

# USAID Planning and Programming Gender Requirements

## High-level Planning (ADS 201.3.9.3)

- USAID staff must conduct a mandatory gender analysis to inform strategic plans and assistance objectives. USAID's approach to gender analysis is built around two key questions:
  - How will the different roles and status of women and men within the community, political sphere, workplace, and household (for example, roles in decision-making and different access to and control over resources and services) affect the work to be undertaken?
  - How will the anticipated results of the work affect women and men differently?

## Project/Activity Planning (ADS 201.3.11.6 and 201.3.11.16)

- USAID staff must conduct a mandatory gender analysis to inform the design of activities and projects.
- The gender analysis findings must be integrated into the scope of work/program description for an activity that will be implemented through a contract or cooperative agreement.
- Gender issues must be integrated into the technical evaluation/selection criteria for any solicitation financed under the project or activity.
- Activity Approval Documents must outline the gender issues that need to be considered during activity implementation, and describe what outcomes are expected by considering these issues or, if the Operating Unit determines that there are no gender issues, provide a brief rationale to that effect. AADs must be approved by USAID senior management.

## Project and Activity Procurement (ADS 302.3.5.15 for contracts and ADS 303.3.6.3c for grants and cooperative agreements)

- The Contract/Agreement Officer must ensure that the technical office integrates gender issues into the different components of an RFP (e.g., Statement of Work, project deliverables, key personnel qualifications, monitoring and evaluation requirements), or an RFA (e.g., Program Description, key personnel qualifications, monitoring and evaluation requirements). If it is determined that gender is not an issue, a statement explaining the rationale for this conclusion must be included.
- The Contract/Agreement Officer must ensure that once gender has been integrated into the solicitation components, gender is also reflected in the corresponding technical evaluation criteria (RFPs) or technical selection criteria (RFAs/APSs). These technical criteria include, but are not limited to, technical understanding and approach, monitoring and evaluation, and personnel.

## Project and Activity Monitoring and Evaluation (ADS 203.3.4.3)

- Performance management systems and evaluations at the assistance objective and project/activity levels must include gender-sensitive indicators and sex-disaggregated data.