

Africa Bureau Gender Training: Needs Assessment

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DevTech Systems, Inc.
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The Women in Development (WID) IQC

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Part I. Key Findings and Recommendations

1. Introduction

The USAID Africa Bureau has begun a new phase of efforts designed to improve the gender mainstreaming capabilities of missions in sub-Saharan Africa. The integration of gender into Country Strategic Plans (CSP), activity design and development, implementation, and monitoring and evaluation is both a policy imperative as well as a mandate -- as indicated in the Automated Directives System (ADS) 200 and 300 series.

Based on consultation visits with USAID Missions throughout the region, the Gender Specialist with the Africa Bureau's Policy, Outreach, Strategy, and Evaluation Division (AFR/DP/POSE) identified an extensive need for gender integration training for mission staff and partners. Since gender integration has become an integral part of USAID's work, AFR/DP/POSE, with technical assistance from the Office of Women in Development (EGAT/WID), is developing gender integration training modules to provide skills and resources to mission staff and partners responsible for managing, implementing, and monitoring USAID programs and projects.

As a first step in developing a responsive, participatory and tailored training program, DevTech Systems, Inc., in a collaborative process with USAID partners, developed the Africa Region Gender Integration Training Survey to identify and assess priority needs of mission staff. Analysis of the findings will inform the design and development of the training and training materials, within the context of mission budgetary and time constraints.

Part I of this report provides an overview of key results of the survey. Based on these findings, consultations with gender training experts, and accumulated experience of the training team, it then outlines recommendations for conducting the Africa Gender Integration Training. Part II describes the survey results and analysis in detail. The Annex provides a description of the methodology used for data collection and analysis, the template survey instrument, and the database spreadsheets of survey responses (attached as separate Excel file).

2. Summary of Survey Results

The training needs assessment survey distributed to USAID Africa Missions provided respondents with an opportunity to identify preferences in the content and structure of the proposed Africa Gender Integration Training. These results can effectively inform the design of the training activity including its focus, complexity, and composition to assist USAID/Missions in moving forward on the programmatic and reporting aspects of everyday work. The following is a summary of the key results of the survey:

1) Training Content:

a. Focus within ADS Cycle

Respondents were asked to rank four aspects of the country strategy cycle and indicate sub-topics that would be particularly useful to include in the training. Among the different stages of the country strategy cycle, respondents exhibited a clear preference for acquiring skills to incorporate gender in Activity Design and Implementation, with Strategic Planning ranking as the second area of preference. While interest in integrating gender in Monitoring and Evaluation ranked lower, respondents selected “methods for developing gender sensitive indicators” as the single most useful sub-topic offered.

Priority gender integration training interests are consistent across sub-regions and job positions and can be summarized as follows: respondents preferred a training focused on concrete tools for activity planning, design, and implementation, with specific interest in integrating gender in SOs and IRs, sector-specific applications, and developing gender sensitive indicators to measure progress.

b. Sector Focus

Question 8 of the survey requires respondents to choose one sector from a list of seven as the sector that is most difficult for gender integration. The analysis results indicate that, on an overall level, respondents consider four related sectors among the most challenging: Democracy and Governance, with a heavy emphasis on Conflict (42 percent combined total); and Economic Growth, with an interest in Agriculture (30 percent combined). No other individual sector received more than 10 percent of respondents’ preferences overall.

However, an analysis from an USAID Africa sub-regional perspective (Western Africa Regional Program (WARP), the Regional Economic Development Services Office for Eastern and South Africa (REDSO) and the Regional Center for Southern Africa (RCSA)) reflects varied regional priorities. Economic Growth is perceived as the single most challenging sector in both RCSA (26 percent of RCSA respondents) and REDSO (22 percent); while Democracy and Governance (33 percent) and Conflict (15 percent) are higher priority challenges for WARP respondents.

2) Training Participants

In addition to mission staff, survey respondents rated optimal participation in the training by local-level partners as follows: Implementing Partners (92 percent); Local NGOs (74 percent); and Local Gender Specialists (63 percent). Survey respondents, however, also expressed support for a broad participation within the mission to provide for internal exchange and lasting impact at the mission level. The participation of additional trainees (non-mission staff) will need to be decided based on the geographic scope and size of the training and resources available.

3) Geographic Scope of Training

Over seventy percent of the respondents requested training at the mission level or a small group of missions level. In support of this selection, respondents identified a strong preference for a broad participation of mission staff and partners. Respondents also indicated that this type of training could provide an appropriate level of attention to mission specific needs and/or local circumstances. Twenty-five percent requested a regional training, and the majority of these respondents noted an exchange of gender integration experience as their motivation for this choice.

4) Length of Training

The length of the training requires a balance between serving the training needs identified and effectively using the time of mission staff and partners. Responses for this question were fairly consistent across sub-regions. Responses were as follows: 36 percent requested 2-3 days of training; 28 percent 3-4 days of training, and 30 percent 4-5 days of training. Few requested more than 5 days. A majority of respondents fell into the 2-4 day categories, indicating a 3 day training may be proposed as a good compromise.

5) Training Resources

The survey did not specifically address the issue of training materials, as these will be developed based on the approach to the training. General comments, however, indicate that respondents are most interested in specific tools that will assist them in addressing gender integration as required under the ADS guidelines. Several respondents requested that the trainers review mission specific work plans before the training and provide case studies and concrete examples.

3. Recommendations

The survey exercise with USAID/Africa Missions yielded important insights into the status of gender integration in USAID/Africa Missions and clarified training needs and expectations. The training team analyzed the survey results and, based on the identified priority needs and accumulated experience with gender trainings, the following are recommendations for the structure, location, composition and concentration of the AFR/DP/POSE gender-integration training.

- ◆ *The training should be designed with a major emphasis on practical tools that are applicable to activity design and implementation and monitoring and evaluation.*

Mission staff across regions expressed their strong interest in learning about specific and concrete methodologies that pertain to gender integration in the ADS. Respondents were most interested in Activity Design and Implementation closely followed by Strategic Planning and Monitoring and Evaluation. The design of the training activity will involve using participants' actual current work as case studies in an experiential learning process through which the trainers will delineate the gender theories and concepts that are the bulwark of gender integration in USAID policies.

- ◆ *Training should focus on a limited number of sectors, Economic Growth/Agriculture and Democracy and Governance/Conflict, based on the areas of highest interest on the part of the respondents.*

A gender training program that employs a sector focus to convey key concepts and provide practical gender integration skills would be most beneficial to and is most desired by USAID Missions. The REDSO and RCSA regions demonstrated high interest in integrating gender into their Economic Growth and Agriculture activities, while in West Africa, there was greater interest in Democracy and Governance.

- ◆ *Missions prefer an approach that maximizes the number of attendees per mission; in light of budgetary constraints, a grouped mission approach is proposed.*

The overwhelming majority of respondents expressed a clear preference for a training activity that allows them to both have a sizeable number of mission staff participating and have a forum for the exchange of experiences. To satisfy those two needs without diluting the impact of the training, we suggest a grouped mission approach; a training workshop that has seven or eight participants per mission from three or four countries within the same region and having similar socio-economic and cultural characteristics. This would respond creatively to respondents' expressed needs: a) to build a cohort of professionals in each mission that have gender integration skills and understand the requirements mandated by the ADS; and b) a learning experience that will be enriched by cross-country sharing of programs and lessons learned.

- ◆ *Mission personnel and implementing partners participate in the training.*

Including implementing partners in the gender training is recommended. Implementing partners are key to achieving USAID goals and it is crucial to have their participation in the training since they are USAID's implementing arm. This will benefit the missions by improving the capacity of the partners to integrate gender into their programs while at the same time benefit the partners by providing greater exposure to USAID approaches and regulations.

- ◆ *The training focuses primarily on participants' projects and programs.*

Respondents indicated throughout the survey a broad interest in concrete tools to plan, design, and monitor the impact of actual programs. Trainers should be given adequate access to relevant mission project documents and prepare exercises and training materials based on mission projects and programs.

Part II. Detailed Analysis

1. Overview of Survey Responses

DevTech received 166 individual survey responses from 29 USAID Africa Mission Offices representing a response rate of 100 percent of the USAID Missions to which the survey was distributed by AFR/DP/POSE. Table 1 below provides an overview of the responses received, categorized by USAID Africa Bureau sub-regions and countries.

Table 1. Overview of Responses Received by USAID/AFR Region and Country¹

WARP	Surveys (#)	RCSA	Surveys (#)	REDSO	Surveys (#)
Benin	6	Angola	3	Burundi	1
Ghana	6	Mozambique	6	DR of Congo	5
Guinea	3	Namibia	5	Djibouti*	
Liberia	1	RCSA	3	Eritrea	2
Mali	15	South Africa	7	Ethiopia	16
Niger	1	Zimbabwe	5	Kenya	5
Nigeria	10	Malawi	6	Madagascar	3
Senegal	6	Zambia	11	Rwanda	5
WARP	6	RCSA Total	46	REDSO/ESA	12
WARP Total	54	RCSA (% of Total Surveys)	28%	Somalia	1
Warp (% of Total Surveys)	33%			Sudan	4
				Tanzania	8
				Uganda	4
				REDSO Total	66
				REDSO (% of Total Surveys)	40%

* Note: Djibouti was covered by the Somalia/Djibouti survey.

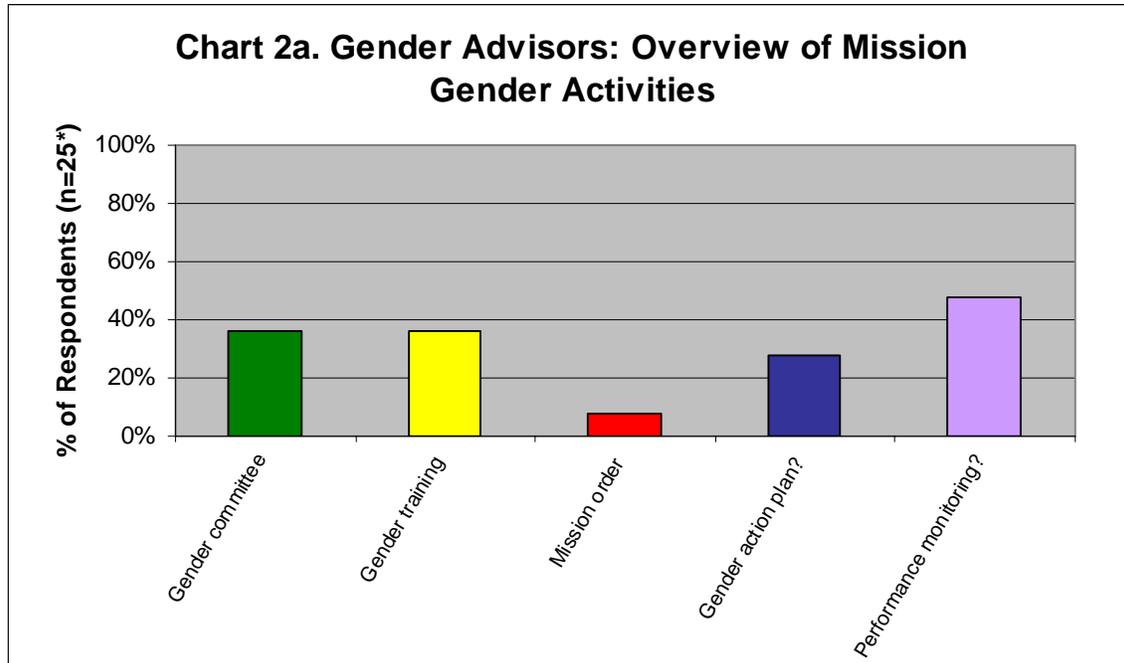
Survey respondents covered a broad array of mission staff throughout the missions. The survey respondents included 33 Program Officers and 30 SO Team Leaders. Among the other respondents there was a broad range of roles and sectors represented including: Health Specialists, Economists, Monitoring and Evaluation Specialists, Democracy/Civil Society Advisors, Finance and Administrative staff, and Contract Specialists. Nineteen respondents identified themselves as the Mission Gender Advisor.

¹ See Annex 1. Methodology, Survey Question # 2, regarding reporting of responses by mission and AFR Region.

2. Survey Results and Analysis (by Survey Question)

a. Previous Experience with Gender Integration

A good composite of each mission's level of knowledge and experience in gender integration emerges from the information provided by Gender Advisors/WID Officers in Part II of the survey (see Chart 2a). In addition to the 19 Gender Advisors, respondents from an additional six offices completed this portion of the survey.



Source: Africa Bureau Gender Advisor Survey Questions # 3-7.

*Note: Of 25 respondents, 19 identified themselves as Gender Advisors.

Nine of the 25 missions that responded to this portion of the survey have established a gender committee, and nine missions have received some form of gender-related training in the past three years (although at least two of these were described as “brief general introduction”). Twelve missions have integrated gender into their Performance Monitoring Plan, although the level of integration and the depth of indicators for monitoring are unknown.

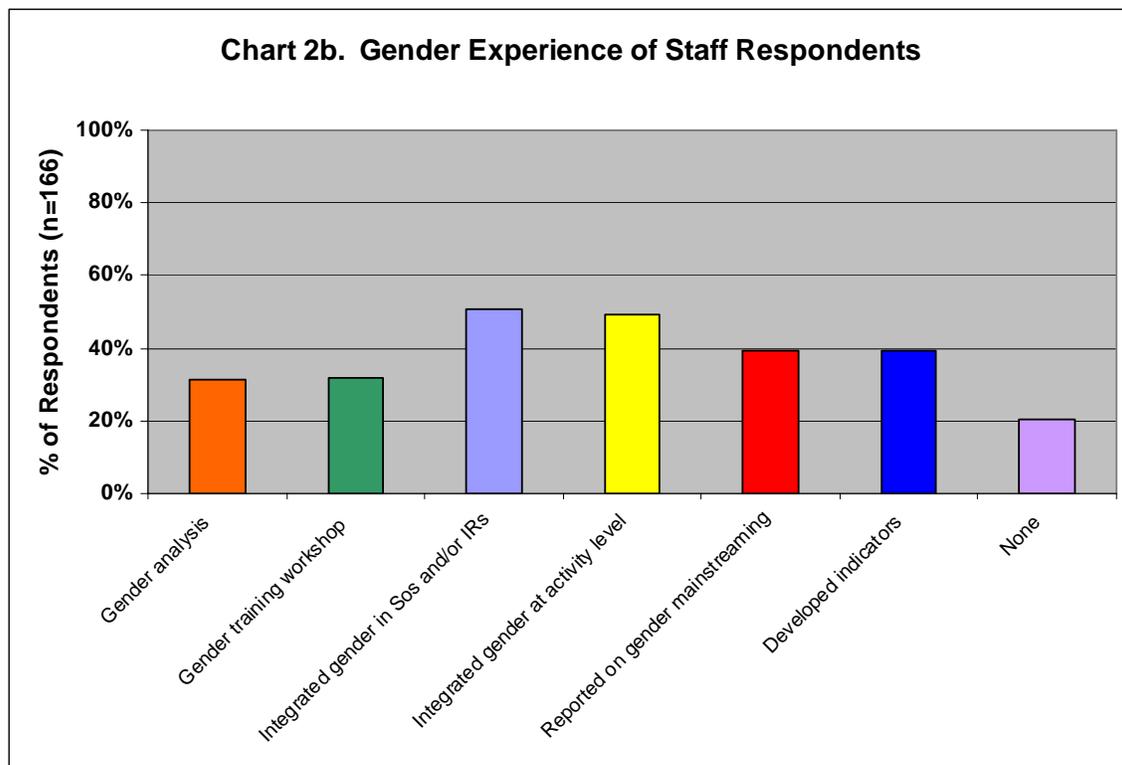
On closer analysis, however, only a small group of missions have contributed to the percentage of experience illustrated above. Benin, DR Congo, Ethiopia, Mali, and Senegal, for example, all have Gender Committees, represent nearly half of the total experience, and exhibit at least three of the five elements depicted above in their missions (see Table 2 below). What is also striking are the marked differences from mission to mission in the level of gender integration/mainstreaming. Some missions do not have a gender committee, have not received any training and, not surprisingly, are somewhat behind on integrating gender throughout their program portfolio and their reporting procedures. Other missions are much further ahead and need very specific, targeted training and technical assistance to assist them in moving forward on their demonstrated commitment to gender integration and their adherence to ADS mandates under the 200 and 300 series.

Table 2. Mission Experience (by Mission)

Gender Committee	Gender Training	Mission Order	Action Plan	Performance Indicators
Benin	Benin	Benin	Benin	Ethiopia
DR Congo	DR Congo	Mali	Mali	Senegal
Ethiopia	Ethiopia		DR Congo	Mozambique
Mali	Mali		Ethiopia	RCSA
Senegal	Somalia/Djibouti		Senegal	REDSO/ESA
Somalia/Djibouti	Rwanda		Mozambique	Guinea
Uganda	RCSA		Rwanda	Kenya
Tanzania	Madagascar			Namibia
Zambia	REDSO/ESA			Nigeria
				Niger
				Uganda
				Zimbabwe

Note: Compiled based on Gender Advisor Surveys. Bold Countries exhibit three or more of the categories.

In terms of the experience of individual mission staff vis-à-vis gender integration, the aggregated results of Question 5 yielded certain trends (See Chart 2b). The greatest amount of experience is related to integrating gender into SOs and IRs as well as integrating gender at the activity level. Approximately 40 percent of respondents indicated that they have also developed gender sensitive indicators and reported on gender. Mission staff with no experience at all in gender integration comprised 20 percent of all respondents to this survey.



Source: Africa Bureau Gender Survey Question # 5: “What experiences have you had with gender mainstreaming at USAID?”

b. Training Priorities²

USAID's most current policy on gender and development is contained in the revised ADS (January 2003), which outlines requirements for planning, implementing, and assessing the gender relevant impact of USAID programs. The requirements are premised on evidence that USAID programs – and development programs in general -- are most effective when a gender perspective is fully incorporated into all steps of the planning process beginning with customer needs' assessments prior to developing the results framework.

Survey Question 6 asks, "Which topics in the strategy cycle would be most useful for you in the gender workshop?" Respondents ranked the following four stages of the strategy cycle (ranked between 1 and 4):

- Gender Concepts and Perspectives
- Strategic Planning
- Activity Design and Implementation
- Monitoring and Evaluation (M&E)

The survey also provides a series of sub-topics under each of the four stages and respondents were asked to indicate the sub-topic(s) that would be "particularly useful" to include in the workshop. Sub-topics were not ranked in order of preference; respondents indicated their interest in each sub-topic.

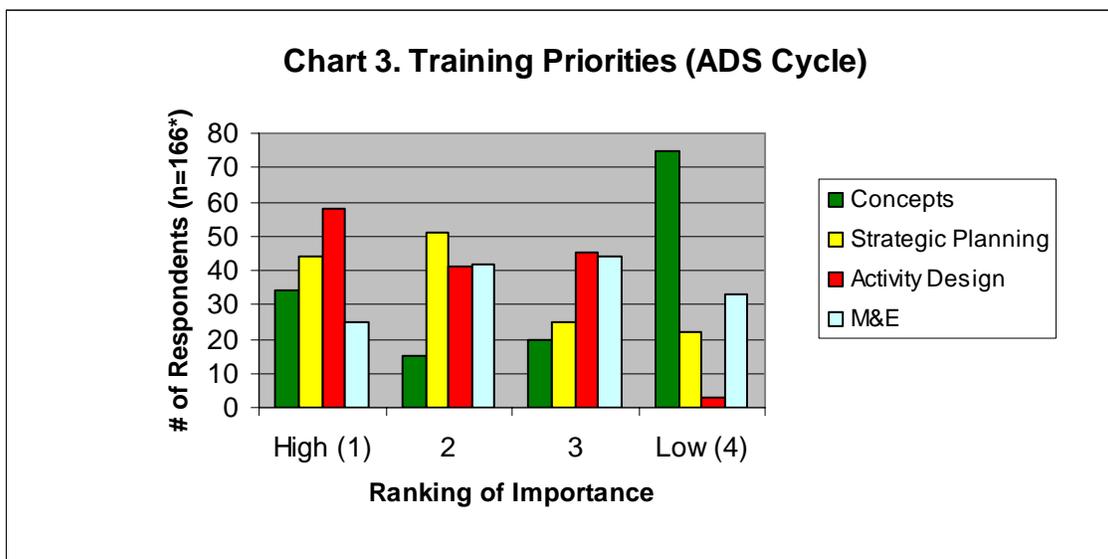
An overview of Question 6 results of ranking between topics is provided below in Chart 3. A similar analysis was conducted for the three sub-regions of the Africa Bureau (WARP, REDSO and RCSA) and yielded little regional variation. Based on the survey responses, including a review of the usefulness of sub-topics within each of the four main training topic categories, the following are observations that are key for guiding the approach and content of the training activity:

- Tools to incorporate gender in **Activity Design and Implementation** were a clear priority preference among the stages of the strategy cycle. Each of the sub-topics were of interest to at least 80 of the respondents, with "commonly used tools and techniques for integrating gender in activity design" being perceived as the most useful of the three (132 preferences). "Sector specific application of gender analysis" was perceived as useful to 103 respondents.
- Training on gender integration in **Strategic Planning** ranked second overall among the strategy cycle categories. Each of the three sub-topics in the category received

² This section of the report presents responses in absolute numbers rather than percentages. Percentages across topics are not comparable. Some respondents gave one or more "topics" the same rank of priority; others did not rank some or all of the topics. Respondents were not asked to rank "sub-topics," but rather to indicate usefulness of as many sub-topics as appropriate. For this reason, the respondent pool (n) for the individual aspects of the question varies. In order to discuss and (indirectly) compare both the "ranking of priority topics" and the "usefulness of sub-topics," the data presented are the actual number of respondents indicating an answer for each individual aspect of the question; rather than a percentage of varying respondent pools. See Annex 1. Methodology for further details.

over 80 preferences, with “integrating gender in SOs and IRs” scoring highest with 111.

- **Monitoring and Evaluation** was ranked lower overall and received rankings ranging from highest to lowest priority. Sub-topics within this category, however, were of highest interest overall, with all four sub-topics being of interest to over 95 respondents. “Methods for developing gender sensitive indicators” was of highest interest (both within the stage and overall to the training) with 132 interested respondents.
- There was some interest expressed in the **Gender Concepts and Perspectives** category, although the category was ranked lowest priority by the majority of respondents. Sub-topics in this area were also of lowest interest to respondents. Of the three, “definitions of gender” was viewed as least useful (56 preferences) and the “impact of gender integration on development” was of most interest (107 preferences).



Source: Africa Bureau Gender Survey Question # 6: “Which of the following topics in the strategy cycle would be most useful in a gender integration workshop?”

*Note: Chart above depicts actual respondents (absolute # rather than %). Total does not add to 166 as not all respondents ranked all categories. See Footnote 2 and Annex 1. Methodology for further details.

When data were analyzed by respondents’ role in mission (SO Teams and POs) the results yielded slight differences, although the general preferences for training categories were consistent with the overall findings of the survey. Respondents who work as part of an SO Team ranked tools for incorporating gender in Activity Design and Implementation as a clear priority. Respondents from the Program Office ranked Activity Design and Implementation and Strategic Planning as equally important areas for acquiring gender integration-related skills. As in the overall results, preference for Monitoring and Evaluation was mixed for both categories of mission staff. Monitoring and Evaluation received 1, 2 and 3 rankings, although it never scored

a 4 indicating that it is a concern for all levels of technical staff in missions. For Gender Concepts and Perspectives, both types of mission staff (SO Teams and POs) indicated some interest in receiving training on this topic, although the majority of both groups gave it the lowest ranking of the four thematic training areas.

Additionally, the survey contained a qualitative question asking respondents to indicate other topics of interest for the workshop. Broad trends emerge from the respondents who provided additional information regarding topics they would like to cover in the workshop. Among the most significant concerns and comments, respondents:

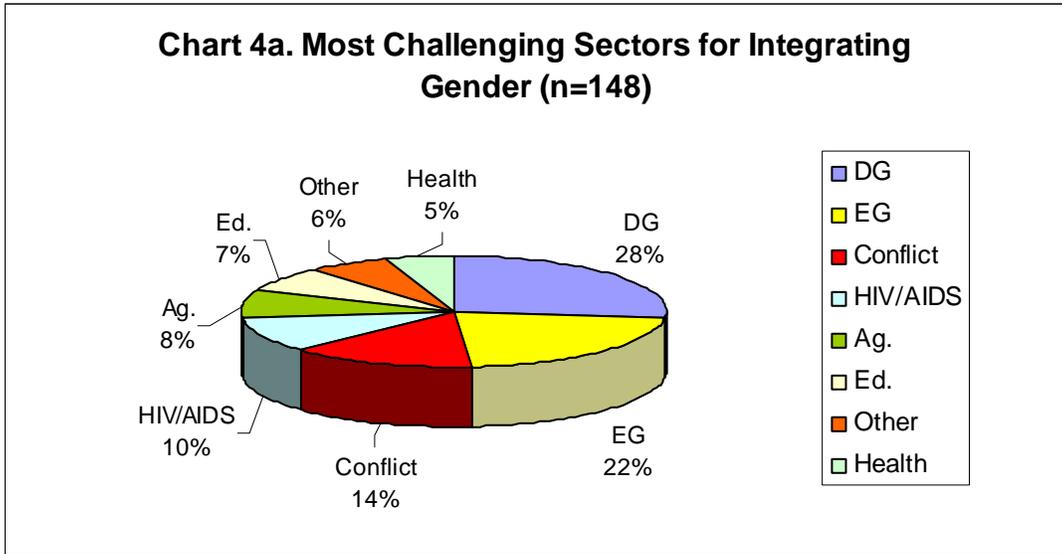
- Highlighted the practical application of the workshop to specific USAID guidelines and procedures (e.g. ADS requirements, procurement mechanisms);
- Approved of the ADS-driven topics detailed above;
- Requested case studies, specific tools, and examples of good practices;
- Requested an approach for integrating gender within the local culture; gender in development and gender in Muslim countries.

The indicated preferences for this section are fairly clear and can be summarized as follows: respondents preferred a training focused on concrete tools for activity planning, design, and implementation, with specific interest in integrating gender in SOs and IRs, sector specific applications, and developing gender sensitive indicators to measure progress.

c. Sector Priorities

Question 8 of the survey requires respondents to choose one sector from a list of seven as the sector that is most difficult for gender integration. The seven development sectors listed in the survey are: Democracy and Governance; Conflict; Economic Growth; Agriculture; Health; Education; and HIV/AIDS. In addition, the survey asks why each respondent chose one particular sector over another.

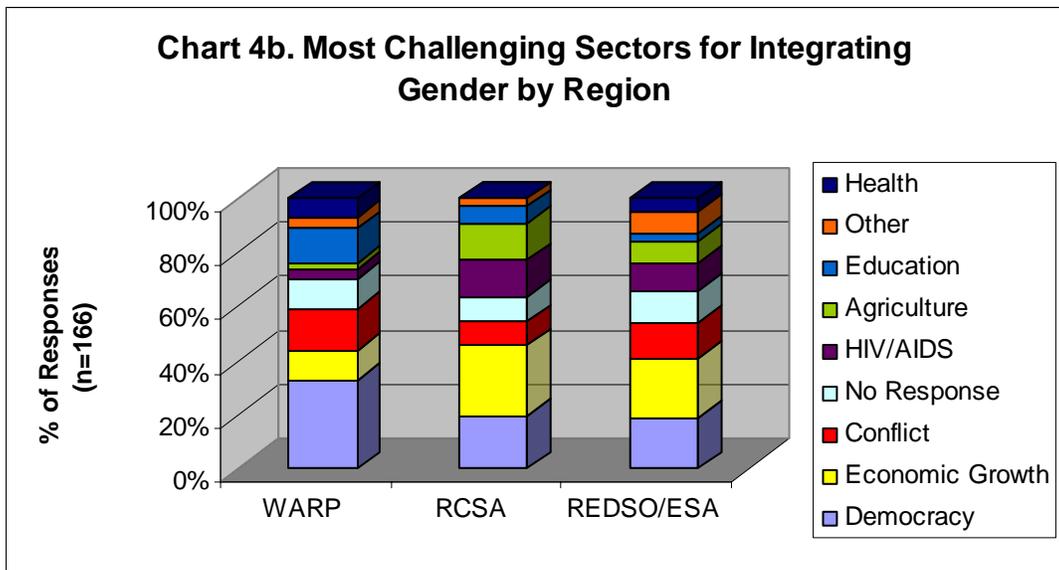
The analysis results indicate that, on an overall level, respondents consider four related sectors among the most challenging: Democracy and Governance (DG), with a heavy emphasis on Conflict (42 percent combined total); and Economic Growth (EG), with an interest in Agriculture (30 percent combined). No other individual sector received more than 10 percent of respondents preferences overall.



Source: Africa Bureau Gender Survey Question # 8: “Which sector do you perceive as the most challenging for integrating gender?”

Note: 18 respondents did not indicate a preference and are not included in the above chart.

An analysis of the data from an Africa Bureau sub-regional perspective (WARP, REDSO and RCSA) reflects varied regional priorities, however. Economic Growth is perceived the most challenging in both RCSA and REDSO, while Democracy and Governance is a higher priority sector in WARP. Regional figures are provided in Chart 4b.



Source: Africa Bureau Gender Survey Question # 8: “Which sector do you perceive as the most challenging for integrating gender?”

A large number of comments from the WARP Region reiterate that gender integration across all sectors begins with Democracy and Governance. In their selection of Democracy and Governance as the most challenging sector, respondents expressed the belief that improved

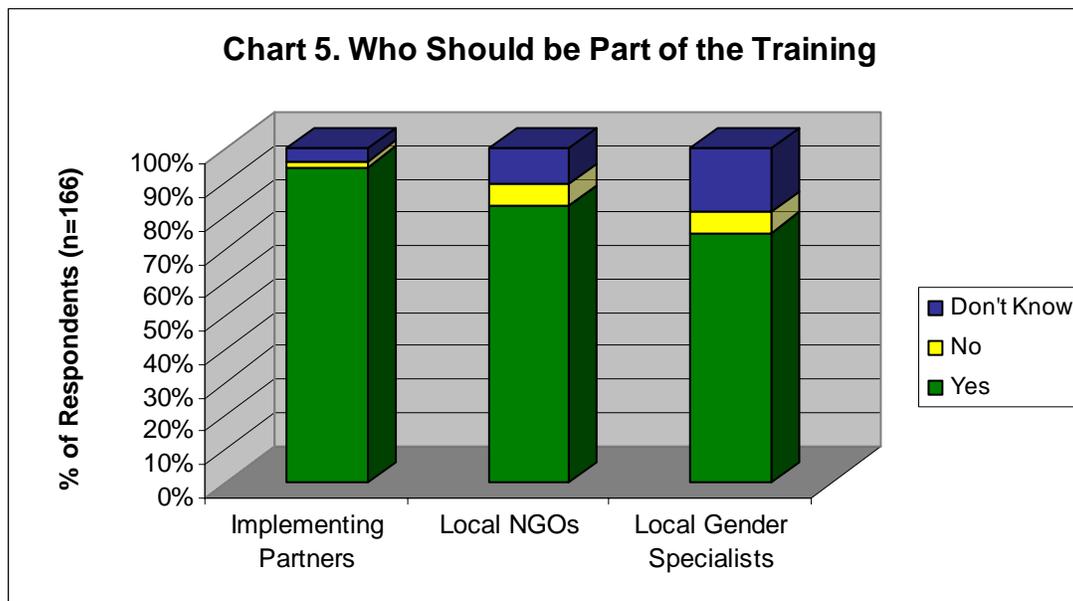
gender integration efforts in this sector will result in easier gender integration in other social and economic areas.

The results exhibited above indicate the Africa Bureau gender training activity should concentrate on two inter-related sectors of the greatest concern to the majority of respondents. Economic Growth and Agriculture would respond to 30 percent of RCSA and 40 percent of REDSO respondents' identified sector. The WARP region has a different set of priorities and identified Democracy and Conflict as the most challenging sectors (48 percent combined).

d. Participants in Training

In addition to mission staff, the survey proposes three different types of local-level actors as possible participants in the training. These three groups are Implementing Partners, Local NGOs, and Local Gender Specialists. Respondents could mark either "Yes," "No," or "Don't Know" to each option and suggest other possible key local actors that should be participants as well.

Survey respondents indicated the following preferences: Implementing Partners (92 percent); Local NGOs (74 percent); and Local Gender Specialists (63 percent). "Local Gender Specialists" reflect the greatest uncertainty, with a "Don't Know" response rate of 17 percent. Chart 5 displays the overall results.



Source: Africa Bureau Gender Survey Question # 9: "From your point of view, who, in addition to mission staff, should be part of the training sessions?"

In addition to the categories above, more than 40 percent of respondents suggest others be included. Suggestions within the "Other" category are predominantly for government representatives (e.g. high level policy makers) and local authorities, but also include community-based organizations and local women's organizations, faith-based organizations, federal

education representatives and educators, rebel groups (Sudan), people living with HIV/AIDS, and intended beneficiaries.

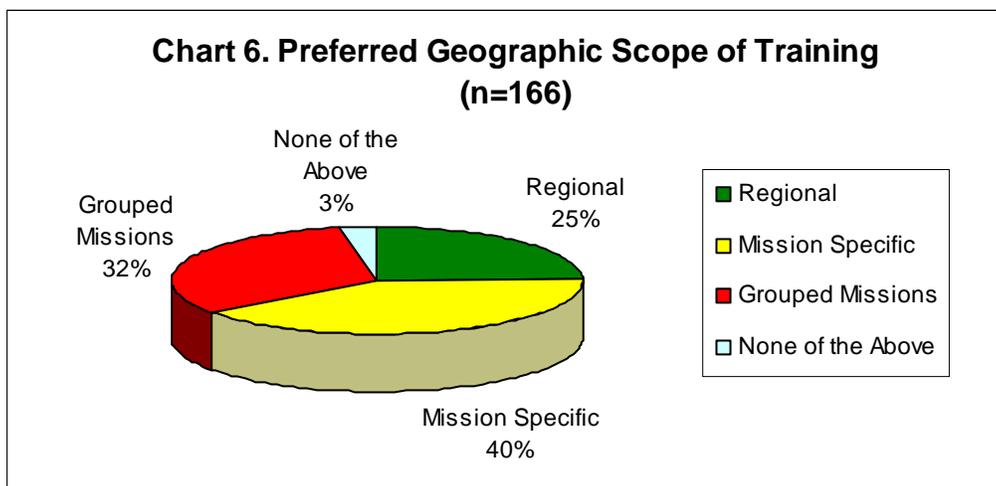
These results indicate an overall interest in ensuring broad understanding of gender integration. Decisions regarding the participants in this training will have to be balanced with decisions on the scope and approach of the training sessions.

e. Geographic Scope of Training

This section of the survey focused on the type of training in terms of the geographic scale with the following proposed options: “regional” (with up to three people from each mission), “mission-specific,” or “grouped missions approach” (with up to seven people from three or four missions; see the survey instrument in the annex for details). Of course, the ultimate design of the training will need to establish an appropriate balance between overall needs/constraints and developing an effective training tailored to local needs at the appropriate level.

Survey responses to this question were fairly consistent across all Africa Bureau Regions. Of the total, a full 72 percent of the respondents indicated that training would be most effective if tailored for a group of participants at the country or grouped mission level. The breakdown of overall responses is delineated in Chart 6.

When results were dis-aggregated by role in mission (technical staff in SO teams or Program Office), the results echoed the overall results. Both types of technical staff chose mission-specific training as the preferred option (39 percent of SO staff and 40 percent of PO staff) with a “grouped mission approach” an extremely close second (38 percent of SO staff and 39 percent of PO staff). For both sets of staff, regional level training came a somewhat distant third (23 percent for SO staff and 21 percent for PO staff).



Source: Africa Bureau Gender Survey Question # 10: “We expect to offer this training in the second quarter of FY 2004 to mission staff and selected partners. Would you prefer (please select the appropriate option).”

Additionally, a majority of respondents provided a rationale for their selection. When their comments were reviewed, categorized and assessed, strong trends appeared in the factors and interests that drive the preferences illustrated above.

Regional Training

Overall, only 25 percent of the respondents believed that a “regional training with up to 3 people, from each mission” would be the most effective training option. Of the 41 respondents, most respondents noted that the regional training would encourage “an exchange of experience” between countries with potential sharing of lessons learned. Three respondents suggested the possibility that a regional training could encourage missions to hold their own, mission-level training activity while two highlighted the cost-effectiveness of a regional training approach.

Mission-Specific Training

Overall, the majority of respondents (67 individuals or 40 percent) preferred a mission-specific training because they considered it the most effective form of training. Respondents emphasized three underlying variables for their rationale:

- A mission-specific training would allow for broadest participation of mission staff, implementers, and partners;
- Mission-specific work/strategic plans could be the focus of a mission specific training or that this would allow for internal exchange of ideas across all SOs;
- The local context influences gender training needs.

Grouped Missions

A grouped mission approach, “with 7 or more representatives from up to 3 or 4 missions” was ranked as the most effective option by 32 percent of the respondents (53 respondents). Not surprisingly, the rationale for a grouped mission approach borrowed the perceived benefits of both the regional and mission specific training approaches. Forty-one respondents highlighted that a grouped mission approach would provide for:

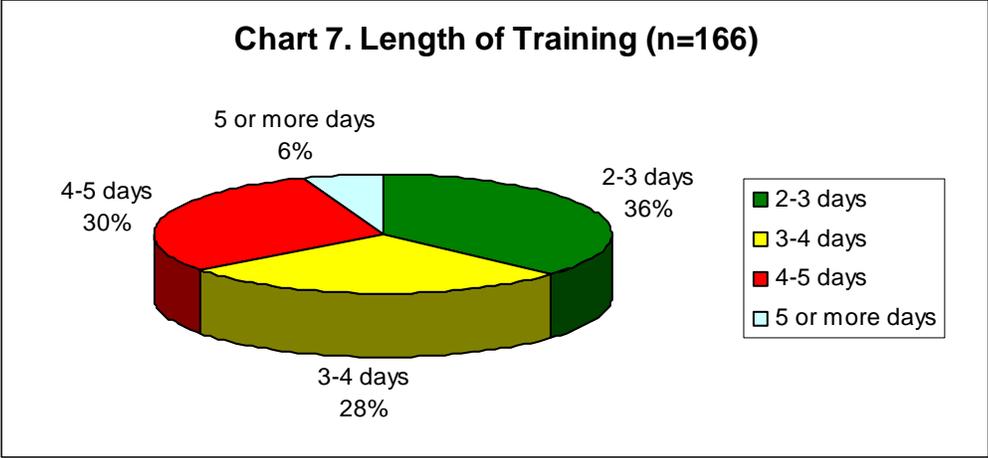
- Greater participation (than regional training limited to 3 people/mission), or
- Sharing of experiencing across (similar) countries.

Based on the survey results, two concerns emerge as key variables in determining the appropriate level of training: optimizing the level of participation and ensuring an exchange of experience between similar countries. A third variable can be described as providing for an appropriate level of attention to mission specific needs or local circumstances. A “grouped mission” approach, bringing together a group of missions from countries sharing similar challenges, appears to most fully satisfy these requirements.

f. Length of Training

The length of the training is another consideration that requires a balance between serving the training needs identified and effectively using the time of mission staff and partners. Survey responses for this question were fairly consistent across all three regions. Based on a compilation of responses, a majority of respondents preferred a training of three days (64

percent). Responses were as follows: 36 percent requested 2-3 days of training; 28 percent 3-4 days of training, and 30 percent 4-5 days of training. Few requested more than 5 days. The breakdown suggests that a training of 3 days is the optimal choice for the majority of respondents.



Source: Africa Bureau Gender Survey Question # 11: "How many days should be given to the training?"

Annex 1. Methodology

The Survey Instrument upon which this report is based was developed in a collaborative process by DevTech Systems Inc. and AFR/DP/POSE. DevTech prepared a draft survey instrument, which was finalized during a working session with staff from the EGAT/WID Office and AFR/DP/POSE. DevTech prepared the survey as an excel file attachment for distribution and a data spreadsheet to catalogue responses to each question.

The Survey was distributed by the AFR/DP Director to identified WID/gender focal persons in the missions, who then coordinated the distribution and collection of questionnaires within the mission. The WID/gender focal persons were asked to distribute the survey to “to staff identified as possible trainees who would most benefit from the gender training. We suggest that all SO Team leaders, Gender Committee members, PMP specialists at a minimum receive the survey and participate in training if needed.” No specific guidelines were enforced on survey distribution nor limits placed on the number of surveys collected per mission. These aspects were left to the discretion of the WID/gender focal person.

The survey was distributed to USAID/Africa Missions by AFR/DP/POSE on Monday, September 22, 2003. The requested deadline date for completed surveys returned to DevTech Systems was October 3, 2003. Although most surveys were received by that date (127 surveys), several missions had not responded. The date was then extended to October 10, 2003 to allow for a broader participation (142 surveys). A follow-up email was sent to missions that had not responded. The DevTech Team compiled the data and prepared the report between October 15 and November 3, 2003. Ultimately, surveys received through October 29 have been included in the report (166 surveys), collected from 29 missions.

The development and delivery of the Africa Bureau Gender Training is managed by DevTech under the *Short Term Technical Assistance and Training* Task Order of the WID IQC. Nina Etyemezian is the activity manager for DevTech. Jim McNicholas designed the methodology for survey analysis. Jim McNicholas, Stephanie Lazar, and Nina Etyemezian analyzed the survey results and prepared the report.

Below is a review of the questions in the survey, the terms in which respondents could answer the questions, and, where appropriate, comments regarding how responses are depicted in the report. Annex 2 is the Survey Instrument and Annex 3 (attached) contains the data spreadsheets.

Section ONE –For All Respondents

Question 1: Name, Email and Phone

- Names were used to verify the existence of any duplicates in the database.
- For confidentiality reasons, these fields were used for no other purposes and are not included in reporting.

Question 2: Mission and USAID/AFR Regional Office

- Respondents answered the question, “At which Mission do you work?” in an open field. In a few cases, respondent answers were formatted in such a way to indicate an AFR regional office and a country office (e.g. REDSO/ESA/Sudan). Where identifiable, these were categorized by country.

- AFR regional office responses were used to dis-aggregate and compare sub-regional preferences. Where this analysis showed little or no variation compared to overall responses, this was indicated in the report. Where the sub-region analysis yielded a significant variation, the data have been presented and discussed in the report.
- In a few cases, respondents from within the same mission indicated different regional offices (WARP, REDSO, RCSA), as missions may receive services from more than one regional office. For consistency in AFR regional dis-aggregations, these were categorized to one AFR regional office. In the case of eight missions, one respondent indicated a different regional office than a clear majority, and the lone respondent was categorized with the remainder of the mission. In the case of Zambia, eight respondents indicated REDSO, two RCSA, and one did not answer. For data analysis throughout the report, the 11 respondents from Zambia were categorized as REDSO. In Table 1 (p 6), Zambia is included under the RCSA region to represent the geographical distribution of the survey responses.
- Some mission offices represented a larger share of the surveys than others, and therefore may have influenced trends more heavily than other missions. Although this has not been weighed into the overall analysis, in the case of Ethiopia, Mali, and Zambia (missions with over ten responses received before October 10) responses to Questions 8 and 10 were dis-aggregated and no significant variation from the overall responses was observed.

Question 3: Role at Mission

- The role that respondents play at the mission is likely to influence the specific needs they may identify in integrating gender into their daily work. For this reason, respondents were dis-aggregated according to their role as staff of PO or SO teams to enrich the analysis of mission needs regarding training in the ADS cycle (Question 6) and the geographic scope of the training (Question 10). These results are discussed in the report.
- This section also identified Gender Advisors.

Question 4: “Are you a member of the Gender Committee?”

- Results of this question were not used for data analysis.
- A similar question in Section Two of the Survey for Gender Advisors was used to provide an overview of mission experience with gender integration: The Gender Advisor was viewed as a more reliable source of information regarding the existence of a Gender Committee.

Question 5: “What experiences have you had with Gender Mainstreaming at USAID?”

- Respondents could indicate as many experiences as appropriate, or none, but could not offer other areas of experience in gender integration.
- Results of this question were depicted in the report.

Question 6: “Which of the following topics in the strategy cycle would be most useful in a gender integration workshop?”

- Respondents were asked to rank the four listed topics: 1, 2, 3, and 4; with 1 being most important; and using each ranking only once. Responses were accepted as

completed. Contrary to the instructions, in some cases respondents may have used the same ranking for two topics or opted not to rank all topics. Respondents were also asked to indicate sub-topics of interest for the workshop (as many as appropriate).

- The correlation between ranking of topics (1, 2, 3, and 4) and the indication of usefulness of sub-topics is not abundantly clear in the results. Broadly speaking sub-topic interest paralleled the ranking of topics; however, it is difficult to compare sub-topics and topics directly, as the survey participants were not asked to rank the sub-topics.

Question 7: “What other topics that were not addressed above would you like to discuss at the workshop?”

- Qualitative comments from this open field question have been reviewed and highlights are provided in the report.

Question 8: “Which sector do you perceive as the most challenging for integrating gender?”

- Respondents could select one sector only.
- Overall and sub-regional variations are discussed in the report.

Question 9: “From your point of view, who, in addition to mission staff, should be part of the training sessions?”

- Respondents could answer “Yes,” “No,” or “Don’t Know” to each category; without ranking preferences.
- The results were discussed in the report; however it is difficult to draw very strong conclusions directly from the data, as respondents were not asked to rank preferences and did not have specific information regarding type of training, location, budget, etc.

Question 10: “We expect to offer this training in the second quarter of FY 2004 to mission staff and selected partners. Would you prefer (please select the appropriate option).”

- Respondents could select only one option.
- Respondents were prompted and very often did provide a rationale to their selection in an open field. Preferences and comments are discussed in report.

Question 11: “How many days should be given to the training?”

- Respondents could select only one option.
- Responses were presented and discussed in report.

Section TWO-- Gender Advisor Survey

The Gender Advisor Survey was intended to provide more detailed information regarding the extent and depth of gender integration at the mission level. Only 19 respondents identified themselves as Gender Advisors in Part ONE of the survey. Thirty six respondents completed at least some portion of Part TWO of the survey, however. In cases where both a Gender Advisor and a non-Gender Advisor from the same mission completed Part TWO, the non-Gender Advisor survey was not included in the reporting. Where no (self-identified) Gender Advisor submitted Part TWO, a non-Gender Advisor response was accepted. Gender Advisor Survey Questions 3-7 and comments provided in Question 8 are discussed in the report.

AFRICA REGION GENDER INTEGRATION TRAINING SURVEY

Background: Gender considerations have become vitally important to achieving the development goals of Africa Bureau Missions. Gender can be defined as the socio-cultural construction of male and female identity in a given society. Such identities encompass specific and sometimes fluid gendered roles, responsibilities, rights, privileges and power. During recent visits to several missions, the AFR/DP/POSE gender specialist received many requests for additional gender training to ensure gender equity in the Africa Bureau's development activities. Therefore, with technical assistance from the EGAT/WID office, AFR/DP/POSE is developing a gender training workshop that will provide knowledge and skills to mission staff who are responsible for carrying out the critical work to integrate gender issues into mission strategies, programs, policies, organizational structure, procurement solicitations and other areas per Automated Directives System (ADS) requirements.

Purpose of the Survey: This gender integration training survey is being sent to AFR missions to help identify the specific needs of mission staff for the forthcoming gender training. Responses from this survey will help us shape the content and approach of the workshop, which will be developed over the fall of 2003. The more that the workshop team knows and understands about your experience to date and the areas where you want to develop skills, the better the workshop can meet your needs. We anticipate that the training will take place in January 2004.

Please be assured that all responses will be kept confidential.

DIRECTIONS: Please respond by COB October 3, 2003. Completed surveys should be emailed to your mission Gender contact person, who will forward the surveys to DevTech, AFR/DP/POSE, and EGAT/WID.

SECTION ONE - For all respondents

1. What is your name?

Email

Phone

2. At what Mission do you work?

Which Regional office services your Mission? (Please select appropriate option)

WARP/WA

RCSA/SA

REDSO/EA

3. What is your principal role in this Mission? (Indicate by checking the appropriate box)

Program Officer

3. What is your principal role in this mission? (indicate by checking the appropriate box)

Program Officer

SO Team Leader

Please specify sector:

EG

ENV

ED

DG

Pop/Health

HIV/AIDS

Mission Director or Deputy Mission Director

Other (Please specify)

Are you also the Gender Advisor for the Mission? (Check if Yes)

4. Are you a member of the Mission's Gender Committee or Gender Working Group? (indicate by checking the appropriate box)

Yes

No

Mission does not have a gender committee

5. What experiences have you had with gender mainstreaming in USAID? (Indicate as many as apply by checking the appropriate boxes).

Conducted/participated in a gender analysis (either at CSP or SO level)

Participated in a gender training workshop

Integrated gender in SOs and/or IRs

Integrated gender at the activity level

Reported on gender mainstreaming (Annual Reports, PMPs, etc.)

Developed gender-sensitive indicators

None

None

6. Which of the following topics in the strategy cycle would be most useful to you in a gender integration workshop?

Please rank-order items A, B, C and D by preference (1, 2, 3, and 4) with 1 being most important and 4 being least important. Please use each ranking only once.

A. Gender concepts and perspectives.

Please check the sub-topic(s) below that you consider particularly useful to include in the workshop.

- The impact of gender integration on development
- Gender And Development (GAD) vs. Women In Development (WID)
- Definitions of gender

B. Integrating gender in strategic planning.

Please check the sub-topic(s) below that you consider particularly useful.

- Methods for gender analysis to inform strategic planning
- Integrating gender in development of SOs and IRs
- USAID gender policy and strategy

C. Integrating gender in activity design and implementation.

Please check the sub-topic(s) below that you consider particularly useful.

- Commonly used tools and techniques to integrate gender during activity design
- Sector specific applications of gender analysis
- Gender integration in RFPs/RFAs

D. Integrating gender in monitoring and evaluation.

Please check the sub-topic(s) below that you consider particularly useful.

- Integrating gender into the PMP
- Methods for developing gender sensitive indicators
- Analysis of and understanding results from sex-disaggregated data

Developing gender-sensitive SOWs for evaluations

7. What other topics that were not addressed in the above questions would you like to discuss during the workshop?

8. Which sector do you perceive as the most challenging for integrating gender?

Democracy

Conflict

Economic Growth

Agriculture

Health

Education

HIV/AIDS

Other

Why did you choose this sector?

9. In addition to mission staff, many people in-country are involved in ensuring that gender issues are a part of Mission programs. From your point of view, who, in addition to Mission staff, should be a part of the training sessions?

a. Implementing Partners	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Don't Know
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b. Local NGOs	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Don't Know
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b. Local NGOs Yes No Don't Know

c. Local gender specialists Yes No Don't Know

d. Are there others whom you think could be included? Please Specify.

10. We expect to offer this training in the second quarter of FY 2004 to Mission staff and selected partners. Would you prefer (please select the appropriate option):

- A Regional training with representatives of up to 3 people from each mission; OR
- A Mission-specific training involving more mission staff and implementing partners; OR
- A training with 7 or more representatives from up to 3 or 4 Missions in a particular region (rather than fewer representatives from all Missions in the region)
- None of the above

Please explain the reasons for your preference marked above.

11. How many days should be given to this training? (please select the appropriate option)

- 2-3 days
- 3-4 days
- 4-5 days
- 5 or more days

12. Additional suggestions or comments.

THANK YOU FOR YOUR CONTRIBUTION!!!

SECTION TWO - THIS SECTION IS TO BE COMPLETED ONLY BY THE MISSION'S GENDER ADVISOR.

1. Please provide the following about yourself:

Position title:

Office or Division:

2. Are you a: (Please select the appropriate option)

USDH

FSN

PSC

Other, please specify

3. Does the Mission have a Gender Working Group or a Gender Committee?

Yes

No

4. Has there been any gender training in the Mission in the past three years?

Yes

No

Don't know

a. If yes, please attach an electronic course outline, if available, or briefly describe the course content.

b. Who in the Mission participated in this training? (please attach an electronic list of the trainees, if available).

5. Does the Mission have a Mission Order on gender?

Yes (please attach a copy) No

6. Does the Mission have a Gender Strategy and/or a Gender Action Plan?

Yes (please attach a copy) No

7. Does the Mission's Performance Monitoring Plan include written and measurable results and indicators related to gender equality and women's empowerment?

Yes (please attach a copy) No

8. Do you have any suggestions, specific to your mission, that will help the training team design the workshop?

THANK YOU FOR YOUR CONTRIBUTION!!!