

DRN: KC-NPMO-A-COMM-22-02-01701-S

MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**
DSWD Field Offices CAR, I, II, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, Caraga

FROM : **THE NATIONAL PROGRAM MANAGER**
Kalahi-CIDSS NCDDP

SUBJECT : **ENDORSEMENT OF THE GENDER MAINSTREAMING GUIDELINES IN THE IMPLEMENTATION OF KALAHI-CIDSS PROJECTS**

DATE : **23 FEBRUARY 2022**

Over the years, KALAHI-CIDSS has been one of the programs of DSWD that advances the GAD goal of the Department, i.e., women empowerment and gender equality. The program has been an instrument to increase evident women and other sectoral participation in community activities. As the KALAHI-CIDSS grow and evolve, so does its gender mainstreaming efforts and initiative.

Relatively, this is to respectfully endorse to your office the *Gender Mainstreaming Guidelines in the Implementation of KALAHI-CIDSS Projects*. The main objective of the guidelines is to ensure that gender mainstreaming is integrated in all the KALAHI-CISS projects components, processes, and activities. The guidelines also include a GAD Mainstreaming framework as well as establishment of gender safeguards and indicators in the Community-Driven Development (CDD) Implementation.

Should you have any concern, your staff may contact Mx. **Andyleen C. Feje**, PDO IV (Gender and Social Safeguards) of the Policy Development Unit, at acfeje@dswd.gov.ph.

For your guidance.



JANET P. ARMAS

GENDER MAINSTREAMING GUIDELINES IN THE IMPLEMENTATION OF KAPIT-BISIG LABAN SA KAHIRAPAN COMPREHENSIVE AND INTEGRATED DELIVERY OF SOCIAL SERVICES (KALAHI-CIDSS) PROJECTS

I. Rationale

Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS) is one of the poverty alleviation programs of the Department. Its objective is to have barangays/communities of targeted municipalities become empowered to achieve improved access to services and to participate in more inclusive local planning, budgeting, and implementation. The Program adopts the community-driven development (CDD) approach as a strategy to achieve reduced poverty, and good governance outcomes.

Poverty and inequality have been recurring challenges in the Philippines. Poor families have lower access to essential social services, including those of education and health which leads to lower levels of human capital. Thus, as a CDD Program, Kalahi-CIDSS contributes to women empowerment and gender equality, and opens up more opportunities to both men and women to improve their access to resources and benefits at-hand. The program recognizes that both women and men play essential roles in nation building and development. It also hopes to acknowledge people not by their ethnicity, gender, sexual orientation, socioeconomic status, and disability but by the changes and contributions they want to make to their communities.

Gender is an integral part of the Program as it hopes to address the needs of the poor and the most vulnerable sectors of the community including men, women, girls, boys, Indigenous peoples, people with diverse Sexual Orientation or Gender Identity or Expression (SOGIE), and persons with disability. Thus, this mainstreaming policy builds on the international and national laws and policies on gender and development, along with Administrative Order No. 5 series of 2012 (as amended through AO 15 series of 2018) or the DSWD GAD Mainstreaming Framework as a strategy to promote human rights and eliminate gender discrimination in Program's systems, structures, policies, programs, and processes.

II. Legal Bases

1. Global Policies

- 2030 Agenda for Sustainable Development
*Goal 5: Achieve gender equality and empower all women and girls.
Empowering women and girls to reach their full potential requires that they have equal opportunities to those of men and boys. This means eliminating all forms of discrimination and violence against them, including violence by intimate partners, sexual violence, and harmful practices.*

2. Convention and Commitment

- Convention on the Elimination of All Forms of Discrimination against Women (CEDAW): Bill of Rights
Article 2. States Parties condemn discrimination against women in all its forms, agree to pursue by all appropriate means and without delay a policy of eliminating discrimination against women.

3. Local Laws and Policies

- The 1987 Constitution
Section 14. The State recognizes the role of women in nation-building and shall ensure the fundamental equality before the law of women and men.
- Ambisyon Natin 2040
All sectors of society, whether public or private, should direct their efforts towards creating opportunities for Filipinos to enjoy a matatag, maginhawa at panatag na buhay. Government, in particular, must use its tools of fiscal, monetary, and regulatory policies to steer the development path towards enabling Filipinos to attain their Ambisyon.
- Republic Act No. 9710: The Magna Carta of Women
Section 2. The State affirms women's rights as human rights and shall intensify its efforts to fulfill its duties under international and domestic law to recognize, respect, protect, fulfill, and promote all human rights and fundamental freedoms of women, especially marginalized women, in the economic, social, political, cultural, and other fields without distinction or discrimination on account of class, age, sex, gender, language, ethnicity, religion, ideology, disability, education, and status.
- PCW-NEDA-DBM Joint Circular 2012-01: Guidelines for the Preparation of Annual Gender and Development (GAD) Plans and Budgets and Accomplishment Reports to Implement the Magna Carta of Women
Section 2.1. GAD Planning shall be integrated in the regular activities of the agencies, the cost implementation of which shall be at least five percent (5%) of their total budgets.
- PCW Resolution 01 s, 2019: Adopting the Compendium of Indicators for Monitoring and Evaluation of Gender Equality and Women's Empowerment (GEWE) in the Philippines
With its monitoring and evaluation (M&E) function, the PCW established a results-based monitoring and evaluation system (RBMES) with the twin objectives of improving the M&E of gender equality and women's empowerment results and enhancing the culture of and capacity for results-based M&E among national Government agencies, local government units and other stakeholders.

4. Department Policies

- AO 5, s. 2012: DSWD Guidelines on Gender and Development (GAD) Mainstreaming
The DSWD shall institutionalize gender mainstreaming. It shall ensure and advocate for, guide, coordinate and monitor the development, implementation, review, and updating of the Department's GAD Plans and GAD-related programs, services, activities, and projects.
- AO 15, s. 2018: Amendment of the Administrative Order No. 05 Dated 14 May 2012
To assess the gender responsiveness of major programs, activities, and projects (PAPs) of the Department to identify strengths and areas for improvement of gender mainstreaming entry points (policy, program, people, and enabling mechanisms).

- AO 19, s. 2020: Adopting the Department of Social Welfare and Development (DSWD) Gender and Development (GAD) Agenda
The DSWD GAD Agenda focuses on different areas of human development such as education, health and nutrition, labor and employment, disaster resilience, peace and security, taking into account the effect of migration, violence, occurrence of disaster, climate change among others.
- MC 007, s. 2011: Gender Mainstreaming in the KALAHY-CIDSS Project
It is the policy of the KC Project to promote active participation of both men and women in decision-making within the opportunities provided by project activities, and to ensure that both have equal access to and enjoy the benefits of project implementation.

III. Goals and Objectives

This guidance notes aims to integrate gender mainstreaming in all the Kalahi-CIDSS Projects, in compliance with all the existing Department, national, and international policies on empowerment, inclusivity, and GAD.

Specifically, it aims to:

1. Promote of gender equality and women empowerment and institutionalization of GAD in all the KALAHY-CIDSS Projects components, processes, and activities by adopting the KC GAD Mainstreaming Framework;
2. Secure presence of issuances on gender and social safeguards to guide the projects implementers, and the partner stakeholders to ensure presence of gender-sensitivity and gender-responsiveness in the KALAHY-CIDSS operations and systems; and,
3. Ensure that all KALAHY-CIDSS efforts, initiatives, and activities are towards the achievement of accessible and gender-responsive sub-projects, improved and inclusive communities' participation, and sustainable development.

IV. Scope and Coverage

This document provides the policy in mainstreaming gender and development in Kalahi-CIDSS' components, processes, and activities. It intends to set the over-all imperatives for:

1. All the implementers of Kalahi-CIDSS different modalities at the national, regional, provincial, city/municipal, and community levels, including the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM); and,
2. External partners like the inter-agency partners, civil society organizations, people's organization and other voluntary sectors who are partner implementers or stakeholders of the Program

V. Definition of Terms

1. **"Gender"** is used to describe those characteristics of men and women which are socially determined, in contrast to those which are biologically determined.
2. **"GAD Agenda"** refers to the agency's strategic framework and plan for gender mainstreaming and achieving gender equality and women's empowerment outcomes. (*Source: Philippine Commission on Women*)
3. **"Gender Analysis"** refers to a framework to compare the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community and political system. It also takes into account how class, age, race, ethnicity, culture, social and other

factors interact with gender to produce discriminatory results. (Source: *Philippine Commission on Women*)

4. **“Gender and Development (GAD)”** refers to the development perspective and process that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination, and actualizing human potential. It seeks to achieve gender equality as a fundamental value reflected in development choices. It contends that women are active agents of development, not just passive recipients of development. (Source: *The Magna Carta of Women*)
5. **“GAD Focal Point System”** is an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. (Source: *Philippine Commission on Women*)
6. **“GAD Mapping”** is a process or assessment strategy to inform the projects implementers and partner implementers of the practical and strategic gender needs, issues and gaps, primarily at the level of partner-beneficiaries/ stakeholders, which KALAH-CIDSS may directly or indirectly address or facilitate.
7. **“Gender responsiveness”** is the ability to identify and acknowledge the existing differences and inequalities between women and men, and articulate policies and initiatives which address the different needs, aspirations, capacities, and contributions of women and men.
8. **“Gender sensitivity”** is the ability to consider the impact of policies, projects, and programs on men, women, boys, and girls and try to mitigate the negative consequences thereof.
9. **“Practical gender needs”** (or basic gender needs) are needs that arise from actual conditions which women and men experience due to the gender roles assigned to them in society. They are often related to women as mothers, homemakers, and providers of basic needs, and are concerned with inadequacies in living and working conditions, such as food, water, shelter, income, health care, and employment. (Source: *International Labor Organization*)
10. **“Sex”** is the identification of the biological differences of a human body. Male, female and intersex are three main categories into which humans and many other living things are divided and are the basis of their reproductive functions.
11. **“Sex disaggregated data”** is the collection and use of quantitative and qualitative data by sex (i.e., not gender) is critical as a basis for gender-sensitive research, analysis, strategic planning, implementation, monitoring, and evaluation of programs and projects. The use of these data reveals and clarifies gender-related issues in areas such as access to and control over resources, division of labor, violence, mobility, and decision-making. (Source: *International Labor Organization*)
12. **“Strategic gender needs”** are the required needs to overcome the subordinate position of women to men in society and relate to the empowerment of women. Strategic gender needs vary in each context and are related to gender divisions of labor, resources, and power and may include legal rights, protection from domestic violence, equal wages, increased decision making, and women's control over their own bodies. (Source: *International Labor Organization*)

VI. Specific Guidelines

A. On the GAD Mainstreaming Framework of Kalahi-CIDSS

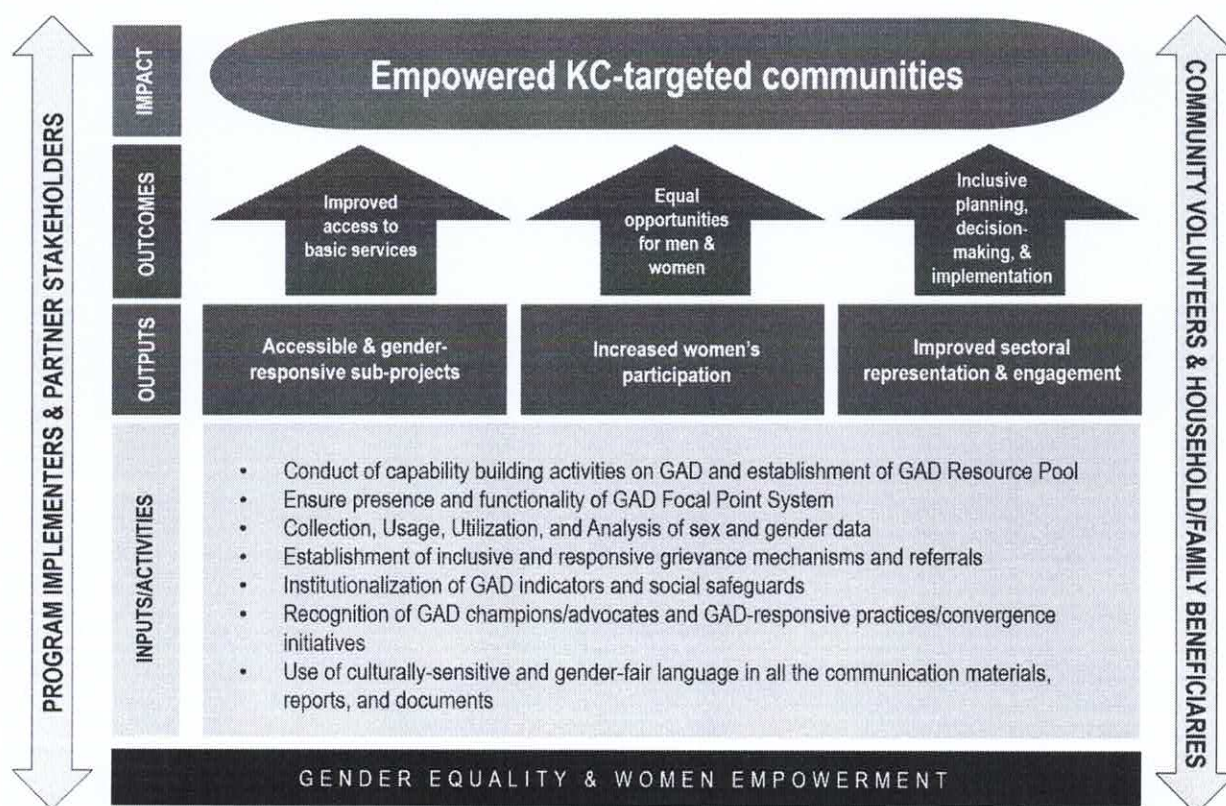


Figure 1. Kalahi-CIDSS GAD Mainstreaming Framework

Kalahi-CIDSS GAD Mainstreaming Guidelines ensures that all KALAHI-CIDS projects' components, processes, and activities are in line with the promotion of gender equality and women empowerment. The framework sets out various GAD perspectives and strategic indicators to achieve the overall objective of KALAHI-CIDSS i.e., community empowerment.

In order to attain this goal, KALAHI-CIDSS recognizes the need to: i) improve the communities access to basic services which will be realized once the proposed sub-projects are gender-responsive by nature and made accessible by and to the people; ii) have equal opportunities for men and women which will take place once women participation in community activities increased; iii) have an inclusive sub-project planning, decision-making, and implementation through engaging and encouraging sectoral representation in all the community activities.

Consequently, conduct and realization of these general inputs and activities both among the projects implementers and partner stakeholders, along with the community volunteers and KALAHI-CIDSS beneficiaries shall guarantee the achievement of the above-mentioned outputs:

1. Conduct of capability building activities on GAD and establishment of GAD resource pool

- Administration of GAD Learning Needs Assessment (LNA) to all KALAHI-CIDSS personnel which shall be the basis of the GAD trainings and orientations;
- Development of ladderized capacity building plan based on the GAD LNA results;
- Establishment of GAD Resource Pool among the first batches of trained personnel; and,

- Conduct of foundational gender sensitivity and responsiveness training among all the KALAHI-CIDSS personnel.
- 2. Establishment of presence and functionality of GAD Focal Point System**
 - Establish a GAD Working Group in the National Program Management Office (NPMO)-level with representatives from different divisions and units who will support and promote gender equality and pursue the overall GAD objectives of KALAHI-CIDSS
 - Designate GAD Regional Focal Person who is the main point person of the Field Office on GAD concerns
 - Conduct regular meetings, reporting, and monitoring with the Working Group and the Regional Focal Persons
 - 3. Collection, Usage, Utilization, and Analysis of sex and gender data**
 - Collection of core GAD statistics and gender-related information;
 - Ensure sex-disaggregation of data in all of Kalahi-CIDSS projects;
 - Utilization of available GAD data in the identification of community sub-projects;
 - Conduct of GAD mapping and spot checks activities to capture gender issues, gaps, and concern in the communities; and,
 - Conduct of community mobilization activities to access the 5% GAD Budget in local government units (LGUs) to finance gender responsive proposals from the communities
 - 4. Establishment of inclusive and responsive grievance mechanisms and referrals**
 - Attend to complaints, problems and issues that arise prior, during, and post projects implementation in accordance to Kalahi-CIDSS Grievance Redress System, DSWD Grievance Machinery and local policies as it applies;
 - Conduct of gender-responsive case management among the Balik-Probinsya Bagong Pag-asa Program clients/beneficiaries; and,
 - Assist in the referral of ineligible clients or non-priority sub-projects to other agencies or institutions
 - 5. Institutionalization of GAD indicators and social safeguards**
 - Formulation and issuance of policies articulating support to gender and cultural mandates of the agency, and the government in general;
 - Ensure presence/inclusion of GAD indicators in the Office Performance Contract;
 - Strengthen the environment and social safeguards mechanisms to integrate gender and development;
 - Ensuring that GAD issues and mitigating activities are captured in the ESMP (including regular monitoring of the ESMP implementation and regular updating of the ESMP, as applicable);
 - Accounting of gender-related risks during disaster or crisis situations; and,
 - Regular conduct of Harmonized Gender and Development Guidelines (HGDG) assessment and Gender Mainstreaming Evaluation Framework (GMEF) as part of gender audit and basis for policy development and systems improvement.

6. Recognition of GAD champions/advocates and GAD-responsive practices/ convergence initiatives

- Featuring of success stories and inspirational narratives of the KALAHI-CIDSS beneficiaries, community volunteers, staff, and stakeholders;
- Documentation of good practices, knowledge products, and convergences initiative by the Area Coordinating Team (ACT), partner beneficiaries, and stakeholders should be documented and forwarded to the RPMO then to the NPMO for the purpose of possible replication; and,
- Conduct GAD trainings, consultations and workshops among the KALAHI-CIDSS community volunteers

7. Use of culturally-sensitive and gender-fair language in all the communication materials, reports and other Kalahi-CIDSS documents

- Policy issuance on the use of gender-neutral, non-discriminatory, and gender-sensitive language (including visual/ symbolic language such as graphics/icons/pictures in all the Kalahi-CIDSS communication, reports, documents, and issuances)
- Complementation of the policy through capacity building and social marketing

B. Gender Safeguards and Indicators in Community Driven Development

To strengthen the operationalization of the GAD Mainstreaming Framework of Kalahi-CIDSS, here some gender safeguards and indicators embedded in the CDD processes to guide the staff in determining whether target gender outputs are achieved¹:

CDD Implementation ²	Gender Safeguards	Success Indicator
<i>Social Preparation Stage</i>		
Social Investigation	Collection and utilization of available gender data in the social investigation (SI) report	No. of SI report with inclusion of preliminary gender analysis
Municipal Orientation	Inclusion of GAD Framework or Gender Situationer in the municipal orientation	No. of municipal orientations conducted with highlights on the GAD Framework or Gender Situationer in the potential Kalahi-CIDSS area
Barangay Consultation	Inclusion of gender issues in the community issues identification	No. of Barangay Action Plan (BAP), Barangay Development Plan (BDP) that integrated gender dimensions
Participatory Situational Analysis		
<i>Community Planning and Subproject Development</i>		
Criteria Setting Workshop (CSW)	Inclusion of gender in the criteria agreed by Municipal Inter-Barangay Forum	No. of MIBF resolution with inclusion of gender component

¹ Adapted from the Asian Development Bank's *Gender Mainstreaming in the Kalahi-CIDSS NCDDP: An Assessment (2018)*

² As necessary or needed

CDD Implementation ²	Gender Safeguards	Success Indicator
Project Development Workshop (PDW)	Increase of women's participation in the PDW	Percentage of women's participation during the project development workshops
Preparation of Detailed Proposals	Inclusion of review of environmental and social safeguards guidelines and requirements and gender safeguarding in the sub-project proposal	Percentage of female-headed households attend regular Barangay Assemblies/ BDRMC meetings/ prescribed barangay meetings
Subproject Approval & Request for Fund Release		No. of gender-responsive sub-project proposals No. of proposed sub-projects with identified risks and benefits for men and women
Community managed Implementation and CBO Formation		
Community managed Implementation and CBO Formation	Increase of women's participation in the paid labor	Number of women participated in paid labor
Implementation of Sub-project, Operations & Maintenance		Number of women participated in paid unskilled labor
Community-based Monitoring		
Community-Based Monitoring and Evaluation	Development GAD Plan based on the identified gender needs/gaps/issues and social impact assessment	No. B/MLGUs that utilizes the portion of the 5% GAD fund to respond to gender needs/gaps/issues identified through ESMP
Accountability Review		
Overarching gender safeguards and indicators during communities activities or assembly	Practical Gender Needs: 1. Ensure consideration of practical gender needs, productive and reproductive roles of the attendees 2. Ensure safety and protection of the staff in areas with armed conflict Strategic Gender Needs: 1. Ensure women and other sectional needs are factored-in or addressed in the planning, decision-	Practical Gender Needs: 1. Presence of priority lanes for persons with disability, older persons, pregnant and safe spaces for children and lactating women during community assemblies 2. Presence of law enforcers in areas which are conflict-affected Strategic Gender Needs 3. Presence of community and tribal leaders, and other sectoral representatives 4. Presence of women

CDD Implementation ²	Gender Safeguards	Success Indicator
	making, and implementation	representative in disaster committees

VII. Implementing Mechanisms and Institutional Arrangements

1. The NPMO, specifically the Environmental and Social Safeguards & Gender Mainstreaming Focal Person along with the GAD Focal Point System (Working Group) shall lead in ensuring that gender mainstreaming is realized in the KALAH-CIDSS Projects.
2. To ensure that the GAD policies, efforts, and initiatives of the Program are being cascaded in the ground, each Field Office through the Regional Program Management Office (RPMO) of Kalahi-CIDSS shall regularly submit quarterly accomplishment reports every 10th of the month after the end of each quarter. This report shall already be reviewed and verified before submitting to the National Project Management Office (NPMO) similar to the Regional ESMF Monitoring Report.
3. The NPMO shall then consolidate the Regional GAD accomplishment reports submitted and endorse it to the DSWD Policy Development and Planning Bureau (PDPB) and DSWD GAD Technical Working Group (TWG).
4. There are fixed GAD indicators that are provided in the GAD reporting template in the annex but the Field Offices may opt to add GAD-related indicators that they deem necessary based on the context of the region and in reference with the DSWD GAD Agenda and the CDD's Gender Safeguards and Indicators.

VII. Further Policy Recommendations

Policy recommendations, further details on the provisions, and other interventions outside these guidelines may be crafted by the Regional Program Management Office as long as it is consistent with the provisions of the guidance note and endorsed to NPMO.

VIII. Effectivity

This guidance notes shall take effect immediately and revokes or amends all issuances inconsistent thereto.

Issued in Quezon City this _____ day of _____ 2022.

Approved/Disapproved


JANET P. ARMAS
National Program Director

Department of Social Welfare and Development
 Kapit-Bisig Laban sa Kahirapan - Comprehensive and Integrated Delivery of Social Services
 Field Office ____ | Regional Program Management Office
 Annual Gender and Development (GAD) Accomplishment Report
 CY _____

Gender Issue/ GAD Mandate	GAD Outcome/ Results Indicator	Outcome/ Result Performance	Activities Conducted	GAD Budget/Expenditure		Responsible Unit/Office	Remarks
				Amount	Source		
A. Client-Focused							
Women and women's organization with equitable access to gender-responsive economic opportunities	Percentage of women's participation during the project development workshops for the implementation of Kalahi-CIDSS						
	Number of women with paid skilled labor reported by Kalahi-CIDSS						
	Number of women's participation in paid unskilled labor for the implementation of Kalahi-CIDSS						
Sub-Total A							
B. Organization-Focused							
Vulnerabilities to all forms of violence against women, men, and persons of diverse SOGIE reduced	Number of program managers trained on gender sensitivity						
	Number of personnel trained on gender sensitivity						
	Number of program managers trained on gender analysis						
	Number of program staff trained on gender analysis						
Sub-Total B							
Grand Total (A + B +)							
Prepared by:		Reviewed by:		Approved by:			
Name of the Regional GAD Focal Person		Name of RPC/DRPM		Name of the Regional Program Manager			
Position		Position		Position			
Date:		Date:		Date:			

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office _____

KALAHI-CIDSS RPMO

GAD Accomplishment Report Narrative

I. Executive Summary

A. GAD Regional Data

B. GAD Mainstreaming Issues and Concerns

Issues and Concerns	Recommendation	Action Taken

III. GAD-related Innovations/ Good Practices

IV. Ways Forward (Plan for the succeeding year)

V. Photo Documentation (At least 2-5 action photos)

Prepared by:

Reviewed by:

Approved by:

NAME OF GAD Focal

Position/ Designation

Date:

NAME OF RPC/DRPM

Position/ Designation

Date:

NAME OF RPM

Position/ Designation

Date: