IDRC Acacia Gender Integration Guide[1]
(for Project Proposal Development, Monitoring and Appraisal)

Guide towards developing more gender-aware research and project proposals	Acacia Programme officers' guide for evaluating integration of gender perspective into research proposals
PHASE ONE: PLANNING AN IMPLEMENTATION	
Step 1: Outlining "what" you will be doing	

Guideline for research

What is the purpose of your research? What is the contribution your research will make to change for the better for your target group and society at large? How will your research link into ACACIA's ICT4D agenda? What research paradigm do you locate your work in? What theoretical frameworks, concepts and assumptions underpin your investigation and how are they linked to your purpose?

What are your research questions? In the context of your study, what constitutes data? Do you include in your investigation how gender intersects with social/political/cultural/economic issues you want to investigate? What is the main entry point of you gender analysis: Are you looking at gender gaps, gender roles, gender needs, gender difference, gender injustices?

How does your theoretical framework allow you to capture/demonstrate and explain the inter-relations between gender -as a cross-cutting factor - and other key concepts in the research framework? How do you see gender relations intersect with the development problem you are investigating? What framework do you use to evaluate these needs – and potentially divergent needs – of different stakeholder/informant groups against one another? How does your research approach the relationship between needs and rights?

From your review of the literature, what results do you anticipate from the research process? Are your anticipated research results specified with reference to gender outcomes?

Guideline for projects

What do you want to know? What do you want to do? What (human) development goal do you want your project to contribute to? How will your project impact on the human development – as freedoms or capabilities – of women/girls in relation to men/boys in the project's target population? Will it seek to address a gender gap in accessing practical (or basic needs)? Will it seek to empower women/girls and change unequal gender/social relations vis-a-vis men?

What impact did your consultation with different target beneficiaries have on your understanding of the (development) problem? What impact did it have on your project design and planning? Did men and women beneficiaries participate a equally in discussions on the nature of the development challenges they face?

What are the local conditions - socio-cultural pressures, infrastructural constraints, political cultures and practices, legal frameworks etc.- that will impact on your project, and how do they differentially shape the lives of men and women in the target/beneficiary groups Do these factors also impact differently – as obstacles - on the ability of women and men to participate in your project?What measures will you out into place take to take account of – and/or seek to mitigate – the effects of these factors on your project?

Evaluating the research proposal

Will the research results contribute to change, to making a difference for the better in people's lives? Will the research results add to the total body of knowledge or increase understanding of social conditions within a particular - or set of -location(s)? How does the research relate to work that has been done in the area? Does the proposal integrate gender and development – or feminist - literature in its overview of the issue under investigation?

What long-term social/cultural/political/economic benefits can be derived from the research? Does the proposal incorporate a focus on (unequal) gender relations as part of the research problematic? Whose interests will the research serve? Specifically does the research take a critical approach to gender issues in the target audience, with a view to aiding the empowerment of disadvantaged groups?

Evaluating the project proposal

What concept of development is at the centre of the project definition?

What is the concept of gender deployed in the project? Specifically, does it employ a critical stance towards existing gender inequalities within and among the target audience(s) and boundary partners? How will the project impact on gender relations in the target audience and boundary partners? Does the project take a critical stance towards notions of culture and cultural rights that are indifferent to the gendered nature of power differentials within the respective communities and societies? Does the project take note of the limited nature of women's options and of the fact that women's prefences are formed within a socialization grounded in gender inequity? Will the project target gender inequalities as a central part of its development intervention?

How does the project meet the IDRC/ACACIA's objectives with respect to advancing gender equality and (human) development?

Is the research proposal consistent with the development goals set by policy-makers in the study country? Does the project take a critical approach to dominant neo-liberal notions of development?

Does the project proposal contain a realistic appraisal of the potential obstacles to its successful implementation? Do the proposed strategies to overcome constraints seem practicable? Does the project take account of how gender interests, gender identities and/or gender roles may interplay with the obstacles to the project? Are the proposed strategies to mitigate constraints suggest a gender differentiated set of strategies?

Step 2: The *"how"* questions: Research methodology and project implementation planning

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Guide for research How does your methodology allow you to capture/demonstrate and explain the inter-relations between gender -as a cross-cutting factor - and other key concepts in the research framework? What methods and techniques will you be using and why? Are the researchers trained in doing research with women? Are they aware of the specific complications of engaging women in social science research? es your choice of research subjects relate to your research problem? How will you ensure gender representation – of research respondents – that is appropriate to the purpose of the research?] [Who will be your research respondents (women only, men only, or both women and men) and why?] How will you gather the data? Where you generate or use existing gender-disaggregated data, how do you go about understanding the data more deeply – and make meaning of it? How do you solicit and capture the gendered views and experiences of your research subjects/informants men/boys and women/girls? Why do you choose this approach? How will you accommodate the effects of the researchers' subjectivities – race, class, gender, sexuality, etc - on interactions with the research subjects and - by extension- the data collection process and the validity of the data? How are you measuring and analyzing the differences between men and women with respect to the key indicators in your study [such as - for example - connectivity, capacity, control, content in research on the Information Society]? How will you go about demonstrating the relationship between gender and attendant key concepts/variables in your research framework? **Guide for projects** Where will your project be located? How does the location of the project relate to your social change agenda and the (human) development goal(s) you want to achieve? How does the location of the project allow you to address gender disparities and injustices in the local environment? How will the project seek to involve local women and men in project? How will you en-sure that the needs and views of vulnerable groups among the target beneficiaries – often women - are captured adequately so that it is a more accurate reflection of their needs and views. How will your use of specific ICT tools and language – to , for example, foster broad par-ticipation and/or gather data - maximise the ability of different stakeholder groups to par-ticipate in the research/project. Will the use of these ICTs allow the project to reach all the relevant stakeholder groups or research informants, such as poor women, illiterate men, etc. How does knowledge of this differential access to and control impact on your ICT choices and technology deployment in your project ?	**Evaluating research proposals** Is the sampling methodology appropriate for the goals of the proposed research? Does the proposal justify clearly its sampling strategies and the implication for meeting the research objectives? Will these strategies be effective for the purpose of including all the respective gendered respondent, in line with the purpose of the study? Are the data collection methods described in sufficient detail? Are the procedures practical and does the proposal outline alternatives strategies in the event of obstacles? Does the proposal consider how it will ensure the participation of disadvantaged women in contexts where they may be hard to reach – because of distance, language, literacy levels, time available, etc. Are the data to be collected outlined in sufficient detail, i.e. is there a list of topics, key concepts and relationships that will be examined? Does this proposal outline why these topics/concepts/relationships are central to the investigation, and how they will be analyzed further from a gender perspective? **Evaluating project proposals** Will the project seek to include women and male beneficiaries in defining the projects objectives and implementation strategies? Are the strategies for ensuring the participation of women and male beneficiaries described fully, and are they adequate? Do they seem implementable? Do the communication tools and platforms proposed for soliciting maintaining the participation of women and men beneficiaries seem appropriate to their skill levels, financial resources, and time available, among others?

The "how" - and "why" - of results dissemination

Guide for research Based on the logic of your research paradigm, do you want the research outputs and results to be taken up and applied by development practitioners? How does this shape how you make the results of the research results available – that is, in what languages, formats and to whom? How will your choices for managing the researchers' intellectual property facilitate the communication of the research results as well as its uptake by hard to reach audiences and stakeholders? **Guide for projects** How will you ensure the results are communicated using formats and languages that are appropriate to the different target audiences so that it's meaning is easily understood, and facilitates its appropriation by stakeholders/boundary partners? What measures[2] will you put into place, and why are they the most appropriate for the different boundary partners or stakeholder groups (including women and men, either as individuals and/or in organized groups)? Which formats and dissemination strategies would be most appropriate to reach socially/politically/economically disadvantaged groups in your research context(s)?	**Evaluating research and project proposals** Does the choice for managing research intellectual property match the objectives for how you do the research? What impact will the choice of IP protocols have on the ability of poor, illiterate women, using non-international languages, for them to benefit from the research and the knowledge generated? Are the proposed strategies for dissemination likely to successfully take the results to women who do not move in either academic circles, are not active in organized civil society structures, and do not speak the dominant/official languages?

The "how" of institutions and personnel

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[2] Such as workshops, communication tools and platforms including mobile phones, wikis, blogs, radio etc.

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Guide for research	**Evaluating research proposals**
How skilled are members of the research team in conducting gender-aware research and analysis of the data? How will the team acquire the requisite conceptual/theoretical and methodological skills? If through capacity building, will both male and female team members be eligible for such capacity building? Will the team members be trained in doing research with women? What is the gender and skills profile of the research team? Is there a balanced spread of women and men members at all skill and decision-making levels of the team? What measures will the research team managers take to ensure that the research process will build skills and capabilities of all team members – women and men – beyond where they entered into the project?	Does the team have the requisite gender research/analytical skills, or are there strategies for contracting in such skills? How will the research process build this capacity with in the research team? Are the proposed gender training measures for the research team adequate to the requirements of the research? Do all members of the team – men and women – have the requisite skills to carry out the designated research tasks? Will the research include measures to bring the team members skills up to par and ensure a common approach to the research topics and /problematic?
Guide for projects	**Evaluating project proposals**
How are different kinds of expertise in the project valorized? Are gender analytical skills regarded as important for the successful implementation of the project? How is that demonstrated in the human resource management plan for the project? How do you ensure that both women and men participate equally in decision-making about the direction of the project? In general, is there parity in the remuneration of female and male members on the project team who are at similar skill levels? What measures will you take to ensure that the project team does not validate and reinforce gender discriminatory behaviors among target beneficiaries and to rather foster a critical approach to existing social and power dynamics among beneficiaries and boundary part-ners.	Will the project team have the optimal ratio of women to men, in line with the requirements of the project? What measures are proposed to ensure the project build women and men team members' capacity at all levels and specifically, that women take active part in the project decisions. Are these adequate for ensuring an empowerment approach to project management? Will the project install measures to build team members' awareness of their own gender biases/beliefs, in order to build consciousness of their impact on the development contexts and the responses they elicit from the target audience and boundary partners?

Timetable and Budget

Guide for research	**Evaluating research and project proposals**
Did you allocate sufficient time and budget to build capacity in gender-aware research processes and analysis, or to contract in such skills? On what basis was the budget allocation made? Does the budget allocation fairly reflect the importance of having these skills within the research team? Is there sufficient budget and time for research procedures and expenses – such as translation – for measures that will ensure the inclusion of non-elite, remote, poor, illiterate respondents (who are often women).	Is there sufficient budget allocated for contracting in gender-specialists as members of the team, or as consultants to the research? Alternatively, is there sufficient budget to build team member's capacity to design, and implement the research or project in gender-aware ways? Is the budget sufficient for communication strategies and media products that will facilitate widespread dissemination of the results to non-elite and marginalized women?
Guide for projects	**Evaluating project proposals**
Is there sufficient budget and time for research procedures and expenses – such as translation – for measures that will ensure the inclusion of non-elite, remote, poor, illiterate respondents (who are often women). Is there sufficient budget for communication strategies and necessary products (translations into local languages, audio clips, video, posters etc) - to reach hard to beneficiaries who are – typically - poor women? Is there sufficient time and budget for the requisite training for team members to produce these appropriate materials and design effective communications and dissemination strategies? Is there a budget for a gender evaluation of the project as well as the gender impacts among beneficiaries/boundary partners? As part of a monitoring plan as well as developing data for a gender evaluation, will the project track expenditures on men and women involved in the project, with a view to these feeding into a gender evaluation of the research process?	Does the budget include funds for a skilled and experienced gender specialist to evaluate the design, implementation and development impacts of the project?

Evaluation plan

Guide for research	**Evaluation of research and project proposals**
Does the research/ include a plan and appropriate mechanism - to monitor the research process throughout implementation? How will this plan be used to gather conclusions about the research impacts? Does the research management plan and research design require the collection of gender-disaggregated data that can be drawn on for an evaluation?	Does the TOR for an evaluation study specifically include the examination of the gender dynamics and effects of the research process on the team as well as the beneficiar-ies/boundary partners? Were the data produced by the evaluation and follow up disaggregated by gender? Were gendered indicators reformulated and analyzed during and following evaluation?
Guide for projects	
What follow-up and monitoring mechanisms will the project include? Will the project ben-efit from an evaluation specifically focusing on the gender and power dynamics in the team and the team interaction with the beneficiaries and boundary partners, as well as an analy-sis of how that might impact on the project sustainability? How will you draw on gender-disaggregated data collected during project implementation to inform and strengthen the project evaluation? With respect to beneficiaries/boundary partners, what factors are important indicators to monitor as evidence of positive or negative impact on gender relations among the boundary partners?	Was a follow up and monitoring mechanism created and perhaps reused? In what way have the results of the research evaluation contributed to a renewal of the conceptual analysis of gender relations?

PHASE 2: MONITORING

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Are you still aligned with the purpose of your research?

- What have you learnt with regards to yourself as a (gendered) researcher?
- What have you learnt about the target group (in terms of gender)?
- What have you learnt about the research question (in terms of gender)?
- Are there any changes that need to take place? If so, why? If not, why not?

PHASE 3: SUMMATIVE EVALUATION

Have your intentions for the project come to fruition?

- Are the study's insights published where they can make an impact?
- Have you shed any light in hitherto dark places?
- Is the study speaking to the accepted thinking that influences women's lives?
- Will the studies' results be shared by and or with the women whose sharing are used? How?
- Will the research findings be translated into policy and / or interventions that will make a difference to the lives of the women (and men) who participated in the research? How?
- What gender analysis framework is used to understand the contribution of the intervention to possible future users in other contexts?
- In what (unforeseen) ways and unintended consequences is this study meeting its purpose?
- In what (other) ways does this study have unintended effects that contribute to the betterment of women's lives?
- How do you evaluate your strategies? (Whether they are executed successfully? Whether they were the right ones?)