

ANNEX A

GUIDELINES ON GENDER AND DEVELOPMENT (GAD) SERVICE AWARDS OF THE DENR

I. BACKGROUND

It is the declared policy of the State to ensure that women must be provided with facilities and opportunities that will enhance their welfare and enable them to realize their full potential in the service of the nation. This is stated in the constitution, Article III, Section 14. In accordance thereof, the government issued Executive Order 348 (EO348), Series of 1989, Approving and adopting the Philippine Development Plan for Women (PDPW) for 1989-1992. On February 12, 1992, Republic Act NO. 7192 (RA 7192) otherwise known as “Women in Development and Nation Building Act” reinforced previous policies by recognizing the role of women in nation building and ensuring the fundamental equality before the law of women and men. As a sequel to PDPW, the Philippine Plan for Gender Responsive Development (PPGD) for 1995-2025 was approved and adopted by virtue of EO 273 signed on 8 September 1995. The PPGD, which is a 30-year perspective plan outlines the range of gender issues and their corresponding strategy and program responses which government should implement to realize the vision for a gender responsive society- a society where women and men equally contribute and benefit from development. The Environment and Natural Resources chapter in PPGD is DENR’s contribution in attaining the Gender and Development vision.

DENR on the other hand, is the government agency mandated to manage and develop natural resources of the country. As a guide, it has adopted the Philippine Strategy for Sustainable Development (PSSD) which was integrated in the Medium Term Philippine Development Plan (MTPDP) for 1993-1998, henceforth it has become the centerpiece of its programs and projects. Within, PSSD, women play an important role along with the men.

Therefore, efforts geared towards the attainment of MTPDP particularly those that are gender sensitive and involve women as managers or leaders thereby enhancing the need for GAD in DENR should be recognized and commended. Hence, the awards for the **MOST GENDER SENSITIVE PROJECT AND THE MOST GENDER SENSITIVE WOMAN PROJECT IMPLEMENTOR** in the DENR is hereby launched.

II. GOALS AND OBJECTIVES

The awards intend to enhance and highlight the participation of women and men in the promotion of PSSD with men and women equally benefiting from the fruits of development. Specifically, the awards are meant to:

1. Give due recognition to a project which have promoted the welfare of both women and men in all aspects of environment and natural resources development; and
2. Acknowledge the contribution of women in the management of the country's environment and natural resources plan/projects for the national development.

III. AWARDS CATEGORIES

There are two categories, namely:

- 1. MOST GENDER SENSITIVE PROJECT**
- 2. MOST GENDER SENSITIVE WOMAN PROJECT IMPLEMENTOR**

IV. AWARDS ADMINISTRATION

The awards shall be administered by a Search/Screening Committee and the Board of Judges at the national level, with the following functions and composition:

A. FUNCTIONS

Regional/Bureau/Attached Agencies Screening Committees

- Conduct initial screening of all projects in item 1 of Section V of this document, through the review of project documents, interviews with community beneficiaries and stakeholders, ocular inspection/and or administration of survey questionnaires to be designed by the Committee pursuant to the Evaluation Guide herein provided as Annex 1;
- Validate/assess the nominees using assessment criteria; and
- Submit comprehensive report to the Regional Board of Judges with supporting documents indicating therein validations and findings. The supporting documents shall include audio-visual materials such as photographs and video cassette tapes highlighting the project implementation of the regional/bureau/attached agencies finalists.

Regional/Bureau/Attached Agencies Board of Judges

- Review the comprehensive report of the Regional/Bureau/Attached agency Screening Committee;
- Introduce additional criteria if necessary, to finally select the region's/bureau's/attached agency's candidates. The said criteria shall be explained in the endorsement of the Board to the national level; and
- Endorse one candidate for each category. Endorsements should be accompanied by supporting documents such as proceedings of the selection process, score sheets (summary of individual scores), endorsement sheets signed by judges etc.

National Screening Committee

- Accept entries endorsed by the Regional/Bureau/Attached Agencies on or before the deadline;
- Review each entry and ensure that all forms are duly accomplished and that all requirements are complete;

- Evaluate the recommendation of the Regional/Bureau/Attached Agencies Board of Judges;
- Short list nominees and conduct field validations with assistance of the Regional Screening Committee;
- Submit to the National Board of Judges the validated entries from the shortlist of nominees with supporting documents relative to the nominations.

National Board of Judges

- The National Board of Judges shall undertake the final evaluation and selection of winners and awardees.

B. COMPOSITION

Regional/Bureau/Attached Agencies

- Screening Committee. Regional/Bureau/Attached Agencies GAD Focal Points and representative from the service in cooperation with the Employees Suggestion and Incentive Awards Committee (ESIAC).
- Board of Judges. Regional/Bureau/Attached Agencies GAD Executive Committee and or NGO/LGU representative.

National Level

Screening Committee. National GAD Focal Point System

V. RANKING

1. Qualified candidates for the **MOST GENDER SENSITIVE PROJECT AWARD** will be ranked based on the following criteria and point scores. Only those which garnered a total point score of at least 80, will be considered.

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|------------------------|---|-----------|
| • Planning Stage | - | 30 points |
| • Implementation Stage | - | 30 points |

- Monitoring & Evaluation - 20 points
 - Impacts - 20 points
2. Qualified candidates for the **MOST GENDER SENSITIVE WOMAN PROJECT IMPLEMENTOR** will be ranked using the following criteria and point scores. Only those who have garnered a total of 80 points will be considered.
- Physical Accomplishments - 25 points
 - Leadership Qualities - 25 points
 - Public Relations - 20 points
 - Gender Sensitiveness - 30 points

IV. AWARDS AND PRIZES

- The **MOST GENDER SENSITIVE PROJECT** will receive a plaque and a cash prize of PHP 30,000. Second and third prizes will receive PHP 25,000 and PHP 20,000, respectively. The cash prizes for this category must be used by the project/program on gender ad development related activities such as livelihood projects etc. The winner will be asked to submit a plan of action to utilize the fund prior to release of fund.
- The **MOST GENDER SENSITIVE WOMAN PROJECT IMPLEMENTOR** will receive a plaque and a cash prize of PHP 35,000. Second and third place winners will receive PHP 25,000 and PHP 20,000, respectively.
- The Regional finalists will receive Certificate of Recognition from the National Gender and Development Executive Committee.

VI. TIME TABLE

August 30, 2001 – Deadline for submission of entries to the Regional Board of Judges

September 1-15, 2001 – Screening/evaluation of entries by Regional Board of Judges

September 30, 2001 – Deadline for submission of candidates to the Central Office

October – November 16, 2001 – Validation period by National GAD Focal Point

November 19-30, 2001 – Submission of Assessment reports to the National Board of Judges

December 2001 – Proclamation of winners

VIII BUDGET ESTIMATES

Validation of entries

(Plane fare, bus fare and TEV for validators) PHP 150,000

Prizes (Plaques, Trophies, Cash) 180,000

Supplies and Materials 5,000

Miscellaneous 50,000

SUB TOTAL PHP 385,000

Plus 10% contingency 38,500

TOTAL PHP 423,700

Department of Environment and Natural Resources National Gender and Development Focal Point System Guide Questions for the MOST GENDER SENSITIVE PROJECT				
VARIABLES	INDICATORS	QUESTIONS	PTS	VALIDATION GUIDE
1. PLANNING (30)	1. Planning is a regular activity of the project 2. At least 80% of the members/respondents actively participate in planning activities 3. Those who participate are	What are the different types of plans of your organization? How often do you conduct planning activities? Do you participate in the planning activity of your organization? If yes, please specify why you have those planning activities.	30 6 6	Secure copy of plans Secure copies of minutes of planning activities

	<p>clear about the purpose and objective of the planning exercise.</p> <p>4. Organizational plans are prepared and ratified by GA</p> <p>5. Operational plans are disseminated to members/ shared with partner implementors.</p> <p>6. Women, men and youth members concerned were considered in the identification/</p>	<p>Who ratifies your organizational plans?</p>	<p>6</p>	<p>Note: The interviewer should define first concept of strategic and</p>
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<p>II. IMPLEMENTATION (30)</p> <p>- organizational structure</p>	<p>planning of programs/projects</p> <p>7. Women and men both decide in the selection of programs, projects and service (control of measures)</p> <p>1. Presence of a defined organization structure</p>	<p>Who decide in the selection of programs, projects and service of the organization?</p> <p>Does the organization have a defined structure?</p>	<p>6</p> <p>30</p> <p>2</p>	<p>practical needs.</p> <p>Secure copy of any document that correspond the organization's structure.</p>
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	<p>2. Roles and responsibilities among leaders, members and different units/position are clearly defined and delineated</p>			<p>Through FGD, let the members draw organizational structure including the functions therein. Secure copies of leadership profile, membership profile and the list of committees and its members.</p>
<p>3. Women and are equally represented in the organizational</p>				

<p>- leadership</p>	<p>structure. 1. Tasking and responsibilities among leaders are based on competence not on gender basis.</p>			
<p>- membership</p>	<p>1. The organization offers equal opportunity for women and men to join the organization.</p>	<p>How do you recruit members? Do you prefer female members? Male members? How are membership decided?</p>	<p>1</p>	<p>Secure copy of policies on membership</p>
<p>- personnel (if PO has part-time or full time staff</p>	<p>1. Personnel have written job description and at least 75% of the qualification match the</p>			<p>Secure copy of biodata of personnel Secure copy of job description of personnel.</p>

<p>- education training</p>	<p>requirements of their actual work.</p> <p>2. Selection and recruitment policies and mechanisms are gender fair.</p> <p>3. PO is able to provide just compensation to its staff, both men and women.</p> <p>4. PO has a staff development program.</p>	<p>How do you recruit staff? Do you prefer male? Do you prefer female?</p> <p>What training and education activities have you participated in? Please enumerate.</p> <p>Do you have education</p>	<p>1</p> <p>2</p> <p>4</p>	<p>Secure copy of salary schedule or equivalent document</p>
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	<p>education & training program that is being pursued and implemented.</p> <p>2. Presence of a group/committee that designs and implement it.</p> <p>3. Education and training program is responsive to the needs and interest of the members (women, men & youth)</p> <p>4. Women, men & youth members</p>	<p>and training program. If yes, what trainings do you offer to members? Who implement the conducts of your training and education activities? Are the training and education and education activities being conducted responsive to the needs of men, women and youth members? How are the participant to the training selected?</p>		
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<p>- programs, projects and services (IGPs, forestry)</p>	<p>are given equal opportunity to participate</p> <ol style="list-style-type: none"> 1. At least 80% if membership participate in the implementation of programs, projects and services. 2. At least 80% of member-respondents-both men and women benefit equitably from the programs, projects and services of the PO. 	<p>What are the various programs, projects and services that the organization offers? Among these in what activities do you participate in? What benefits do you derived from the program, projects and services of the organization? Are the persons involved in the various programs, projects and services trained to perform their roles/functions? If yes, please enumerate the trainings they have</p>	<p>10</p>	
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<p>- networking & linkaging</p>	<p>3. Persons involved in the implementation of programs, projects and services of the PO have the necessary knowledge.</p> <p>1. The organization has established partnership based on their assessed needs and interest.</p> <p>2. PO enjoys mutually benefiting partnership with all of its partner agencies and</p>	<p>attended.</p> <p>Who are the partner organizations? What is the nature of the linkage/partnership established (e.g. by project, service, by issue or advocacy, funds, etc.) How are the linkage with partner organization established? Does the organization</p>	<p>10</p>	
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<p>III. MONITORING AND EVALUATION (20)</p>	<p>organizations.</p> <ol style="list-style-type: none"> 1. PO conducts M & E regularly 2. M & E results are used to adjust plans, provisions of services and program/project implementation. 3. Sex disaggregated information on needs and resources of members/leaders and community 	<p>think that it has benefited from the partnership/alliances it has established?</p> <p>Does the organization have its own monitoring and evaluation system? Who conducts the M & E? How frequent is the monitoring and evaluation conducted?</p> <p>What courses of action does the organization take as a result of M & E.</p>	<p>20</p>	
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<p>IV. IMPACTS (20)</p>	<p>serve as the context of the updating plans.</p>	<p>Are the project activities being conducted responsive to the needs of men, women and youth?</p>	<p>20</p>	
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Department of Environment and Natural Resources National Gender and Development Focal Point System Guide Questions for the MOST GENDER SENSITIVE WOMAN PROJECT IMPLEMENTOR				
VARIABLE	INDICATORS	QUESTIONS	PTS	VALIDATION GUIDE
1.a. PHYSICAL ACCOMPLISHMENT	- if PA is 100% - 124% - if PA is above 125% - if PA is 91%-99% - if PA is 80% - 90%	- - - -	<u>10</u> 10 8 5 3	Secure copy of annual accomplishment. Compare accomplishment report in the previous year (CY 1998) If the nominee is not the first project leader, check previous reports (CY 1996-1997) to see if there were improvements. Validate accomplishment reports through site visit and interview with project beneficiaries. Cite significant accomplishment.
1.b. FINANCIAL AND ADMIN,				

PERFORMANCE					
a. Fund Utilization	<ul style="list-style-type: none"> - allocate funds for specific purpose based on WFP - keep expenses within the budget 	<p>1. Are funds utilized in accordance with approved WFP?</p>	5	<p>Interview project beneficiaries and validate if funds were indeed allotted for the activities indicated in the project WFP or unprogrammed activities (if there are deviations)</p> <p>Check financial reports/statements or vouchers</p>	
b. Management Systems	<ul style="list-style-type: none"> - facilitate drafting of gender responsive policy on rewards, incentive and sanctions, records and database mgt. 	<p>1. What are the project polities, systems and procedures established by her/him?</p>	10	<p>Secure copy of report on the implementation of policies (especially local guidelines)</p>	

<p>II. LEADERSHIP QUALITIES</p>	<p>- ensure that the drafted policies are based on needs and interests of leaders staff and members of the organization.</p> <p>a. Job knowledge</p>	<p>1. Ask nominee to discuss the overall project goals, objectives and targets?</p> <p>2. Does he/she have thorough knowledge of all phases of the job?</p>	<p>25 4</p>	<p>Interview project beneficiaries and validate if such policies were implemented.</p> <p>Interview staff/supervisor</p>
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	<p>b. Teacher/Mentor</p>	<ol style="list-style-type: none"> 1. Is he/she able to help people develop self confidence, ambition, enthusiasm and honesty? 2. Is he/she willing to transmit the skills of leadership? 	<p>4</p>	<p>Interview staff/supervisor</p>
<p>c. Fair</p>		<ol style="list-style-type: none"> 1. Does he/she make decisions about performance reviews, work assignments, promotions, pay increase, hiring 	<p>4</p>	<p>Interview staff/supervisor</p>

	<p>d. Proactive and Innovativeness</p>	<p>& firing?</p> <ol style="list-style-type: none"> 1. What changes/innovations has he/she introduced to improve project performance? 2. Effects/impact of such innovation to project implementation. 3. Is he/she able to anticipate problems, needs and opportunities of the project? 	<p>4</p>	<p>Interview staff/supervisor</p>
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	<p>e. Honest</p>	<p>4. Is he/she able to try new way to do something for the betterment of the project?</p> <p>1. Is there any pending administrative case against him/her?</p> <p>2. Does he/she adhere to the ethical and moral standard for public servants such as justice and hardwork?</p>	<p>3</p>	<p>Interview project staff, peers, supervisor, NGOs, PO, local Official</p>
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<p>III. PUBLIC RELATIONS</p> <p>a. Relationship with General Public (DENR Clientele)</p>	<p>f. Leader looks over the fence.</p> <p>g. Optimist/open minded</p> <p>- Manner of relating with public (no gender bias, accommodating,</p>	<p>1. Does he/she exhibit an immense interest in all aspects of project operation?</p> <p>1. Does he/she welcome ideas suggested by staff/subordinates?</p> <p>1. Does he/she attend fora when invited?</p> <p>2. Is he/she always</p>	<p>3</p> <p>3</p> <p>20</p> <p>10</p>	<p>Interview staff/supervisor</p> <p>Interview staff/supervisor</p> <p>Interview DENR clientele/general public</p>
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<p>b. Relationship with the Subordinate/ Project Staff</p>	<p>considerate)</p> <ul style="list-style-type: none"> - Alliance networking with members of the community at different level including other sector. Such alliance involves commitment for the promotion of project. - ability to work harmoniously with project staff 	<p>available when needed?</p> <p>3. Was he/she able to establish alliances/ networking with members of community including other sector? Effect of such alliances to project implementation?</p> <p>1. Is he/she concerned with the welfare of the project staff? Cite examples.</p> <p>2. Is the work</p>	<p>5</p>	<p>Interview subordinate/project staff</p>
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<p>c. Relationship with Superior</p>	<p>- ability to work harmoniously with superiors, cooperative</p>	<p>he/she delegated equivalent to your rank?</p> <p>3. Does he/she mingle?</p> <p>4. Is here fairness in the evaluation of performance?</p> <p>5. The work assignments distributed equitably/ What factors are considered?</p> <p>1. If you are to rate the nominees ability to work with</p>	<p>5</p>	
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<p>IV. GENDER SENSITIVENESS</p> <p>A. Initiated Gender Integration in Project implementation</p>	<p>reliable and good follower</p> <p>- employed strategies or innovative approaches in providing equal opportunities and control of resources and benefits from project (training</p>	<p>harmoniously with superior, what would you give him/her? Given 1-5, being the highest.</p> <p>1. Do you know of any policy initiated to encourage participation of both men and women? 2. Does he/she encourage you</p>	<p>30</p> <p>10</p>	<p>Interview project beneficiaries Secure copy of Special Order, Minutes of Meetings. Look for copies of proposed plans/policies/projects and other pertinent documents.</p>
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<p>B. Undertaken preparatory Steps for the Integration of Gender</p> <p>Concerns:</p> <ul style="list-style-type: none"> - data gathering, analysis and proposal - proposed plan/policy 	<p>of men and women, employment opportunities (hiring criteria), access to equivalent farm tool)</p> <ul style="list-style-type: none"> - GAD Training <ul style="list-style-type: none"> a. project sponsored training b. sponsored by other projects 	<p>to participate in project planning, decision making and other project management concerns?</p> <ol style="list-style-type: none"> 1. Did he/she initiated training on gender and development in the project? 2. Does he/she allow staff to attend GAD training on gender and dev't sponsored by other project? 	
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<p>project formulated</p>		<ol style="list-style-type: none"> 3. Does the project have sex disaggregated data base? 4. Does he/she use gender friendly terms? 5. Does he/she involve men and women in the planning session as well as in the preparation of project proposal? 	<p>20</p>	<p>Interview project beneficiaries</p>
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