and/or other beneficiaries.

**34. How many women are on the FDC?**
  ☐ NK ☐ NR

As described in the previous question, consider all the women participating in all the committees.

**35. How many executive-level members on the FDC are men?**
  ☐ NK ☐ NR

FDCs are likely to have an internal hierarchical structure which will identify leadership positions --i.e., positions whose voice carries weight in the final decision-making of the whole committee. These may include, among others that may be defined according to the socio-cultural context, the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister etc. It is these roles that must (i) be defined and identified and (ii) assessed for data collection. Where a committee is actually termed an "executive committee" by the beneficiaries themselves, note that it will still have an internal hierarchical structure. Even in these committees, the leadership positions should be clearly identified on the basis of their decision-making influence. Only those who have a role in decision-making should be counted (V.2). If the answer is Yes, please describe what mechanisms are in place to verify the gender-balance among executive-level members on the FDC and AMCs. If the answer is No, please explain why in the space provided.

**36. How many executive-level members on the FDC are women?**
  ☐ NK ☐ NR

Consider executive-level positions as described above, on all the committees identified for this activity.

**37. How many beneficiary-level asset management committees (AMC) are related to this activity at this site?**
  ☐ NK ☐ NR

Asset creation/management committees may include all of those beneficiary-run committees through which decisions are made with regards to the use, production, sale, purchase of the inputs and outputs required or produced by the FFW activity itself. E.g. for a swamp reclamation project, there may be a Water Management Committee (to control the time and schedule of water flow), a Production Management Committee (to manage rice or other crop produced in the swamp), an Activity Management Committee (to organise work schedules and plots), etc. Like with FDCs, women need to be equally involved in these committees. If the programme does not explicitly state that this is a requirement, answer No, and explain why it is so in the space provided. If it does, please list any mechanisms that are in place to verify that such a gender balance is actually maintained on the committees.

**38. How many men are on the AMC?**
  ☐ NK ☐ NR

As described in the previous question on the number of men in the FDCs, consider all the men participating in all the committees.

**39. How many women are on the AMC?**
  ☐ NK ☐ NR

Consider all the women participating in all the committees.



40. **How many executive-level members on the AMC are men?** ☐ NK ☐ NR  
Consider all the men in leadership positions participating in all the committees.
41. **How many executive-level members on the AMC are women?** ☐ NK ☐ NR  
Consider all the women in leadership positions participating in all the committees.
42. **Are women comfortable participating in committees alongside men?** ☐ Yes ☐ No ☐ NK ☐ NR  
Let women answer spontaneously - do not prompt them. If the answer is No, ask what type of committees they would prefer (e.g., separate committees for men and women) and describe in the space provided. If joint committees are socially not acceptable, separate women's committees will be formed and mechanisms established so that women's views will be considered (V.2).
43. **Are men comfortable participating in committees alongside women?** ☐ Yes ☐ No ☐ NK ☐ NR  
Let men answer spontaneously - do not prompt them. If the answer is No, ask what type of committees they would prefer and describe in the space provided.
44. **Are there any leadership-training courses being offered to women participating in food distribution committees?** ☐ Yes ☐ No ☐ NK ☐ NR  
In all operations, WFP will seek to identify partners that provide community participation and leadership training to women who take part in food distribution and asset-creation committees. Contracts with implementing partners will reflect this training requirement (V.3). This refers to awareness-raising interventions to help women find ways to slowly strengthen their roles and personal self-confidence within the local cultural context as well as build their own leadership skills. Leadership training includes training in skills in managing meetings, mediating, setting agendas and ensuring meetings progression. If the answer is Yes, please indicate which partners are currently providing these trainings in the space provided and indicate how many women participated in the last training session held.
45. **Are there any leadership-training courses being offered to women participating in asset creation/management committees?** ☐ Yes ☐ No ☐ NK ☐ NR  
Follow indications for preceding question.
46. **Are there any awareness-raising activities for men that promote their understanding of women's roles?** ☐ Yes ☐ No ☐ NK ☐ NR  
This refers to any initiatives that focus on conveying the value of gender equality, the importance of women's participation in decision-making, etc. If the answer is Yes, please indicate who is providing the training, and if possible, how many men participated in the last training session held.

Comments: Beneficiaries / Enhanced Commitment to Women V



### SURVEY DESCRIPTION

This questionnaire collects information on the implementation results characterising food-for-work (FFW) activities and takes its rationale from Enhanced Commitment to Women III (ECW III) of the 2003-2007 WFP Gender Policy, which focuses on ensuring that women benefit at least equally from the assets created through food for training and food for work.

Rationale behind this questionnaire:

Skills and awareness acquired through training are human assets that poor women and adolescent girls build and own personally. Such assets balance some of the disadvantages women experience in society and enable them to develop personally and to contribute to their entire household and community. They also improve women's chances for recovery from crises. Women and adolescent girls can use these assets wherever they go—which is important in situations of displacement or migration. Complementary sensitization measures focusing on men will make them aware that it is because of these disadvantages that women should get preferential treatment regarding training activities.

It is essential that the physical assets created through food-for-work activities match women's priorities. This may require a Programme shift away from some long-standing activities that are not based on women's needs and priorities. Food-for-work activities should take into account women's physical capacities and be designed in a way that facilitates their work participation. For example, women's involvement in construction work may not be desirable in cases where the women are physically weak or are already heavily burdened with other work. It should also be ensured that working conditions are decent and respect minimum labour standards in the given society/community by taking into consideration local social and cultural norms. In addition they should respect International Labour Organisation (ILO) labour standards.

Both food-for-training and food-for-work activities require the gender-specific identification of priorities and needs, and an analysis of benefits at three levels: food aid benefits, training and work participation benefits, and benefits from the assets created. For income-generating skills, this requires an analysis of market viability. Flexible scheduling will often be required to allow women who perform a multitude of tasks in the household to participate; this is even more relevant for widows and single mothers. Such Programmes should also provide childcare in convenient locations for women workers with young children.

"Particularly in developing countries, the productive capacity of women should be increased through access to capital, resources, credit, land, technology, information, technical assistance and training so as to raise the income and improve nutrition, education, health care and status within the household. The release of women's productive potential is pivotal to breaking the cycle of poverty so that women can share fully in the benefits of development and in the products of their own labour. Sustainable development and economic growth that is both sustained and sustainable are possible only through improving the economic, social, political, legal and cultural status of women. Equitable social development that recognizes empowering the poor, particularly women, to utilize environmental resources sustainably is a necessary foundation for sustainable development.", Beijing Declaration and Platform for Action, Report of the Fourth World Conference on Women (1995), para. 55-57

### SURVEY GUIDELINES

Answers to this questionnaire are to be obtained through field visits to selected FFW sites. Enumerators are to ask some questions of the Site Administrator (this may be a WFP Field Monitor, an Implementing Partner Representative, or even a local government or ministry representative). Additional questions are to be asked specifically of the implementing partner - where there is one, and additional questions are to be asked of beneficiaries through focus group discussions or individual conversations. In all cases, information obtained from beneficiaries should be verified through more than one conversation, with different people.

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.





## SAMPLE IDENTIFIER

CO

[HQ/CO]

1. ID/Sample number \_\_\_\_\_

## GENERAL DATA

CO

FFT PROGRAMME OFFICER

2. Which of the following are offered through this activity?

Mark the appropriate option below:

- ☐ Income-generating skills
- ☐ Nutrition and/or health education
- ☐ Functional literacy and numeracy
- ☐ Leadership skills
- ☐ Awareness-raising about social, political and legal institutions
- ☐ HIV/AIDS prevention and awareness-raising
- ☐ Other (please specify) \_\_\_\_\_

3. Please list the main partners providing training in subjects selected above: \_\_\_\_\_

## ENHANCED COMMITMENT TO WOMEN III

Ensure that women benefit at least equally from the assets created through food for training and food for work.

FFT PROGRAMME OFFICER

4. Has WFP identified partners who have the capacity to provide technical assistance and support as required by local partners involved in FFW/FFT activities?

☐ Yes ☐ No \_\_\_\_\_

Local partners may not always have the capacity (e.g., agricultural development skills, training capacity, equipment and tools, etc.) required by FFW/FFT activities. Other partners with such capacities need to be identified to provide them with the training and capacity-building needed. List any that have been identified.

5. Which of the following gender-specific and gender-sensitive activities and results were considered during the programme design process?

Mark the appropriate option below:

In order to ensure that gender is mainstreamed into programming activities, programme design must consider the results of participatory and gender-sensitive situation analyses, vulnerability analyses and food needs assessments (VI.1). These activities must be carried out so as to specifically identify issues that distinctly characterise the conditions of men and women. If any are selected, please indicate how they were considered during the design process. If the answer is None, please explain why in the space provided.

- ☐ Situation analysis
- ☐ Vulnerability assessment mapping
- ☐ Food needs assessment
- ☐ None of the above
- \_\_\_\_\_

6. Do the approved programme documents state that participatory consultations between partners and beneficiaries took place when defining programme activities?

☐ Yes ☐ No \_\_\_\_\_

Partners frequently present project proposals to WFP on behalf of beneficiaries and/or beneficiary associations. In order to ensure that such proposals effectively reflect the priorities and need of the beneficiaries, WFP should ensure, as much as is possible, that project proposals are based on beneficiary consultations. While it is difficult to monitor this, there should be an explicit commitment in the programme design - and possibly in the agreements with implementing partners - to carry out such participatory discussions. If no such provision is foreseen, please explain why in the space provided.



7. **Do the approved programme documents commit to informing women that they should take part in the participatory consultations related to the activity?** ☐ Yes ☐ No \_\_\_\_\_
- Will the programme ensure women are specifically targeted to actively participate in the design process? If the answer is Yes, please describe what mechanisms are in place in the space provided. If the answer is No, please explain why not.
8. **Do the approved programme documents foresee that partners will provide complementary services to facilitate the attendance or participation of women and adolescent girls in the activity?** ☐ Yes ☐ No \_\_\_\_\_
- Food for Work and Food for Training activities need to be designed in a manner that facilitates the participation of women and adolescent girls as workers and trainees. In the case of FFW activities, it must also be ensured that they are not overburdened (III.3). Some special arrangements could include: providing child-care in convenient locations for women with children, flexible timing, adequate security, sanitation facilities, special working/replacement arrangements during illness, etc. If the answer is Yes, please list which partners have arranged for which services in the space provided. If the answer is No, please explain why not.
9. **Do the approved programme documents specify that participatory consultations between WFP and partners need to take place when defining programme activities?** ☐ Yes ☐ No \_\_\_\_\_
- To ensure project proposals are based on participatory consultations with beneficiaries, and to ensure the final design also addresses the beneficiary priorities and needs that WFP will have identified, WFP and partners must have the opportunity to review and discuss the needs expressed in the proposal. If the answer is No, please explain in the space provided.
10. **Are the results of the consultations between WFP and partners reflected in the implementation of the activity?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If no such discussions took place during the design of this activity, mark NR and explain why it was so in the space provided. If discussions took place, but the answer is No, please explain.
11. **Do the approved programme documents explicitly state that participants will be personally listed on the food distribution list, or will have an individual or household food ration card issued in their name (where cards are used)?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- Every person who participates in a food-for-training or food-for-work activity will receive an individual or household food ration card issued in his/her name (III.4). If the answer is Yes, please describe what mechanisms are in place to regularly verify that all participants are correctly listed on the food distribution lists. If the answer is No, please explain why not in the space provided.
12. **Do the approved programme documents foresee regularly informing participants of their entitlements?** ☐ Yes ☐ No \_\_\_\_\_
- Wide-spread information sharing is intended to increase awareness among beneficiaries with regards to ration size and composition, distribution schedule and personal entitlements. Specific information dissemination mechanisms can help create an internal, community system of checks and balances among beneficiaries. If the answer is Yes, please describe what mechanisms are in place in the space provided. If the answer is No, please explain why not.
13. **Has there been any specific dialogue with government counterparts on the rationale and implications related to ECW III?** ☐ Yes ☐ No \_\_\_\_\_
- While encouraging changes in on-the-ground behaviours, WFP should also encourage higher-level shifts in prevailing mentalities and policies. This can be accomplished through constructive dialogue with government counterparts, with a view to obtaining their support and commitment to the ECW and their implementation. In particular, this refers to discussions on how to design and implement FFW/FFT activities, considering the priorities and needs of both men and women, and how best to reflect the objective of ECW III. If the answer is Yes, please describe the outcome of such discussions in the space provided. If the answer is No, please explain why it is so.

**14. How many of the ongoing contractual agreements signed in relation to this activity explicitly reference ECW III?**

Consider all contractual agreements that have been stipulated and signed since 2003 - and are considered ongoing - in order to implement this nutritional intervention - consider all MOU, LOUs etc. Do not consider agreements against which no activities are taking place. Count the total number of contractual agreements in which explicit mention is made of ECW III and its objectives and/or sub-commitments - place this figure in the first space provided. Count the total number of contractual agreements signed in relation to FFT/FFW food distribution activities - place this figure in the second space provided.

**15. Do the approved programme documents specify that at least 70% of the participants in the FFT activity should be female?**
☐ Yes ☐ No

ECW III commits to ensure that women benefit at least equally from the assets created through food for training and food for work. To this effect, at least 70 percent of the participants in food-assisted training activities will be women and adolescent girls, i.e. for out-of-school education, life skills training, income-generating skills training, micro-enterprise establishment and community leadership training (III.1). This is intended as a positive measure aimed at compensating for the fact that women tend to have a much lower skills base than men, as they frequently have not completed any formal schooling, or had skill-based labour opportunities. (Positive measures comprise temporary actions to improve the position of those who are disadvantaged and offer compensatory opportunities for them. Such actions facilitate empowerment by counterbalancing the effects of disadvantages, e.g. to close gender gaps; positive measures for women should be discontinued after gender equality has been achieved). If programme design makes no such specification, please specify why not in the space provided, or if it does, but it is not set at 70%, please specify.

**16. Do the approved programme documents state (where applicable) that the income-generating skills offered were analysed for market viability?**
☐ Yes ☐ No ☐ NK ☐ NR

Income-generating skills must be useful to the trainees, and suitable for the local market conditions. This means investigating not only the sustainable availability of the inputs (prime materials) required in order to perform the skills successfully, but also the presence of market demand so that the outputs (whatever service or product the trainees produce) can effectively be sold on a regular basis. If no income-generating skills are offered through this activity, mark NR and state that this is so. If the answer is No, please explain why in the space provided.

**17. Was an analysis of the income-generating skills currently being offered through the FFT activity carried out?**
☐ Yes ☐ No ☐ NK ☐ NR

Are these skills viable? Can the skills be used to generate income on the local market? If this activity does not train in income-generating skills, mark NR and state that this is so. If it does, and the answer is No, please explain why not in the space provided.

**18. Do the approved programme documents state there will be open dialogue between WFP and partners with regards to the training curricula to be used in FFT activities?**
☐ Yes ☐ No ☐ NK ☐ NR

Partners may use the same curriculum for different activities, so while it might not be custom-made for WFP, it should be reviewed to match the skill requirements identified. It is also important that WFP ensure the curriculum fully addresses the beneficiary needs that it will have identified during activity selection and formulation. If the answer is No, please explain why in the space provided.

**19. Was the partner's training curriculum assessed to ensure it offered viable strategic and practical skills?**
☐ Yes ☐ No

Income-generating skills or nutrition and health education training relate to the traditional roles of women in society and are focused on women's and girls' practical gender needs. Life skills training—comprising functional literacy and numeracy, leadership skills and awareness-raising about social, political and legal institutions—serves a more strategic purpose as it supports women's empowerment. Both types of training are most effective when combined: awareness-raising can improve the social and economic position of women only if they are given the skills and the opportunities to generate income. For example, women need support in choosing suitable trades and in managing their enterprises. Experience shows that training in income-generating skills should be based not only on what trainers are able to offer (often typical women's handicraft skills), but also on women's priorities, combined with an analysis of the viability of trades and an assessment of complementary input needs (such as credit).



FFT PROGRAMME OFFICER

20. Do the approved programme documents include an FFT phase-out strategy that ensures sustainability of income-generating capacity in trainees?

☐ Yes ☐ No ☐ NK ☐ NR

FFT activities must have a phase-out strategy to ensure the trainees can actually make use of the skills acquired to create sustainable household income. Longer-term planning is required. This may refer to special "jump-start" arrangements such as the provision of start-up capital, equipment, premises, assistance in establishing groups and committees, etc. If the answer is No, please explain why in the space provided. If the answer is Yes, briefly describe.

Comments: FFT Programme Officer / Enhanced Commitment to Women III

HIV/AIDS PROGRAMME OFFICER

21. Has there been any dialogue with partners offering targeted HIV/AIDS training and sensitisation initiatives?

☐ Yes ☐ No ☐ NK ☐ NR

If there are national or local partners offering these services, WFP should investigate if, and how, they can be integrated into WFP FFT activities. At the same time, if the partners are targeting specific groups of HIV/AIDS infected/affected individuals, WFP should evaluate if and how it can assist these groups through appropriately adjusted FFT activities. This may involve discussions to define the partners' current beneficiary populations to see if they meet WFP general criteria for food assistance through FFT activities (e.g., vulnerability and needs assessment criteria), if and how food can be used as an incentive in such activities, how it must be packaged and delivered, etc. If the answer is Yes, please indicate the outcome of the discussions, if and how WFP is working with (or planning to work with) HIV/AIDS IA individuals through FFT activities. If there are no such national or local partners, mark NR and state that this is the case. If there are such partners, and the answer is No, please explain why in the space provided.

Comments: HIV/AIDS Programme Officer / Enhanced Commitment to Women III

#### ENHANCED COMMITMENT TO WOMEN V

Ensure that women are equally involved in food distribution committees and other programme-related local bodies.

FFT PROGRAMME OFFICER

22. Do the approved programme documents foresee that a participatory approach with men and women will be adopted for beneficiary identification?

☐ Yes ☐ No

Participatory approaches with women and men will be used, to the extent possible, for beneficiary identification, activity identification and formulation, monitoring-and-evaluation system development, and monitoring and reviewing the progress and results (V.1). Where WFP is in direct contact with beneficiaries, such methods should be used. Where partners are the mediators between WFP programme staff and beneficiaries, partners must be encouraged to formulate project proposals through participatory consultations with beneficiaries, and to ensure that in such consultations, the needs of both men and women are equally considered. If the answer is No, please explain why it is so in the space provided.



23. Do the approved programme documents foresee that a participatory approach with men and women will be adopted for activity identification and formulation?

☐ Yes ☐ No

Activity formulation should particularly consider the priorities and needs of the beneficiaries who will be involved in carrying out the activities. E.g., constructing a well near the village will be of particular use to women and children who often walk great distances to fetch water, clearing a beaten path or creating a road to make access to the fields easier will benefit both men and women who need to work there everyday. Constructing a large road or a dam in another area will directly benefit the individual village or community members to a much lesser degree. It is very important that the activities identified respond to the beneficiary needs and not to those of implementing partners, other community groups, government offices, etc. Participatory consultations may therefore be carried out by WFP staff or their partners, provided the partners are aware of the above identification criteria. If the answer is No, please explain why in the space provided.

24. Do the approved programme documents foresee that a participatory approach with men and women will be adopted to develop a monitoring-and-evaluation system?

☐ Yes ☐ No

In order for an activity to be sustainable after donor withdrawal, participants need to be involved from the very beginning in determining how monitoring and evaluation of activity results should take place. They need to acquire the knowledge and skills required to be able to identify activity objectives and establish targets, assess and intervene on performance when needed, and plan for future activity development (where warranted). Coaching in this can be carried out either by WFP staff and/or implementing partners through beneficiary associations. If the answer is No, please explain why it is so in the space provided.

25. Do the approved programme documents foresee that at least half of the representatives on beneficiary-level food distribution (FDC) established in relation to this activity should be women?

☐ Yes ☐ No

ECW V commits to ensure that women are equally involved in food distribution committees and other programme-related local bodies, to the extent that at least half of the representatives and half of the "executive-level" members (e.g. chairpersons, secretaries, treasurers) on food distribution and asset-creation committees will be women (V.2). It is also important to differentiate between passive and active participation, in that the former is characterised by sheer presence with little or no participation, while the latter is characterised by active and open participation in the committee workings. The latter is desirable. FDCs refer to any committees composed of elected or selected beneficiaries, through which decisions are made with regards to the modalities of food distribution among the beneficiary population. There may be different levels of FDCs in any activity. If the answer is Yes, please describe what mechanisms are in place to verify that there is such a gender-balance among committee representatives. If the answer is No, please explain why it is so in the space provided.

26. Do the approved programme documents foresee that at least half of the "executive-level" members on FDCs established in relation to this activity should be women?

☐ Yes ☐ No

FDCs are likely to have an internal hierarchical structure which will identify leadership positions --i.e., positions whose voice carries weight in the final decision-making of the whole committee. These may include, among others that may be defined according to the socio-cultural context, the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister etc. It is these roles that must (i) be defined and identified and (ii) assessed for data collection. Where a committee is actually termed an "executive committee" by the beneficiaries themselves, note that it will still have an internal hierarchical structure. Even in these committees, the leadership positions should be clearly identified on the basis of their decision-making influence. Only those who have a role in decision-making should be counted (V.2). If the answer is Yes, please describe what mechanisms are in place to verify the gender-balance among executive-level members on the FDC and AMCs. If the answer is No, please explain why in the space provided.



27. **Is there a need for women to have committees separate from men in order for them to voice their issues and concerns freely?**

☐ Yes ☐ No ☐ NK ☐ NR

This may be advisable if women are not free to express their opinions openly in the presence of men, or if they automatically tend to second what men propose. In cases where joint committees are not socially acceptable, separate committees need to be established so women's views can be considered (V.2). Has WFP assessed whether women are able to express themselves freely in the presence of men, or if cultural habits affect how they speak up in groups? If the answer is No, please explain why it is so in the space provided.

28. **Do the approved programme documents foresee partners should provide complementary awareness-raising and information sessions to help women acquire the self-confidence and understanding required to promote their own role?**

☐ Yes ☐ No ☐ NK ☐ NR

In all operations, WFP will seek to identify partners that provide community participation and leadership training to women who take part in food distribution and asset-creation committees. Contracts with implementing partners will reflect this training requirement (V.3). This refers to awareness-raising interventions to help women find ways to slowly strengthen their roles and personal self-confidence within the local cultural context as well as build their own leadership skills. If the answer is Yes, please indicate which partners are currently providing these awareness-raising initiatives in the space provided. If the answer is No, please explain why not.

29. **Do the approved programme documents foresee that partners provide leadership training to women who take part in beneficiary food distribution and/or asset management committees?**

☐ Yes ☐ No

Leadership training provides individuals with skills in managing meetings, mediating, setting agendas and ensuring meetings progression (V.3). If the answer is Yes, please indicate which partners are currently providing these trainings in the space provided. If the answer is No, please explain why not.

30. **Do the approved programme documents foresee partners should provide complementary sensitization measures for men, to increase awareness and understanding of the role of women?**

☐ Yes ☐ No ☐ NK ☐ NR

Social change can only come about if both men and women are equally sensitised. This may refer to trainings that focus on conveying the value of gender equality, the importance of women's participation in decision-making, etc. If the answer is Yes, please indicate which partners are currently providing these measures in the space provided. If the answer is No, please explain why not.

Comments: FFT Programme Officer / Enhanced Commitment to Women V



### SURVEY DESCRIPTION

This questionnaire collects information on the design process behind WFP food-for-training (FFT) activities. It takes its rationale from Enhanced Commitment to Women III (ECW III) of the 2003-2007 WFP Gender Policy, which focuses on ensuring that women benefit at least equally from the assets created through food for training and food for work.

Rationale behind this questionnaire:

Skills and awareness acquired through training are human assets that poor women and adolescent girls build and own personally. Such assets balance some of the disadvantages women experience in society and enable them to develop personally and to contribute to their entire household and community. They also improve women's chances for recovery from crises. Women and adolescent girls can use these assets wherever they go—which is important in situations of displacement or migration. Complementary sensitization measures focusing on men will make them aware that it is because of these disadvantages that women should get preferential treatment regarding training activities.

It is essential that the physical assets created through food-for-work activities match women's priorities. This may require a Programme shift away from some long-standing activities that are not based on women's needs and priorities. Food-for-work activities should take into account women's physical capacities and be designed in a way that facilitates their work participation. For example, women's involvement in construction work may not be desirable in cases where the women are physically weak or are already heavily burdened with other work. It should also be ensured that working conditions are decent and respect minimum labour standards in the given society/community by taking into consideration local social and cultural norms. In addition they should respect International Labour Organisation (ILO) labour standards.

Both food-for-training and food-for-work activities require the gender-specific identification of priorities and needs, and an analysis of benefits at three levels: food aid benefits, training and work participation benefits, and benefits from the assets created. For income-generating skills, this requires an analysis of market viability. Flexible scheduling will often be required to allow women who perform a multitude of tasks in the household to participate; this is even more relevant for widows and single mothers. Such Programmes should also provide childcare in convenient locations for women workers with young children.

"Particularly in developing countries, the productive capacity of women should be increased through access to capital, resources, credit, land, technology, information, technical assistance and training so as to raise the income and improve nutrition, education, health care and status within the household. The release of women's productive potential is pivotal to breaking the cycle of poverty so that women can share fully in the benefits of development and in the products of their own labour. Sustainable development and economic growth that is both sustained and sustainable are possible only through improving the economic, social, political, legal and cultural status of women. Equitable social development that recognizes empowering the poor, particularly women, to utilize environmental resources sustainably is a necessary foundation for sustainable development.", Beijing Declaration and Platform for Action, Report of the Fourth World Conference on Women (1995), para. 55-57

### SURVEY GUIDELINES

Answers should be provided by the FFT Programme Officer, with assistance from the relevant Programme Officers. One questionnaire should be filled out for each programme category for which there are FFT activities (e.g., EMOP, Development, PRRO).

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.



## SAMPLE IDENTIFIER

CO

[HQ/CO]

1. ID/Sample number \_\_\_\_\_
2. Please provide GIS codes for this survey unit. (optional) \_\_\_\_\_

## GENERAL DATA

CO

SITE ADMINISTRATOR \_\_\_\_\_

3. Which of the following are offered through this activity? Mark the appropriate option below:
  - ☐ Income-generating skills
  - ☐ Nutrition and/or health education
  - ☐ Functional literacy and numeracy
  - ☐ Leadership skills
  - ☐ Awareness-raising about social, political and legal institutions
  - ☐ HIV/AIDS prevention and awareness-raising
  - ☐ Other (please specify) \_\_\_\_\_
4. Please list the main partners providing training in subjects selected above: \_\_\_\_\_
5. How many people participate in this activity at this site? \_\_\_\_\_
6. How many men? \_\_\_\_\_ ☐ NK ☐ NR  
 Consider all men (adult and adolescent boys) if there are no records that provide separate figures on adult men and adolescent boys. If there ARE separate records/figures for adult men and adolescent boys, list only adult men here, and adolescent boys in the next question.
7. How many women? \_\_\_\_\_ ☐ NK ☐ NR  
 Consider all women (adult and adolescent girls) if there are no records that provide separate figures on adult women and adolescent girls. If there ARE separate records/figures for adult women and adolescent girls, list only adult women here, and adolescent girls in the next question.
8. How many adolescent boys? \_\_\_\_\_ ☐ NK ☐ NR  
 Boys between 10 and 19 years of age.
9. How many adolescent girls? \_\_\_\_\_ ☐ NK ☐ NR  
 Girls between 10 and 19 years of age.
10. [ENUMERATOR] Does this information correspond to what you see? ☐ Yes ☐ No \_\_\_\_\_  
 Do the figures provided on sex and age distribution of participants match the ages and sex of the participants you see at the site? If the answer is No, please explain in the space provided.
11. Have the ration size or composition changed in any way to take into account HIV/AIDS? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
 If the answer is Yes, please describe how in the space provided.
12. Have the modalities of distribution changed in any way to take into account HIV/AIDS? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
 If the answer is Yes, please describe how in the space provided.

## ENHANCED COMMITMENT TO WOMEN III

Ensure that women benefit at least equally from the assets created through food for training and food for work.

SITE ADMINISTRATOR \_\_\_\_\_

13. Do participants have a registration/food ration card? ☐ Yes ☐ No \_\_\_\_\_  
 If ration cards are not used, please explain what alternative method is used (e.g., rotation). If the answer is Yes, please indicate who issues the ration cards in the space provided (e.g., WFP, partners, government representatives, activity organisers, etc.).
14. Who maintains the food distribution lists? \_\_\_\_\_  
 Please specify who is responsible for keeping the lists updated (e.g., WFP, partners, government representatives, activity organisers, etc.).





SITE ADMINISTRATOR

**15. Is every person participating in the activity listed on the food distribution list as the food entitlement holder?**☐ Yes ☐ No ☐ NK ☐ NR

Every person who participates in a food-for-training or food-for-work activity will receive an individual or household food ration card issued in his/her name (III.4). This refers to the individual trainee (in FFT) or worker (in FFW) participating in the activity - and not their husbands, wives, children, or other family members. Every participant must be listed individually on the list. If the answer is Yes, please describe what mechanisms are in place to verify that this rule is respected in the space provided. If the answer is No, please describe what information (who) is listed on the food distribution list.

**16. Are beneficiaries regularly informed of food ration entitlements and details relating to this activity?**☐ Yes ☐ No

Wide-spread information sharing is intended to increase awareness among beneficiaries with regards to ration size and composition, distribution schedules, the fact that no services should be provided in exchange for WFP food rations, as well as on the existing mechanisms for reporting any abusive distribution situations that might arise (e.g., blackmail, barter, etc. in exchange for food) (IV.6). Effective information dissemination mechanisms (e.g. bulletin boards, signboards, announcements, etc.) can help create an internal, community system of checks and balances among beneficiaries. If the answer is Yes, please describe what mechanisms are in place in the space provided. If the answer is No, please explain why not.

Comments: Site Administrator / Enhanced Commitment to Women III

PARTNER

**17. Are the results of the consultations between WFP and partners reflected in the final design of the activity?**☐ Yes ☐ No ☐ NK ☐ NR

To ensure project proposals are based on participatory consultations with beneficiaries, and to ensure the final design also addresses the beneficiary priorities and needs that WFP will have identified, WFP and partners must have the opportunity to review and discuss the needs expressed in the proposal. You must first ask if participatory consultations between WFP and the partner took place during the design phase of the activities. If none took place, mark NR, and state that this is the case in the space provided. If such consultations did take place, but the answer is still No, mark No and indicate why the partner feels this way.

**18. Did the partner receive any additional technical assistance in preparing/delivering the activity?**☐ Yes ☐ No

This could refer to technical assistance (e.g., eco-environment skills, machinery, tools) or programme development (e.g., internal capacity-building). If the answer is Yes, list what type of assistance was provided in the space provided.

**19. Does the activity in any way take into account constraints posed by HIV/AIDS?**☐ Yes ☐ No ☐ NK ☐ NR

If no HIV/AIDS IA individuals are involved in the activity, mark NR, and state that it is so. If the answer is Yes, please explain what adjustments have been made. If there are activities that involve HIV/AIDS IA individuals, but no adjustments have been made, mark No and explain why it is so in the space provided.

Comments: Partner / Enhanced Commitment to Women III

**20. Were participants involved in defining the activities?**☐ Yes ☐ No \_\_\_\_\_

Partners frequently present project proposals to WFP on behalf of beneficiaries and/or beneficiary associations. In order to ensure that such proposals effectively reflect the priorities and need of the beneficiaries, WFP should ensure, as much as is possible, that project proposals are based on beneficiary consultations. Ask participants if they were consulted on what activities should be carried out through the WFP programme. Ask if these consultations took place with the implementing partner or WFP (either/or is acceptable). If the answer is Yes, please indicate who (WFP, Partner, CBO, etc.) organised the consultations in the space provided.

**21. Who was involved?**

Mark the appropriate option below:

☐ NK ☐ NR

This refers to who participated from the beneficiaries in participatory consultations to discuss what activities would be carrying out in the programme. The objective is to determine if both men and women participated. If there were no participatory consultations, mark NR.

- ☐ Men only  
☐ Women only  
☐ Men and women together  
☐ Men and women separately

**22. Were women informed that it was important that they be involved?**☐ Yes ☐ No \_\_\_\_\_

Discuss with women and try to understand how they see/saw their own role - and the importance of their contributions in any discussions that might have taken place on the design of the activity. Try to understand if there had been any specific efforts on behalf of WFP and/or the implementing partners to make sure they were informed that such consultations would take place and that they should participate in the discussions. If there were no such participatory consultations, mark NR, and state that it was so. If instead the answer is Yes, please specify what methods were used to inform them in the space provided.

**23. Were men's needs discussed?**☐ Yes ☐ No \_\_\_\_\_

Ask men (separately if necessary) if their needs were adequately expressed during consultations on the design of the activity/scheme.

**24. Were women's needs discussed?**☐ Yes ☐ No ☐ NK ☐ NR

Ask women (separately if necessary) if their needs were adequately expressed during consultations on the design of the activity/scheme.

**25. Were women able to participate actively and express their needs openly?**☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

If men and women participated in the consultations together, try to understand if women were able to participate actively -i.e., expressing their needs to their own satisfaction. If the answer is No, please ask why they could not express themselves and what arrangements women would like to help overcome this difficulty in future consultations.

**26. Do women feel the activity reflects what they discussed during the participatory consultations?**☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

Ask women if the ideas and needs they expressed during the consultations are reflected in the skills/tasks selected for the activity/scheme. You may not encounter the actual women who participated in the consultations, but you can ask those that you do meet if they are aware of such consultations taking place and if there were other women involved who raised issues and priorities of concern to women in the larger beneficiary population. If no participatory consultations took place - or if none of the women you encounter are able to give you a concrete answer as to whether such consultations took place or not (because they were not directly involved) - mark NR, and state that this is the case. If instead consultations took place, issues were discussed, and the answer is still No, elaborate in the space provided.



27. Are there any complementary services or facilities provided that make it easier for women to take part in the activity? ☐ Yes ☐ No

Food for Work and Food for Training activities need to be designed in a manner that facilitates the participation of women and adolescent girls (beyond the age of 15) as workers and trainees. In the case of FFW activities, it must also be ensured that they are not overburdened (III.3). Some special arrangements could include: providing child-care in convenient locations for women with children, flexible timing, adequate security, sanitation facilities, special working/replacement arrangements during illness, etc. If the answer is Yes, please list which partners have arranged for which services in the space provided. If the answer is No, please indicate what additional services women feel would make it easier for them to participate in the activities.

28. Are the income-generating skills (IGS) offered suitable/viable for the local market? ☐ Yes ☐ No ☐ NK ☐ NR

Income-generating skills must be useful to the trainees, and suitable for the local market conditions. This means investigating not only the sustainable availability of the inputs (prime materials) required in order to perform the skills successfully, but also the presence of market demand so that the outputs (whatever service or product the trainees produce) can effectively be sold on a regular basis. If no income-generating skills are offered through this activity, mark NR and state that this is so. Investigate if trainees feel the skills they are learning are useful to help make a living in their local environment. Is there demand for the outputs (what they produce or create) on the local market? Do they know who will purchase their services or products? If the answer is No, elaborate on what some of the obstacles they see might be in the space provided.

29. If IGS training is offered, is there assistance provided upon completion of the course? ☐ Yes ☐ No ☐ NK ☐ NR

FFT activities must have a phase-out strategy to ensure the trainees can actually make use of the skills acquired to create sustainable household income. Longer-term planning is required. This may refer to special "jump-start" arrangements such as the provision of start-up capital, equipment, premises, assistance in establishing groups and committees, etc. Investigate if trainees already know how to set up a business once they have finished the training – do they have a longer-term view of what should happen after the training is over? Do they know if there will be any special assistance or arrangements to help them get started? If the answer is Yes, please describe what such arrangements might be in the space provided. If the answer is No, indicate what some of their concerns might be.

Comments: Beneficiaries / Enhanced Commitment to Women III

#### ENHANCED COMMITMENT TO WOMEN V

Ensure that women are equally involved in food distribution committees and other programme-related local bodies.

SITE ADMINISTRATOR

30. Are there any Food Distribution Committees associated to this site? ☐ Yes ☐ No

If the answer is No, mark NR to all questions in this section that refer to the composition of food distribution committees.

Comments: Site Administrator / Enhanced Commitment to Women V



31. How many food distribution committees (FDC) are related to this activity at this site? ☐ NK ☐ NR

Beneficiary-level food distribution committees (FDC) are normally found in large distribution activities (e.g., settlements, camps etc.) and are usually composed of beneficiary representatives who have been elected to the committee by the rest of the community. Often committees will then represent a specific group of beneficiaries classified by family size --i.e., the number of people in each household. In this manner the FDC members collect rations from the WFP warehouse (through the Food Aid Monitor or IP representative) for all of the households they represent and then distribute them equally to the household representatives. There may be different levels (e.g., general administrative level that covers the entire activity, an FDC for each smaller division of the areas (e.g., sector, quarter, block, etc.)). Consider and count FDC at all levels.

32. How many men are on the FDC? ☐ NK ☐ NR

ECW V commits to ensure that women are equally involved in food distribution committees and other programme-related local bodies, to the extent that at least half of the representatives and half of the "executive-level" members (e.g. chairpersons, secretaries, treasurers) on food distribution and asset-creation committees will be women (V.2). As there may be different levels of FDCs in any activity, consider - and count - all members on all FDCs identified for this activity. Discuss with the beneficiaries - if they are not aware of the composition of the various FDCs move around and ask the site administrator and/or other beneficiaries. If the answer is Yes, please describe what mechanisms are in place to verify that there is such a gender-balance among committee representatives. If the answer is No, please explain why it is so in the space provided.

33. How many women are on the FDC? ☐ NK ☐ NR

As described in the previous question, consider all the women participating in all the committees.

34. How many executive-level members on the FDC are men? ☐ NK ☐ NR

FDCs are likely to have an internal hierarchical structure which will identify leadership positions --i.e., positions whose voice carries weight in the final decision-making of the whole committee. These may include, among others that may be defined according to the socio-cultural context, the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister etc. It is these roles that must (i) be defined and identified and (ii) assessed for data collection. Where a committee is actually termed an "executive committee" by the beneficiaries themselves, note that it will still have an internal hierarchical structure. Even in these committees, the leadership positions should be clearly identified on the basis of their decision-making influence. Only those who have a role in decision-making should be counted (V.2). If the answer is Yes, please describe what mechanisms are in place to verify the gender-balance among executive-level members on the FDC and AMCs. If the answer is No, please explain why in the space provided.

35. How many executive-level members on the FDC are women? ☐ NK ☐ NR

Consider executive-level positions as described above, on all the committees identified for this activity.

36. Are women comfortable participating in committees alongside men? ☐ Yes ☐ No ☐ NK ☐ NR

Let women answer spontaneously - do not prompt them. If the answer is No, ask what type of committees they would prefer (e.g., separate committees for men and women) and describe in the space provided. If joint committees are socially not acceptable, separate women's committees will be formed and mechanisms established so that women's views will be considered (V.2).

37. Are men comfortable participating in committees alongside women? ☐ Yes ☐ No ☐ NK ☐ NR

Let men answer spontaneously - do not prompt them. If the answer is No, ask what type of committees they would prefer and describe in the space provided.



**38. Are there any leadership-training courses being offered to women participating in food distribution committees?**

☐ Yes ☐ No ☐ NK ☐ NR

In all operations, WFP will seek to identify partners that provide community participation and leadership training to women who take part in food distribution and asset-creation committees. Contracts with implementing partners will reflect this training requirement (V.3). This refers to awareness-raising interventions to help women find ways to slowly strengthen their roles and personal self-confidence within the local cultural context as well as build their own leadership skills. Leadership training includes training in skills in managing meetings, mediating, setting agendas and ensuring meetings progression. If the answer is Yes, please indicate which partners are currently providing these trainings in the space provided and indicate how many women participated in the last training session held.

**39. Are there any awareness-raising activities for men that promote their understanding of women's roles?**

☐ Yes ☐ No ☐ NK ☐ NR

This refers to any initiatives that focus on conveying the value of gender equality, the importance of women's participation in decision-making, etc. If the answer is Yes, please indicate who is providing the training, and if possible, how many men participated in the last training session held.

Comments: Beneficiaries / Enhanced Commitment to Women V



### SURVEY DESCRIPTION

This questionnaire collects information on the implementation results characterising food-for-training (FFT) activities and takes its rationale from Enhanced Commitment to Women III (ECW III) of the 2003-2007 WFP Gender Policy, which focuses on ensuring that women benefit at least equally from the assets created through food for training and food for work.

Rationale behind this questionnaire:

Skills and awareness acquired through training are human assets that poor women and adolescent girls build and own personally. Such assets balance some of the disadvantages women experience in society and enable them to develop personally and to contribute to their entire household and community. They also improve women's chances for recovery from crises. Women and adolescent girls can use these assets wherever they go—which is important in situations of displacement or migration. Complementary sensitization measures focusing on men will make them aware that it is because of these disadvantages that women should get preferential treatment regarding training activities.

It is essential that the physical assets created through food-for-work activities match women's priorities. This may require a Programme shift away from some long-standing activities that are not based on women's needs and priorities. Food-for-work activities should take into account women's physical capacities and be designed in a way that facilitates their work participation. For example, women's involvement in construction work may not be desirable in cases where the women are physically weak or are already heavily burdened with other work. It should also be ensured that working conditions are decent and respect minimum labour standards in the given society/community by taking into consideration local social and cultural norms. In addition they should respect International Labour Organisation (ILO) labour standards.

Both food-for-training and food-for-work activities require the gender-specific identification of priorities and needs, and an analysis of benefits at three levels: food aid benefits, training and work participation benefits, and benefits from the assets created. For income-generating skills, this requires an analysis of market viability. Flexible scheduling will often be required to allow women who perform a multitude of tasks in the household to participate; this is even more relevant for widows and single mothers. Such Programmes should also provide childcare in convenient locations for women workers with young children.

"Particularly in developing countries, the productive capacity of women should be increased through access to capital, resources, credit, land, technology, information, technical assistance and training so as to raise the income and improve nutrition, education, health care and status within the household. The release of women's productive potential is pivotal to breaking the cycle of poverty so that women can share fully in the benefits of development and in the products of their own labour. Sustainable development and economic growth that is both sustained and sustainable are possible only through improving the economic, social, political, legal and cultural status of women. Equitable social development that recognizes empowering the poor, particularly women, to utilize environmental resources sustainably is a necessary foundation for sustainable development.", Beijing Declaration and Platform for Action, Report of the Fourth World Conference on Women (1995), para. 55-57

### SURVEY GUIDELINES

Answers to this questionnaire are to be obtained through field visits to selected FFT sites. Enumerators are to ask some questions of the Site Administrator (this may be a WFP Field Monitor, an Implementing Partner Representative, or even a local government or ministry representative). Additional questions are to be asked specifically of the implementing partner - where there is one, and additional questions are to be asked of beneficiaries through focus group discussions or individual conversations. In all cases, information obtained from beneficiaries should be verified through more than one conversation, with different people.

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.



## SAMPLE IDENTIFIER

CO

[HQ/CO]

## 1. ID/Sample number

## ENHANCED COMMITMENT TO WOMEN IV

Contribute to women's control of food in relief food distributions of household rations.

RELIEF DISTRIBUTION PROGRAMME OFFICER

## 2. Do the approved programme documents foresee participatory consultations with women to assess the locations of the food distribution points for this activity?

☐ Yes ☐ No

The selection of locations for relief food distribution points should be based on an evaluation of both organisational and beneficiary needs. Organisational needs may be affected by issues such as accessibility (e.g., presence and condition of roads, bridges, conditions of terrain), the quantities that need to be transported (large or small tonnages will pose different demands on frequency of delivery and accessibility of locations) and security. Beneficiary needs will also be affected by location accessibility and security. How these conditions might affect the collection of food should be discussed with women prior to the selection of specific distribution points so as to reduce burdensome and unsafe travel for women (IV.1). The results of these discussions should be taken into consideration and, where possible, locations should be selected accordingly.

If the answer is No, please explain why it is so in the space provided.

## 3. Do the approved programme documents state that food distribution arrangements will be defined following participatory consultations that focus on minimising security risks for women?

☐ Yes ☐ No

In situations of high insecurity or social breakdown, and in addition to discussions on suitability of distribution point location, this refers to further discussions on concrete distribution arrangements --i.e., scheduling (e.g., days, time of day, etc) and the manner in which rations are distributed (e.g., containers, weights, scoops, etc). Distribution at certain times of day, and/or open or small containers, may expose women to a higher risk on the way home (IV.5). If the answer is No, please explain why it is so in the space provided.

## 4. Have consultations been undertaken to assess the need for special packaging?

☐ Yes ☐ No ☐ NK ☐ NR

This refers to discussions with beneficiaries aimed at identifying, and quantifying, the constraints and/or demands posed by the currently adopted packaging. This is particularly relevant for special (vulnerable) groups of beneficiaries e.g., women, children/orphans, the elderly and the sick or disabled. The objective is to identify whether special packaging is warranted to facilitate the collection and carrying of food rations by women (IV.2). If the answer is Yes, please describe the general results of the investigation in the space provided. If the answer is No, please explain why no investigation has been carried out.

## 5. Has there been any dialogue with government counterparts, donor and/or other partners on the implications of introducing special packaging?

☐ Yes ☐ No ☐ NK ☐ NR

If there is a justified need for special packaging, making such changes requires across the board awareness and consensus. Changing packaging will impact, among other things, packaging installations and costs, distribution and delivery modalities, warehouse stocking, etc. It is therefore important that all players be involved in the decision-making, and that the financial implications be accurately quantified and evaluated (IV.2). If the answer is Yes, please indicate what special packaging arrangements - if any - have been made and are currently being used (or will be used in the near future). If the answer is No, please explain why not in the space provided.

## 6. Do the approved programme documents specify that the food entitlement holder in each household will be a woman, and that she will be listed on the food distribution lists as such?

☐ Yes ☐ No

Except in situations where there is no adult woman in a household, every household should be listed on the food distribution list under a woman's name. Where ration cards are being used, every household ration card should similarly be issued in a woman's name (IV.3). Where there are many adult women in a household, the decision as to which woman shall be listed (or given the ration card) will be up to the household members to decide. If the answer is No, please explain why it is so in the space provided.



7. Do the approved programme documents specify that every wife in polygamous households will be listed separately as a food entitlement holder on the food distribution list (and/or that she will have her own food ration card)? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

In polygamous families, a separate ration card should be issued for every wife and her dependants. The husband may either be listed on one of the wives' cards, or he may have an individual ration card issued in his name (IV.4). Where ration cards are not used, every wife should be listed on the food distribution list, and her family size calculated to include herself and her dependants. The husband can be listed separately on the list and can be entitled to an individual ration.

8. What is the level availability of reliable information on household composition in the target population?

This information is fundamental if WFP staff are to be able to verify the composition (and registration --i.e., on cards, lists, etc) of the beneficiary population. If the answer is Yes, please indicate where the information was obtained and when, in the space provided. If the answer is No, please indicate why not in the space provided.

Mark the appropriate option below:

- ☐ available for the entire population  
☐ available for most of the population  
☐ available only for a small part of the population  
☐ not available for any part of the population

9. Does this information on household composition indicate polygamous households? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

If the answer is No, please explain why not.

10. Has there been any dialogue with UNHCR or Government counterparts/lps to ensure cards are issued in women's names, and/or that women are listed as food entitlement holders on the food distribution lists? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

In many cases WFP is not responsible for the issuance of the cards used by beneficiaries to collect food and other non-food items, e.g., UNHCR may issue refugee registration cards, national/local governments may issue IDP cards, etc., although WFP will be responsible for the food distribution. Where the issuance criteria are not in line with the ECW commitment to issue cards in women's names, WFP should engage in dialogue with the responsible parties to discuss modifying such criteria. If the current systems of issuing cards (e.g., refugee registration cards, IDP food ration cards, etc.) already foresees issuing them in the name of women, or ensures that all households are listed on the food distribution lists under women's names, mark NR and state that this is the case in the space provided. If instead, the current system does not ensure that cards are issued in women's names, and no dialogue has been undertaken with the appropriate counterparts, please explain why not. If the answer is Yes, and dialogue has been undertaken, please specify the current status of the discussions and what agreements, if any, have been made.

11. Has WFP considered creating and distributing its own food ration cards? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

Where discussions with other parties (partners, agencies, government) have not lead to an agreement to change the food entitlement criteria (issuance of cards or listing of households in women's names) - or where there are no other parties involved - WFP may consider producing its own food ration cards. If this is the case, and such an investigation has taken place, indicate the outcome in the space provided, and indicate if - and when - WFP might plan to create its own cards.

12. Do the approved programme documents specify informing men and women in the target population of their food entitlements on a regular basis? ☐ Yes ☐ No \_\_\_\_\_

Wide-spread information sharing is intended to increase awareness among beneficiaries with regards to ration size and composition, distribution schedules, the fact that no services should be provided in exchange for WFP food rations, as well as on the existing mechanisms for reporting any abusive distribution situations that might arise (e.g., blackmail, barter, etc. in exchange for food) (IV.6). Effective information dissemination mechanisms (e.g. bulletin boards, signboards, announcements, etc.) can help create an internal, community system of checks and balances among beneficiaries. If the answer is Yes, please describe what mechanisms are in place in the space provided. If the answer is No, please explain why not.





13. Do the approved programme documents foresee partner collaboration in informing beneficiaries (men and women) of their entitlements in their own language?

☐ Yes ☐ No

Implementing partners are an essential channel through which communications can reach beneficiaries, and it is fundamental that messages be appropriately formulated (e.g., in the beneficiaries' language, using familiar terms, images, symbols, or even verbally, if illiteracy is an issue). Thanks to their familiarity with local languages and cultural norms, they can be extremely valid channels of communication. If the answer is No, please explain why it is so in the space provided.

14. Do the approved programme documents foresee addressing situations of abuse related to relief food distribution?

☐ Yes ☐ No

Beneficiaries must be informed that no services are to be provided in exchange for WFP food rations. However, should situations of abuse arise - where they are asked to work, cook, clean, provide sexual favours, etc. in exchange for their food ration - they must be provided with appropriate mechanisms for reporting such situations. If the answer is Yes, please describe what mechanisms are foreseen/in place in the space provided. If the answer is No, please explain why it is so.

15. Have "proper" channels for beneficiaries to report situations of abuse in relief distribution activities been investigated and identified?

☐ Yes ☐ No

"Proper" channels refer to venues and/or reference points through which beneficiaries can safely report on issues, without running additional risks of isolation, peer criticism, retaliation, etc. For example, placing such a "complaints centre" inside an MCH or nutritional centre could protect women who need to lodge a complaint from the inquiries of peers, other community members, and possibly the perpetrator of the abuse. If the answer is Yes, please describe what channels have been identified in this context in the space provided. If the answer is No, please explain why it is so.

16. Do the approved programme documents state women should be encouraged to collect their food, but equally informed of their right to designate collection to others?

☐ Yes ☐ No

This refers to targeted information sharing for women explaining WFP's commitment to contribute to their control over food in relief situations, by promoting the issuance of ration cards - and the listing of households - in women's names. The objective is to encourage women to receive the food themselves, as well as to give them the right to formally designate someone else to collect on their behalf, should they wish to do so (IV.7). If the answer is Yes, please explain how this is done in the space provided. If the answer is No, please explain why it is so.

17. Has there been any specific dialogue with government counterparts (or partners, other agencies, etc.) on the rationale and implications related to ECW IV?

☐ Yes ☐ No

While encouraging changes in on-the-ground behaviours, WFP should also encourage higher-level shifts in prevailing mentalities and policies. This can be accomplished through constructive dialogue with government counterparts, with a view to obtaining their support and commitment to the ECW and their implementation. In particular, this refers to discussions on how to improve women's control over food in relief food distribution situations. If the answer is Yes, please describe the outcome of such discussions in the space provided. If the answer is No, please explain why it is so.

18. How many of the ongoing contractual agreements signed in relation to relief food distribution activities explicitly reference ECW IV?

Consider all contractual agreements that have been stipulated and signed since 2003 - and are considered ongoing - in order to implement this relief distribution activity - consider all MOU, LOUs etc. Do not consider agreements against which no activities are taking place. Count the total number of contractual agreements in which explicit mention is made of ECW IV and its objectives and/or sub-commitments - place this figure in the first space provided. Count the total number of contractual agreements stipulated in relation to relief food distribution activities - place this figure in the second space provided.



Comments: Relief Distribution Programme Officer / Enhanced Commitment to Women IV

19. Has there been any dialogue with partners working with HIV/AIDS through special training/sensitisation programmes to see how these could be provided in WFP relief food distribution operations? ☐ Yes ☐ No ☐ NK ☐ NR

The overwhelming presence of HIV/AIDS in some areas experiencing relief food distribution warrants prevention and sensitisation interventions. Given that relief food distribution sites are characterised by large gatherings of beneficiaries, they can also be ideal sites for training initiatives to maximise outreach and awareness. This refers to any initiatives undertaken to integrate such activities into those regularly carried out at distribution sites. If there are no local partners working with HIV/AIDS through training initiatives, mark NR and state that this is the case in the space provided. If instead the answer is Yes and discussions have been undertaken, please describe the outcome of the dialogue and describe what activities - if any - are (or will be) carried out alongside the WFP relief food distribution operation.

Comments: HIV/AIDS Programme Officer / Enhanced Commitment to Women IV

#### ENHANCED COMMITMENT TO WOMEN V

Ensure that women are equally involved in food distribution committees and other programme-related local bodies.

20. Do the approved programme documents foresee that at least half of the representatives on beneficiary-level food distribution (FDC) established in relation to this activity should be women? ☐ Yes ☐ No

ECW V commits to ensure that women are equally involved in food distribution committees and other programme-related local bodies, to the extent that at least half of the representatives and half of the "executive-level" members (e.g. chairpersons, secretaries, treasurers) on food distribution and asset-creation committees will be women (V.2). It is also important to differentiate between passive and active participation, in that the former is characterised by sheer presence with little or no participation, while the latter is characterised by active and open participation in the committee workings. The latter is desirable. FDCs refer to any committees composed of elected or selected beneficiaries, through which decisions are made with regards to the modalities of food distribution among the beneficiary population. There may be different levels of FDCs in any activity. If the answer is Yes, please describe what mechanisms are in place to verify that there is such a gender-balance among committee representatives. If the answer is No, please explain why it is so in the space provided.



21. Do the approved programme documents foresee that at least half of the "executive-level" members on FDCs established in relation to this activity should be women?

☐ Yes ☐ No

FDCs are likely to have an internal hierarchical structure which will identify leadership positions --i.e., positions whose voice carries weight in the final decision-making of the whole committee. These may include, among others that may be defined according to the socio-cultural context, the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister etc. It is these roles that must (i) be defined and identified and (ii) assessed for data collection. Where a committee is actually termed an "executive committee" by the beneficiaries themselves, note that it will still have an internal hierarchical structure. Even in these committees, the leadership positions should be clearly identified on the basis of their decision-making influence. Only those who have a role in decision-making should be counted (V.2). If the answer is Yes, please describe what mechanisms are in place to verify the gender-balance among executive-level members on the FDC and AMCs. If the answer is No, please explain why in the space provided.

22. Has there been an investigation into the need for women to have committees separate from men in order for them to voice their issues and concerns freely?

☐ Yes ☐ No ☐ NK ☐ NR

This may be advisable if women are not free to express their opinions openly in the presence of men, or if they automatically tend to second what men propose. In cases where joint committees are not socially acceptable, separate committees need to be established so women's views can be considered (V.2). Has WFP assessed whether women are able to express themselves freely in the presence of men, or if cultural habits affect how they speak up in groups? If the answer is No, please explain why it is so in the space provided.

23. Do the approved programme documents foresee partners should provide complementary awareness-raising and information sessions to help women acquire the self-confidence and understanding required to promote their own role?

☐ Yes ☐ No ☐ NK ☐ NR

In all operations, WFP will seek to identify partners that provide community participation and leadership training to women who take part in food distribution and asset-creation committees. Contracts with implementing partners will reflect this training requirement (V.3). This refers to awareness-raising interventions to help women find ways to slowly strengthen their roles and personal self-confidence within the local cultural context as well as build their own leadership skills. It may also refer to WFP itself, other partners, other agencies, counterparts etc. If the answer is Yes, please indicate which partners are currently providing these awareness-raising initiatives in the space provided. If the answer is No, please explain why not.

24. Do the approved programme documents foresee partners should provide complementary sensitization measures for men, to increase awareness and understanding of the role of women?

☐ Yes ☐ No ☐ NK ☐ NR

Social change can only come about if both men and women are equally sensitised. This may refer to trainings that focus on conveying the value of gender equality, the importance of women's participation in decision-making, etc. If the answer is Yes, please indicate which partners are currently providing these measures in the space provided. If the answer is No, please explain why not.

25. Do the approved programme documents foresee that partners provide leadership training to women who take part in beneficiary-level food distribution committees?

☐ Yes ☐ No

Leadership training provides individuals with skills in managing meetings, mediating, setting agendas and ensuring meetings progression (V.3). If the answer is Yes, please indicate which partners are currently providing these trainings in the space provided. If the answer is No, please explain why not.

Comments: Relief Distribution Programme Officer / Enhanced Commitment to Women V



### SURVEY DESCRIPTION

This questionnaire collects information on the design process behind WFP relief food distribution activities. It takes its rationale from Enhanced Commitments to Women IV and V (ECW IV, V) of the 2003-2007 WFP Gender Policy, which focus on contributing to women's control of food in relief food distributions of household rations, and ensuring that women are equally involved in food distribution committees and other programme-related local bodies, respectively.

Rationale behind this questionnaire:

ECW IV:

"A household is food secure when it has access to the food needed for a healthy life for all its members (adequate in terms of quality, quantity and culturally acceptable), and when it is not at undue risk of losing such access" (ACC/SCN. 1991. Brief on policies to alleviate under-consumption and malnutrition in deprived areas. Mimeo (12 February), United Nations Administrative Committee on Coordination/Subcommittee on Nutrition, WHO, Geneva.).

Food security is associated with day to day household activities and decisions to produce, purchase, and use food to meet the needs of the household members. Intra-household dynamics relate to such aspects as: determining who does what to produce food, earning cash income for the purchase of food, purchasing the food and preparing it within rural households. The respective contribution of men and women in these aspects is also an important factor. Hence, intra-household dynamics with a gender roles perspectives (socially determined roles of men and women) are significant factors in determining household food security. (Technical Consultation on Intra-household Dynamics and Rural Household Food Security, FAO Regional Office for Asia and the Pacific Women in Development Programme (1998)).

Food security may be short-term or long-term. Households persistently unable to meet the food requirements of its members over a long period of time experience chronic food insecurity. Short-term food security problems instead may be characterised by, among other things, crop failure, seasonal scarcities, temporary illness or unemployment among the productive members of the household or perhaps an emergency need for a large cash expenditure – this is known as transitory food insecurity. Food insecurity in a household can be seen as a combination of two distinct problems: a problem of acquirement and a problem of utilization. Acquirement refers to the ability of a household and its members to acquire enough food through production, exchange or transfer while utilisation refers to the ability to utilize that capacity to the fullest. Food security is present only if both acquirement and utilization of food are adequate. Much research suggests that the greater the degree of control exercised by women over the family income, the greater the proportion of income spent on food, thus maximising acquirement. The 'utilization' of food encompasses both preparation and storage. Differences in the quality of preparation or storage will yield different levels of food security given the same level of acquirement. Perhaps the most important determinant of food utilization is women's time constraints as other domestic (and non) responsibilities, may not only ruin their health and condemn them to a life of drudgery, but it may also have an adverse affect on HFS by forcing them to compromise in terms of the quality of food preparation. (Food Security, Poverty and Women: Lessons from Rural Asia, Rahman O. S., IFAD)

Data indicate that WFP country offices have moved nearer to achieving, and in some cases have even exceeded, the target of 80 percent of women receiving food aid directly, which is the usual interpretation of CW/1/A. The ration card system has in some places been gender-sensitized to take account of female-headed and polygamous households, and efforts to include the wife's name on cards of male-headed households have also been increasing. Recruitment of female food aid monitors has contributed to more effective targeting and to ensuring that women are aware of their entitlements. However, other gender-sensitive measures, such as repackaging food rations and shortening the distance to food distribution points to take account of women's physical burdens and time constraints, have not been implemented in all country offices. Moreover, various country case studies indicate that more effort is required to address the physical vulnerability and security of women and girls in situations of armed conflict. (Summary Report of the Thematic Evaluation of WFP's Commitments to Women (1996–2001), WFP/EB.3/2002/6/6, 11 September 2002)

This commitment refers to operations in which household food rations are distributed as relief to populations dependent on humanitarian assistance (usually refugees and internally displaced). Building on empirical research that points to women as being the household food managers and on the fact that crisis situations offer possibilities for change in traditional gender roles, WFP will pilot test the issuing of food ration cards in women's names and the use of transparency measures that improve women's access to and control over food.

Studies have shown that when income is put into the hands of women, the economic and nutritional benefits for the entire household are higher than when the same resources are controlled by men. (International Food Policy Research Institute (IFPRI), 1995, Women: The Key to Food Security, Quisumbing, A.R., Brown, L.R., Feldstein, H.S., Haddad, L. and Peña, C. Washington, p. 9ff.) Women are more likely than men to spend their income on food and child welfare, and with better nutritional outcomes; they are more likely to gain control over the use of food than cash ("Control" implies control over the distribution of benefits); and they are less likely to sell or trade this food for non-food items (Walsh, M., 1998, Women in Food Aid Interventions: Impacts and Issues, Time for Change: Food Aid and Development, WFP, Rome, 23–24 October, p. 3.). When women are present during food distribution or if they receive the food directly, it is also more likely that that food is taken home and cooked for the benefit of all household members. (WFP Gender Policy 2003-2007, WFP/EB.3/2002/4-A, 26 September 2002).

Factors such as the location of distribution points and how the food is packaged will be taken into consideration in the pilot activities. These pilot activities will allow WFP to assess, among other things, the costs of food packaging that is suitable for women.

Rationale behind ECW V:

Women's active participation in food distribution and on asset-creation committees is instrumental for effective food management and helps ensure that their priorities are considered in the choice of assets to be created. It is important to distinguish between representation and active participation that shapes decisions. WFP works towards the latter, but assumes that having a "critical mass" of women on such committees—in combination with using participatory approaches in beneficiary and activity identification and formulation and providing community leadership training for women—will facilitate their more active participation. Strengthening women's capacities to participate effectively in decision-making will be important.

"Women's empowerment can be understood as a process whereby women, individually and collectively, become aware of how power structures, processes and relationships operate in their lives and gain the self confidence and strength to challenge the resulting gender inequalities. The concept of empowerment arose from an understanding that increasing women's participation in development processes, without fundamental changes to these processes themselves, would bring about little change. Linked to this was the recognition that provision of resources and services could not tackle the root causes of gender inequality. Women need to be able to assert their own agency to break



out of gender discrimination. Empowerment involves awareness raising, building of self-confidence, expansion of choices, involvement in decision-making and increased access to and control over resources.", Transforming Empowerment and Gender Mainstreaming, Presentation by Carolyn Hannan, Director of the United Nations Division for the Advancement of Women New York At the International Symposium on A new Vision for Gender Policy: Equality, Development and Peace Organized by the Korean Women's Development Institute Seoul, 17-18 April 2003

### SURVEY GUIDELINES

Answers should be provided by the Relief Distribution Programme Officer. One questionnaire should be filled out for each programme category for which there are relief-food distribution activities (e.g., EMOP, Development, PRRO).

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.



## 2004 ECW IMPLEMENTATION: RELIEF DISTRIBUTION

### SAMPLE IDENTIFIER

CO

[HQ/CO]

1. ID/Sample number \_\_\_\_\_
2. Please provide GIS codes for this survey unit. (optional) \_\_\_\_\_

### GENERAL DATA

CO

SITE ADMINISTRATOR

3. Are there any HIV/AIDS training/sensitisation programmes offered alongside this WFP activity? ☐ Yes ☐ No \_\_\_\_\_  
If the answer is Yes, please describe in the space provided.
4. Have the ration size or composition changed in any way to take into account HIV/AIDS? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
If the answer is Yes, please describe how in the space provided.
5. Have the modalities of distribution changed in any way to take into account HIV/AIDS? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
If the answer is Yes, please describe how in the space provided.

### ENHANCED COMMITMENT TO WOMEN IV

Contribute to women's control of food in relief food distributions of household rations.

SITE ADMINISTRATOR

6. What category of beneficiaries is food distributed to at this site? Mark the appropriate option below: \_\_\_\_\_  
☐ Refugees  
☐ IDPs  
☐ Returnees / rehabilitation  
☐ Vulnerable populations (diasbled, elderly, temp. Displaced)  
☐ Natural disaster  
☐ Economic shocks  
☐ Other  
 \_\_\_\_\_
7. What food distribution system is being used at this site? Mark the appropriate option below: \_\_\_\_\_  
 Group distribution refers to any food distribution system that involves distribution to smaller groups of beneficiaries --i.e., it may involve food distribution committees (FDC) composed of beneficiary representatives, distribution by family size (Malawian system), etc. Individual distribution implies that every single individual approaches the WFP distribution point and collects his or her food ration (possibly through scooping). This type of collection may characterise smaller activities (e.g., bakeries). Community-based distribution resorts to handing over the rations destined to a small village or community to a single individual e.g. the village head, for him to then distribute to all village members. Distribution through volunteer groups may take place through community-based organisations, e.g. for home-based care delivery, or even in larger activities where groups randomly come together to help with the distribution (e.g., even the unloading from the vehicles, etc.)  
☐ Group distribution (e.g., food distribution committees, Malawian system, etc)  
☐ Individual distribution (e.g., scooping, home-based, bakeries, etc.)  
☐ Community-based (e.g., through village heads)  
☐ Volunteer groups  
☐ Other  
 \_\_\_\_\_
8. Do recipients have a registration/food ration card? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
 This can refer to refugee registration cards, IDP cards, bakery cards, food ration cards, food stamps, etc. If ration cards are not used, please explain what alternative method is used (e.g., rotation). If the answer is Yes, please indicate who issues the ration cards in the space provided (e.g., WFP, partners, government representatives, activity organisers, etc.).
9. Who is responsible for keeping the food distribution lists updated (e.g., WFP, partners, government representatives, beneficiaries, etc.) \_\_\_\_\_ ☐ NK ☐ NR



## SITE ADMINISTRATOR

## 10. What information is listed on the food distribution lists?

What column headings are there? Look at the distribution list and identify what types of information are being collected - i.e., sex, age, role, etc.

Mark the appropriate option below:

☐ NK ☐ NR

- ☐ Head of household  
☐ Sex of head of household  
☐ Food recipient (e.g., person who collects)  
☐ Sex of recipient  
☐ Food entitlement holder  
☐ Sex of food entitlement holder  
☐ Family size  
☐ Information (or symbols) identifying polygamous households  
☐ Other

## 11. How many male-headed households are listed on the food distribution list?

\_\_\_\_\_

## 12. How many female-headed households are listed on the food distribution list?

\_\_\_\_\_

## 13. How many food recipients during the last distribution were male?

\_\_\_\_\_ ☐ NK ☐ NR

## 14. How many food recipients during the last distribution were female?

\_\_\_\_\_ ☐ NK ☐ NR

## 15. How many food entitlement holders listed on the food distribution list are male?

\_\_\_\_\_ ☐ NK ☐ NR

## 16. How many food entitlement holders listed on the food distribution list are female?

\_\_\_\_\_ ☐ NK ☐ NR

## 17. Are all wives in polygamous families listed individually on the food distribution lists?

☐ Yes ☐ No ☐ NK ☐ NR

In polygamous families, a separate ration card should be issued for every wife and her dependants. The husband may either be listed on one of the wives' cards, or he may have an individual ration card issued in his name (IV.4). Where ration cards are not used, every wife should be listed on the food distribution list, and her family size calculated to include herself and her dependants. The husband can be listed separately on the list and can be entitled to an individual ration. Consult the food distribution lists and ask the Food Aid Monitor or the IP representative how women in polygamous families are listed. If they are not listed individually, describe how they are listed in the space provided (the objective is to determine how the current distribution system ensures that each wife gets what she is entitled to --i.e., her own ration).

Comments: Site Administrator / Enhanced Commitment to Women IV

## BENEFICIARIES

## 18. Are beneficiaries informed on a regular basis of food ration entitlements and details relating to distribution?

☐ Yes ☐ No

Wide-spread information sharing is intended to increase awareness among beneficiaries with regards to ration size and composition (and relevant changes), distribution schedules, the fact that no services should be provided in exchange for WFP food rations, as well as on the existing mechanisms for reporting any abusive distribution situations that might arise (e.g., blackmail, barter, etc. in exchange for food) (IV.6). Effective information dissemination mechanisms (e.g. bulletin boards, signboards, announcements, food distribution committees, etc.) can help create an internal, community system of checks and balances among beneficiaries. If the answer is Yes, please describe what mechanisms are in place in the space provided. If the answer is No, please explain why not.



## BENEFICIARIES

## 19. Indicate which of the following men are aware of:

Mark the appropriate option below:

☐ NK ☐ NR

Although there may be many information dissemination mechanisms in place, their sole presence does not guarantee that beneficiaries are aware (that they know, understand) the messages being conveyed. If this case it is important to verify through questioning, if beneficiaries are truly aware of their food ration entitlements (and all other related issues, e.g., distribution times, ration size and composition etc.). If it appears that men are not aware of any of these issues, please indicate why this might be so in the space provided (why are they not aware?).

- ☐ food ration entitlements  
☐ food ration composition  
☐ food ration distribution schedules

## 20. Indicate which of the following women are aware of:

Mark the appropriate option below:

☐ NK ☐ NR

While information dissemination mechanisms are available to everyone, men and women may have differing degrees of awareness and understanding of the messages conveyed. At the same time, if messages are written and illiteracy among women is high, they may be disadvantaged in receiving the full content of the messages. Women should be asked this question separately from men. If the answer is No (from your own judgement), try to indicate in the space provided what some of the issues impeding full awareness might be.

- ☐ food ration entitlements  
☐ food ration composition  
☐ food ration distribution schedules

## 21. Is information on distribution times and ration size and composition provided in the local language/s?

☐ Yes ☐ No

If the answer is No, indicate what language is used.

## 22. Are women being encouraged to collect their own rations?

☐ Yes ☐ No

This refers to targeted information sharing for women explaining WFP's commitment to contribute to their control over food in relief situations, by promoting the issuance of ration cards - and the listing of households - in women's names. The objective is to encourage women to receive the food themselves, as well as to give them the right to formally designate someone else to collect on their behalf, should they wish to do so (IV.7). If the answer is Yes, please explain how this is done in the space provided (ask women separately, if needed). If the answer is No, please explain why it is so.

## 23. How often do women choose to delegate the collection of their food rations to other individuals or family members?

Mark the appropriate option below:

- ☐ Always  
☐ Sometimes  
☐ Never

## 24. What are some of the most common reasons for which women delegate the collection of food rations?

Mark the appropriate option below:

- ☐ distance  
☐ weight of rations  
☐ security conditions  
☐ cultural norms  
☐ personal workload  
☐ distribution arrangements  
☐ other





## BENEFICIARIES

25. Does the selection of the location for this distribution point reflect the concerns raised by women during participatory consultations? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

In this case the term "distribution point" means the actual location where the WFP food rations are handed over to the recipients. If participatory consultations with women were held to discuss where this "distribution point" should be established, but the final spot selected does not reflect the issues they raised during the consultations, answer No, and please explain why. If no consultations were held, mark NR, and state that none were held in the space provided.

26. Do the food distribution arrangements at this site reflect the issues raised by women through participatory consultations focussing on minimising security risks? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

In situations of high insecurity or social breakdown, and in addition to discussions on suitability of distribution point location, this refers to further discussions on concrete distribution arrangements --i.e., scheduling (e.g., days, time of day, etc) and the manner in which rations are distributed (e.g., containers, weights, scoops, etc). Distribution at certain times of day, and/or open or small containers, may expose women to a higher risk on the way home (IV.5). If no such consultations took place, mark NR and state that this is the case in the space provided. If they did take place, but the answer is still No, please explain what issues were raised and are not reflected in the current arrangements.

27. Are beneficiaries comfortable with the methods available to report complaints and/or situations of abuse? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

If there are no established mechanisms in place for them to use if they need to report a situation of abuse, mark NR, and state that it is so in the space provided. If there are mechanisms (e.g., an office, an external representative, an internal complaints committee, etc.) ask if they feel safe in reporting situations of abuse? If the answer is No, indicate what arrangements would/could make them feel safer if they had to report a situation of abuse linked to relief food distribution.

Comments: Beneficiaries / Enhanced Commitment to Women IV

### ENHANCED COMMITMENT TO WOMEN V

Ensure that women are equally involved in food distribution committees and other programme-related local bodies.

## SITE ADMINISTRATOR

28. Are there any Food Distribution Committees associated to this site? ☐ Yes ☐ No \_\_\_\_\_

If the answer is No, mark NR to all questions in this section that refer to the composition of food distribution committees.

Comments: Site Administrator / Enhanced Commitment to Women V

## BENEFICIARIES

29. Are beneficiaries informed of the food distribution committees? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_

This refers to their existence, their composition and their activities. If the answer is No, please explain why this is the case.



30. How many food distribution committees (FDC) are related to this activity at this site? ☐ NK ☐ NR

Beneficiary-level food distribution committees (FDC) are normally found in large distribution activities (e.g., settlements, camps etc.) and are usually composed of beneficiary representatives who have been elected to the committee by the rest of the community. Often committees will then represent a specific group of beneficiaries classified by family size --i.e., the number of people in each household. In this manner the FDC members collect rations from the WFP warehouse (through the Food Aid Monitor or IP representative) for all of the households they represent and then distribute them equally to the household representatives. There may be different levels (e.g., general administrative level that covers the entire activity, an FDC for each smaller division of the areas (e.g., sector, quarter, block, etc.)). Consider and count FDC at all levels.

31. How many men are on the FDC? ☐ NK ☐ NR

ECW V commits to ensure that women are equally involved in food distribution committees and other programme-related local bodies, to the extent that at least half of the representatives and half of the "executive-level" members (e.g. chairpersons, secretaries, treasurers) on food distribution and asset-creation committees will be women (V.2). As there may be different levels of FDCs in any activity, consider - and count - all members on all FDCs identified for this activity. Discuss with the beneficiaries - if they are not aware of the composition of the various FDCs move around and ask the site administrator and/or other beneficiaries.

32. How many women are on the FDC? ☐ NK ☐ NR

As described in the previous question, consider all the women participating in all the committees.

33. How many executive-level members on the FDC are men? ☐ NK ☐ NR

FDCs are likely to have an internal hierarchical structure which will identify leadership positions --i.e., positions whose voice carries weight in the final decision-making of the whole committee. These may include, among others that may be defined according to the socio-cultural context, the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister etc. It is these roles that must (i) be defined and identified and (ii) assessed for data collection. Where a committee is actually termed an "executive committee" by the beneficiaries themselves, note that it will still have an internal hierarchical structure. Even in these committees, the leadership positions should be clearly identified on the basis of their decision-making influence. Only those who have a role in decision-making should be counted (V.2). If the answer is Yes, please describe what mechanisms are in place to verify the gender-balance among executive-level members on the FDC and AMCs. If the answer is No, please explain why in the space provided.

34. How many executive-level members on the FDC are women? ☐ NK ☐ NR

Consider executive-level positions as described above, on all the committees identified for this activity.

35. Are women comfortable participating in committees alongside men? ☐ Yes ☐ No ☐ NK ☐ NR

Let women answer spontaneously - do not prompt them. If the answer is No, ask what type of committees they would prefer (e.g., separate committees for men and women) and describe in the space provided. If joint committees are socially not acceptable, separate women's committees will be formed and mechanisms established so that women's views will be considered (V.2).

36. Are men comfortable participating in committees alongside women? ☐ Yes ☐ No ☐ NK ☐ NR

Let men answer spontaneously - do not prompt them. If the answer is No, ask what type of committees they would prefer and describe in the space provided.



37. Are there any leadership-training courses being offered to women participating in food distribution committees?

☐ Yes ☐ No ☐ NK ☐ NR

In all operations, WFP will seek to identify partners that provide community participation and leadership training to women who take part in food distribution and asset-creation committees. Contracts with implementing partners will reflect this training requirement (V.3). This refers to awareness-raising interventions to help women find ways to slowly strengthen their roles and personal self-confidence within the local cultural context as well as build their own leadership skills. Leadership training includes training in skills in managing meetings, mediating, setting agendas and ensuring meetings progression. If the answer is Yes, please indicate which partners are currently providing these trainings in the space provided and indicate how many women participated in the last training session held.

38. Are there any awareness-raising activities for men that promote their understanding of women's roles?

☐ Yes ☐ No ☐ NK ☐ NR

This refers to any initiatives that focus on conveying the value of gender equality, the importance of women's participation in decision-making, etc. If the answer is Yes, please indicate who is providing the training, and if possible, how many men participated in the last training session held.

Comments: Beneficiaries / Enhanced Commitment to Women V



### SURVEY DESCRIPTION

This questionnaire collects information on the implementation results characterising relief food distribution activities. It takes its rationale from Enhanced Commitments to Women IV and V (ECW IV, V) of the 2003-2007 WFP Gender Policy, which focus on contributing to women's control of food in relief food distributions of household rations, and ensuring that women are equally involved in food distribution committees and other programme-related local bodies, respectively.

Rationale behind this questionnaire:

ECW IV:

"A household is food secure when it has access to the food needed for a healthy life for all its members (adequate in terms of quality, quantity and culturally acceptable), and when it is not at undue risk of losing such access" (ACC/SCN. 1991. Brief on policies to alleviate under-consumption and malnutrition in deprived areas. Mimeo (12 February), United Nations Administrative Committee on Coordination/Subcommittee on Nutrition, WHO, Geneva.).

Food security is associated with day to day household activities and decisions to produce, purchase, and use food to meet the needs of the household members. Intra-household dynamics relate to such aspects as: determining who does what to produce food, earning cash income for the purchase of food, purchasing the food and preparing it within rural households. The respective contribution of men and women in these aspects is also an important factor. Hence, intra-household dynamics with a gender roles perspectives (socially determined roles of men and women) are significant factors in determining household food security. (Technical Consultation on Intra-household Dynamics and Rural Household Food Security, FAO Regional Office for Asia and the Pacific Women in Development Programme (1998)).

Food security may be short-term or long-term. Households persistently unable to meet the food requirements of its members over a long period of time experience chronic food insecurity. Short-term food security problems instead may be characterised by, among other things, crop failure, seasonal scarcities, temporary illness or unemployment among the productive members of the household or perhaps an emergency need for a large cash expenditure – this is known as transitory food insecurity. Food insecurity in a household can be seen as a combination of two distinct problems: a problem of acquirement and a problem of utilization. Acquirement refers to the ability of a household and its members to acquire enough food through production, exchange or transfer while utilisation refers to the ability to utilize that capacity to the fullest. Food security is present only if both acquirement and utilization of food are adequate. Much research suggests that the greater the degree of control exercised by women over the family income, the greater the proportion of income spent on food, thus maximising acquirement. The 'utilization' of food encompasses both preparation and storage. Differences in the quality of preparation or storage will yield different levels of food security given the same level of acquirement. Perhaps the most important determinant of food utilization is women's time constraints as other domestic (and non) responsibilities, may not only ruin their health and condemn them to a life of drudgery, but it may also have an adverse affect on HFS by forcing them to compromise in terms of the quality of food preparation. (Food Security, Poverty and Women: Lessons from Rural Asia, Rahman O. S., IFAD)

Data indicate that WFP country offices have moved nearer to achieving, and in some cases have even exceeded, the target of 80 percent of women receiving food aid directly, which is the usual interpretation of CW/II/A. The ration card system has in some places been gender-sensitized to take account of female-headed and polygamous households, and efforts to include the wife's name on cards of male-headed households have also been increasing. Recruitment of female food aid monitors has contributed to more effective targeting and to ensuring that women are aware of their entitlements. However, other gender-sensitive measures, such as repackaging food rations and shortening the distance to food distribution points to take account of women's physical burdens and time constraints, have not been implemented in all country offices. Moreover, various country case studies indicate that more effort is required to address the physical vulnerability and security of women and girls in situations of armed conflict. (Summary Report of the Thematic Evaluation of WFP's Commitments to Women (1996–2001), WFP/EB.3/2002/6/6, 11 September 2002)

This commitment refers to operations in which household food rations are distributed as relief to populations dependent on humanitarian assistance (usually refugees and internally displaced). Building on empirical research that points to women as being the household food managers and on the fact that crisis situations offer possibilities for change in traditional gender roles, WFP will pilot test the issuing of food ration cards in women's names and the use of transparency measures that improve women's access to and control over food.

Studies have shown that when income is put into the hands of women, the economic and nutritional benefits for the entire household are higher than when the same resources are controlled by men. (International Food Policy Research Institute (IFPRI), 1995, Women: The Key to Food Security, Quisumbing, A.R., Brown, L.R., Feldstein, H.S., Haddad, L. and Peña, C. Washington, p. 9ff.) Women are more likely than men to spend their income on food and child welfare, and with better nutritional outcomes; they are more likely to gain control over the use of food than cash ("Control" implies control over the distribution of benefits); and they are less likely to sell or trade this food for non-food items (Walsh, M., 1998, Women in Food Aid Interventions: Impacts and Issues, Time for Change: Food Aid and Development, WFP, Rome, 23–24 October, p. 3.). When women are present during food distribution or if they receive the food directly, it is also more likely that that food is taken home and cooked for the benefit of all household members. (WFP Gender Policy 2003-2007, WFP/EB.3/2002/4-A, 26 September 2002).

Factors such as the location of distribution points and how the food is packaged will be taken into consideration in the pilot activities. These pilot activities will allow WFP to assess, among other things, the costs of food packaging that is suitable for women.

Rationale behind ECW V:

Women's active participation in food distribution and on asset-creation committees is instrumental for effective food management and helps ensure that their priorities are considered in the choice of assets to be created. It is important to distinguish between representation and active participation that shapes decisions. WFP works towards the latter, but assumes that having a "critical mass" of women on such committees—in combination with using participatory approaches in beneficiary and activity identification and formulation and providing community leadership training for women—will facilitate their more active participation. Strengthening women's capacities to participate effectively in decision-making will be important.

"Women's empowerment can be understood as a process whereby women, individually and collectively, become aware of how power structures, processes and relationships operate in their lives and gain the self confidence and strength to challenge the resulting gender inequalities. The concept of empowerment arose from an understanding that increasing women's participation in development processes, without fundamental changes to these processes themselves, would bring about little change. Linked to this was the recognition that provision of resources and services could not tackle the root causes of gender inequality. Women need to be able to assert their own agency to break



out of gender discrimination. Empowerment involves awareness raising, building of self-confidence, expansion of choices, involvement in decision-making and increased access to and control over resources.”, Transforming Empowerment and Gender Mainstreaming, Presentation by Carolyn Hannan, Director of the United Nations Division for the Advancement of Women New York At the International Symposium on A new Vision for Gender Policy: Equality, Development and Peace Organized by the Korean Women's Development Institute Seoul, 17-18 April 2003

### SURVEY GUIDELINES

Answers to this questionnaire are to be obtained through field visits to selected relief food distribution sites. Enumerators are to ask some questions of the Site Administrator (this may be a WFP Field Monitor, an Implementing Partner Representative, or even a local government or ministry representative). Additional questions are to be asked specifically of the implementing partner - where there is one, and additional questions are to be asked of beneficiaries through focus group discussions or individual conversations. In all cases, information obtained from beneficiaries should be verified through more than one conversation, with different people.

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a “Y” (Yes) or a “N” (No) response please tick the appropriate box.
- If the answer is unknown then please tick the “NK” (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the “NR” (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a “0” (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.



## GENERAL DATA

CO

## 1. Country

## ENHANCED COMMITMENT TO WOMEN IV

Contribute to women's control of food in relief food distributions of household rations.

RELIEF DISTRIBUTION PROGRAMME OFFICER

## 2. Has there been any dialogue with government counterparts, donor and/or other partners on the implications of introducing special packaging?

☐ Yes ☐ No

If there is a justified need for special packaging, making such changes requires across the board awareness and consensus. Changing packaging will impact, among other things, packaging installations and costs, distribution and delivery modalities, warehouse stocking, etc. It is therefore important that all players be involved in the decision-making, and that the financial implications be accurately quantified and evaluated (IV.2).

If the answer is Yes, please indicate what special packaging arrangements - if any - have been made and are currently being used (or will be used in the near future). If the answer is No, please explain why not in the space provided.

Comments: Relief Distribution Programme Officer / Enhanced Commitment to Women IV

## ENHANCED COMMITMENT TO WOMEN VI

Ensure that gender is mainstreamed in programming activities.

COUNTRY DIRECTOR

## 3. Do any contingency plans prepared explicitly reflect and address gender issues?

☐ Yes ☐ No ☐ NK ☐ NR

If no contingency plans have been prepared, mark NR, and state that this is the case in the space provided. If plans have been prepared, but the answer is No, please explain why not.

## 4. Have all programme review and evaluation exercises carried out since January 2003 specifically analysed and referred to sex-disaggregated data??

☐ Yes ☐ No ☐ NK ☐ NR

If no programme review and evaluation exercises have been carried out since January 2003, mark NR and state that this is the case in the space provided. If reviews have been carried out but the answer is No, please explain why.

## 5. Have any programmes (projects, budget proposals, etc.) been submitted for approval since January 2003?

☐ Yes ☐ No

If the answer is Yes, please state which have been submitted (indicate the project category: EMOP, PRRO, Dev.)

## 6. Have activities related to the implementation of the ECW been budgeted in EMOP Direct Support Costs (DSC) and Other Direct Operational Costs (ODOC) budgets since 2003?

☐ Yes ☐ No

If the answer is Yes, please indicate how much has been budgeted in the space provided. If the answer is No, please explain why not.

## 7. How much has been budgeted in the Direct Support Costs (DSC) and Other Direct Operational Costs (ODOC) budgets for activities related to the implementation of the ECW since January 2003?

☐ NK ☐ NR



8. **How many of the ongoing country-level contractual agreements stipulated with government counterparts explicitly outline ECW-related priorities as appropriate to the context?**

Consider all contractual agreements that have been stipulated and signed since 2003 - and are considered ongoing - in order to implement this nutritional intervention – consider all MOU, LOUs etc. Do not consider agreements against which no activities are taking place. Count the total number of contractual agreements in which explicit mention is made of the ECWs and their objectives and/or sub-commitments - place this figure in the first space provided. Count the total number of contractual agreements signed - place this figure in the second space provided.

9. **How many of the ongoing country-level contractual agreements stipulated with NGOs and other non-governmental partners explicitly outline ECW related priorities as appropriate to the context?**

Indications as per the previous question.

Comments: Country Director / Enhanced Commitment to Women VI

10. **Are there any national and/or local policies addressing HIV/AIDS and support mechanisms for HIV/AIDS infected and affected individuals?**

☐ Yes ☐ No

This may refer to any national awareness campaigns, educational commitments, health and social service initiatives.

11. **Do any of these policies address HIV/AIDS in the context of household food security?**

☐ Yes ☐ No

Of the national/local policies identified, do any explicitly provide for direct household food assistance for HIV/AIDS IA individuals? If there are no HIV/AIDS policies at all, mark NR and state that this is the case. If the answer is Yes, please describe what provisions are made.

12. **During the VAM process, was any sex-disaggregated data collected on the prevalence of HIV/AIDS?**

☐ Yes ☐ No

If the answer is Yes, please explain how it was used to inform/change the Country Office's HIV/AIDS-related activities. If the answer is No, please explain why in the space provided.

Comments: HIV/AIDS Programme Officer / Enhanced Commitment to Women VI

13. **When reviewing national and local policies on food security, are gender-related policies specifically sought out for review?**

☐ Yes ☐ No

If the answer is No, please explain why in the space provided.

14. **When reviewing national and local policies on food security, are gaps between policy/strategy and implementation that particularly affect women sought out?**

☐ Yes ☐ No

If the answer is No, please explain why in the space provided.

15. **Are there any national or local gender policies currently in place that might influence household food security?**

☐ Yes ☐ No

If the answer is Yes, briefly describe in the space provided.



VAM OFFICER

16. **Do any of the institutions involved in food security and vulnerability activities have their own gender policy addressing gender-issues related to food security and vulnerability?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
 If the institutions in question are not gender-sensitive, mark NR and state that this is the case in the space provided. If the answer is Yes, list the institutions. If the institutions are perceived to be gender-sensitive, but they do not have their own gender policy yet, mark No, and state that this is the case.
17. **Have any key gender-issues related to vulnerability been identified at the national and/or local levels?** ☐ Yes ☐ No \_\_\_\_\_  
 This refers to issues of availability, access, utilisation, risk and coping. If the answer is Yes, please briefly describe in the space provided.
18. **Was a Secondary Data Analysis, based on sex-disaggregated data, carried out during the Vulnerability Assessment and Mapping process?** ☐ Yes ☐ No \_\_\_\_\_  
 If no SDA was carried out, mark NR and state that this is the case in the space provided. If an SDA was carried out, but without sex-disaggregated data, mark No and state this was the case.
19. **During the Secondary Data Analysis, was gender-disaggregated data obtained?** ☐ Yes ☐ No \_\_\_\_\_  
 If the answer is No, please explain why in the space provided.
20. **Was the status of each food security issue assessed and ranked in a gender-specific manner?** ☐ Yes ☐ No \_\_\_\_\_  
 If the answer is No, please explain why in the space provided.
21. **Were the priority vulnerability topics identified through the Community Food Security Profile selected considering the results of a gender-analysis of vulnerability issues?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
 If no CFSP was carried out, mark NR and state that this is the case in the space provided. If a CFSP was carried out, but no gender-analysis of issues was conducted, mark No and explain why no such analysis took place.
22. **During CFSP participatory consultations, were women able to openly express their issues and concerns?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
 This aims to assess whether women were as involved as men, and if they were present in equal numbers, if they were able to participate actively (freely expressing their views). If the answer is No, please explain why not in the space provided.
23. **Does the CFSP specifically consider people living with HIV/AIDS?** ☐ Yes ☐ No \_\_\_\_\_  
 If the answer is Yes, please explain how.

Comments: VAM Officer / Enhanced Commitment to Women VI

**ENHANCED COMMITMENT TO WOMEN VII**

Contribute to an environment that acknowledges the important role women play in ensuring household food security and that encourages both men and women to participate in closing the gender gap.

COUNTRY DIRECTOR

24. **Does the Country-level advocacy strategy address gender issues?** ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_  
 If a country-level advocacy strategy has not yet been developed/finalised, mark NR and state that this is the case in the space provided. If one has been developed, but the answer is No, please explain why not.





25. Does the Country-level advocacy strategy specifically address women and their role in contributing to household food security?

☐ Yes ☐ No ☐ NK ☐ NR

Within the context of WFP's overall advocacy efforts, corporate advocacy and awareness-raising messages will be developed and highlighted in WFP's contacts with the media. Such messages will promote the understanding that households and societies as a whole gain and advance when women are better nourished, better educated and skilled, participate more equally in economic activities and have a stronger voice in decision-making (VII.1). If the answer is No, please explain why it is so in the space provided.

26. Please check the areas (messages) for which videos, news-clips, posters, leaflets, radio messages have been developed to depict / address the importance of:

Mark the appropriate option below:

- ☐ women's central role in household food security and social advancement  
☐ men's understanding the benefits of women's advancement and gender equality  
☐ women's improved health and nutritional status  
☐ women's improved access to education and skills training  
☐ women's equal participation in economic activities  
☐ women in decision-making positions where they are given a stronger voice  
☐ women's access to food resources in emergency and relief situations

27. Are any of these advocacy materials available in the local language/s?

☐ Yes ☐ No ☐ NK ☐ NR

If advocacy materials have not yet been developed/finalised, mark NR and state that this is the case (specify whether it is planned to develop/finalise them in the local language/s) in the space provided. If materials have been prepared, but the answer is No, please explain why not.

28. Are any of these advocacy materials regularly distributed to national and local governments and communities?

☐ Yes ☐ No ☐ NK ☐ NR

Country offices will dialogue with host governments and other counterparts to urge that the socio-cultural, economic, political and legal environments be conducive to the advancement of women and gender equality (VII.3). If advocacy materials have not yet been developed/finalised, mark NR and state that this is the case in the space provided. If advocacy materials have been prepared, but the answer is No, please explain why in the space provided.

29. Are advocacy materials focussing on gender balance in staffing distributed to partners?

☐ Yes ☐ No ☐ NK ☐ NR

Country offices will advocate for gender balance in staffing within partner agencies, especially at the field level (VII.4). If advocacy materials have not yet been developed/finalised, mark NR and state that this is the case (specify whether it is planned to develop/finalise them on gender balance in staffing) in the space provided. If advocacy materials have been prepared, but the answer is No, please explain why in the space provided.

30. Does the current Common Country Assessment (CCA) make specific reference to gender issues (--i.e., the situation of men and women)?

☐ Yes ☐ No ☐ NK ☐ NR

Country offices will work to keep gender issues on the agenda of the CCA/UNDAF, PRSP and CAP processes (VII.2). Please specify in the space provided if WFP participated in the development of the current CCA (write "WFP participated" or "WFP did not participate" as appropriate to the case). If there is no CCA, mark NR.

31. Does the current United Nations Development Assistance Framework (UNDAF) make specific reference to gender issues?

☐ Yes ☐ No

Indications as in the previous question.

32. Does the current Poverty Reduction Strategy Paper (PRSP) make specific reference to gender issues?

☐ Yes ☐ No

Indications as in the previous question.

33. Does the current Consolidated Appeal Process (CAP) make specific reference to gender issues?

☐ Yes ☐ No

Indications as in the previous question.

34. How many female staff members are officially designated to follow Gender issues in the Country Office?



35. Does the Gender Focal Team (GFT)/Gender Focal Point (GFP) regularly participate in inter-agency country-level gender-theme group discussions?

☐ Yes ☐ No ☐ NK ☐ NR

This refers to national and/or local seminars, conventions etc. that are held to discuss current issues related to gender issues (e.g., the conditions of men and women, the differences between their roles, vulnerabilities, etc.). If there is a GFP or GFT, but they have no access – or no time – to attend these informative session, it will be very difficult for them to keep abreast of the most pressing gender issues in the society they are working in. If there are no such discussions, or they are not accessible to the GFPs, mark NR and state that this is the case in the space provided, explaining why such groups are not accessible to them, if this is the case. If such groups are accessible, but the answer is No, please explain why.

36. Does the GFT/GFP regularly inform Country Office Senior management on important gender issues in the country?

☐ Yes ☐ No ☐ NK ☐ NR

This asks whether there is a dedicated forum, moment, agenda, meeting schedule, etc., that the GFP or GFT can rely on to share relevant information with senior management. A newsletter, note-for-the-record, summary sheet of main issues, weekly, bi-weekly, monthly meeting, any form of regular communication channel would be acceptable. If the answer is No, please explain why it is so in the space provided.

37. Has Country Office senior management regularly participated in the CCA, UNDAF, PRSP, and/or CAP processes (as appropriate to the country in question) over the past year?

☐ Yes ☐ No

If the answer is No, please explain why in the space provided.

38. In what areas of are there open channels of communication with host governments on revisiting/revising the environment in favour of women's advancement and gender equality?

Mark the appropriate option below:

- ☐ socio-cultural environment  
☐ political environment  
☐ legal environment

39. Has WFP actively participated in and/or contributed to any changes in the host government's positions with regards to women's advancement in the socio-cultural, political and/or legal environments?

☐ Yes ☐ No

If the answer is Yes, please briefly describe in the space provided.

40. In what areas are there open channels of communication with other counterparts (partners, UN agencies, bilateral aid agencies, NGOs etc.) on revisiting/revising the environment in favour of women's advancement and gender equality?

Mark the appropriate option below:

- ☐ socio-cultural environment  
☐ political environment  
☐ legal environment

41. Has WFP actively participated in and/or contributed to any changes in other counterparts (partners, UN agencies, bilateral aid agencies, NGOs etc.) positions with regards to women's advancement in the socio-cultural, political and/or legal environments?

☐ Yes ☐ No

If the answer is Yes, please briefly describe in the space provided.

42. Has the Gender Focal Team or Gender Focal Point defined a list of gender-related issues that need to be targeted for deeper advocacy engagement through discussions with host government and other counterparts?

☐ Yes ☐ No

If the answer is No, please explain why in the space provided.

43. Does the Gender Focal Team or Gender Focal Point regularly discuss the issues identified with UN and multilateral partners to identify priority areas?

☐ Yes ☐ No

If the answer is No, please explain why in the space provided.



Comments: Country Director / Enhanced Commitment to Women VII

### ENHANCED COMMITMENT TO WOMEN VIII

Make progress towards gender equality in staffing, opportunities and duties, and ensure that human resources policies are gender sensitive and provide possibilities for staff members to combine their personal and professional priorities.

HUMAN RESOURCES OFFICER

44. How many of the national professional staff recruited over the past twelve months were women?

Consider ALL national staff employed at the professional level - include UNDP contracts AND all non-UNDP contracts. Consider calendar year 2003. Count the number of national professional female staff recruited and place this figure in the first space provided. Count the total number of national professional staff recruited and place this figure in the second space provided. If no national professional staff were recruited in this time period, mark NR.

☐ NK ☐ NR

45. How many of the general service staff recruited over the past twelve months were women?

Consider ALL general service staff employed at the general service level - include those on WFP contracts as well as those on Service Contracts or any other type of contract. Consider calendar year 2003. Count the number of female general service staff recruited, and place this figure in the first space provided. Count the total number of general service staff recruited and place this figure in the second space provided. If no general service staff were recruited in this time period, mark NR.

☐ NK ☐ NR

46. Are the standard post-descriptions for national professional positions formulated to solicit interest in potential male and female candidates equally?

If the answer is No, please explain how they could be improved to do so in the space provided and whether any such modifications are planned for the near future.

☐ Yes ☐ No

47. Are vacancies currently being posted in those channels identified as effective in reaching large numbers of qualified women (universities, community groups, etc)?

If no channels have been specifically identified to reach large number of qualified women, mark NR, and state that no such identification process has taken place. If there are such channels, but vacancies are not currently posted there, mark No and explain why this is the situation in the space provided.

☐ Yes ☐ No ☐ NK ☐ NR

48. How many of the local Food Aid Monitors recruited over the last twelve months are women?

At least 75 percent of all local food aid monitor recruits will be qualified women (country level) (VIII.2). Consider calendar year 2003. Count the number of female food aid monitors recruited, and place this figure in the first space provided. Count the total number of food aid monitors recruited and place this figure in the second space provided. If no food aid monitors were recruited in this time period, mark NR.

49. Are the standard post-descriptions for local Food Aid Monitors formulated to solicit interest in potential female candidates?

If the answer is No, please explain how they could be improved to do so in the space provided and whether any such modifications are planned for the near future.

☐ Yes ☐ No



50. Do all sites where Food Aid Monitors work ensure female Food Aid Monitors can operate in a suitable and safe working environment (e.g., safe housing, security and sanitation)?

☐ Yes ☐ No ☐ NK ☐ NR

The answer to this question should be based on an assessment of all sites. If no such assessment has been done (e.g., information not available, respondent not familiar with the sites, etc.) mark NR and state that this is the case. If instead the sites are well known, and the answer is No, please explain what problems are likely to arise and what special arrangements would be needed to render them suitable and safe working environments for female food aid monitors.

51. Has the gender ratio been assessed for all categories of positions and functions throughout WFP?

☐ Yes ☐ No

At least 50 percent of the staff recruits in each of the following staff categories will be qualified women: international Professionals, national Professionals (both globally) and General Service staff (country level) (VIII.1). Consider data as at 31st December 2003. If the answer is No, please explain why it is so in the space provided.

52. Has a list of positions and functions for which there is a gender gap greater than 25% been clearly established?

☐ Yes ☐ No

In functions where women are considerably under-represented (i.e. where the gender gap is greater than 25 percent), special efforts will be made to recruit qualified women so that the gap is reduced by half (global level for international staff, country level for local recruits) (VIII.3). Consider data as at 31st December 2003. If the answer is No, please explain why it is so in the space provided.

53. How many P-5 staff are women?

Consider data as at 31st December 2003. If there are no staff at this level, mark NR. Otherwise, indicate the number of female staff at this level in the first space provided, and the total number of staff at this level in the second space provided.

54. How many P-4 staff are women?

55. How many P-3 staff are women?

56. How many P-2 staff are women?

57. How many P-1 staff are women?

58. How many G-7 staff are women?

59. How many G-6 staff are women?

60. How many G-5 staff are women?

61. How many G-4 staff are women?

62. How many G-3 staff are women?

63. How many G-2 staff are women?

64. How many G-1 staff are women?

65. Have any special recruitment initiatives been identified to target qualified women to help balance the gender gap for those positions where the gap is greater than 25%?

☐ Yes ☐ No

If the answer is Yes, please describe them and state which are currently in place. If the answer is No, please explain why not in the space provided.

66. Have any staff and expert consultations been held to identify the reasons for the gender gap in those positions and functions where the gender gap is greater than 25%?

☐ Yes ☐ No ☐ NK ☐ NR

If there is no such gender gap, mark NR and state that this is the case in the space provided. If the answer is Yes, please describe some of the reasons identified for which such a gender gap exists. If there is such a gender gap, but the answer is No, please explain.

67. What are some of the reasons for which the gender gap in certain positions and functions is greater than 25%?

Briefly describe in the space provided.



68. Have all international professional staff employed in the Country Office received training on the ECW guidelines and on how to apply the ECW to their functions? ☐ Yes ☐ No \_\_\_\_\_  
If the answer is No, please explain why in the space provided.
69. Have all national professional staff employed in the Country Office received training on the ECW guidelines as relevant to their functions? ☐ Yes ☐ No \_\_\_\_\_  
If the answer is No, please explain why in the space provided.
70. Has the Country Office organised any trainings on the ECW since January 2003? ☐ Yes ☐ No \_\_\_\_\_
71. What percent of the ECW training participants were partner representatives? \_\_\_\_\_ ☐ NK ☐ NR  
If no trainings have been organised, mark NR.

Comments: Human Resources Officer / Enhanced Commitment to Women VIII



## SURVEY DESCRIPTION

This questionnaire collects information on the institutional status-quo at the Country Office level, with regards to the implementation of the WFP Gender Policy.

The questionnaire is to be answered by various Country Office staff members. The staff position to which the questions are directed is printed at the beginning of each group of questions.

## SURVEY GUIDELINES

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.



## SAMPLE IDENTIFIER

[HQ/CO]

CO

1. ID/Sample number \_\_\_\_\_

## ENHANCED COMMITMENT TO WOMEN I

Meet the specific nutritional requirements of expectant and nursing mothers and adolescent girls.

## PARTNER AGREEMENT

2. Does this partner assist WFP in nutritional interventions? ☐ Yes ☐ No \_\_\_\_\_
- If the answer is No, skip to the next section of questions (ECW II).
3. Does this agreement make explicit references to ECW I? ☐ Yes ☐ No \_\_\_\_\_
4. Does this agreement clearly state the partner is responsible for developing and providing informative materials in the local language on nutrition, health and caring practices? ☐ Yes ☐ No \_\_\_\_\_
5. Does this agreement clearly state the partner is responsible for developing and providing informative materials in the local language on HIV/AIDS? ☐ Yes ☐ No \_\_\_\_\_
6. Has there been dialogue with this partner to identify ways in which WFP could assist HIV/AIDS infected/affected (IA) individuals through the partner's Mother-to-Child transmission (MTCT) initiatives? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If the partner does not work with HIV/AIDS IA individuals through MTCT initiatives, mark NR. If the answer is Yes, describe the outcome of the dialogue, and indicate what partner-MTCT activities WFP is currently participating/assisting with in the space provided. If it does and the answer is No, please explain why not.
7. Has there been dialogue with this partner to identify ways in which WFP could assist HIV/AIDS IA individuals through the partner's HBC initiatives? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- If this partner does not work with HIV/AIDS IA individuals through HBC initiatives, mark NR. If the answer is Yes, describe the outcome of the dialogue, and indicate what partner-HBC activities WFP is currently participating/assisting with in the space provided. If it does and the answer is No, please explain why not.
8. Has there been dialogue with this partner to identify ways in which WFP could assist HIV/AIDS IA individuals through the partner's institutional treatment and assistance initiatives? ☐ Yes ☐ No ☐ NK ☐ NR \_\_\_\_\_
- This refers primarily to hospitals and health clinics that have treatment plans for individuals suffering from opportunistic infections, e.g., tuberculosis, malaria, etc. It may also include orphanages. If this partner does not work with HIV/AIDS IA individuals through institutional initiatives, mark NR. If the answer is Yes, describe the outcome of the dialogue, and indicate what partner-institutional assistance activities WFP is currently participating/assisting with in the space provided. If it does and the answer is No, please explain why not.

Comments: Partner Agreement / Enhanced Commitment to Women I

## ENHANCED COMMITMENT TO WOMEN II

Expand activities that enable girls to attend school.

## PARTNER AGREEMENT

9. Does this partner assist WFP in school feeding programmes? ☐ Yes ☐ No \_\_\_\_\_
- If the answer is No, skip to the next section of questions (ECW III).
10. Does this agreement include explicit references to ECW II? ☐ Yes ☐ No \_\_\_\_\_



## PARTNER AGREEMENT

11. Has there been dialogue with this partner on offering HIV/AIDS training and sensitisation programmes to children in WFP-assisted schools and/or other out-of-school children?

☐ Yes ☐ No ☐ NK ☐ NR

The objective is to investigate different ways in which the school can be used as a community focal point for HIV activities. If the answer is Yes, please describe the outcome of the dialogue in the space provided, and indicate what activities are currently being carried out by the partner in this context. If the answer is No, please explain why not.

12. Does this agreement state the partner will create informative materials on HIV/AIDS in the local language for distribution to children in WFP-assisted schools through HIV/AIDS training and sensitisation initiatives?

☐ Yes ☐ No ☐ NK ☐ NR

13. Does this partner provide supervision, monitoring etc., of trainers that might be involved in HIV/AIDS awareness-raising and prevention training initiatives?

☐ Yes ☐ No ☐ NK ☐ NR

Comments: Partner Agreement / Enhanced Commitment to Women II

## ENHANCED COMMITMENT TO WOMEN III

Ensure that women benefit at least equally from the assets created through food for training and food for work.

## PARTNER AGREEMENT

14. Check which (one or both) this partner assists WFP in:

Mark the appropriate option below:

[ ]

15. Does this agreement include explicit references to ECW III?

☐ Yes ☐ No

16. For which of the following activities does this agreement clearly state the partner is responsible for developing and providing informative materials in the local language on HIV/AIDS?

Mark the appropriate option below:

[ ] Food-for-Training (FFT)

[ ] Food-for-Work (FFW)

[ ] Neither

17. Does this agreement state that project proposals submitted to WFP for approval must be formulated on the basis of participatory consultations between partners and beneficiaries?

☐ Yes ☐ No

Given that partners often present project proposals on behalf of beneficiaries, WFP should ensure, as much as is possible, that project proposals are based on consultations with beneficiaries.

18. For which of the following activities does this agreement state that participatory consultations between partners and WFP staff must take place during programme design?

Mark the appropriate option below:

To ensure project proposals are based on participatory consultations with beneficiaries, WFP and partners must have the opportunity to review and discuss the needs expressed in the proposal.

[ ] Food-for-Training (FFT)

[ ] Food-for-Work (FFW)

[ ] Neither





19. For which of the following activities does this agreement state there will be open dialogue between the partner and WFP to ensure the training curricula to be used in FFT activities address the beneficiary needs identified by both sides (WFP and partner)?

Partners often use the same curriculum for different activities, so while it might not be custom-made for WFP, it should be reviewed to match the skill requirements identified.

Mark the appropriate option below:

- ☐ Food-for-Training (FFT)  
☐ Food-for-Work (FFW)  
☐ Neither

20. For which of the following activities does this agreement state that the partner will strive to provide complementary services geared to facilitating the attendance of women and adolescent girls?

Food for Training activities need to be designed in a manner that facilitates the participation of women and adolescent girls. Some special arrangements could include: providing child-care in convenient locations for women with children, flexible timing, adequate security, sanitation facilities, special working/replacement arrangements during illness, etc. If the answer is Yes, please list which partners have arranged for which services in the space provided. If the answer is No, please explain why not.

Mark the appropriate option below:

- ☐ Food-for-Training (FFT)  
☐ Food-for-Work (FFW)  
☐ Neither

21. Does this agreement state that participatory consultations between partners and WFP must staff take place to ensure partners are informed of the different tasks designed for men and women?

Partners must be informed of different work norms defined for men and women in FFW activities if they are to correctly enforce them on site.

☐ Yes ☐ No

Comments: Partner Agreement / Enhanced Commitment to Women III

#### ENHANCED COMMITMENT TO WOMEN IV

Contribute to women's control of food in relief food distributions of household rations.

22. Does this partner assist WFP in relief food distribution?

If the answer is No, skip to the next section of questions (ECW V).

☐ Yes ☐ No

23. Does this agreement include explicit references to ECW IV

☐ Yes ☐ No

24. Does this agreement explicitly state the partner will contribute to creating and disseminating information on food entitlements and distribution details in the local language?

Information will be provided to male and female beneficiaries about distributions: e.g. the size and composition of the household food rations; beneficiary selection criteria, distribution place and time; the fact that they are to provide no services or favours in exchange for receiving the rations; and the proper channels available to them for reporting cases or attempted cases of abuse linked to food distribution (IV.6).

☐ Yes ☐ No

25. Has there been dialogue with this partner on offering HIV/AIDS training and sensitisation programmes in WFP relief food distribution sites?

If the partner does not work with HIV/AIDS through training and sensitisation programmes at all, mark NR. If the answer is Yes, describe the outcome of the dialogue, and indicate what - if any - activities are currently being undertaken in WFP relief food distribution sites in the space provided. If the answer is No, please explain why not.

☐ Yes ☐ No ☐ NK ☐ NR



## PARTNER AGREEMENT

Comments: Partner Agreement / Enhanced Commitment to Women IV

## ENHANCED COMMITMENT TO WOMEN V

Ensure that women are equally involved in food distribution committees and other programme-related local bodies.

## PARTNER AGREEMENT

26. Does this agreement reflect a commitment to providing community participation and leadership training to women who take part in food distribution and asset-creation committees? ☐ Yes ☐ No ☐ NK ☐ NR

If the answer is Yes, please indicate what related training activities the partner is currently providing - if any - in the space provided. If the answer is No, please explain why not. If the partner does not work with training and sensitisation, mark NR.

Comments: Partner Agreement / Enhanced Commitment to Women V

## ENHANCED COMMITMENT TO WOMEN VI

Ensure that gender is mainstreamed in programming activities.

## PARTNER AGREEMENT

27. Does this agreement specify the partner will contribute to the collection and use of sex-disaggregated data? ☐ Yes ☐ No
28. Does this agreement explicitly state WFP will regularly assess the gender gap among partner staff? ☐ Yes ☐ No
29. Does this agreement explicitly state WFP will regularly assess partner performance with regard to the implementation of the ECW? ☐ Yes ☐ No
30. Was this partner assessed on its ability to satisfactorily implement gender policies before it was selected? ☐ Yes ☐ No

31. How would you rate this partner on its ability to implement gender policies?

Mark the appropriate option below:

- ☐ Satisfactory performance  
☐ Unsatisfactory performance

32. If the partner was rated with "unsatisfactory performance" on its ability to implement gender policies, but was selected for collaboration anyway, please explain why.

33. Does this agreement include a commitment from the partner to support the implementation of the WFP ECW and to work towards closing eventual gender gaps in partner staffing? ☐ Yes ☐ No

Comments: Partner Agreement / Enhanced Commitment to Women VI



#### ENHANCED COMMITMENT TO WOMEN VII

Contribute to an environment that acknowledges the important role women play in ensuring household food security and that encourages both men and women to participate in closing the gender gap.

PARTNER AGREEMENT

34. What percent of the staff currently employed are women? ☐ Yes ☐ No ☐ NK ☐ NR
35. Does this partners regularly provide information on the gender ratio among its staff - at country and field levels. ☐ Yes ☐ No

Comments: Partner Agreement / Enhanced Commitment to Women VII

#### ENHANCED COMMITMENT TO WOMEN VIII

Make progress towards gender equality in staffing, opportunities and duties, and ensure that human resources policies are gender sensitive and provide possibilities for staff members to combine their personal and professional priorities.

PARTNER AGREEMENT

36. Does this agreement state that some partner representatives will be asked to participate in ECW trainings offered by the WFP Country Office? ☐ Yes ☐ No

Comments: Partner Agreement / Enhanced Commitment to Women VIII



### SURVEY DESCRIPTION

This questionnaire collects information on current partner agreements, and takes its rationale from all of the Enhanced Commitment to Women of the 2003-2007 WFP Gender Policy. The objective is to ensure that implementing partners are aware of, and committed to, WFP's Gender Policy.

The questionnaire is to be answered by a designated WFP staff member - it is not to be given to, or answered by, the implementing partners themselves. This questionnaire may be considered a sort of desk-review of the existing partnership agreements.

According to the list of partner agreements to review, one questionnaire should be completed for each partner agreement listed therein. This list will be provided by the Survey Monitor, and it will have been determined in collaboration and consultation with the Gender Team in Rome. The questionnaire will refer only to direct partnership agreements (between WFP and the partner) and will not consider partners collaborating with WFP through tripartite agreements (e.g., agreements stipulated between WFP, UNHCR and the partner).

While many partnership agreements (the actual document) are based on a standardised model, in some cases modifications and/or additions may have been made. Where the agreement has maintained the standard structure and content, the answers to many of the questions in this questionnaire may either be No or NR. As a baseline initiative this is acceptable. As a follow-up initiative in three years time, it is hoped the agreement formats will have been modified to allow more specific reference to, and inclusion of, ECW objectives as are pertinent to the context and the programme activities for which the partner's collaboration is sought.

### SURVEY GUIDELINES

General guidelines in answering questions:

- Always read the question guidelines - they will provide specific indications for each question, when required.
- For questions requesting a "Y" (Yes) or a "N" (No) response please tick the appropriate box.
- If the answer is unknown then please tick the "NK" (Not Known) checkbox that appears next to the question.
- If the question is not relevant to the site under review then tick the "NR" (Not Relevant) checkbox that appears next to the question.
- When providing numeric answers, if the answer is a zero then please put a "0" (zero) in the space provided.

Some questions will provide Yes/No answer possibilities, as well as a space to the side. This is to be used when the question guidelines indicate additional information is to be provided, regardless of the yes/no selection made. Please write clearly.

Use the Comments boxes that appear after each group of questions to list any additional issues you feel are important, but that are not directly captured by the questions themselves.



## Module 4

# In-country Baseline Survey Preparation



## Critical steps in the implementation process...

Once you have participated in a Regional Workshop, a planning period of two to three months is foreseen to allow you sufficient time to gather all the required information, identify and train enumerators and finalise sample size calculations with HQ/PSPP-Gender.

The steps in the process will be as follows:

1. Consultation with HQ-PSPP/Gender to identify appropriate survey units, sample frames and sample sizes;
2. Budget proposal prepared and submitted by CO (even when HQ funding is not being requested);
3. Enumerators identified and selected;
4. Enumerator training carried out by CO focal point; questionnaires distributed and travel arrangements made;
5. Support network for enumerators put in place (Survey Monitor);
6. **Survey initiated and data collected;**
7. Debriefing sessions with enumerators held upon completion of data collection and summary report prepared;
8. Completed questionnaires collected and preliminary quality control undertaken by CO Survey Monitor;
9. Photocopies of completed questionnaires, signed enumerator-training participation and debriefing forms packed and sent to HQ;
10. Data entry and quality control carried out in HQ;
11. Complete data sets extracted from database and returned to COs with the Country Report template and tools for elaboration and analysis;
12. Country Report finalised by CO and HQ where appropriate.

## Step by step

1. **Consultation with HQ-PSPP/Gender to identify appropriate survey units, sample frames and sample sizes;**

There are many survey questionnaires (12) in the complete ECW Baseline Survey package. However, it is unlikely that Country Offices will be running all of the activities to which they make reference. As a

consequence, and to ease the organisational load for the designated ECW baseline focal points, the Gender Team in Rome will prepare a customised package for each Country Office based on its active project portfolio.

***This means that:*** Although the Regional Trainings will focus on all questionnaires, when it comes time to begin organising in-country, the Gender Team will send the Country Offices only the survey questionnaires required by each country.

In order for this to take place, the first step is for the Country Offices to discuss – and clearly define – the country project portfolio with the Gender Team in Rome<sup>1</sup>. This means answering the following questions:

- Is the Country Office running an EMOP, a PRRO and/or a Development
- Which of the operations have:
  - A nutrition intervention?
  - A school feeding programme?
  - A food-for-training activity?
  - A food-for-work activity?
  - A relief distribution activity?

Based on the ongoing portfolio, only those questionnaires that are relevant will be sent to the Country Offices for Implementation.

For each Implementation-level questionnaire further discussions will be held between Country office and the Gender Team to identify the relevant survey units, as defined by the activity in questions.

***For example:*** If FFT activities are being carried out, discussions will seek to identify where they are being carried out so that the full list of intervention locations (sites) can be identified as the sample frame.

The important issue in determining the sample frame for the ECW baseline survey units is that **all** the sites where the activity takes place are to be considered part of the sample frame – not just a single category of units.

***This means that*** one unit may be found in different sample frames, e.g., a relief food distribution site that includes a nutritional intervention and a related FFW activity may appear in the sample frames for

<sup>1</sup> Until further notice, the focal points for these liaison activities will be Giorgia Testolin ([Giorgia.testolin@wfp.org](mailto:Giorgia.testolin@wfp.org)) and Dominique De Bonis ([Dominique.DeBonis@wfp.org](mailto:Dominique.DeBonis@wfp.org)).

all three activity types (and therefore may be pertinent for ECW I, III, IV, and V and the related questionnaires).

The sample frame is defined by the activity type, not the unit type.

Once these discussions have clearly defined the survey units for each activity, the Country Office will be asked to prepare a complete listing of all the units that are currently carrying out the activity. This listing should be prepared using the pro-forma sheet provided by the Gender Team (Handout A). At this point in the process, Country Offices are required to fill in information in **Columns A through K** (K included) only .

This completed list of all possible survey units is to be sent to the Gender Team, which will then determine the required sample size and randomly select the survey units that are to be surveyed during implementation.

The revised list of selected survey units will be returned to the Country office for the next planning phase.

#### **Summarising Step 1, activities are:**

- Identify programme type (e.g., EMOP)
- Identify activities (e.g., nutrition, school feeding, etc.)
- Identify activity survey units
- Prepare complete listing of all units where the activity is taking place
- **Use Handout A (Sample frames lists)**
- Submit list to Gender Team/HQ, which will:
  - Upload sample frame into central database
  - Randomly select survey units
  - Create new list only of selected survey units
  - Send list of selected survey units to Country Office on a revised version of **Handout A**.

## **2. Budget proposal prepared and submitted by CO (even when HQ funding is not being requested);**

Once the number of sites that will have to be visited in order to complete the relevant questionnaires has been identified, the Country Office is in a position to begin constructing a budget for the actual implementation of the survey.

### **A sample budget sheet is provided as Handout B.**

Realistic costs must be calculated on the basis of the list of survey units to visit. In addition to this, other logistic and administrative costs need to be taken into consideration. Some of the most likely cost headings are indicated in Handout B – although some countries may have additional (or fewer) requirements. The sheet can be modified as is necessary.

The budget proposal must be submitted to the Gender Team in Rome to Christa Räder, for approval ([Christa.Rader@wfp.org](mailto:Christa.Rader@wfp.org)).

## **3. Enumerators identified and selected;**

Enumerators need to be recruited for the field visits. However, if the Country Office has sufficient staff (and they have sufficient time) the field visits and the completion of the implementation-level questionnaires can be done by WFP staff as well.

If external enumerators are selected, it is recommended that they be selected from among individuals who have some experience in data collection activities, or alternatively, some background knowledge in sociology, cultural studies, etc.

Possible recruitment sources could be:

- Local university students
- Ministry Departments of Statistics
- Data collection companies
- WFP Field Monitors

Country Offices may also consider asking other partner agencies that may have already conducted survey activities to recommend enumerators they have already worked with.

## **4. Support network for enumerators put in place (Survey Monitor);**

A WFP staff member must be identified to fill the position of Survey Monitor. The person filling this role will become (a) the main in-country focal point for the Gender Team in Rome and (b) the main focal point for all enumerators. Because of this, the Survey Monitor should:

- be a Country Office staff member (the Survey Monitor will be responsible for coordinating the entire country-wide survey. He or she will need to have reliable access to email and phone communications

with Rome, WFP Country Office Programme Staff and activity sites around the country.

- speak the local language/s fluently
- be familiar with the local social and cultural norms
- be familiar with the activities
- have good organisational and people-management skills

## 5. Enumerator training carried out by CO focal point; questionnaires distributed and travel arrangements made;

### Enumerator training

Once the enumerators have been selected, they must participate in a training that includes:

- An explanation of the rationale behind the WFP Gender Policy and the ECW
- An explanation of the individual questionnaires
- Explanation of interviewing strategy and basic ethnographic rules (e.g., a social research “code of conduct”)
- A data collection exercise using one or more of the questionnaires
- A discussion and feedback session on the issues and concerns

Guidelines for this training are provided in more detail in the next section. All enumerators must sign the enumerator-training participation list. This list will then be included with the questionnaires when they are sent to Rome for data entry.

### Distribution of questionnaires

#### Implementation questionnaires

Once the sample sizes have been calculated with HQ Gender Team, the specific units have been identified, and the enumerators trained, the decision must be made with regards to which enumerator couples will visit which locations. This decision should be based on a series of considerations, among which - and including which ever others are relevant to the context - :

- Languages spoken by enumerators and beneficiaries (particularly relevant in multi-ethnic settings);
- Gender prevalence among beneficiaries and prevailing cultural norms;
- An evaluation of the enumerators’ abilities to complete the various questionnaires (this should be based on an evaluation of their understanding and feedback during the enumerator training);

- Travel requirements and personal restrictions (e.g., can female enumerators can travel alone, or if they must be accompanied).

Any other issues deemed relevant by the Survey Monitor will apply.

Using the revised Handout A that the HQ/Gender Team will have returned to the Country Office, identifying all relevant survey units (site locations) that need to be visited, Handout A should be completed by the Survey Monitor (by compiling the Enumerator, Telephone and Email columns) –i.e., **Columns L through M** (inclusive).

The Survey Monitor must then collect all the questionnaires that each enumerator will be responsible for completing, and fill in **only corresponding sample ID number of each site** on the questionnaire.

***This means that:*** Enumerator X has been assigned to visit three FFT activities in the North, a relief distribution site, in which there is also a Nutritional Centre that needs to be visited, and four FFW activities. All sites are in the same area. Enumerator X will receive **nine** questionnaires. All nine questionnaires will already have the Sample ID number indicated in response to the first question on each questionnaires (**1. ID/Sample Number**).

The Survey Monitor will also give the enumerators a copy of Handout A that carries the details on the locations of all the sites they will have to visit.

### Design questionnaires

The Survey Monitor will have to discuss with the various Programme Officers as to who will complete the relevant design-level questionnaires. He/she will then provide each Programme Officer with the questionnaires, will make note of when they were handed over, and will make note of when they are completed. The Survey Monitor will also be available to WFP Programme staff completing the questionnaires should any questions arise. Any questions the Survey Monitor is not comfortable answering, can be directed to the Gender Team in Rome.

### Travel arrangements made

It is fundamental that all enumerator visits to the field **be well coordinated in advance**. Some key issues:

- The site monitors (be they WFP or IP staff – or other) must be informed that the enumerators are coming, and the reason why they are visiting the site;



- Always consider the daily schedules of the structures the enumerators will have to visit:
  - Nutrition Centres:
    - particularly when nutrition centres are within another site (e.g., a refugee camp), ensure that the site administrator is present and that the records are available;
    - inform that you may wish to see any attendance records for additional training activities, if there are any,
  - Schools:
    - ensure that the attendance records are at the school on that day (some records are kept in the homes of teachers and head teachers);
    - ensure that school is open (that it is not closed for holiday, works, strike, etc.),
    - if school is open, ensure that classes are in session (that children are present – the school may be open if they are performing structural works but the children may not be attending).
  - FFW / FFT:
    - ensure that the activity will be ongoing when the enumerator visits –i.e., do not schedule a visit to a FFW site on a day when no work is scheduled and no beneficiaries will be present;
    - try to schedule visits to FFT sites when training sessions will be on. Carefully monitor time as well (e.g., morning or afternoon training session?)
  - Relief distribution
    - it should be evaluated on a case-by-case basis if it is better for enumerators to visit the relief distribution site while distribution is ongoing or not. In some cases, it is helpful so that they can verify the information they collect through their own observations. In other cases, it is best to wait until just after distribution has been completed.
- Food distribution lists must be available throughout the planned duration of the visit;
  - Where the food distribution lists are kept must be identified **prior** to sending the enumerators to the field –i.e., if the records are kept elsewhere (e.g., the local government /district office for example) a stop in this office must be planned for and the relevant authorities contacted.
- **Always ensure that distribution has taken place. DO NOT** send enumerators to a distribution site – particularly not a relief distribution site – if the regular distribution has not taken place (for whatever internal or external reason). Verify with the responsible

sub-office that the most recently scheduled distribution has taken place. The objective is to avoid sending enumerators to sites where beneficiaries are likely to be expecting rations. Beneficiaries will ask enumerators for information on the distribution (which they will not be able to answer) and may jeopardise any potential collection of information.

## 6. Survey initiated and data collected;

Roll-out and implementation. The Survey Monitor must be available to enumerators in the field at all times. Enumerators should be provided with a reliable means of communication as well as all possible contact numbers for the Survey Monitor. The Survey Monitor must be available to respond to any queries that might arise when enumerators are in the field. At the same time, the Survey Monitor must be prepared to redirect enumerators if by change, notwithstanding previous efforts to avoid this, a site should result inaccessible (e.g., closed, rained in, cut-off, abandoned, etc.)

## 7. Debriefing sessions with enumerators held upon completion of data collection and summary report prepared;

As enumerators complete the questionnaires that are assigned to them, they will return to the Country Office to hand-over all completed questionnaires to the Survey Monitor.

### Before the individual enumerator is released:

- The Survey Monitor must ensure that all the sites listed on his/her master list (the revised Handout A that lists all units to be visited as resent by HQ/Gender Team) have been visited and that there is a corresponding, completed questionnaires;
- The Survey Monitor must rapidly glance through each questionnaire to ensure there are no blatant omissions, mistakes, etc. He/she must also make sure that all hand written comments are clearly legible.
- The Survey Monitor must confirm with the enumerator the date for the enumerator debriefing session that is to be held upon completion of all site visits of all questionnaires. As each enumerator finishes his/her set of questionnaires, they should be instructed to complete a short Comments paper in which they may extensive notes of all the issues they encountered during the collection process. This will then be used during the full-group enumerator debriefing.

After the individual enumerator is released:

- The Survey Monitor must review the responses to every question in every questionnaire. The answers must be reviewed for coherence and consistency. The Survey Monitor must make note of any issues that need to be clarified so that they can be discussed during the enumerator debriefing that is scheduled once all questionnaires have returned from the field.

**Enumerator Debriefing**

The Survey Monitor must organise a one-day workshop with all the enumerators who participated in the data collection for the ECW Baseline. This workshop must yield **a short written report** on the major findings, issues, constraints that came out of the field work (data collection) related to the ECW questionnaires. This report should be no more than five (5) pages long, and should be submitted in copy to the Gender Team in HQ, as it will likely be a valuable source of information on how to improve data collection methodologies in the future as well as interpret the results of the country's questionnaires.

A sample outline of the main headings that should be included in this report are presented in **Handout C**, which can be used as a template for the report. The template can of course be expanded, and/or modified as the enumerators and the Survey Monitor will see fit, to accommodate the issues that need to be explored.

How information is gathered by the Survey Monitor from the enumerators, and compiled into a single report, is up to the discretion of the Survey Monitor and the enumerators. The report may be jointly written, or it may be prepared by the Survey Monitor on the basis of the points discussed in the debriefing.

The objective of the report is to capture all field-related impressions while they are still fresh – this information will be of great use to the Country Office when it will write up the baseline survey results (see last points in this section).

**8. Completed questionnaires collected and preliminary quality control undertaken by CO Survey Monitor;**

Once the Survey Monitor has received all the completed questionnaires, he/she must embark on the task of Quality Control. This entails reviewing every questionnaire in detail to ensure it has been

correctly completed and to ensure all responses are legible, as the data entry will be completed in HQ.

Where enumerators have provided written responses in the local language, the Survey Monitor will have to translate these into English, for the data entry staff in HQ.

**9. Photocopies of completed questionnaires, signed enumerator-training participation and debriefing forms packed and sent to HQ;**

Once the Survey Monitor has completely reviewed all questionnaires, he/she must:

- Photocopy every questionnaire
- Photocopy all Handout A sheets
- Box all original questionnaires and original Handout A sheets
- Dispatch boxes to Headquarters, Gender Team:

Attn: Christa Räder  
Gender Team (PSPP)  
World Food Programme  
Via Cesare Giulio Viola 68/70  
00148 Rome, ITALY

A copy of the enumerator-training participants lists, with the enumerators' signatures must be included in the box, as well as a copy of the enumerator debriefing report (this may also be sent separately via email).

**10. Data entry and quality control carried out in HQ;**

Once the questionnaires are received in HQ they will undergo a second check:

- First to verify that the sites for which they have been completed correspond to the sample units list originally sent back to the Country Office from the Gender Team;
- Second to verify that all questions have been correctly answered. While the Survey Monitor in Country Office must ensure that the answers are also coherent and contextually valid, the second check in HQ will simply ensure that there are no answers (or omitted answers) that could cause confusion during the data entry process. Any questions that might arise in the context will be directed towards the Survey Monitor.

**11. Complete data sets extracted from database and returned to COs with the Country Report template and tools for elaboration and analysis;**

The answers to all questions on the questionnaires will be entered into the database. Additional qualitative information provided by the enumerators will not be inserted, but it will be kept on the hardcopies for reference, should it be needed.

Upon completion of the data entry, all data will be extracted from the database and returned to the Country Office. It will be provided in two formats:

- An Excel sheet containing the answers to all of the questions. This sheet may be used by the Country Office for further analysis, as staff may see fit. It will also be in a format compatible with other data analysis programmes (e.g., SPSS).
- A single Excel sheet displaying the calculated **output** indicator results, targets (where applicable) and variation.
- A single Excel sheet displaying the **process** indicator results.

## 12. Country Report finalised by CO and HQ where appropriate.

Country Offices will also receive a report template that will guide staff in constructing a report on the results of the ECW Baseline Survey. A copy of this report should be shared with the Gender Team in HQ, as the insights and explanations it will provide may be used in the preliminary global report that the Gender Team will prepare by the end of 2004.

Finally, the report template will be formatted to assist Country Offices in reporting on all output indicators, and only those process indicators that *Country Offices will choose to report on*. By providing a report template, it is not the intention of HQ/PSPP-Gender to solicit a comprehensive report on all process indicators collected - Country Offices will be invited to report only on those process indicators that best reflect current issues relating to the implementation of the corporate Gender Policy in their respective countries.

For process indicators, the report template will provide guidance on **how** to present ECW Baseline data, but will not specify **which data** are to be presented.

Country Offices will be asked to provide in-depth interpretations of the data they will choose to report on, and should do this via additional analysis of the baseline data, and/or the addition of qualitative information gathered through WFP staff experience and collected from the enumerators during the post-data collection activities.

A sample of the template is provided in **Handout D**.

## Handout A: Sample Frames

ECW BASELINE SURVEY SAMPLE FRAME													
Country													
Survey unit													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
Unit ID	EMOP	PRRO	DEV.	Project Number	Region	Province	District	Location	Unit Name	GIS	Enumerator	Telephone	Email
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
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32													
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34													
35													
36													
37													
38													
39													
40													
41													

## Handout B: Baseline Survey Budget Format

ECW Baseline Survey Budget						
<b>Country:</b>					<b>Total USD:</b>	<b>\$0.00</b>
Budget Posts	Unit costs	# of Units	# of Days	Comments	Total Costs	
<b>Honoraria</b>						
- Trainers					\$0.00	
- Enumerators / Monitors					\$0.00	
- Coordinators					\$0.00	
sub-total					<b>\$0.00</b>	
<b>DSA</b>						
- DSA of trainers					\$0.00	
- DSA of Enumerators / Monitors					\$0.00	
- DSA of Coordinators					\$0.00	
sub-total					\$0.00	
- DSA of drivers					\$0.00	
sub-total					<b>\$0.00</b>	
<b>Air travel</b>						
- from/to					\$0.00	
					\$0.00	
sub-total					<b>\$0.00</b>	
<b>Training</b>						
- Rental of location					\$0.00	
- Lodging and food					\$0.00	
- Morning and afternoon coffee/tea					\$0.00	
sub-total					<b>\$0.00</b>	
<b>Transport (field trip)</b>						
- Vehicle rental					\$0.00	
- Fuel					\$0.00	
sub-total					<b>\$0.00</b>	
<b>Materials</b>						
- Replication of guidelines and survey forms					\$0.00	
- Stationary					\$0.00	
- Forwarding of forms to HQ					\$0.00	
sub-total					<b>\$0.00</b>	
<b>Incidentals</b>						
Extra, miscellaneous					\$0.00	
sub-total					<b>\$0.00</b>	
<b>TOTAL</b>					<b>\$0.00</b>	
Sub-Total without Air Travel					<b>\$0.00</b>	
Sub-Total including Air Travel					<b>\$0.00</b>	

## Handout C: Draft Enumerator Debriefing Report

### Introduction

Brief description of survey implementation details:

- name, location and number of sites visited
- recruitment and composition of enumerator team
- timing, language and logistics of site visits

### Implementation-level questionnaires

#### Major logistics issues

- Discussions of any issues that might have affected – either positively or negatively – the ability of the enumerators to visit all of the sites indicated;
- Particular circumstances encountered.

#### Considerations per site type

- Nutrition Centres
- Schools
- Food-for-Work
- Food-for-Training
- Relief food distribution

List all issues and/or clarifications deemed relevant to the correct interpretation of the data collected. This is where the enumerators can contribute any qualitative information they feel might be relevant. This is also where the Survey Monitor can elaborate on any issues that he/she feels surface from reading the questionnaire results.

### Design-level questionnaires

Brief description of which were completed, and by whom.

Description of any major issues raised.

### Conclusion

General conclusions and observations relating to the implementation of the data collection activities.

## Handout D: Draft Country Report template

### Introduction

- Brief socio-economic and cultural country profile.
- Brief description of the country portfolio (programme types and major activities)

### Survey implementation

- Description of the survey units selected (e.g., FFW, FFT, Schools, Relief, etc.) and the sample sizes.
- Brief description of recruitment and composition of enumerator team.
- Brief description of respondents who completed the relevant design questionnaires.

### Output indicators by Commitment

#### Enhanced Commitment to Women I

- Indicator description (this will relate to the output indicators identified in the Logical Framework Matrix. They are not listed here for space reasons. The final template will contain them all listed to facilitate staff in the use of the template in writing the report).
- Baseline results
- Interpretation of baseline results (to be based on, among other things, feedback from Programme Staff, Enumerators, etc.)
- Recommendations for improvement of current performance / implementation (where baseline is zero)
- Other issues to consider  
(this breakdown of points is to be repeated for each section)

#### Enhanced Commitment to Women II

#### Enhanced Commitment to Women III

#### Enhanced Commitment to Women IV

#### Enhanced Commitment to Women V

#### Enhanced Commitment to Women VI

#### Enhanced Commitment to Women VII

#### Enhanced Commitment to Women VIII

### Priority Areas

Of all the above results, Country Offices should identify two or three priority areas for focus in programme design and implementation. This analysis should take the status of the **relevant process indicators** into account. While process indicators do not need to be individually reported on, they should be used by the Country Office to identify areas where additional efforts need to be made in order to create a more enabling environment.

### Conclusions & Recommendations

This section should draw general conclusions on the overall ECW Baseline Survey Results, and should present concrete recommendations for senior management and programme staff on how the implementation of the ECW in the country's programmes and activities can be improved.



# Module 5

## Enumerator training guidelines





# Enumerator Training

The Enumerator Training must last at least five days – any less will not allow sufficient time to cover the multitude of issues required.

The Enumerator Training consists of three main parts, each of which will be explained in detail in the following sections. Briefly, they are as follows:

- Part I About WFP**  
Outlines main topics/concepts about WFP that the enumerator must be familiar with.
- Part II About the WFP Gender Policy**  
Outlines main points about ECW III, IV and V, as should be explained to enumerators who will be using the relevant questionnaires.
- Part III Completing the ECW Baseline Questionnaires**  
Outlines some of the issues that might arise when completing particular questions in the ECW questionnaires.
- Part IV Techniques: In the field**  
Plan of action for the enumerator upon arrival in the field. Practical steps outlining what should be done and how.

## What to do, where to start?

To begin with, the enumerators will be involved only with those questionnaires (and WFP activities) that relate to ECW III, ECW IV and ECW V. This translates into Food-for-Work, Food-for-Training and Relief Food Distribution activities. This means explanations can be limited to these activities. As a general rule, remember to:

- ☆ Keep explanations simple and to the point
- ☆ Provide concrete examples wherever possible
- ☆ Do not use WFP jargon and terminology
- ☆ Keep the training participatory

## Part I: About WFP

Unless the enumerators selected are WFP staff, they will not be familiar with even the most basic of WFP operations. Part I of the training will focus on providing them with sufficient background information to allow them to understand (a) the Gender Policy and (b) the questions on the ECW Baseline Questionnaires

### STEP: Introduce WFP

**OBJECTIVE:** Give enumerators a good understanding of what – and how – WFP carries out its mandate.

The following presents a possible transcript that can be used in this opening session. It is structured around the basic concepts of:

- WFP mandate
- WFP operations & activities
- Beneficiaries and recipients
- How distribution take place
- Specific activity types (as relevant to this exercise)

The transcript is presented in colloquial English, and in a conversational style. It is directed at enumerators who have no experience working with WFP and is intended as a general and superficial introduction. While it provides a somewhat simplistic description of WFP, it has been structured to ensure that the **key terms** and **concepts** required for a solid understanding of the Enhanced Commitments to Women and the baseline questionnaires that enumerators will be working with are covered. While the transcript can clearly be modified as desired, should the Trainer choose not to use it at all, he/she should ensure that the key terms in **bold** in the transcript are nonetheless clearly explained to the enumerators. The general concepts to which each paragraph (or group of paragraphs) refers are listed in brackets and in *italics* [ ... ] at the beginning of each section.

Boxes indicating **Q: and A:** indicate questions that the trainer should pose to the enumerators, and some of the possible answers that could be accepted. The objective is to stimulate discussion.

Boxes around star points ☆ indicate suggestions as to what the Trainer should do at that point in the presentation, and normally involve some additional, context-specific explanation or example.

### **Possible transcript for this section:**

#### **[WFP mandate and general profile]**

“The World Food Programme is the food aid agency of the United Nations involved in fighting what is often called “the war against hunger”....”

☆ Provide the standard organisational description.

**Q:** What are some of the conditions that cause hunger?

**A:** poverty, natural disasters, conflict, drought, etc.

#### **[household food insecurity]**

When the people in a household regularly go hungry – which means that there is not enough food in the

home to satisfy the nutritional requirements of all the household members on a regular basis – we say that the household is **food insecure**. What WFP strives to improve by providing people with food, which we call **food assistance**, is **household food security** in general.

### *[Operation categories]*

Clearly the degree and seriousness of household food insecurity can vary significantly from country to country, and even from location to location within the same country. Depending on the type of food insecurity – its causes and its perseverance (why and how long households have been insecure) – WFP can intervene in different ways.

WFP normally operates through what are called **operations**. These operations can generally be of three types: **Emergency operation (EMOP)**, **Protracted Relief and Recovery (PRRO)**, and **Development**. Operations are large-scale interventions that are in turn characterised by a series of **activities**, and different activities can be designed to obtain specific objectives. EMOPs take place in areas where food insecurity is extremely high and severe. In these areas the local population can be at risk of malnutrition and disease because of severe disruptions to their normal living habits and conditions. These situations can be found, for example, in post-conflict situations, natural disasters, etc. EMOPs usually involve the **distribution** of large amounts of food to great numbers of people. PRROs instead tend to take place after an EMOP because the targeted population may have developed some coping mechanisms, and/or the emergency conditions may have stabilised, but it still needs some assistance to move out of their emergency conditions. Development programmes are carried to address non-emergency situations where household food insecurity still needs to be improved. They tend to focus primarily on helping the targeted population develop sustainable coping mechanisms and improved household food security.

### *[Programme design and implementation]*

The development of an operation – regardless of the type – involves numerous parties. The first phase of the operation life-cycle is the **design** phase. This is when all the ideas relating to how the operation will run, and who it will help, are put down on paper. This involves WFP staff, but it also involves the government of the host country, and possibly numerous partners. Even if WFP distributes food, it cannot operate completely on its own because of the magnitude of its interventions. It therefore works with many national and local organisations that help it carry out its activities. These partners are called **implementing partners** because the help WFP implement its activities. Implementing partners can

be non-governmental organisations (NGOs), community-based organisations (CBOs), other United Nations agencies, government agencies, etc. The design phase is characterised by consultations with all of the above players (as is relevant to the context), the people that the activities are designed to assist, and WFP staff. WFP is particularly committed to discussing its activities with the people they are intended to assist to make sure that the activities are effectively useful to them. This approach takes the shape of **participatory consultations**. The result of all the various discussions and participatory consultations that take place between all the players – called **stakeholders** – is a set of **programme documents** that are submitted to the WFP Executive Board when it meets in Rome (three or four times a year), for review and approval. Once programme documents are approved, the Country Office that submitted the project proposal can begin to **implement** the activities on the ground – i.e., actually begin carrying out the work related to the activities defined in the approved programme documents.”

- ☆ Provide a brief explanation of the ongoing operation/s in your country. Explain if they are an EMOP, PRRO or Development/Country Programme. Explain what conditions defined each (what is/was going on in the country to determine the programme type). Explain if they are in design or implementation phase.
- ☆ Provide a brief explanation of any ongoing activities in the above-mentioned operations. Keep it short – the objective is just to help them understand how an activity relates to an operation, and to give them some concrete examples of what activities can entail.

### *[Beneficiaries and recipients]*

“In all cases – regardless of the operation type and as mentioned above – WFP always identifies a group of people to whom it needs to provide food assistance. This group of people is called the **target population** or **target group**. When someone in the target population actually eats the food that WFP distributes, we say that that person is a **beneficiary** – we use this term because the individual is personally benefiting from the food consumed. At times however, we also use the term **recipient** and this term is used to refer to any person who simply *collects* food from WFP, but does not necessarily eat it. For example, if a woman collects food, goes home and eats it – she is both a recipient and a beneficiary. If however, the woman collects the food, goes home but gives it all to her child, the woman is the recipient, while the child is the beneficiary.”

- ☆ Make sure this concept is clear by asking for some other examples in daily life of recipient/beneficiary examples.

## Part II: About the WFP Gender Policy

### What to do, where to start?

This section will focus on describing and explaining the rationale behind the Enhanced Commitments to Women that the enumerators will be working with – i.e. ECW III, IV and V.

- ☆ Keep explanations simple and to the point
- ☆ Give concrete examples wherever possible
- ☆ Keep the training participatory! (involve them)

#### STEP: Introduce ECW

**OBJECTIVE:** Give enumerators a good understanding of what the commitments refer to, and why they have been made.

#### *[General background on Gender Policy]*

Because WFP is focussing on improving household food security and because many studies (and experience) have shown that when women control the household food supply it is much more likely that all household members will benefit from it, WFP has developed a Gender Policy that attempts to improve – among other things – women's control over the food that WFP distributes. Although there are also many other objectives in the Gender Policy, we will focus on those that relate specifically to the activities we will be carrying out.

The Gender Policy is composed of eight **commitments** – or major objectives. They're actually called **enhanced commitments to women** because they are based on a previous set of commitments that the organisation established some years before. The commitments focus on women because of the issue mentioned before, which is to help improve their control over household food security and also to help them develop **human and physical assets**. Assets refer to any output obtained from a process – assets can be tangible, concrete outputs (in which case they are called physical assets) or they can be outputs of an intangible, personal nature (in which case they are called human assets). Human assets usually refer to skills and capabilities – acquiring new knowledge and skills will help women take more control over their own livelihoods and opportunities for income-generation. Some physical assets can also alleviate women's workload –e.g., a water-well closer to the village, a cleared swamp to allow them to grow crops, etc.

Each commitment is then composed of additional **sub-commitments**. The sub-commitments express

more specific objectives that fall under the umbrella of the main commitment.”

- ☆ Make sure all enumerators have a copy of the Gender Policy Leaflet.

#### *[ECW III]*

“The first commitment we will look at is Enhanced Commitment III. Please take a couple minutes to read the main commitment as it appears on the Gender Policy leaflet.”

- ☆ Give five minutes to allow enumerators to read ECW III and then read through it out loud.

“ECW III says that WFP should **Ensure that women benefit at least equally from the assets created through food for training and food for work**. Let's first explain the various terms used by the commitment.

To begin, it mentions that women should **benefit equally from the assets created**. Like we said before, assets are the outputs (whether human or physical) of a given process. The objective of this statement is that in all cases, whatever type of asset is created, both **women and men** should be able to benefit equally from it.

As mentioned by the commitment, assets can be created through **food-for-training** and **food-for-work** activities.”

**Q:** what are food-for-training activities?

**A:** (open)

- ☆ Once answers have been provided, give concrete examples of the ongoing FFT activities being carried out in the country.
- ☆ Provide other examples as well, of other types of food-for-training activities (use personal experience to elaborate and make the discussion interesting). Some examples could be: basket-weaving, embroidery, pasta making, handicrafts, adult literacy, vocational skills (e.g., mid-wifery), wood carving, tailoring, etc.

**Q:** what are food-for-work activities?

**A:** (open)

- ☆ Once answers have been provided, give concrete examples of the ongoing FFW activities being carried out in the country.
- ☆ Provide other examples as well, of other types of food-for-work activities (use personal experience to elaborate and make the discussion interesting). Some examples could be: fish ponds, swamp reclamations, road maintenance, etc.)

“Now that we have a good understanding of what these two types of activities are, we can see how important it is that both men and women benefit equally from the assets created through the activities. This covers the general concept related to ECW III, however, we need to look at the sub-commitments to see exactly what objectives we have to meet, and how.”

Please read sub-commitment III.1 now.”

☆ Give five minutes to allow enumerators to read ECW III.1 and then read through it out loud.

“Sub-commitment III.1 says that WFP should ensure that **at least 70 percent of the participants in food-assisted training activities will be women and adolescent girls, i.e. for out-of-school education, life skills training, income-generating skills training, micro-enterprise establishment and community leadership training.**

The first part of this sub-commitment will require the collection of two bits of information: the total number of participants, and the number of participants who are women, so that the percentage of women’s attendance can be calculated.

When we say **participants** we mean all those people taking part in the training activity – participants can also be called the **trainees** in this case.

Where possible, we need to collect the information for adult women and adolescent girls separately. **Adolescence** in this case is defined as covering the age period from 10 to 19 years of age. This is the official description as defined by WHO and adopted by WFP.”

**Q:** Why is the target set at 70% ?  
**A:** (open)

“The 70% target has been established as a **positive measure**. Positive measures comprise temporary actions to improve the position of those who are disadvantaged by offering them compensatory opportunities. This facilitates empowerment by counterbalancing the effects of disadvantages. Positive measures should be discontinued after the disadvantage has been removed. In this case, setting the target at 70% is a positive measure.

The disadvantage that this sub-commitment actually refers to by passing this positive measure, is the disadvantage that many women face versus men, with regards to skills and knowledge. Many women lack even the most basic skills since they often do not attend or complete primary schooling, while often boys are often able to complete primary school (at least).”

- ☆ Give some background on the primary schooling situation for boys and girls in the country and how this disadvantage is specifically defined in your context. Make sure the concept is clearly understood before proceeding.
- ☆ Proceed to describe what types of training activities (what skills and/or competencies) are being offered in the FFT activity that the enumerators will be offering. Explain to which of the categories of activities listed in the sub-commitment the FFT activities belong to (e.g., life skills training, income-generating skills training, etc.).

“Let’s go on to look at the second sub-commitment.”

☆ Give five minutes to allow enumerators to read ECW III.2 and then read through it out loud.

“Sub-commitment III.2 states that **in order for a physical asset to be created under FFW, the situation analysis will need to indicate that the asset is based on the needs of women and adolescent girls from food-insecure households, that the women and girls will participate in the asset’s management and use, and that they will derive at least 50 percent of the benefits from the asset.** This sub-commitment is composed of a series of smaller objectives, each of which will correspond to specific questions in the questionnaires we will be using.

Firstly, it is referring to food-for-work now, instead of food-for-training. The first part of the sub-commitment refers to the **situation analysis**. Before an activity can be created, some sort of assessment of what assets are necessary needs to be carried out. This actually means that before we can assist people in creating something that is supposed to help them improve their household food security, we first need to ask them what those things could be. We need to analyse their situation – their surroundings, conditions, etc. – and on the basis of this analysis, we need to decide what assets would prove most beneficial for them in improving their household food security. What the sub-commitment is specifically referring to, is that this situation analysis must take place in collaboration with the future asset beneficiaries. Because WFP must ensure that women and adolescent girls benefit equally from any assets produced, it is then important that the situation analysis be carried out not only with the beneficiaries, but specifically with women and adolescent girls. This is important because women may have different needs and priorities than men, and if assets are created only taking the needs and priorities of men into account, it is much more difficult to ensure that women and adolescent girls will then benefit equally.”

- ☆ Provide some contextually-pertinent examples of how men's and women's needs (and priorities) could be different, so as to show how this process is important.

"The sub-commitment then goes on to state that women – and adolescent girls – need to participate in the asset management. This simply means that once the asset is produced, women must be involved in any decision-making that will take place with regards to that asset. This means, for example, that if they create a well, they should also be involved in deciding who has access to it, when they have access to it, and how much water they can take. If they can participate in the decision-making related to the use of the asset created, then it is more likely that they will also be able to benefit from it themselves."

- ☆ Provide additional examples and explanations of assets that could be created in view of the above-identified women's and men's needs.
- ☆ Make sure the concept of "needs" is clear.
- ☆ Make sure the concept of situation analysis is clear.

- ☆ Give five minutes to allow enumerators to read ECW III.3 and then read through it out loud.

"Sub-commitment III.3 continues to talk about food-for-work and says that **food-for-work activities will be designed in a manner that facilitates the participation of women and adolescent girls (beyond age 15) as workers and ensures that they will not be overburdened.**"

- Q:** If the activity specifies that women have to work to get WFP food, why is this statement being made?  
**A:** (open)

"Women regularly carry out numerous domestic tasks that sometimes can be extremely demanding – both with regards to time and to physical strength and resistance. While many women want to work on WFP food-for-work activities because they – and their households – benefit from the food assistance, they still have to go about their own business on a personal basis."

- Q:** What are some of the tasks and domestic chores that women are often involved in in this context?  
**A:** collecting wood, food, fetching water, watching after children, etc. Look for answers specific to the environment you are in.

"Because WFP wants women to participate equally in asset creation and management, and given that women often need to tend to many different issues and sometimes have different needs as compared to men, special efforts need to go into creating a

working environment that makes it easier for them to attend and participate in the tasks, rather than more difficult. This could refer to anything from providing simple sanitation facilities, additional security, or even day-care alternatives so they can bring their children to the work site with them. Without these services, women might be less likely to attend, or if they attend anyway, they might be put into difficult positions – i.e., where, with whom, could they leave the children?"

- ☆ Have a discussion with the enumerators and ask them to identify what some of the things they feel are important for them in their own environments that make it easier for them to go to the office, university, school, etc. (e.g., the presence of bathrooms, the possibility to work flexible hours and/or days, the possibility to call in sick). Raise the point that these same desires are shared by beneficiaries (as relevant to their contexts).
- ☆ The objective is for enumerators to understand through their own experiences how certain additional services can make participating /attending an activity easier – even for beneficiaries.

"Note that the sub-commitment states in parentheses that girls must be beyond the age of 15. This is because by WFP policy, children under the age of 15 cannot participate in work-related activities.

In addition to the above, the sub-commitment also states that the FFW activities must make sure that women are not **overburdened.**"

- Q:** How could women be overburdened? Why is this mentioned?  
**A:** This refers to the fact that women and adolescent girls (beyond the age of 15) should not be assigned tasks of too long a duration or physical demand as they will already have/ still have to carry out their own daily domestic tasks and chores. The objective is to take women's workloads into account when designing FFW activities so that they can adequately carry out both the FFW tasks as well as their own tasks without putting themselves under too much physical and mental pressure.

"The last sub-commitment under commitment III states that **the person who participates in the food-for-training or food-for-work activity will receive an individual or household food ration card, issued in her/his name.**

In order to fully understand this, we need to discuss how food is distributed to beneficiaries in these situations.

Suppose WFP must distribute food to 100 people. Yet the WFP representatives who deliver and

distribute the food do not necessarily know every one of the 100 people personally. This means that they need a way of verifying who the 100 people who have a right to the WFP food are. They do this by consulting a list on which all of the 100 people's names are listed. This list is called a **food distribution list**. Food distribution lists can be prepared and maintained by many different players (WFP food aid monitors, implementing partner staff, etc.) depending on the situation in which they are used. Some activities go beyond using only food distribution lists – in these activities, every person who is listed on the food distribution list also receives a **food ration card**. The food ration card acts as a “food-entitlement identity card” – they are issued to an individual and the individual's name is written on it. The food ration card therefore acts as a statement of that person's entitlement to a food ration. Food ration cards can be issued for **individual rations** – which means that by presenting the food ration card at the moment of distribution the individual will receive the correct amount of food for himself/herself – or they can be issued for **household rations** – which means that the person presenting the card will be given enough food to satisfy his/her family's food needs. The amount of food that will be given to a person presenting a household food ration card will depend on the person's **family size**, or rather, the number of people in the individual's household.”

- ☆ If food ration cards are used in the FFT or FFW activities that will be visited, provide the enumerators with an example to study. Clearly explain all the information that is present on the card.
- ☆ Provide examples of family size issues and briefly explain how household and individual rations are calculated.

“There may be situations where food distribution lists are not used, and only ration cards are used. However, in most cases, particularly in FFT and FFW activities, the food distribution list is used.

FFT and FFW activities are designed to provide beneficiaries with food assistance in return for work or for participation in training activities. It is said that every person who participates in one of these activities is **entitled** to an appropriate food ration – the participant has a right to the food ration. Sub-commitment III.4 therefore states that every person who participates in any of these types of activities, must have a ration card in his/her name. This also implies that where ration cards are not being used, and food distribution lists are used, the individual must be listed on the food distribution list. This is simply to ensure that every participant gets what he/she deserves.

It is very important to note that this sub-commitment clearly states that it is the person who

does the work, or who participates in the training, who should be listed (or should have a card). This means its name on the card (or on the list) should be that person's name, and not the name of a spouse, a child, a friend, or a relative.”

#### [ECW IV]

“Let's look now at Enhanced Commitment IV.”

- ☆ Give five minutes to allow enumerators to read ECW IV and then read through it out loud.

“This commitment refers to **relief distribution**. Contrary to FFW and FFT, which usually tend to take place in somewhat calmer situations, relief distribution takes place in emergency situations, when great amounts of food need to be distributed to large numbers of people. It can take place in refugee camps, IDP camps, settlements and even in other settings, depending on the context.”

- ☆ Describe the existing relief distribution activities in terms of beneficiary population category (e.g., refugees, IDPs, etc.) and setting (e.g., refugee or IDP camps, settlements, urban bakeries, etc.), and types of distribution sites.
- ☆ Given enumerators some background on the beneficiaries, what classifies their conditions as relief conditions, and a general description of how the relief ration size and composition, distribution schedule, etc.

“The objective of ECW IV is to **contribute to women's control of food in relief food distributions of household rations**.

As mentioned earlier, numerous studies have shown that when food is put into the hands of women, it is more likely to arrive at the household for the benefit of all household members. Because of this, and because WFP's mandate is to improve the household food security of poor food insecure peoples, WFP intends to contribute to women's control over the household food ration in relief food distributions through this commitment, and its various sub-commitments. What is meant by **control**? In this case, control also refers to the woman's ability to access food – not only get it – and her ability to then use it to feed her household members. These aspects of “control” are addressed in the sub-commitments that make up commitment IV.

Let's look at the first sub-commitment.”

- ☆ Give five minutes to allow enumerators to read ECW IV.1 and then read through it out loud.

“The first sub-commitment states that **WFP will assess where food distribution points are best**

**established to allow women to collect the rations themselves and to avoid burdensome and unsafe travel to the distribution points.”**

**Q:** What does this mean?

**A:** (open)

“In relief situations, because there are usually so many people involved, WFP food is usually transported to a **distribution site**. This is usually a location where there is a storage facility nearby (if it is a camp of some sort) or a place where the foods are worked and provided to beneficiaries in another form (for example an urban bakery). The beneficiaries then gather around this location to collect their respective food rations so they can take them back to their homes. Normally food rations are collected at specific intervals, for example once or twice a month. The distribution schedule can vary from activity to activity, as well as between distribution locations.

Before a relief food distribution activity begins, the distribution sites need to be identified. Where is WFP going to take its food so that it is as convenient as possible for beneficiaries to come and collect it?

Sub-commitment IV.1 says that this decision needs to take the opinions of the people who come and collect the food into consideration. In particular, because women are frequently the recipients (they often collect food instead of men) the sub-commitment states that women must be consulted on the final choice on the distribution location in question. These **participatory consultations** need to take place so that the women can identify any locations that would be particularly inconvenient for them. At the same time, they need to be consulted on potential distribution locations also because the distances they would have to travel to get to them might be too long and would result in overburdening them if they also had to carry the weight of the rations they collect.

It is important to note that the choice of where a distribution location will be established also takes numerous other factors into account. Accessibility of the location (to the WFP vehicles as well as the beneficiaries) is fundamental. In addition, accessibility will also be related to the tonnage of food that needs to be carried out to the locations. Greater tonnages will put more demands on the logistics infrastructures (e.g., vehicles, roads, bridges, etc.) while smaller deliveries may have a little more flexibility.”

☆ Explain what some of the factors affecting the selection of the existing distribution points were (or continue to be, depending on the situation).

“Once the distribution location has been established, and the distribution schedule (what days and times

food will be distributed) has been determined, recipients/beneficiaries will present themselves at the distribution site to collect their food. Because food is not distributed everyday, recipients are given a ration that is sufficient to cover the time period between the current distribution and the next one e.g., food for a month, for example. This means that if the person is receiving wheat, cereals, pulses, etc. the bad they are given to him in can get very heavy. The standard size bag for distribution of WFP food is the 50 kilogram bag. In some situations, smaller 25 kilogram bags are in use – but the smaller bag is not yet fit into any corporate policy on this issue. Regardless, were foods packaged in lighter bags, it is evident that it would be easier for all recipients/beneficiaries to collect and carry food rations home.

It is for this reason that the second sub-commitment states **WFP will also determine if special packaging is required to facilitate the collection and carrying of food rations by women.”**

☆ Give five minutes to allow enumerators to read ECW IV.2 and then read through it out loud.

“This does not mean that WFP will provide special packaging – it just means that it should assess whether special packaging is consistently required across the board.

As described in the FFT and FFW section, food distribution in relief distribution activities is also (usually) based on food distribution lists and/or the presence of food ration cards.”

☆ Provide a detailed explanation of which method is used in the relief distribution activities that will be visited.  
 ☆ Explain clearly if food distribution lists are available and if ration cards are also used. If the relief situation is a refugee situation, explain the concept behind refugee registration cards (and the fact that they may be used for food distribution, but that they are also used for non-food items that may be distributed by other partners). If the relief situation targets IDPs explain what means are used to keep tabs on beneficiaries and whether there is a food distribution list. In all cases, explain along what lines food is given to an individuals.

☆ Give five minutes to allow enumerators to read ECW IV.3 and then read through it out loud.

“Sub-commitment IV.3 states that **except in situations where there is no adult woman in a household, each household ration card for free food distributions will be issued in a woman’s name**. In most places, ration cards in relief food distribution situations are issued in the name of the **head of household**.”

**Q:** How do we define head of household?

**A:** (open)

☆ Define and explain the role of head of household: This is the main decision-maker in the household as per the socio-cultural norms. In households where there is a man, he is usually considered the head of household. However, the head of household may be a woman (a widow, a divorced or abandoned woman, a grandmother, a wife of a disabled/migrated man etc.) or even a child when both parents have passed away. As per the WFP Gender Policy 2003-2007 in relief food distributions the head of household is not automatically the household food entitlement holder (the food-entitled individual), although in many such operations, the name of the head of household is the only name captured, and therefore tends to be the only individual associated to the household food ration.

**Q:** What is the difference between Head of Household and food entitlement holder?

**A:** (open)

☆ Define and explain the role of head of household: According to WFP's Gender Policy for every household this should be a woman, - independent of who is the head of household. The head of household may be the man/husband, but the entitlement to the distributed household food ration should be granted to an adult female household member. Where there is more than one adult female household member the decision as to which woman should receive the household food entitlement is left up to household members. In polygamous households, every wife should be entitled to the food ration for herself, her children and other dependents – the man/husband may either be considered a part of that group, i.e. a “dependent” of one of the wives, or may be listed separately and hold his own one-person food entitlement.

“In households where there are no adult men (e.g., he has left, passed away, etc), a woman can become the head of household. In these cases, we say that her household is a **woman-headed household**. Where there are no adult men or adult women, and the household is lead by a youngster, we call it a **child-headed household**. In the first two cases, WFP is promoting that any rations cards issued to the household for free relief food distribution be issued in a woman's name – even if the head of household is a man. This is primarily to enforce the idea that in all households (where there is an adult woman present) the woman should be officially entitled to the household's food ration. Where ration cards are not being used, the sub-commitment can be read as referring to the food distribution lists, for

which it would mean that the food entitled person for every household should be a woman (where an adult woman is present in the household). This will have implications for how the food distribution list is designed – it means that there have to be specific columns for the various roles –i.e., Head of household, Food Entitlement holder, Recipient, Family size, ration, etc...”

- ☆ Provide an example of a food distribution list in use in one of the relief activities to which the enumerators will go. Clearly explain all of the column headings.
- ☆ Ensure that the difference between head of household, recipient and food entitlement holder have been clearly understood.
- ☆ Explain how the food distribution list would have to be modified (if necessary) to include all the information required (primarily the food entitlement holder column).
- ☆ ☆☆☆ Make sure this concept is very clear as it will play a fundamental role in the correct collection of data once the enumerator is in the field.

“In many locations there are also **polygamous households** – where there is a single man who is married to more than one woman. In many places, all of the wives and their respective dependants (children) are listed under a single head of household, who is their husband. However, this means that the husband (or his selected wife) can collect the food for the entire household (including the other wives). This however, does not ensure all the other wives and their children get the food they deserve.”

- ☆ Give five minutes to allow enumerators to read ECW IV.4 and then read through it out loud.

“The fourth sub-commitment therefore states that **in polygamous families, a separate ration card will be issued for each wife and her dependants; the husband will be considered a member of one of these groups/households**. This means now every wife should be listed independently of her husband, on the food distribution list. Where ration cards are being used, this means that every wife should get her own ration card, and her family size should indicate herself and her children. In this manner, every wife would be entitled to her correct ration, and every wife could collect her own food for her and her children. The husband could then either choose to be considered a dependant of one of the wives (but not all) or he could choose to have an individual ration card issued to him in his own name.”

- ☆ Provide enumerators with a very clear explanation of how polygamous households are currently listed on the food distribution lists (or



how ration cards are issued to them if cards are in use).

- ☆ Make sure it is clear that every wife must have her own card – and why this is important (so that she has control over the food needed by herself and her dependants).

“The previous four sub-commitments – while trying to help women acquire more control over their household food supply – could also be seen as bringing women more into the spotlight when it comes to food. While it is good from the point of view of increasing their control over food, it can also increase their exposure to risk and insecurity. This is particularly true when considering situations of **high insecurity or social breakdown**.”

- ☆ If these conditions are present in your country, describe them in detail. Explain what risks women face because of these circumstances.

- ☆ Give five minutes to allow enumerators to read ECW IV.5 and then read through it out loud.

“For this reason sub-commitment IV.5 states that **in situations of high insecurity or social breakdown, distribution arrangements will be designed in consultation with women to avoid putting them at risk**. As mentioned previously, and because the previous sub-commitments tend to expose women more simply by entitling them to the food rations, every effort must be made by WFP to ensure that these newfound risks are reduced as much as possible. Like in sub-commitment IV.1, participatory discussions also need to take place with women on these issues, if the circumstances warrant it (e.g., if there are conditions of high insecurity and social breakdown).”

- ☆ If this is the case in your country, discuss what such arrangements could be – what would women say about the existing distribution arrangements?

“While the above efforts can be made to change how women appear on food distribution lists and how ration cards are issued, another important aspect of contributing to improving women’s control over household food supplies, is to ensure that they are given all the information they need to be able to make use of their entitlement. At the same time, having more information on their entitlements will give them more power to defend them. Sub-commitment refers to this by stating that : **information will be provided to male and female beneficiaries about distributions: e.g. the size and composition of the household food rations; beneficiary selection criteria, distribution place and time; the fact that they are to provide no services or favours in exchange for receiving the rations; and the proper channels available to**

**them for reporting cases or attempted cases of abuse linked to food distribution.”**

- ☆ Give five minutes to allow enumerators to read ECW IV.6 and then read through it out loud.

**Q:** What does abuse refer to here?

**A:** (sexual exploitation, bartering, blackmailing e.g., any demands that are made to the recipient in exchange for the WFP food)

“Not only do recipients have to be informed of ration size and composition, changes and distribution schedules – so that they are able to present themselves in a timely manner to claim the food to which they are entitled – but they also have to know what to do, and who to go to, if they every have any problems collecting their ration. **Proper channels** refer to places and/or people recipients can go to if they need to report abuse, that are safe for the recipient and are effective in capturing the information reported. Recipients need to be assured that they can trust the reference point they have been given, that their peers will not come to know what they have complained about, that they will not meet with retaliation, etc. Stigmatisation and retaliation are the two main concerns recipients could have in reporting situations of abuse related to relief food distribution.”

- ☆ Explain what – if any – mechanisms are supposed to be in place to address these issues at the ground level.

“Although all sub-commitments in ECW IV seem to point to the women as the sole person who should collect food, WFP also realises that there are times when this will not be possible. In fact, as per ECW IV.7 **women will be encouraged to receive the food themselves but will be given the right to formally designate someone to collect the rations on their behalf.**”

- ☆ Give five minutes to allow enumerators to read ECW IV.7 and then read through it out loud.

“This simply means that women should in all cases be entitled to the household food ration (as explained above, either by being listed on the food distribution list as the food entitlement holder, or by having a ration card issued in her name), but that they can ask someone else to pick it up for her in case she has any other commitments or reasons for doing so, of her own.”

[ECV V]

“Now that women have received their food, either through FFW, FFT or Relief distribution activities, WFP is also committed to ensuring that women also be equally involved in any decision-making related to the assets they now possess.”

- ☆ Give five minutes to allow enumerators to read ECW V and then read through it out loud.

“Enhanced Commitment V states that WFP should **ensure that women are equally involved in food distribution committees and other programme-related local bodies.**”

**Q:** What are food distribution committees?

**A:** (open)

**Q:** What are asset management committees?

**A:** (open)

- ☆ Clearly define food distribution committees as they are structured in the relief activity in question. Make sure the way the committees work is understood.
- ☆ Make sure the term assets in a FFW activity is clear, and what types of asset management committees there are in the context the enumerators will visit.

“As this commitment focuses on equal involvement of women in the above committees - and all programme-related bodies – the first sub-commitment to ECW V places emphasis on participatory consultations with women already in the very first phases of the activity design process.”

- ☆ Give five minutes to allow enumerators to read ECW V.1 and then read through it out loud.

“Sub-commitment V.1 states that **participatory approaches with women and men will be used, to the extent possible, for beneficiary identification, activity identification and formulation, monitoring-and-evaluation system development, and monitoring and reviewing the progress and results.**”

**Q:** Why is this important?

**A:** (open)

- ☆ Explain why the involvement of beneficiaries even in the preliminary stages is important.

“Once activities begin to yield assets and food distribution and asset management committees begin to form, the Gender Policy commits to ensure – through sub-commitment V.2 - that **at least half of the representatives and half of the “executive-level” members (e.g. chairpersons, secretaries, treasurers) on food distribution and asset-creation committees will be women. If joint committees are socially not acceptable, separate women’s committees will be formed and mechanisms established so that women’s views will be considered .**

- ☆ Give five minutes to allow enumerators to read ECW V.2 and then read through it out loud.

This phrase looks at both the general number of members in a committee as well as those in executive-level positions.”

**Q:** What are “executive-level” positions?

**A:** (open)

- ☆ Explain executive-level positions: Food distribution and asset management committees are likely to have an internal hierarchical structure which will identify leadership positions --i.e., positions whose voice carries weight in the final decision-making of the whole committee. These may include, among others that may be defined according to the socio-cultural context, the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister etc. It is these roles that must (i) be defined and identified and (ii) assessed for data collection. Where a committee is actually termed an “executive committee” by the beneficiaries themselves, note that it will still have an internal hierarchical structure. Even in these committees, the leadership positions should be clearly identified on the basis of their decision-making influence. Not all members of the committee are to be considered “executive members” just because the committee is defined as an “executive committee” – only those who have a role in decision-making should be counted.
- ☆ Ensure that this definition is clearly understood. Create some examples / committee scenarios where these roles can be identified, even if they carry unexpected titles.

“In some countries it is not easy for women to **participate actively** in committees when men are present. Active participation refers to the ability to openly and freely express one’s opinions and views, as well as discuss gender-specific priority. What often happens is that women will be present – maybe even in equal numbers to men – but they will not express their views. This is called **passive participation**. WFP wishes to promote the first one – active participation. Where it is not socially acceptable for men and women to meet together, WFP commits to providing them with additional meeting spaces so that they can express themselves freely.”

- ☆ If for any reason the enumerators are not familiar with the local cultural norms and behaviours that might be related to participatory consultations with women, ensure that you provide some details and examples for them to discuss.

“Given that passive participation is very common, sub-commitment V.3 focuses on providing women with additional leadership trainings, so as to give them the skills and self-confidence required to be able to actively participate.”

- ☆ Give five minutes to allow enumerators to read ECW V.3 and then read through it out loud.

“Sub-commitment V.3 states that **in all operations, WFP will seek to identify partners that provide community participation and leadership training to women who take part in food distribution and asset-creation committees. Contracts with implementing partners will reflect this training requirement.**”

## Part III: About the ECW Baseline Questionnaires

- ☆ Provide the enumerator with copies of the FFT, FFW and Relief Distribution **Implementation** questionnaires.
- ☆ **Ensure that the questionnaires are carefully read before the training starts.**

### Technique:

- ☆ Discuss each questionnaire one at a time, and discuss each one question by question. Ensure that the questions and their relative guidelines have been clearly understood;
- ☆ Review the guidelines together and explain the answer options for each question (e.g., yes, no, NR, NK, text, etc.);
- ☆ If the questionnaires are kept in English (or French or Spanish) but the enumerators will be translating on the spot, ensure that a translation for each question is agreed upon by the group. (They need to write these translations down as they go along.)
- ☆ Break enumerators into groups for discussion and role play – they must complete the questionnaires among themselves (e.g., two enumerators play respondents, two enumerators play enumerators);
- ☆ Meet after each group-work sessions to review results to discuss any issues raised.
- ☆ Develop *Interview Strategy*.
- ☆ Field test
- ☆ Review and discuss issues raised.

### Other issues to cover...

In all cases, use the question guidelines to clarify any issues that might come up.

- **Collecting data on adolescents**

Although enumerators have been given the definition for adolescents as covering the age group from 10 to 19 years of age, this information will not always be available in the field.

**What to do?** Enumerators should always try to get information broken down as requested. When it is not available, they will have to resort to the second best definition for the age range in question. This means that the enumerator should try to determine what the “local” definition of adolescence is, and answer the questions accordingly. If this happens, enumerators should make a note of it somewhere

near the questions for which these answers are sought.

- **[ENUMERATOR] questions**

These questions are directed at the enumerator. He/she should respond providing his/her own personal judgement. These questions ask the enumerators opinion on the information collected, as verified through observation.

- **Identifying “executive-level” committee members (questions on ECW V)**

An “executive-level” member is equivalent to any individual in a leadership position that has influence on the food distribution system or important food distribution management issues. Such a position may be found in the high-level committees only or also in those one or even two levels down the hierarchy of committees that may exist in a given population.

### **Definition of leadership positions**

Although men and women may be represented in many committees responsible for food distribution they may not necessarily take part in the decision making that affects food management and distribution. Food management committees are likely to have an internal hierarchical structure which identifies leadership positions --i.e., positions whose voices carry weight in the final decision-making of the whole committee. If men or women hold positions through which they effectively influence decision making regarding the food distribution and management system, they are to be considered as having a leadership positions for the purpose of this indicator. These positions may include the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister, Special representative etc. or according to the socio-cultural context the representatives or leaders of a community (e.g. Horn of Africa). It is the number of men and women holding these positions that must be collected.

Where a committee is actually termed an “executive committee” by the beneficiaries themselves, note that it will still have an internal hierarchical structure – the same indications provided above apply –i.e., only the leadership positions that carry a voice in the decision-making need to be identified. Do not consider all members just because the committee is defined as an “executive committee” – consider those who have a role in decision-making.

- **Counting committee members**

There may be more than one committee, as well as different levels of committees existing within any one group of beneficiaries.

For example: there are 10,000 food aid beneficiaries:

There may be a General Administrative Committee for food distribution for the entire beneficiary population (there may be only one such committee which the beneficiaries might also identify as the “executive level” committee); e.g., this committee has 10 members; 5 of them are in leadership positions.

Further down the hierarchy of beneficiary committees there may be:

↳ **Block committees** (e.g., quarters, groups, sectors etc. - terms may vary per country/setting) e.g., 40 committees for all 10,000 beneficiaries, responsible for receiving food their block from the warehouse and distributing it to the family/household size committees; if these block committees have members covering positions that allow them to participate and influence decision-making as regards the food management and distribution system, they are also to be considered as holding **leadership positions** and they should be counted for this indicator; e.g., there may be 5 representatives per committee of which 3 hold leadership positions

↳ **Family/household size committees** e.g., 200 committees for all 10,000 beneficiaries, responsible for the actual distribution to final recipients; there may be 3 representatives per committee, of which 1 holds a leadership position within the smaller committee, but is **not** in a position to participate or influence the food management and distribution system, and therefore should **not** be counted for the purpose of this indicator.

In the above example, there are three levels of committees (the General Administrative Committee, the Block Committee and the Family/Household Size Committee) and the total number of representatives on committees responsible for food management is calculated as follows::

Committee	Total representation	Leadership positions
General Administrative	1 committee * 10 members	1 committees * 5 members in leadership positions
Block	40 committees *5 members	40 committees *3 members in leadership positions
Family-size	200 committees *3 members	200 committees *0 members in leadership positions
<b>Totals:</b>	<b>(1*10)+(40*5)+(200*3) = 810</b>	<b>(1*5)+(40*3)+(200*0) = 125</b>
	<b>All individuals in committees</b>	<b>Individuals in leadership positions</b>

810 people involved in food management committees (data to be collected by gender but only 125 are in leadership positions that have influence on the food management and distribution systems - it is this latter number that is collected for the SPR indicator.

**What to do to collect the data:**


1. Identify the mechanism through which food is distributed in the operation: individual household handouts, community-based distribution, family-size distribution, etc.
2. Ask how many committees are responsible for food distribution at the whole relief food distribution site – identify all levels including those identified as “executive” and non-executive by the beneficiaries.
3. Establish local definition of leadership positions in committees responsible for food management –i.e., find out what the positions whose voice carries weight in the final decision-making of the whole food distribution system in a distribution site are called, e.g., president, vice-president, treasurer, chairman, representatives of special groups – women, youths, etc.
4. You may find that such leadership positions only exist at the highest level of committees, or that they exist both at the highest level (e.g. overall camp level) as well as at one/two levels further down (e.g. the block level etc).
5. You do NOT need to ask the composition of all committees responsible for food distribution (how many men and how many women).
6. You need to identify the number of individuals, by sex, covering leadership positions only – as defined above - in all committees responsible for the food distribution system and management (it could be at the highest level, but also one/two level/s down)
7. In addition to the figures, it is useful to have discussions with men and women on committees to see how they perceive their own roles, and the roles of the opposite sex. Also investigate the type of women’s participation – whether it is active or passive (do they attend and actively express their ideas and contribute to decision-making, or do they attend but remain in silence or simply second ideas proposed by men?)

- Counting the number of women who have a ration card issued in their name

**Issues to consider/differences on the ground:**

A household food ration card in relief food distributions as per WFP Gender Policy may look as follows:

**Example of a household food ration card in a refugee situation:**

1	2	3	4	5	6	7	8	9	10	11	12
UNHCR						 <b>WORLD FOOD PROGRAMME</b>		A			
<b>REFUGEE FAMILY CARD</b> N° RWA * 000000								B			
								C			
								D			
								E			
Name of Head of Family:						Date:		F			
								G			
								H			
Food Entitlement holder:						<b>Individual daily ration:</b> Maize Meal 350 grams Pulse 120 grams Veg. Oil 20 grams Salt 5 grams CSB as available 40 grams		J			
								K			
								L			
Family size (in words)				1	2	3	4	5	6	7	M
				8	9	10	11	12	13	14	N
1	2	3	4	5	6	7	8	9	10	11	12

- Not all relief distribution operations will be using household food ration cards. For example, IDPs, returnees/reintegration operations may not have ration cards. Nevertheless, names that identify household/families will be on a distribution list compiled either by UNHCR, the government or WFP staff (e.g., log books, etc). All food distribution is based on the availability of food distribution lists, therefore in all cases, the information that will be reviewed to collect the data required for this indicator will come from the food distribution lists available at the food distribution site (usually held at the warehouse by the WFP Food Aid Monitor/implementing partner). The objective in all cases (whether there is a man in the household or not) is to have women listed on the food distribution lists as the household food entitlement holders – if household ration cards are in use, they also need to be issued in women’s names.

- Distribution lists are not all standard, and frequently only list the head of household without indicating the sex of the individual, nor the person holding the household food entitlement (the food-entitled person). There may be provision for recording the food recipient (the person who collects the food) as this was already required under the Commitments to Women 1996-2001. Polygamous families are not clearly identifiable from these lists. Therefore it will be necessary to discuss the lists in depth with the Food Aid Monitors and/or implementing partners who are very familiar with the names and the distribution process.

**Ideally distribution lists should:**

- list the head of household, the household food entitlement holder (the food entitled individual) and the food recipient/collector (for example: the husband – who is head of household, the wife – who is the person entitled to the household ration, and the adolescent son/daughter – who is the person who picks up the food on a specific distribution date, as delegated by his/her mother);
- indicate the sex of each of the individuals filling these roles;
- indicate the total number of individuals by sex at the bottom of each sheet.

**Example of a food distribution list in a refugee situation**

Card #	HoH	Sex	Food entitled individual	Sex	Family size	Food Collectors		
						J	F	M
1111	Xxxx	M	Aaaa	F	7	M	M	F
2222	Yyyy	M	Bbbb	F	6	F	F	M
3333	Zzzz	F	Zzzz	F	3	F	M	M
<b>Total male</b>		<b>2</b>		<b>0</b>		<b>1</b>	<b>2</b>	<b>2</b>
<b>Total female</b>		<b>1</b>		<b>3</b>		<b>2</b>	<b>1</b>	<b>1</b>

• **Community-based distribution:**

This type of distribution is not encouraged by WFP. It means that quantities of food are given to the village-head/community leader who then proceeds to deliver to the various households/individuals according to whatever distribution mechanism they will have decided upon amongst themselves. In these cases, if there are lists, they will only indicate the village-head (or equivalent) to whom the larger quantities are given. The village-head should then be in a position to provide an estimate of the numbers of men and women receiving food from him/her, but there will be no way of verifying this information, and it will not likely reflect any “entitlement” rights for women.

**What to do to collect the data:**

1. Ask if household ration cards are in use.
2. Access the food distribution lists through the Food Aid Monitor or the implementing partner representatives.
3. Verify what type of information is presented on the food distribution lists and how the decision is made with regards to which household member is listed on the food distribution list.
4. Where there is a distinction between the head of household and the person holding the household food entitlement (the food-entitled individual), tally the total number of women and men listed as the head of household and as the food-

entitled individual on each page, and then create respective aggregates for the entire list (also by sex).

5. Where only the head of household is listed, tally the total number of women listed and the total number of men listed.
6. In both cases, if the sex of the individuals is not listed, make sure that the local Food Aid Monitor or the implementing partner representative is present to assist in the interpretation of names.

• **Who are the respondents?**

Questions in the implementation questionnaires are either addressed to the **Site Administrator** or the **Beneficiaries**.

In the first case, the Site Administrator can be a WFP Field Monitor, an Implementing Partner Representative, or even a local government or ministry representative. Questions are to be asked of the individual, and the enumerator is to mark the Site Administrator’s answers.

Questions in the Beneficiaries section are to be asked to various people. The enumerator should speak with different groups of men and/or women, depending on the question, and using his/her best judgement, based on the consultations held, establish the final value that is to be reported once sufficient feedback has been obtained.

## Interview strategy

Once all the steps of the questionnaire training process have been completed, attention must be focussed on developing an interview strategy.

Enumerators must be given indications on HOW to obtain the answers they need, how to formulate their interviews, and ensure they obtain spontaneous feedback from beneficiaries

### How to develop an interview strategy:

- ☆ Study the questionnaire very well & familiarise with all of the questions
- ☆ Pick out the main key words and link them to their issues
- ☆ Put issues in a logical sequence (valid for conversation)
- ☆ Icebreaker
- ☆ Identify an “opening” conversational topic
- ☆ Gradually introduce the key issues
- ☆ Extract the responses from the conversation
- ☆ Complete the questionnaire (either as you go along, or after, if you have taken good notes during the process)
- ☆ NEVER ask questions point blank.

## ECW III, IV and V: examples

### 1. FFT & FFW Implementation questionnaire:

- Main concepts:

- Distribution method (site administration)
  - o Lists / cards
  - o Information & entitlements
  - o Participatory consultations

*Opening Question: "Can you tell me how distribution takes place here?"*

- Capacity building (imp. Partner)
 

*Opening Question: "Can you tell me how these tasks were identified for this activity?"*

- Sustainability (men and women)
 

**(FFT only)**

*Opening Question: "Can you tell me what you plan to do with the skills you are learning here once the activity is finished?"*

- Tasks and work norms (men and women)
 

**(FFW only)**

- o Participatory consultations
- o Entitlements
- o Awareness of differences

*Opening Question: "Can you tell me how these tasks were identified for this activity?" followed by "Can you tell me how food distribution takes place for the work you do?"*

- Food distribution committees and Asset management committees:
  - o Composition
  - o Participation (men & women)

*Opening Question: "Can you tell me if there are any groups or committees who decide on how food distribution should take place?" followed by "Can you tell me how these committees are formed and by whom?"*

### 2. Relief Distribution Implementation questionnaire:

- Main concepts:

- Distribution method (site administration)
  - o Lists / cards and issuance method
  - o Polygamous households
  - o Information & entitlements
  - o Participatory consultations (site & arrangements)

*Opening Question: "Can you tell me how distribution takes place here?"*

- Food distribution committees
  - o Composition
  - o Participation (men & women)

*Opening Question: "Can you tell me if there are any groups or committees who decide on how food distribution should*

*take place?" followed by "Can you tell me how these committees are formed and by whom?"*

## The Golden Rule: 20/80

The enumerator should speak only 20% of the time  
– the respondent should speak 80% of the time.

## Code of good conduct

Please ensure enumerators are aware of the following rules:

- No **smoking** during interviews with respondents;
- No **chewing gum** during interviews with respondents;
- Mobile telephones **must be turned off** during interviews with respondents;
- **Dress code** must be appropriate for the site and cultural norms in place at the site being visited;
- Absolutely **no food or drinks** are to be consumed at sites where beneficiaries are present;
- **Listen** to what respondents are saying.

## Draft schedule of training

Day	AM	PM
1	About WFP	About the WFP Gender Policy
2	FFT & FFW Implementation Questionnaires	
3	Relief Distribution Implementation Questionnaire	
4	Field Trips	
5	Debriefing: Review and Discussion	

## Materials to give the enumerators

All enumerators should receive a complete set of training materials, ideally before the training begins. They should be asked to read all questionnaires **before** the training begins.

In detail, they should receive:

- A copy of the WFP Gender Policy (full)
- Gender Policy (leaflet)
- A copy of all relevant ECW Implementation questionnaires
- Glossary of terms & List of acronyms
- A notepad with a hard back, or, alternatively, a soft notepad and a writing board
- Pencils
- A list of contact numbers for the Survey Monitor

## Part IV: In the field

This section is written for the enumerator, and provides guidelines on how to organise the time available in the field. At the end of the section, a separate column provides a checklist that may be cut-out and kept by the enumerator to help complete the various steps when in the field.

### Arriving at the site

Depending on the site in question and the administrative structure in place (e.g., whether there are government representatives present on the ground, an implementing partner or only a WFP Food Monitor) you may be met upon arrival by any of the following levels of people.

- **General overseer of whole activity** (site supervisor, camp manager, etc. may be local or provincial government representative, implementing partner representative, etc.)
- **Distribution overseer:** Usually a WFP Food Monitor and/or an Implementing Partner representative
- **Beneficiaries:** Men and women receiving WFP food at the site and participating in the WFP activity.

The general overseer or administration will have been informed of your arrival by the Survey Coordinator/relevant WFP sub-office. However, always **ensure that the individual who meets you is aware of the purpose of your visit.**

### Introduce yourself

**When introducing yourself to Government representatives:**

- Give you name, country/location of origin and some background on yourself.
- Explain the purpose of your visit, as part of a larger research study with regards to WFP's implementation of the corporate gender policy.
- Explain that you are not WFP staff, and that you have been hired externally to assist in the large data collection exercise
- Stress the importance of your speaking with men and women equally.
- Stress that there is no assessment taking place of current implementation procedures –i.e., *you are not collecting information that will be used to judge the performance of the activity, only*



*information on how the distribution process takes place.*

#### When introducing yourself to beneficiaries:

- you name, country/location of origin and some background on yourself.
- Explain the purpose of your visit, as part of a larger research study on the food distribution process in WFP activities. **Do not say you are conducting a Gender Survey. Do not use the word GENDER, nor specify that you are interested only in WOMEN**
- Explain that you will be interested in speaking with both men and women, possibly together and separately.
- Explain that you are not WFP staff, and that you have been hired externally to assist in the large data collection exercise. Explain that will be willing to listen to any questions that beneficiaries might have, but that you have **no authority to make any promises or make any changes to the current situation.**
- Explain that you are not there to make any changes to the current food ration, distribution arrangements, or any other issue that might affect the beneficiaries directly (or that they might be concerned with).

## The interviews

#### Site administrator questions

- Upon arrival at the site speak with the relevant person to cover the questions listed in the questionnaire for the Site Administrator.

In most cases, this person will be the person responsible for monitoring the food distribution. At times, you may also have another person present who may also be able to provide the required information even if he/she is not responsible for monitoring the actual food distribution. Where this is the case, some questions may be better answered by one rather than the other. Sometimes:

- questions on the food distribution lists/ration cards may be directed at the storekeeper, warehouse manager, WFP food aid monitor, implementing partner warehouse supervisor, etc.
- questions on sensitisation activities, general information dissemination methods, numbers of households and male and female beneficiaries etc., may be directed at the general site overseer.

#### Beneficiary questions

Often beneficiaries will have been told of your arrival. You may find groups of beneficiaries already waiting for you.

**Try to avoid working with pre-arranged groups of beneficiaries. Try to organise your own.**

#### Organising Focus Group Discussions (FGDs)

- Decide if you need to work with men and women separately, and which ones you wish to begin with.
- Gather the selected beneficiaries into a small group, between **5 and 8** people. Do not work with larger groups.
- Find an acceptable place and manner to sit with the group.
  - Ensure that you place yourself in friendly and neutral conditions. E.g., if the beneficiaries are sitting on the floor, sit on the floor with them, if they offer you a chair, ensure they also sit on a chair.
  - Keep distances respectfully close. Do not sit far away or off to one side.
  - The best arrangement is usually to sit in a circle with equal distances between all group members.
- Identify the composition of the group and any power figures that might be present:
  - Notice if there are any external authority representatives. This may include even the WFP monitor, IP representatives, site administration representatives, etc. These people will influence beneficiary responses. If you see they negatively influence beneficiary contributions, make an effort **to speak to beneficiaries separately after the group has finished.**
- Introduce yourself as described above, and then begin with your interview strategy.

## Interview methods

#### Opening

**Apply your interview strategy.** This might/should include any of the following:

- Your personal introduction.
- Request an introduction from the beneficiaries (what are their names?, where are they from?, do they have children? etc.)
- Opening question (usually requesting a description of a process you are interested in – see the section on the Interview strategy.)
- **Listen** and take notes where necessary.

- Use participatory approaches as much as possible:
  - Draw pictures, symbols, signs where this may facilitate communication –i.e., use drawings (e.g., on the ground) to draw the site/village/camp where you are, to describe the distances from their homes to the distribution point (Relief, FFW, FFT), the area they cover for their work (FFW), etc.
  - use proportional piling to help understand amounts and number of people when figures are not available and percentage estimates are hard to obtain.

### Asking delicate questions

- **Never ask questions** directly
- If you need to discuss **HIV/AIDS** sensitisation and awareness-levels:
  - Approach the subject from a very broad perspective, begin by discussing education in general, possibly start with that of children e.g., “is there a primary school for children?”
  - Ask beneficiaries to describe what education is available to children beyond primary school –i.e., is there any secondary school? Any out-of-school activities?
  - What do children study in school? What is studied in the other educational activities that are available?
  - Move towards questions asking if there is any training in sanitation, nutrition and health in general. ***Allow beneficiaries to respond freely, prompt for additional information by asking “anything else?”...***
  - Delicately ask if there are any training or awareness-raising activities on specific health issues, particular diseases and conditions. ***If there are HIV/AIDS sensitisation measure in place, the beneficiaries should mention them at this point. If you have information from the Site administrator that there are such activities but the beneficiaries do not mention them, explain that you have been told about them and would like to know if they (the beneficiaries) are aware of them.***
- If you need to discuss **women’s sensitisation** and awareness-raising with men:
  - If working with a men’s focus group, begin asking about any training initiatives that might be available to them (the men)
  - Ask what topics are covered, what topics would they be interested in? Do they ever

talk about women’s roles in these trainings?

- Do women participate in these activities with men? If they do or do not, how do men feel about this?
- How would men feel about special training initiatives being offered to women as well?
- How would men feel if these activities helped women learn more skills and helped them learn to express their point of view and opinions?
- If you need to discuss issues of **abuse**:
  - **Never use the work abuse unless beneficiaries use it first**
  - Approach the subject from a broad perspective, discussing any issues that arise with regards to distribution (e.g., difficulties, complications, etc.).
  - Ask if they have ever heard of anyone (e.g., someone else, not them) who has had problems when collecting their food – ask about men and women, and then particularly about women. e.g., have they ever heard of any beneficiaries being asked to work in exchange for their food?
  - When asking these questions, it is important that there be **no figures of authority** in the group or even near the group. If you see that beneficiaries are not comfortable, do not proceed further.

### Speaking freely with men and women

If you notice that when you speak with women, men hang around the group and influence women’s reactions and responses by their sheer presence:

- Arrange for the male enumerator to distract the men and take them away:
  - Have him move closer to the men and begin discussing some of the men’s activities (e.g., agriculture, artisanal work, housing, etc.).
  - The male enumerator should emphasise that his colleague (the female enumerator) is just talking about “women’s issues” with the women, and that he would be interested in seeing some of the activities the men are involved in.
  - The male enumerator should then move away from the women’s group with the men so as to leave the women undisturbed.

### Dealing with beneficiary questions

- If when you first begin beneficiaries immediately begin asking questions that deviate from the topic you need to discuss:
  - Explain you are willing and interested to listen to their questions, but you would rather cover them after you finish your discussion with them on the topics you need to cover.
  - When you have finished, re-iterate that you are not WFP staff and that you have no authority to change or address any issues that might arise. You can only refer the issues to the WFP staff that you revert to and that any response to the issues will have to come from them.
  - If beneficiaries understand this, invite them to ask any questions or raise issues that you can refer back to your WFP supervisor.

### Closing

- As you close the conversation with beneficiaries, make an effort to summarise the points that have been discussed and the information you have collected. **Clarify any doubts you may have immediately.**
- Thank the beneficiaries for their time and explain that the information you have collected will be very useful to the study that WFP is conducting.

### Triangulation & number of respondents

- If time permits, you should interview more than one group of beneficiaries for each set of questions – this serves to double-check the answers of one group against the answers of another, to be sure the responses reflect the general situation .
- You may work with small groups, as described above, or you may speak with individuals, if groups prove unmanageable. In either case, ensure you speak with as many different people as possible.
- When completing the questionnaire at the end of the visit, evaluate all the answers you have received and provide the single final answer that you feel is most representative of the reality described by the various respondents you have spoken with. **Complete only one questionnaire per site** even if the answers represent feedback from many people.

### Timing

- The interview with the Site administration should take between **30-45 minutes**.

- The interview with beneficiaries through Focus Group discussions should take between **45-60 minutes**.

### Completing the questionnaires

- Upon completion of all focus group discussions find a place where you can sit to a side and begin to fill-in the relevant questionnaire
- Make sure every single question has been answered.
- If you have any doubts, go back to the source of the information and verify so as to complete the questions.
- Transcribe and shorthand notes you may have taken, either onto the questionnaire if appropriate, or in your notebook. These notes will be important for the feedback and debriefing session that will be held in the WFP office upon completion of the entire process.

#### Enumerator Field Checklist:

- |   |                          |
|---|--------------------------|
| Introduction with site overseer   | <input type="checkbox"/> |
| Site administrator questions covered  | <input type="checkbox"/> |
| Organisation of women's focus groups  | <input type="checkbox"/> |
| Completion of beneficiary questions directed to women                               | <input type="checkbox"/> |
| Organisation of men's focus groups  | <input type="checkbox"/> |
| Completion of beneficiary questions directed to women                               | <input type="checkbox"/> |
| Collection of beneficiary questions, if necessary                                   | <input type="checkbox"/> |
| Did you triangulate? (speak with different groups / individuals)                    | <input type="checkbox"/> |
| Did you thank the beneficiaries?  | <input type="checkbox"/> |
| Completion of questionnaire (privately)   | <input type="checkbox"/> |
| Have you answered every single question?  | <input type="checkbox"/> |
| Have you transcribed any comments / notes that need to appear on the questionnaire? | <input type="checkbox"/> |
| Did you thank the site administrator / overseer?                                    | <input type="checkbox"/> |

## **Terms of Reference: Enumerator ECW Baseline Survey Initiative**

In view of assisting the World Food Programme in the conduct of the Global Baseline Survey on the implementation of the Enhanced Commitments to Women, the following are the tasks and responsibilities to be carried out by field enumerators hired to carry-out data collection in the field:

### ***The incumbent will:***

- Participate in a five-day training that will be arranged and offered by the WFP Country Office;
- Review and familiarise with the ECW baseline questionnaires that will be provided;
- Will develop an appropriate interview strategy in collaboration with his/her assigned partner for the relevant questionnaires;
- Will visit the WFP activity sites that will be assigned to him/her by the WFP Survey Coordinator, and will:
  - Meet and discuss relevant issues with the site administrators;
  - Hold focus group discussions with the men and women beneficiaries, as needed to adequately complete the questionnaires;
  - Complete the relevant questionnaires using participatory interview methods at the site;
  - Verify all questionnaires will have been correctly, coherently and legibly completed prior to departure from the individual sites visited;
  - return all completed questionnaires to the WFP Survey Coordinator;
  - compile legible notes on any issues encountered, and will provide feedback on any issues raised by beneficiaries that go beyond the scope of the survey.
- Participate in a group debriefing session that will be held in the WFP Country Office upon completion of all data collection activities;
- Remain available to the WFP Survey Coordinator throughout the Country Office and Headquarters data quality control phase for clarification of any issues related to the data collection he/she will have carried out, as might be needed.

### **Essential prerequisites**

- Fluency in the language spoken by the beneficiaries to be visited
- Completion of secondary school education.
- Ability to travel to remote areas, and spend many hours in the field, as might characterise some WFP sites

### **Desirable prerequisites**

- Previous experience with and/or knowledge of WFP mandate and activities
- Previous experience in conducting sociological surveys, collecting data through respondent interviews, knowledge of participatory research methods
- University studies in sociology, psychology or other areas related to communication and social research
- Strong knowledge of English.

### ***For the recruiter:***

*The incumbent must be assessed on his/her ability to communicate in an open, non-judgemental manner. Enumerators must be good listeners, and extroverted by non-boisterous personalities are to be preferred to introverted, taciturn or extroverted and aggressive personalities. Personal appearance is important and manner of dress should be taken into consideration. Enumerators should be assessed for their ability to communicate on equal terms with beneficiaries.*