

African Centre for Gender

**The African Gender and Development Index:
Phase 4**

Technical Note

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Abbreviations and acronyms

ACG	African Centre for Gender (of ECA)
ACHPR	African Charter on Human and Peoples' Rights
AGDI	African Gender and Development Index
AIDS	Acquired Immunodeficiency Syndrome
ART	Antiretroviral Therapy
AU	African Union
AWPS	African Women's Progress Scoreboard
BPfA	Beijing Platform for Action
CEDAW	Convention on the Elimination of All Forms of Discrimination Against Women
CRC	Convention on the Rights of the Child
ECA	Economic Commission for Africa
FGM	Female Genital Mutilation
GEI	Gender Equity Index
GSI	Gender Status Index
HIV	Human Immunodeficiency Virus
ICPD	International Conference on Population and Development
ICT	Information and Communications Technology
ILO	International Labour Organisation
MDG	Millennium Development Goal
NAP	National Advisory Panel
NEPAD	New Partnership for Africa's Development
NGO	Non-Governmental Organization
UN	United Nations

I. Introduction

African governments have signed and ratified a number international and regional declarations, conventions and protocols, and domesticated those by integrating them into constitutions and legislative frameworks. They have also implemented policies aimed at the promotion of gender equality and the empowerment of boys, girls, men and women.

There is a need to assess whether progress is being made toward achieving gender equality and women's empowerment, as well as identify key gender inequalities where policy interventions are necessary. The African Gender Development Index (AGDI) was introduced by the United Nations Economic Commission for Africa (ECA) in 2004 to measure the gap in the status of African men and women and to assess the progress made by Governments of African countries in implementing the gender policies.

This note has been prepared by the African Centre for Gender (ACG) of ECA to guide the countries participating in the AGDI to have a common understanding of the process and assist them to effectively undertake AGDI. It will serve as the main background document for the Methodology Workshop of Phase 4 of the AGDI scheduled for June 2016 in Addis Ababa, Ethiopia. The note is based on the AGDI Manualⁱ and an unpublished manuscript on the AGDI prepared by ACGⁱⁱ.

The note is organized as follows. Section II discusses the importance of measuring progress towards gender equality and of gender statistics. The third section discusses the objectives and composition of, and process leading to the calculation of the AGDI, using examples from AGDI country reports. Section VI looks at the AGDI process. The issues discussed in this section include: the role of the National Gender Machinery and the National Advisory Panel in driving the AGDI process at the national level; the support provided by ECA to AGDI countries to assist them in undertaking the AGDI which includes the organization of the AGDI Methodology Workshop; and the administrative and financial processes involved in the AGDI process.

II. Measuring progress towards the achievement of gender equality

II.1. Mandates

The recognition that gender equality and the empowerment of women, men, girls and boys as development objectives in their own right which should be promoted by adopting and implementing specific policies and strategies have long been recognised in regional and international reports, declarations, conventions and protocols frameworks to which a majority of African countries are signatories. Since its formation in 1945, the equality between men and women has always been a fundamental value for the United Nations: the Preamble of the Charter of the United Nations underscored the determination of the United Nations “to reaffirm faith in fundamental human rights, in the dignity and worth of the human person, in the equal rights of men and women and of nations large and small”ⁱⁱⁱ.

Since then, various global and regional commitments have been made and domesticated by being integrated into national constitutions and legislative frameworks calling upon states to condemn and pursue a policy to eliminate discrimination against women, and to take appropriate measures to ensure the full development and advancement of women especially in the political, social, economic and cultural fields. These include: the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) which was adopted by the UN General Assembly in 1979; the Convention on the Rights of the Child (CRC), which covers children up to the age of 18, adopted by the UN General Assembly in 1989; the Programme of Action of the International Conference on Population and Development (ICPD) adopted in Cairo in 1994; the Beijing Declaration and Platform for Action (BPfA) adopted at the United Nations’ Fourth World Conference on Women in Beijing in 1995; the New Economic Partnership for Africa’s Development (NEPAD) and its gender component; and the Protocol to the African Charter on Human and Peoples’ Rights on the Rights of Women in Africa adopted in 2003^{iv}.

In 2000, leaders from 189 countries committed to achieve eight interrelated development goals with measurable indicators by 2015 in the Millennium Declaration, known as the Millennium Development Goals (MDGs). The goal that relates to gender equality and women’s empowerment is MDG 3 which aims to “eliminate gender disparity in primary and secondary education, preferably by 2005, and in all levels of education no later than 2015”^v. Also, in addition to the original indicators in educational attainment – the ratio of girls’ to boys’ enrollment in primary, secondary and tertiary education-, additional indicators were added to MDG3, namely the share of women in wage employment in the non-agricultural sector and the proportion of seats held by women in national parliament. Another goal that aims specifically to women relates to maternal mortality as MDG5 which aims to reduce the maternal mortality ratio by 75 per cent from 1990 and 2015.

The United Nations Sustainable Development Agenda was endorsed in 2015 to replace the MDGs, and articulates seventeen Sustainable development goals (SDGs) with associated targets that have to be met by 2030. It has a standalone goal – SDG 5 (to *achieve gender equality and empower all women and girls*) – which highlights the importance of achieving gender equality and the empowerment of women and girls through the adoption and strengthening of sound policies and enforceable legislation. Such policies and legislation seek to address key priorities for gender equality and women’s empowerment including in relation to discrimination, violence against all women and girls, harmful practices, unpaid care and domestic work, participation in decision making, opportunities for leadership, access to sexual and reproductive health and reproductive rights, rights to economic resources and technology. In addition to the standalone goal 5, gender perspectives and special indicators for women have also been woven into many of the other SDGs in particular those related to poverty alleviation, maternal health, educational attainment, water and sanitation, and employment.

In addition, many national governments have promulgated legislative and regulatory frameworks, and implemented policies and programmes aimed at promoting gender equality and the empowerment of women.

In addition to the human rights argument, since at least the adoption of the ICPD in 1994^{vi} and the BPfA in 1995^{vii}, it is now widely recognised that the promotion of gender equality and the empowerment of women are also important for the achievement of economic development and structural transformation. Since that time, the United Nations has reiterated this argument at the highest level. In 2006, Kofi Annan, the former Secretary-General of the United Nations wrote^{viii}:

When women are healthy, educated and free to take the opportunities life affords them, children thrive and countries flourish, reaping a double dividend for women and children. ... Until there is gender equality, there can be no sustainable development. ... [T]here is no tool for development more effective than the empowerment of women. No other policy is as likely to raise economic productivity or to reduce child and maternal mortality. No other policy is as sure to improve nutrition and promote health, including the prevention of HIV/AIDS. No other policy is as powerful in increasing the chances of education for the next generation.

Mr. Annan's successor at the helm of the United Nations, Mr. Ban Ki-Moon, echoed the same message in 2008 at an event to mark International Women's Day on the theme "Investing in Women and Girls"^{ix}.

II.2. Need for measuring progress towards gender equality and the advancement of women

Advocates for increased gender equality and the advancement of women recommend a gender-focus in statistics that recognize that, because of cultural and social factors, men and women have different roles in society, differential access to and control over resources, and different skills and interest^x. Without such an approach the planning and implementation of policies, programmes and projects will not adequately take account of the different status of men and women. Gender statistics are also required to monitor and evaluate policies, programmes and projects, and to provide the evidence base for research.

Gender statistics cuts across the traditional fields of statistics to identify, collect, compile, analyze, present, and disseminate statistics that reflect the problems, issues and questions related to the lives of men and women in society, and policy issues relating to gender^{xi}. The disaggregation of data by sex is an important element in the production, analysis and dissemination of gender statistics. However, gender statistics should go beyond data disaggregated by sex. In addition to sex-disaggregated data, the compilation, analysis and dissemination of gender statistics should:

- Ensure that the statistics reflect problems, issues and questions related to men and women in society;
- Allow for an adequate reflection of men's and women's status, and gender roles and relations in society;
- Take into account stereotypes and social and cultural factors that might introduce gender bias into data; and
- Reveal meaningful differences and similarities between women and men^{xii}.

BPfA marked an important step in the development of gender-disaggregated data and statistics. Under strategic objective H.3 ("generate and disseminate gender disaggregated data and information for

planning and evaluation”), it called for national, regional and international statistical services and relevant governmental and United Nations agencies to “ensure that statistics related to individuals are collected, compiled, analysed and presented by sex and age and reflect problems, issues and questions related to women and men in society”^{xiii}. It also called on Governments to “use more gender-sensitive data in the formulation of policy and implementation of programmes and projects”^{xiv}, and on the United Nations to “promote the further development of statistical methods to improve data that relate to women in economic, social, cultural and political development”^{xv}. This was reiterated by the Regional Conference on the Beijing +20 Review in November 2014 where African Ministers of Gender and Women’s Affairs adopted the *Addis Ababa Declaration on Accelerating Implementation of Beijing Platform for Action*.

Given that gender perspectives and special indicators for women have been woven into many SDGs in addition to the standalone SDG5, will encourage countries to look at sex-and gender-disaggregated data for all the issues tackled by the SDG framework.

III. African Gender and Development Index

III.1. Overview

The AGDI was introduced by ECA in 2004 with the aim of supporting member States to measure the gap in the status of African men and women and to assess progress made by Governments of African countries in implementing policies aimed at promoting gender equality and the empowerment of women and girls. It was endorsed by ministers responsible for gender equality and women's affairs during the seventh African Regional Conference on Women (Beijing Plus Ten Review) held in Addis Ababa in October 2004.

The AGDI was piloted in twelve countries, namely: Benin, Burkina Faso, Cameroon, Ethiopia, Egypt, Ghana, Madagascar, Mozambique, South Africa, Tanzania, Tunisia and Uganda. During phase 2, it was extended to an additional fourteen countries namely; Botswana, Burundi, Cape Verde, Congo (Republic), Côte d'Ivoire, Djibouti, Democratic Republic of Congo, the Gambia, Kenya, Mali, Malawi, Senegal, Togo and Zambia. AGDI 3 is in progress and is being implemented in Guinea, Liberia, Namibia, Niger, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, Swaziland, and Zimbabwe which will bring a total of thirty-six countries to have undertaken the national AGDI studies, with South Africa undertaking the process twice.

In the fourth phase of the implementation of the AGDI, as many of the eighteen countries that have not gone through the AGDI process will be encouraged to participate - ECA will target at least ten countries for AGDI 4. These countries are as follows: Algeria, Angola, Central African Republic, Chad, Comoros, Equatorial Guinea, Eritrea, Gabon, Guinea Bissau, Lesotho, Libya, Morocco, Mauritius, Mauritania, Sao Tome and Principe, Somalia, South Sudan, and Sudan.

III.2. Structure

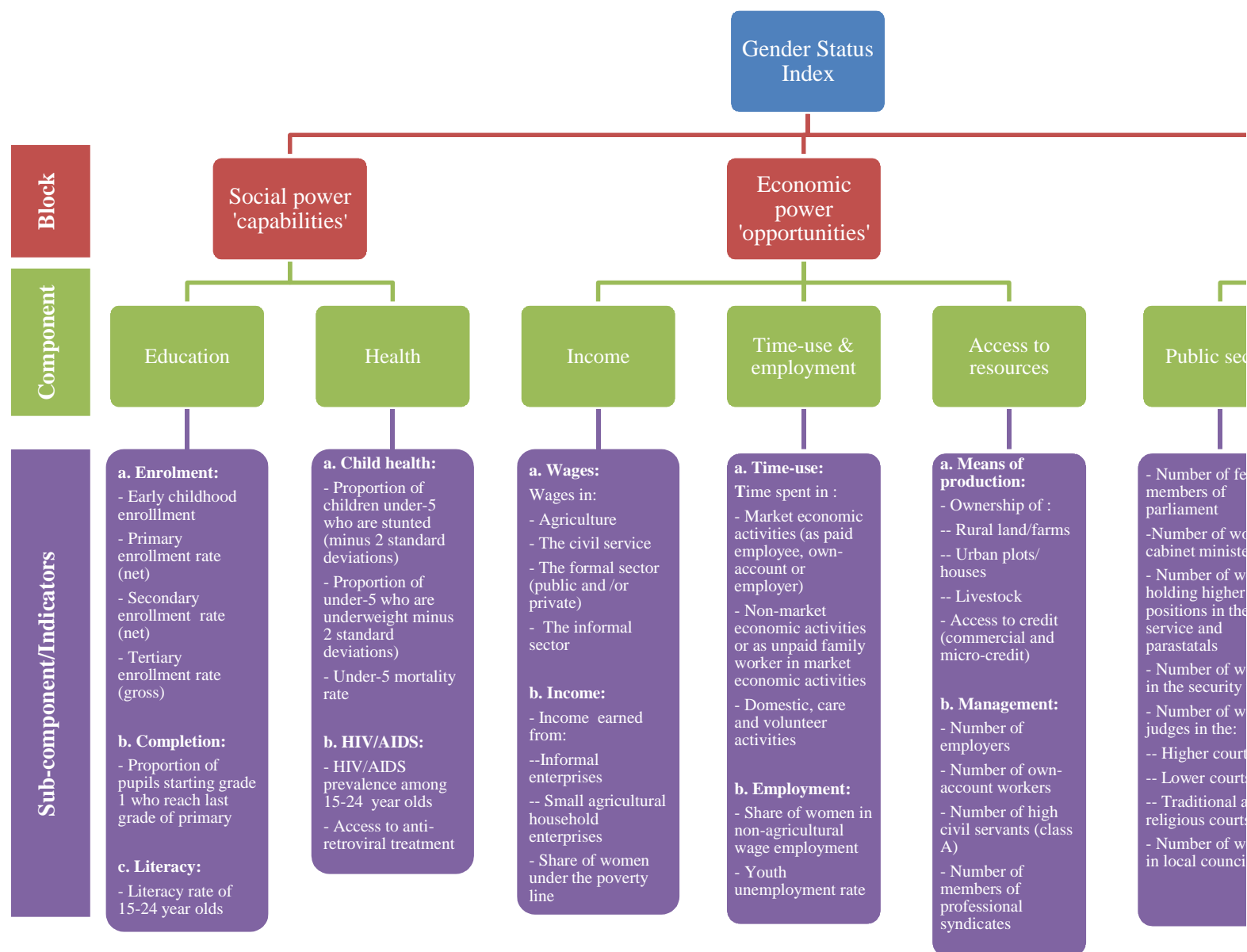
The AGDI consists of two complementary parts: a Gender Status Index (GSI) and the African Women's Progress Scoreboard (AWPS). The GSI covers the aspects of gender relations that can be measured quantitatively, while the AWPS captures qualitative issues in relation to the performance of gender policies of African Governments on implementing regional and international commitments on gender equality and women's empowerment.

a. The GSI

The GSI consists of three blocks: the social power which measures human capabilities; the economic power which measures economic opportunities; and the political power which measures voice or political agency. The components and sub-components of the three blocks are measured using relevant indicators. The GSI consists of 44 indicators divided into 7 components and 11 sub-components, which is summarized in figure 1. The indicators receive equal weight within each sub-component and component, therefore ensuring that the three blocks have the same weight in arriving at the GSI.

The GSI for most of the indicators are calculated the same way by dividing the indicator for female achievement by that for male achievement for the particular variable. For indicators which refer to numbers or shares, the share of females in the total value is used.

Figure 1: Components of the ECA Gender Status Index



However there are eight so-called reverse indicators that do not follow the rule. These are related to health (stunting, underweight, mortality, prevalence of HIV/AIDS); income (share of women under the poverty line); time-use (non-market economic activities, domestic, care and volunteer activities); and employment (youth unemployment rate). The GSI for reverse indicators is calculated as:

$$(1 - R_w) / (1 - R_m)$$

where R_w = ratio for women and R_m – ratio for men.

If an indicator is missing, the other indicators of the sub-component are re-weighted, to take account of the actual number of available indicators.

Data for the indicators in the GSI is collected from diverse sources including census reports, demographic and health surveys, labour force surveys, living standard measurement studies, and administrative reports.

An example of calculation of the GSI is shown in Table 1.

Table 1. The Gender Status Index for Malawi

Component	Sub-component	Indicator	W	M	Index	Sub-component	Component	Block
Education	Enrollment	Early childhood enrollment	-	-				
		Primary enrollment rate (net)	84.0	82.0	1.024			
		Secondary enrollment rate (net)	15.0	12.0	1.250			
		Tertiary enrollment rate (gross)	0.3	0.7	0.429	0.901		
	Completion	Proportion of pupils starting grade 1 who reach last grade primary	68.0	73.0	0.932	0.932		
	Literacy	Literacy rate of 15 - 24 years old	60.0	79.0	0.759	0.759	0.864	
Health	Child health	Stunting under 5 minus 2 standard deviations	43.3	51.1	1.160			
		Underweight under 5 minus 2 standard deviations	11.7	14.0	1.027			
		Mortality under 5	117.0	138.0	1.024	1.070		
	HIV/AIDS	HIV/AIDS prevalence among 15-24 years old	12.9	8.1	0.948			
		Access to ART	274,238	177,308	0.971	0.959	1.015	0.939
Income	Wages	Wages - agriculture	55,000	55,000	1			
		Wages - civil service	36,802	36802	1			
		Wages - formal sector	49,786	49,786	1			
		Wages - informal sector	4,500	4,500	1	1		
	Income	Income from informal enterprise	16243	33091.5	0.491			
		Income from small agricultural household enterprise	16222.4	20712.2	0.783			
		Share of women under the poverty line	51.6	48.4	.0938	0.737	0.869	
Time-use and employment	Time-use	Time spent in market economic activities (as paid employee, own-accountor employer)	18.4	28.0	0.657			

		Time spent in non market economic activities or as unpaid family worker in market economic activities	13.7	13.8	1.007			
Time-use and employment	Time-use	Time spent in domestic, care and volunteer activities	7.7	1.2	0.156	0.607		
	Employment	Share of women in non-agricultural wage employment	21.0	79.0	0.266			
		Youth unemployment rate	3.00	5.00	1.400	0.833	0.720	
Access to resources	Means of production	Ownership of rural land/ farms	2,273,485	4,419,540	0.514			
		Ownership of urban plots/ houses	20.0	80.0	0.250			
		Ownership of livestock	45.0	55.0	0.818			
		Access to credit (commercial and micro-credit)	10.7	14.0	0.764	0.587		
	Management	Employers	0.2	0.6	0.333			
		Own-account workers	15.6	19.6	0.796			
		High civil servants (Class A)	187	628	0.298			
		Members of professional syndicates	585	3,297	0.177	0.401	0.494	0.694
Public sector		Members of parliament	43	150	0.287			
		Cabinet ministers	9	21	0.429			
		Higher positions in civil service and parastatals	4	41	0.098			
		Employment in the security forces	0.2	0.8	0.250			
		Judges of higher courts	4	25	0.160			
		Judges of lower courts	40	129	0.310			
		Judges of traditional and religious courts	-	-	-			
		Members of local councils	76	767	0.099			
		Number of male/female traditional rulers	16	249	0.064		0.212	
Civil society		Senior positions in political parties	2	39	0.051			
		Senior positions in trade unions	24	52	0.462			
		Senior positions in employers' associations	14	63	0.222			
		Senior positions in NGOs	106	418	0.254		0.247	0.230
Gender Status Index							0.621	

Source: Government of the Republic of Malawi. (2012). *Gender and Development Index 201*. Lilongwe: Ministry of Gender, Children and Community Development and National Statistical Office. Notes: ART – anti-retroviral treatment; W – women; and M - men.

b. The AWPS

The AWPS focuses on those issues such as women's rights that cannot be quantified using conventional statistics. It tracks government progress in ratifying regional and international conventions, documents

and treaties regarding gender equality and women's advancement and empowerment, and in incorporating the principles of these conventions and documents in national laws, programmes, and policies. The regional conventions, documents and treaties included in the AWPS are the 1990 African Charter on the Rights and Welfare of the Child; the 2001 NEPAD Framework Document; the 2003 Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa; and the 2004 Solemn Declaration on Gender Equality in Africa. The key international instruments included are: the CEDAW; the 1989 Convention on the Rights of the Child (CRC) and its optional protocols adopted in 2000; the ICPD Programme of Action; the Millennium Declaration of 2000 which defined eight Millennium Development Goals (MDGs); the BPfA; the 1999 Optional Protocol to CEDAW; and the 2000 Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children. The AWPS also tracks the progress made by countries relative to three United Nations Security Council Resolutions on Peace and Security, namely resolution 1325 of 2000, resolution 1820 of 2008, and resolution 1888 of 2009, as well as relative to Conventions 100, 111 and 182 adopted by members of the International Labour Organisation.

The AWPS is composed of four blocks: women's rights, in addition to the three blocks in GSI - economic power, political power, and social power. The components of the AWPS are presented in the form of a table (see table 2) with vertical and horizontal axes.

The vertical axis lists the indicators which address the global and regional agreements, declarations or resolutions which African governments have ratified and committed to implement, as well as issues identified as crucially affecting women's lives - including maternal health, HIV/AIDS, violence against women, school dropout, and gender mainstreaming in all departments - for which pertinent policy and implementation actions are expected from governments.

The horizontal axis of the AWPS identifies specific actions taken in order to implement and address the issues identified in the vertical axis. These include: ratification of and reporting on global and regional legal instruments; promulgation of law and other legal measures; policy commitment; development of plan to achieve gender target with targets set, institutional mechanism in place and finance and human resources allocated; research; involvement of civil society; information and dissemination; monitoring and evaluation issues; training; and accountability and transparency.

The AWPS uses a simple scoring system to quantify the performance of governments on issues that have been agreed at the global and regional levels in relation to gender equality and the empowerment of women and girls. Scoring is based on a three-point scale as 0, 1 and 2, where generally, 0 shows no action of implementation taken against an identified treaty or issue; 1 shows some or partial implementation and 2 is good or full action taken with respect to an issue. The scoring for the issues on the horizontal axis of the AWPS is summarized in *Annex 1*.

The total score for each of the specific items to be measured on the vertical axis is calculated in the relevant section of the AWPS. The percentage is calculated by dividing the total score by the maximum possible score for that particular issue. Table 3 shows an example of a completed AWPS.

Table 2: Components of the ECA African Women’s Progress Scorecard[illegible]

[illegible]

Notes: X = Not applicable. The abbreviations used in the table stand for: ACHPR - African Charter on Human and Peoples' Rights; the Convention on the Elimination of All Forms of Discrimination against Women; CRC - Convention on the Rights of the Child; FGM - Female Genital Mutilation; HIV/AIDS; ICPD – International Conference on Population and Development; ILO – International Labour Organization; NEPAD – New Partnership for Africa's Development; and UN – United Nations.

Table 3. The African Women's Progress Scorecard for Kenya

			Ratification	Reporting	Law	Policy commitment	Development of a plan	Targets	Institutional mechanism	Budget	Human resources	Research	Involvement of civil society	Information & dissemination	Monitoring & evaluation
Women's rights	International and regional legal instruments on women's rights	CEDAW	2	2	2	2	2	2	2	1	1	2	2	1	1
		CEDAW, 1979 (Article 2)	X	X	1	1	1	1	2	1	1	2	2	1	1
		CEDAW, 1979 (Article 16)	X	X	1	1	1	1	2	1	1	2	2	1	1
		Optional Protocol to CEDAW, 1999	0	X	X	X	X	X	X	X	X	0	0	0	0
		Protocol to the African Charter on Human and Peoples' Rights (ACHPR) on the Rights of Women in Africa, 2003	1	0	0	0	0	0	1	1	1	1	2	1	0
		Beijing Platform for Action, 1995	X	2	2	2	2	2	2	1	1	2	2	2	2
		Solemn Declaration on Gender Equality in Africa, 2004	X	1	1	1	0	0	2	1	1	1	2	1	0
		African Charter on the Rights and Welfare of the Child	2	2	2	2	2	2	2	2	1	1	1	1	2
Social power 'capabilities'	Violence against women and children	Harmful practices: FGM; early/forced marriage; widowhood rites	X	X	2	2	2	2	2	1	1	2	2	2	2
		Review and modification of customary law	X	X	1	1	0	0	2	1	1	2	2	2	0
		Domestic violence	X	X	1	1	2	2	2	0	1	1	2	1	1
		Rape	X	X	2	2	2	2	2	0	1	1	2	1	1
		Statutory rape/defilement	X	X	2	2	2	2	2	1	1	0	2	1	1
		Sexual harassment	X	X	2	2	2	1	2	1	1	1	2	1	1
		Protocol to Prevent, Suppress and Punish of Trafficking in Persons especially in Women and Children, 2000	2	1	0	1	2	2	2	2	2	0	2	1	2
		Optional Protocol to the CRC on the Sale of Children, Child Prostitution and Child Pornography, 2000	0	0	0	0	0	0	0	0	0	0	0	0	0
		Optional Protocol to the CRC on the Involvement of Children in Armed Conflicts, 2000	2	1	2	0	0	0	1	1	1	1	0	0	0
	Health - ICPD Plan of Action	HIV/AIDS	X	X	2	2	2	2	2	1	1	2	2	2	2
		Maternal mortality	X	X	1	2	2	2	2	1	1	2	2	1	1
		Family planning	X	X	0	1	2	2	2	1	1	2	2	2	2

		Safe abortions	X	X	1	0	0	0	1	1	1	1	1	1	1
	Education	Policies to prevent and protect female dropouts	X	X	2	2	2	2	2	2	2	1	2	2	1
		Education on human/ women's rights	X	X	2	2	2	1	2	1	1	2	2	2	1
Economic power ‘opportunities’	Employment	ILO Convention 100 on Equal Remuneration, 1951	2	0	2	0	0	0	1	0	1	0	1	1	0
		ILO Convention 111 on Equal Remuneration, 1958	2	0	2	0	0	0	1	0	1	0	0	1	0
		ILO Convention 183 Concerning Maternity Protection at the Workplace, 2000	2	0	2	0	0	0	1	0	1	0	0	1	0
	Sustainable development (Article 19 of the Protocol to the ACHPR on the Rights of Women in Africa, 2003)	Engendering national poverty reduction strategies to ensure that gender dimensions of poverty are taken into account	X	X	X	2	2	2	2	2	1	1	1	1	2
		Access to agricultural extension services	X	X	X	1	1	0	2	0	2	0	0	0	0
		Access to land	X	X	X	1	0	0	2	0	1	0	0	0	0
	NEPAD Framework Document, 2001	Access to technology	X	X	1	2	1	1	1	1	1	2	0	1	0
	Political power ‘agency’	Peace and security	UN Security Resolutions 1325, 1820, 1888 and 1889 on Women, Peace and Security	X	X	2	2	2	1	2	1	1	1	2	1
Participation in decision-making		Participation of women in traditional governance	X	X	1	0	0	0	0	0	0	0	0	0	0
Policies		Gender mainstreaming in all departments	X	X	2	2	2	2	2	2	1	2	2	1	1
		Support for women's quotas and affirmative action	X	X	2	2	1	2	2	1	2	2	2	2	2
Total score															

Source: Government of the Republic of Kenya. (2012). *Kenya Gender and Development Index Report*. Nairobi: Ministry of Gender Development.

IV. The AGDI process

The AGDI process in a country starts when it confirms its willingness to be part of the process. The National Gender Machinery takes the lead role in managing the AGDI process at the national level. The process is summarized in figure 2. These include the substantive AGDI process and associated administrative and financial processes. ECA also provides valuable support to assist countries to undertake the AGDI process effectively.

IV.1. Role of the National Gender Machinery

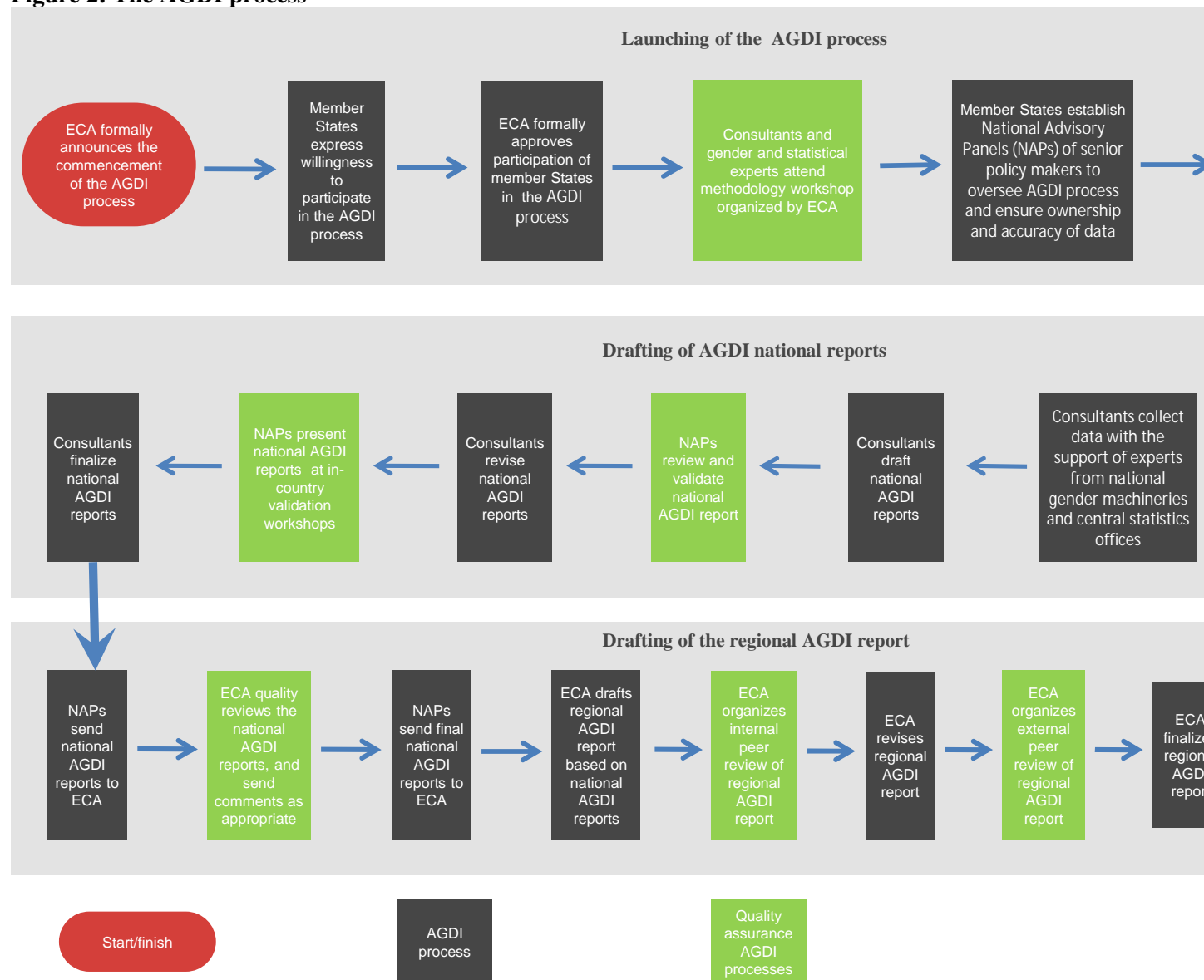
The overall mandate for carrying out the AGDI process at the national level rests with the National Gender Machinery. As part of the methodology, to implement the AGDI programme in the country, the Ministry responsible for Gender and Women's affairs, as the national machinery for gender equality and the empowerment of women, has special responsibilities. These include:

- Establishing the National Advisory Panel (see Section IV.2.b).
- Once the National Advisory Panel has been established, training the Panel on their responsibilities. This will be a one-day workshop working with the National Consultant (see Section IV.2.c). The tasks involved include deciding on the logistical arrangements, inviting participants, and providing transportation. The National Gender Machinery will meet all workshop-related costs.
- The training of the National Advisory Panel will be preceded by a short ceremony to launch the AGDI in each Member State. Members of the National Advisory Panel, government ministries, other stakeholders in gender and development, inter-governmental agencies and civil society, including the media will be invited to the launch. There will be a speech by the Minister (or senior official) of the Ministry responsible for Gender and women's affairs introducing the AGDI project and presenting the Panel to the stakeholders. The National Gender Machinery assumes the responsibility to invite the stakeholders.
- Convene the National Advisory Panel as and when it needs to meet.
- Chairing the meetings of the National Advisory Panel.
- Advising the National AGDI Research Team. The National AGDI Research Team is made up of experts from the National Gender Machinery and national statistics offices to provide assistance to the National Consultant (see Section IV.2.c) to undertake the study.
- Managing the AGDI project at the national level and the funds provided by ECA to finance the implementation of AGDI activities (see Section IV.3).

IV.2. Substantive process

There are a number of stages that are involved in the AGDI process to ensure national ownership and assure the quality of the process. These include training of the key personnel involved in the process; setting up a representative national advisory panel; and recruitment of an independent national consultant.

Figure 2: The AGDI process



a. Methodology workshop

Once countries have confirmed their participation in the AGDI, ECA will organize a methodology workshop where three participants from each of the AGDI 4 countries will participate. The three participants will include: (i) the Director of the division/department responsible for gender and/or women's affairs who will be responsible for managing the AGDI process at the national level; (ii) one staff of the ministry responsible for gender and/or women's affairs who will be responsible for the technical aspects of AGDI from a gender perspective; and (iii) one staff of the national statistics office who will be responsible for the technical aspects of AGDI from a statistics perspective and who is familiar with gender statistics and gender issues. Participants will be introduced to the two components of the AGDI, its objectives and undertake practical exercises to determine the indicators and data sources to be included. Representatives from a selected countries that have gone through the AGDI process will be invited to participate in the methodology workshop to share their experience with the process.

b. Establishment of the National Advisory Panel (NAP)

An important component of the process which fosters ownership is the setting up a National Advisory Panel (NAP) to oversee and steer the AGDI process forward, and also carry out training for wider stakeholders to sensitize them on data collection and scoring procedures. In setting up the panel representation is drawn from strategic line ministries and the central statistics offices, civil society organizations, and research institutions under the leadership of national gender machineries. The panel is also responsible for recruiting a National Consultant (see Section IV.2.c) to undertake the study and to organize the validation of the national AGDI reports to a wider stakeholder forum to ensure good quality research reports. Consultative and participatory meetings are held between members of the NAP and the National Consultant to assess progress in the implementation of gender policy commitments using the AWPS. The meetings also facilitate consensus amongst strategic actors and developed the justification for the scoring presented in the AWPS. The terms of reference of the NAP is appended to this note as *Annex 2*.

c. Engaging a National Consultant

The Consultant is responsible for collecting data, and drafting and finalizing the AGDI national report. A National AGDI Research Team made up of experts from the national gender machineries and national statistics offices is constituted to provide assistance to the Consultant. The generic terms of reference for the National Consultant is included as *Annex 3*.

d. Producing the national AGDI report

The AGDI findings are summarized in the national AGDI report. The proposed structure of this report is shown in figure 3, with a brief outline of each section. ECA will use all the country reports in a particular phase to produce a regional AGDI report.

a. ECA support

ECA also provides back stopping to participating countries during implementation of the AGDI to ensure that processes are done in accordance with the guidelines in the AGDI manual. Field missions are organized in collaboration with ECA's Sub-regional offices to provide support to participating countries. ECA also assist countries by ensuring that the calculations of the GSI and AWPS are correctly done, and by reviewing the draft national AGDI reports.

Figure 3: The structure of the national AGDI report

Cover page:

- Title and subtitle
- Institution(s) responsible for the report with logo(s)
- Publication date

Inside cover page:

- How the report should be cited
- Copyright issues
- Disclaimer, if any

Acknowledgments:

- Report director
- Author(s)
- Names of members of the AGDI Research Team
- Members of the National Advisory Panel
- Financial acknowledgment
- Other acknowledgements, including
 - Graphic design
 - Data visualisation
 - Editing

Foreword: It is recommended that this be signed by the Minister responsible for gender and/or women's affairs

Preface: It is recommended that this be signed by the Principal Secretary responsible for gender and/or women's affairs

Table of contents: including the list of tables, figures or charts, and boxes

Abbreviations and acronyms

Executive summary. This section will give a brief summary of the objective and key findings of the report.

Section 1 - Introduction: The purpose, structure, content and target audience of the report will be described in this section. The section will also contain a brief background to the study including of the AGDI.

Section 2 – Country context: This section will provide the country context.

Section 3 – Methodology will discuss the methodology used in the AGDI and in producing the report.

Section 4 – Social power: This section will undertake an integrated and coherent analysis of the findings from the social power blocks of the GSI and the AWPS, supported by information from other sources to present as comprehensive a picture of the gender situation of the country in the social sphere without going in too much detail. It should critically analyse the evolution of key indicators over time and the relationship between the findings of the GSI and those of the AWPS, highlighting how government programmes and policies have contributed to these changes. Practices that can be considered best practice for adaptation by other countries and gender equality gaps should also be highlighted.

Section 5 – Economic power: This section will undertake an integrated and coherent analysis of the findings from the economic power blocks of the GSI and the AWPS, supported by information from other sources to present as comprehensive a picture of the gender situation of the country in the economic sphere without going in too much detail. It should critically analyse the evolution of key indicators over time and the relationship between the findings of the GSI and those of the AWPS, highlighting how government programmes and policies have contributed to these changes. Practices that can be considered best practice for adaptation by other countries

and gender equality gaps should also be highlighted.

Section – Political power: This section will undertake an integrated and coherent analysis of the findings from the political power blocks of the GSI and the AWPS, supported by information from other sources to present as comprehensive a picture of the gender situation of the country in the political sphere without going in too much detail. It should critically analyse the evolution of key indicators over time and the relationship between the findings of the GSI and those of the AWPS, highlighting how government programmes and policies have contributed to these changes. Practices that can be considered best practice for adaptation by other countries and gender equality gaps should also be highlighted.

Section 7 – Women’s rights: This section will undertake an integrated and coherent analysis of the findings from the women’s rights block of the AWPS, supported by information from other sources to present as comprehensive a picture of the gender situation of the country in the political sphere without going in too much detail. It should critically analyse the evolution of key legal instruments over time, highlighting how government programmes and policies have contributed to these changes. Practices that can be considered best practice for adaptation by other countries and gender equality gaps should also be highlighted.

Section 8 – Conclusion and policy recommendations will provide a short conclusion of the report and policy recommendations. The recommendations should:

- Be supported by and flow logically from the analysis;
- Address key gender equality and women’s empowerment priorities;
- Be practical and can be realistically implemented; and
- Be addressed to specific parties.

Statistical note: The main aim of this is to provide a sense of the extent to which the data is accurate and reliable. Typically, the statistical note will include the following:

- Definitions of the variables;
- Definitions of geographical groupings;
- Sources of data, including their quality based on appropriate data quality standards, if feasible;
- The methods of handling data including collection, collation, processing, aggregation, and analysis;
- Summary of interventions to assure the quality of datasets; and
- Any qualification on the quality of data in terms of accuracy, completeness, consistency, reliability, timeliness, and validity.

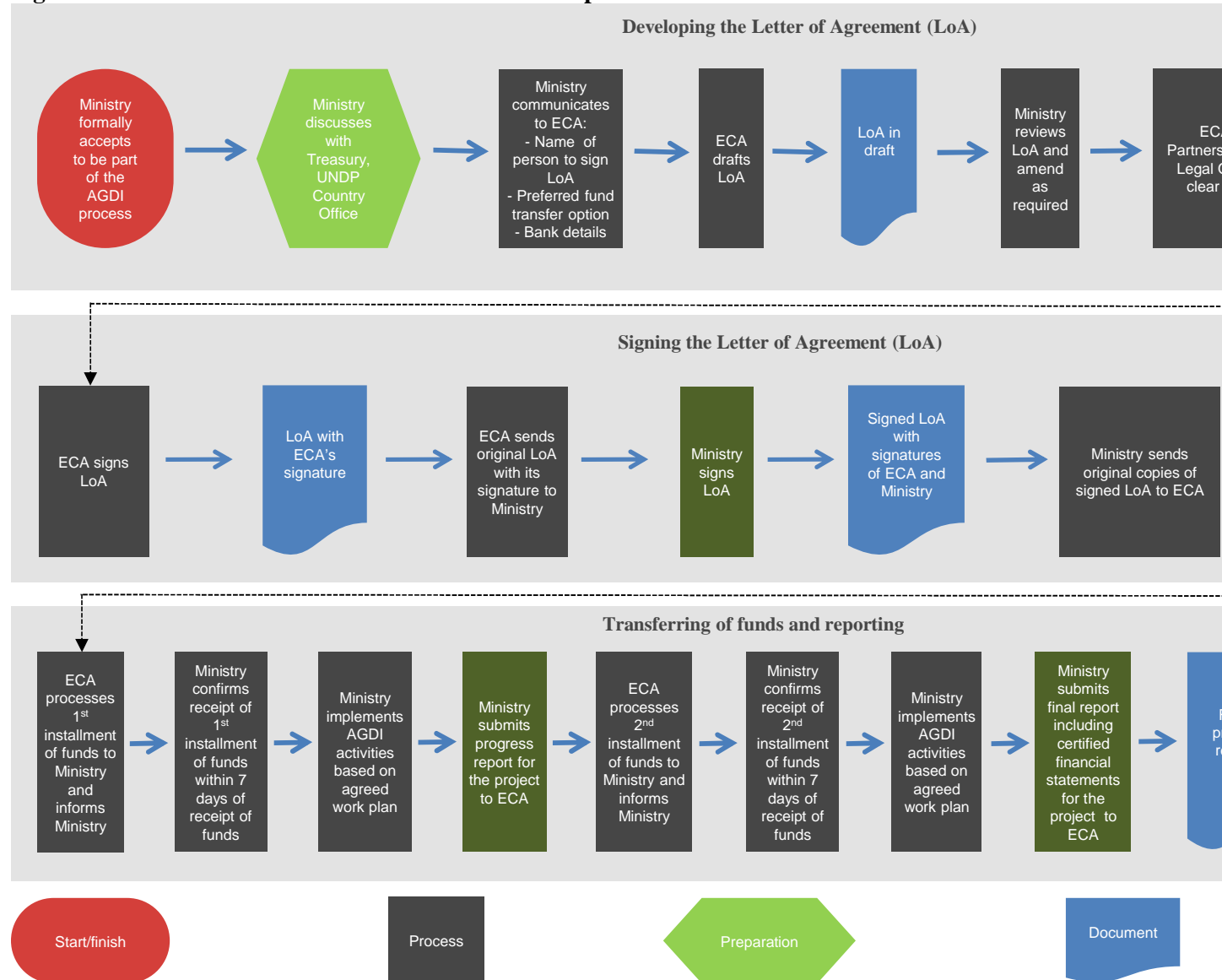
Annexes

References

IV.3. Administrative and financial processes

The National Gender Machinery also has to manage a number of administrative and financial processes required by United Nations rules and regulations. These are summarized in figure 3 and include developing and signing a letter of agreement with ECA, receiving funds transferred by ECA, and preparing the report of implementation of AGDI activities and the use of funds provided by ECA. If not planned well, these processes can be quite lengthy and frustrating, causing unnecessary delays.

Figure 4: United Nations administrative and financial processes related to the AGDI



a. Letter of agreement

ECA will fund the implementation of AGDI activities at the national level and the travel of participants to the Methodology Workshop. As a result, United Nations administrative and financial rules and regulations require that a letter of agreement be signed between the National Gender Machinery and ECA. For the purpose of the letter of agreement, the National Machinery should do the following:

- Providing the name and full contact details of the person who will sign the letter of agreement;
- Providing the name and full contact details of the person who will be in charge of the implementation of AGDI activities;
- Indicating the prepared method for ECA to transfer funds for the implementation of AGDI activities with related information including bank details;
- Reviewing and clearing the draft letter of agreement;
- Signing the letter of agreement; and
- Sending the signed letter of agreement to ECA.

A generic letter of agreement for that purpose is attached in *Annex 4*.

b. Transfer of funds

Once ECA and the AGDI participating country has signed the letter of agreement, ECA will transfer the funds to the National Gender Machinery using the method indicated in the agreement. Some of the options that countries that have gone through the AGDI process have used in the past include:

- Direct transfer to the ministry's account either at the Central Bank or the Treasury.
- Transfer through the national UNDP Office 1: UNDP then disburses the funds to the ministry for management. The ministry is responsible for reporting on the use of funds to ECA.
- Transfer through the national UNDP Office 2: UNDP then manages the funds on behalf of the ministry. In this case the amount of funds available to the country for the implementation of AGDI activities are reduced as UNDP will charge the funds for some procurement activities. However, the ministry is still responsible for reporting on the use of funds to ECA.

ECA sees country ownership and the use of country systems and processes as important principles underpinning the AGDI process. It therefore recommends that, as far as possible, countries take the responsibility for managing the AGDI funds provided by ECA. However, ECA understands that this option may not be available for all countries. Therefore, countries may elect to have ECA manage the AGDI funds on their behalf. However, this should only be the case for exceptional circumstances and countries should appreciate that this method may result in significant delays in the recruitment of the National Consultant and the organization of AGDI-related activities at the national level.

c. Project implementation report

Countries should submit a report at the end of the project to explain how the funds provided were used. The report should include a narrative component and certified financial statements. The outline of the project implementation report is appended as *Annex 5*.

ANNEX 1: Scoring of the activities on the horizontal axis of the AWPS

The specific scoring of the activities on the horizontal axis of the African Women's Progress Scoreboard (AWPS) is summarized in table A1.

Table A1. Scoring of the activities on the horizontal axis of the AWPS

Activity	Scoring
Ratification of international or regional convention or charter	0 - not adopted. 1 - adopted with reservations. 2 - adopted without reservations.
Reporting	0 - no reporting. 1 - not all reporting done, but some has been done. 2 - reporting is up to date.
Law or other legal measure	0 - no law or legal measure. 1 - draft law. 2 - law or measure ratified in parliament.
Policy commitment	0 - no policy. 1 - draft policy, not fully elaborated. 2 - fully elaborated policy, approved by parliament.
Development of a plan/gender plan	0 - no plan has been prepared. 1 - the development of a plan/gender plan is in process or an inadequate plan has been developed. 2 - the plan/gender plan has been fully elaborated with clear objectives and targets set and the plan is in use.
Targets set	0 - no targets or measurable objectives specified. 1 - general objectives specified but no targets set. 2 - specific objectives identified and measurable targets set.
Institutional mechanism	0 - no institutional mechanism identified. 1 - within a general department, focal person appointed without special mandate or only at the national level while implementation should reach down to the local level. 2 - specific department or focal point or gender desk within departments or regional or local administration is identified at appropriate level to be effective.
Budget	0 - no government budget allocated for this item. 1 - some funds allocated, but not sufficient to cover the costs needed to meet the targets set in the gender plan or unclear what kind of total budget is allocated to gender-related issues. 2 - sufficient government budget allocated to cover the targets set in the gender plan.
Human resources	0 - no specific staff assigned. 1 - some staff assigned, but with insufficient gender expertise and without sufficient support or at too low a level in the administrative hierarchy. 2 - sufficient, qualified staff employed, who have sufficient support and at an adequately high level in the administration.
Research	0 - no research needs identified and no research commissioned. 1 - some research areas are identified and implemented. 2 - research needs identified and adequate research conducted or commissioned.
Involvement of civil society	0 - no attention paid to civil society, no consultation has taken place, no support foreseen. 1 - some attention paid to civil society. 2 - extensive process of consultation has taken place, with the appropriate NGOs, and support for and collaboration with civil society incorporated in key activities.
Information and dissemination	0 - no information efforts undertaken. 1 - some campaigns undertaken, but limited in coverage, because of language, media or other constraints such as the wide divergence between ethnic groups in a country.

		2 - extensive campaigns conducted which reach wide sectors of the population.
Monitoring evaluation	and	0 - no monitoring and evaluation mechanism in place, no tools and appropriate indicators put in place. 1 - monitoring and evaluation tools identified and process put in place but not in an adequate or sufficient way. 2 - adequate monitoring and evaluation under way / undertaken.
Training		0 - no training opportunities provided by the government 1 - some training opportunities provided, but insufficient to maximize the capacity of staff to work effectively 2 - sufficient training and retraining opportunities provided by the government to maximize the capacity of staff to work effectively.
Accountability and transparency	and	0 - government has made no efforts to ensure accountability and transparency 1 - government has made limited efforts to ensure accountability and transparency 2 - government ensures that stakeholders are fully informed on intentions, plans, programmes and budgets available.

ANNEX 2 – Terms of reference of the National Advisory Panel

I. Introduction

One of the most important principles behind the AGDI is promoting country ownership. This provides the rationale for the process to be led by the National Gender Machinery in conjunction with the National Advisory Panel. This note outlines the composition of the panel, its responsibilities, and the number of and agenda of panel meetings.

II. Composition

Each country should decide on the composition of its National Advisory Panel (NAP) and the number of members that it should constitute. Countries should select the number of members to ensure a balance between independence and access to data and different perspectives on the one hand, and large and unmanageable panels on the other.

ECA recommends that NAPs should have the following composition:

- One representative of the National Machinery for Women's Affairs or Gender Equality
- One representative of the Ministry in Charge of Health
- One representative of the Ministry in Charge of Finance and Planning
- One representative of the Ministry in Charge Education – Primary, Secondary and Higher Education
- One representative of the Ministry in Charge of Agriculture
- One representative of the Ministry in Charge of Justice
- Representative of the Other Ministries such as Labour, ICT
- One representative of the national bureau of statistics
- Two (2) independent gender experts
- A representative from an NGO, preferably an umbrella organisation that coordinates the activities of several NGOs
- One (1) other independent institution (optional)

The National Gender Machinery will convene and chair the meetings of the NAP, and provide the Secretariat for the NAP.

III. Responsibilities

The main responsibilities of the NAP are the following:

- Supporting the consultant and the national AGDI research team by availing the relevant data as it relates to their sector;

- Nominating a focal person who will be working with the National AGDI Research Team;
- Approving the data collection methodology designed by the National AGDI Research Team;
- Ensuring that the national data used is accurate and of high quality;
- Collaborating with ECA and the National AGDI Research Team for the scoring of the AWPS and the provision of arguments to justify the scores; and
- Reviewing and validating the national report prepared by the National AGDI Research Team which includes the AGDI data before it is submitted to the ECA.

The principal responsibilities of NAP members include:

- Participating regularly in the meetings of the NAP;
- Collecting relevant information and documents on the ratification, effective implementation and monitoring of conventions/documents: national policies, strategies, plans, resource allocation, etc. to be used for the scoring of the AWPS; and
- Preparing justification notes in view of the scoring of the AWPS.

In discharging their responsibilities, NAP members be governed by the following rules:

- **Continuity:** The members of the NAP should be the same throughout the AGDI process.
- **Commitment:** The members of the NAP should show commitment to the AGDI process, and participate in the activities related to the implementation of the AGDI.
- **Integrity:** The scoring of the AWPS should reflect accurately the performance of the country. Over-estimation of national scores should be avoided.

IV. Meetings

The NAP may organize as many meetings as required to ensure that it achieves its objectives effectively. ECA proposes that the NAP should have at least 4 meetings.

First meeting

This meeting should involve the following:

- Official launch of the AGDI initiative and of the National Advisory Panel (NAP).
- Briefing on the AGDI process and hands on training sessions.
- Discussion of the terms of reference of the NAP.
- Discussion of the terms of reference of the National AGDI Research Team.
- Discussion on the methodology for collecting data and information.

- Identification of sources of data and discussion on how the relevant institutions will assist in data collection.

Second meeting (held after the selection of the National AGDI Research Team)

The following should be on the agenda of the second meeting:

- Formal introduction of the National AGDI Research Team to the NAP.
- Presentation of the action plan of the consultant for data collection and the compilation of the report.
- Participatory scoring of the African Women's Progress Scoreboard by the members of the NAP, the National AGDI Research Team, and ECA.
- Discussion of the schedule for the completion of the national AGDI report.

Third meeting

At the third meeting, the NAP will:

- Receive the draft report from the consultant and review progress and data collected.
- Make recommendations to inform its finalization by the National AGDI Research Team.

Fourth meeting

At its fourth meeting, the NAP will validate the final AGDI report.

ANNEX 3: Generic Terms of Reference for the AGDI National Consultant

1. Background

The African Gender and Development Index was developed by the African Centre for Gender and endorsed by the African ministers responsible for gender and women's affairs during the seventh African Regional Conference on Women, held in Addis Ababa in October 2004. The index was designed as a tool for measuring gender inequalities in the social, cultural, economic and political fields in Africa. In response to the specific gender equality monitoring requirements of the continent, the index serves as a useful framework for planning, and also for assessing the performance of African countries in many areas, such as the implementation of the Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa, the Beijing Platform for Action, the International Conference on Population and Development and the Millennium Development Goals. It achieves this objective through a simple architecture, consisting first of a gender status index, which ensures a quantitative assessment of social, economic and political issues, specifically measured through indicators which have a differential impact on men and women, such as education and income. The index's second component is the African women's progress scoreboard, which makes possible a qualitative evaluation of governments' performance in the implementation of specific treaties, declarations and resolutions affecting women and their rights, on such issues as violence against women and maternal mortality.

The AGDI was piloted in twelve countries, namely: Benin, Burkina Faso, Cameroon, Ethiopia, Egypt, Ghana, Madagascar, Mozambique, South Africa, Tanzania, Tunisia and Uganda. During phase 2, it was extended to an additional fourteen countries namely; Botswana, Burundi, Cape Verde, Congo (Republic), Côte d'Ivoire, Djibouti, Democratic Republic of Congo, the Gambia, Kenya, Mali, Malawi, Senegal, Togo and Zambia. AGDI 3 is in progress and is being implemented in Guinea, Liberia, Namibia, Niger, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, Swaziland, and Zimbabwe which will bring a total of thirty-six countries to have undertaken the national AGDI studies, with South Africa undertaking the process twice.

In the fourth phase of the implementation of the AGDI, as many of the eighteen countries that have not gone through the AGDI process will be encouraged to participate These countries are as follows: Algeria, Angola, Central African Republic, Chad, Comoros, Equatorial Guinea, Eritrea, Gabon, Guinea Bissau, Lesotho, Libya, Morocco, Mauritius, Mauritania, Sao Tome and Principe, Somalia, South Sudan, and Sudan.

2. Expected Accomplishments

- 2.1 A Comprehensive National AGDI Report which clearly outlines the extent to which a Member state has advanced gender equality, minimised the gender gaps and addressed empowerment of women in accordance with the international, Africa regional, sub regional and national commitments.
- 2.2 A well-coordinated and functioning national advisory panel set up **to review** the AGDI process and ensure the credibility of the national AGDI report.

3. Objectives of the Study

- To provide a member state with data and information on the status of gender equality and the effects of their gender policies on reducing women's marginalization;

- To provide policy-makers and their partners with an appropriate tool to measure gender equality and women's advancement in various spheres, namely, economic, political, social and women's rights;
- To strengthen the capacity to effectively monitor the progress made in implementing conventions that a country has ratified, as well as other gender commitments;
- To promote change in attitudes, structures and mechanisms at the political, legal and operational levels in order to achieve gender equality and women's advancement;
- To bridge the knowledge and information gap between stated achievements by Member States and the real impact of gender mainstreaming efforts;
- To democratize statistics and qualitative monitoring tools that are effective and easy to use; and
- To stimulate inter-departmental cooperation within the Ministries in which the index will be applied.
- To provide member States with indicators for planning on gender equality and women's empowerment.

4. Scope of work

Critical review of indicators generated through various national sources to produce the Gender Status index and to enable effective gender responsive planning as well as to review implementation of the international, regional and national frameworks to produce the African Women Progress Scoreboard.

5. Methodology and Data Sources

The methodology consists of the following steps:

Methodology for the AGDI process should be participatory and inclusive (to ensure ownership of the National AGDI Report)

The National Gender Machinery should facilitate:

- Setting up of a national advisory panel of the AGDI by the Minister (or the Permanent Secretary) of Women's Affairs or the Head of the Gender Machinery in the country;
- Induction of the National Advisory Panel (NAP) members and the research team on the AGDI; This will be combined with a workshop for the scoring of government performance in effectively implementing gender related conventions and documents and the building of arguments to justify the scores.

6. Tasks of the National consultant

The responsibilities of the national consultant are as follows:

Working closely with the experts from the national gender machinery and the central statistics office, the consultant will undertake the following tasks:

- Working closely with the Ministry of Gender and Women's Affairs and the National Statistical Offices support the collection of primary and secondary data for the Gender Status Index and the African Women's Progress Scoreboard (AWPS) as per the guidelines provided by ECA.
- Interview of key government officials, civil society organisations and other stakeholders to gather relevant information for the compilation of the AGDI report.
- In collaboration with the National Advisory Panel, and ECA staff members, score the AWPS and document the process.
- Analysis of data collected as per the guidelines provided by ECA.
- Writing the draft national AGDI report for the country as per the guidelines provided by ECA. The draft report will contain results of the field study.

- Supporting the organisation of the meetings of the National Advisory Panel as per the Terms of Reference of the National Advisory Panel.
- Participating in any meeting related to the AGDI process.
- Coordinating the follow-up of inputs to the AGDI country report.

The consultant is accountable to and reports to the ministry responsible for gender and women's affairs.

7. Deliverables

A Comprehensive National AGDI Report which clearly outlines the extent to which a Member state has advanced gender equality, minimised the gender gaps and addressed empowerment of women in accordance with the international, Africa regional, sub regional and national commitments; the consultant therefore should deliver within the agreed time frame the following deliverables:

- 7.1 An Inception report, outlining methodology, structure and outline of the report and indicate the data sources;
- 7.2 A work plan or schedule of deliverables including the budget; and
- 7.3 Hard and soft copies of the report.

ANNEX 4: Generic Letter of Agreement for AGDI

An example of a generic letter of agreement for AGDI is outlined below.

.....

Your Excellency,

Subject: Letter of Agreement between the United Nations Economic Commission for Africa (ECA) and the Ministry of Gender of Country X in Undertaking the African Gender and Development Index (AGDI) Study

African member States have shown commitment and are taking critical steps to advance gender equality and women's empowerment by acceding to key global and regional instruments. This has been accompanied by integrating gender into national policy, planning, programming and legislative frameworks, thus acknowledging the centrality of gender equality in the achievement of socio-economic and political development. In so doing, member States are affirming that gender equality and women's empowerment are not only development goals in their own right but they are also a conduit to achieving development results.

The African Gender and Development Index (AGDI) provides a policy and planning framework to monitor Africa's progress in the implementation of global, regional and sub- regional commitments to gender equality and women's empowerment.

This Agreement is to finance AGDI activities related to the launch and training of the national advisory panel, the consultant and research assistants. The money will pay for data collection and analysis, report writing as well as validation and dissemination of the national AGDI report.

The specific objectives of the AGDI study are to:

- provide African governments with data and information on the status of gender equality and the effects of their gender policies in reducing women's marginalization;
- democratize statistics and provide gender planners and development practitioners with a monitoring tool that is effective, valid, reliable and easy to use;
- equip policy-makers and their partners with a tool to integrate gender into national planning and policy making processes and to measure gender equality and promote; and
- strengthen the capacity of member States to effectively integrate gender into their policies and monitor progress made in implementing international and regional commitments on gender equality and women's empowerment.

In connection with the above, I am pleased to inform you that ECA has committed US\$20,000 (United States Dollar Twenty Thousand) to execute the AGDI project. The funds will be transferred in two installments to meet expenses relating to specific activities that are directly implemented by the Ministry of Gender of Country X as indicated in the Annex 1.

- I. Upon signature of this letter, ECA shall transfer 50% of the project budget, equivalent to US\$ 10,000.00 (United States Dollars Ten Thousand) representing the first installment to the following Bank Account:

Bank name: XX
Bank account currency: US Dollars

Bank address:	XX
Swift Address:	XX
Account number:	XX
Account name:	Ministry of Gender
Beneficiary name:	Ministry of Gender

- II. The ministry shall confirm receipt of funds in writing within seven (7) days of receipt.
- III. Upon submission of final narrative and certified financial reports covering the entire duration of the project, ECA shall transfer the remaining 50% of the project budget, equivalent to US\$10,000 (United States Dollars Ten Thousand).
- IV. The Ministry is required to submit to ECA a progress report on the implementation of the project and a final report, including and certified financial statement no later than three months after the completion of project activities. The financial statement should provide itemized details on expenditure and balance. The format of the report is attached in Annex II.
- V. Funds provided under this Agreement will be used exclusively for the intended purpose as indicated in the project document attached as Annex I, and shall be managed according to rules and procedures applicable in Country X.
- VI. At any stage during the implementation of the project, ECA shall be entitled to reasonably request any information from the ministry regarding the project.
- VII. Any unspent fund will be transferred to ECA based on the certified financial statement.
- VIII. All correspondence related to this Agreement shall be in writing and unless otherwise agreed by the Parties, shall be addressed to the following authorized representatives of the Parties.

For ECA

For the Ministry

Director of Strategic Planning and Operational Quality
Division with full contact address

Responsible officer of the Ministry of Gender
with full contact address

- IX. Responsible persons for the implementation of activities under this Agreement:

For ECA

For the Ministry

Director of Social Development Policy Division
with full contact address

Responsible officer of the Ministry of Gender
with full contact address

- X. The ministry shall indemnify, hold and save harmless, the United Nations, including the ECA, its employees and officials against all demands, claims and liability of any nature to third parties, or claims by the Ministry of Gender associated personnel or by persons claiming to have succeeded to such rights.
- XI. Nothing contained in this Letter of Agreement shall be construed as extending to the Ministry associated personnel any other benefit, facility, service, right to claim, or other entitlement from ECA, except in so far as specifically provided here-in.
- XII. Nothing under these arrangements, or matters arising hereunder, may be construed as a waiver, express or implied, in whole or in part, of the privileges and immunities enjoyed by the United Nations, including ECA.

- XIII. This agreement may be modified or terminated at any time by mutual agreement of the Parties or by either Party providing one (1) month written notice to the other Parties.
- XIV. Any dispute over the interpretation or application of any of the above-mentioned Provisions herein shall be settled through negotiation or by such means, as ECA or the ministry shall mutually agree.
- XV. This agreement shall enter into force upon signature of both Parties, the ministry and ECA, and shall remain in force until XX.

Please confirm your concordance to the terms of this Agreement by signing and returning copy of the acceptance below.

Yours sincerely,

ECA Director of the Division of Administration

Signature: _____

Date: _____

For: Responsible officer of the Ministry of Gender
with full contact address

Signature: _____

Date: _____

ANNEX 5: Project implementation report

LOGO OF BENEFICIARY

FORMAT OF PROJECT IMPLEMENTATION REPORT

PROJECT TITLE:

PROJECT NUMBER:

YEAR OF THE GRANT:

STARTING DATE:

ENDING DATE:

TOTAL BUDGET:

EXECUTIVE SUMMARY (1-2 pages): *A Brief Summary of the Report Highlighting the Project Objectives, Key Results Achieved, New Lessons Learnt, Extra funding required for any follow-up activities and Recommendation*

DETAIL NARRATIVE REPORT *(as detailed as possible)*

- I. PROJECT GOAL AND IMMEDIATE OBJECTIVES
- II. ACTIVITIES CARRIED OUT AND RESULTS/IMPACT ACHIEVED *(Output and Outcome)*
- III. EXPECTED IMPACT OF THE PROJECT
- IV. SUSTAINABILITY
- V. PROBLEMS ENCOUNTERED DURING IMPLEMENTATION
- VI. FINANCIAL PERFORMANCE
- VII. DETAIL OF PARTICIPANTS FOR WORKSHOPS
- VIII. ADDITIONAL INFORMATION *(Publication; Media coverage; Evaluation of activities)*
- IX. CONCLUSION

FORMAT OF FINANCIAL NARRATIVE REPORT

PROJECT TITLE:

PROJECT NUMBER:

YEAR OF THE GRANT:

STARTING DATE:

ENDING DATE:

TOTAL BUDGET:

I. **Summary of grant disbursement** (i.e. amount disbursed so far – Various installments)

II. **Explanation of the major line items**

- Expenditures incurred to date vs. plan of activities and as related to the progress report
- Reason for deferral of expenditure (if any)
- Reason for over expenditure (if any)
- Explanation for long outstanding obligations

III. **Request for additional grant disbursement (if any)**

IV. **Others**

ⁱ United Nations Economic Commission for Africa (2011). *The African Gender and Development Index 2011: Promoting gender equality in Africa*. ECA: Addis Ababa.

ⁱⁱ United Nations Economic Commission for Africa (Unpublished manuscript). The African Gender and Development Index: An assessment

ⁱⁱⁱ United Nations (1945). *Charter of the United Nations*. Signed on 26 June 1945 in San Francisco. Available from: <http://www.un.org/en/documents/charter/preamble.shtml>.

African Union (AU) (2003). *Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa*. Adopted at the 2nd Ordinary Session of the AU Assembly of Heads of State and Government on 11 July 2003 in Maputo. African Union Commission, Addis Ababa. Available at: http://www.achpr.org/files/instruments/women-protocol/achpr_instr_proto_women_eng.pdf Article states that

“1. States Parties shall combat all forms of discrimination against women through appropriate legislative, institutional and other measures. In this regard they shall:

- a) include in their national constitutions and other legislative instruments, if not already done, the principle of equality between women and men and ensure its effective application;
- b) enact and effectively implement appropriate legislative or regulatory measures, including those prohibiting and curbing all forms of discrimination particularly those harmful practices which endanger the health and general well-being of women;
- c) integrate a gender perspective in their policy decisions, legislation, development plans, programmes and activities and in all other spheres of life;
- d) take corrective and positive action in those areas where discrimination against women in law and in fact continues to exist;
- e) support the local, national, regional and continental initiatives directed at eradicating all forms of discrimination against women.

2. States Parties shall commit themselves to modify the social and cultural patterns of conduct of women and men through public education, information, education and communication strategies, with a view to achieving the elimination of harmful cultural and

traditional practices and all other practices which are based on the idea of the inferiority or the superiority of either of the sexes, or on stereotyped roles for women and men.”

^v United Nations Millennium Project (2005). *Investing in Development: A Practical Plan to Achieve the Millennium Development Goals*. Report to the UN Secretary General, UNDP, Earthscan: London and Virginia.

^{vi} United Nations (1996). *Programme of Action adopted at the International Conference on Population and Development*, Cairo, 5-13 September 1994. United Nations Population Fund, New York. Paragraph 4.1 states: “The empowerment and autonomy of women and the improvement of their political, social, economic and health status is a highly important end in itself. In addition, it is essential for the achievement of sustainable development.”

United Nations (1995). Beijing Declaration and Platform for Action. *Report of the Fourth World Conference on Women*. Sales No. 96.IV.13. Available at: <http://www.un.org/womenwatch/daw/beijing/pdf/Beijing%20full%20report%20E.pdf> Paragraph 21: “Women are key contributors to the economy and to combating poverty through both remunerated and unremunerated work at home, in the community and in the workplace.”

^{viii} United Nations Children’s Fund (2006). *The State of The World’s Children 2007: Women and Children - The Double Dividend of Gender Equality*. Sales No. E.07.XX.1. UNICEF, New York.

^{ix} United Nations (2008). Press release by the Department of Public Information dated 6 March 2008. SG/SM/11453 OBV/685 WOM/1675. Available from: <http://www.un.org/News/Press/docs/2008/sgsm11453.doc.htm>: “Gender equality is not only a goal in itself, but a prerequisite for reaching all the other international development goals, including the Millennium Development Goals.”

^x United Nations Economic Commission for Europe and World Bank Institute (2010), *Developing Gender Statistics: A Practical Tool*, page 1.

^{xi} *Opcit* 5, paragraph 206.

^{xii} United Nations Statistics Division (2012), *Gender Statistics Manual: Integrating a Gender Perspective in Statistics*, Draft (Revision 18 March 2012), page 6.

^{xiii} *Opcit.* 5, paragraph 206.

^{xiv} *Ibid.*

^{xv} *Ibid.*