**GENDER MAINSTREAMING EVALUATION FRAMEWORK (GMEF) DESCRIPTOR MATRIX**

| LEVEL/ENTRY POINT | LEVEL 1 Foundation Formation | LEVEL 2 Installation of Strategic Mechanisms | LEVEL 3 GAD Application | LEVEL 4 Commitment Enhancement and Institutionalization | LEVEL 5 Replication and Innovation |
|---|---|---|---|---|---|
| *PROGRAMS, ACTIVITIES, AND PROJECTS (PAPs)* *(30 descriptors)* | 1.1 International/ national/ local GAD-related events observed by the organization | | | | |
| | | 2.1 GAD agenda, strategic framework on GAD or GAD Code formulated<br><br>2.2 GAD Plan and Budget (GPB) developed is based on the GAD agenda/GAD Code, emerging gender issues, international and national GAD mandates, and result of gender analysis | 3.1 Implementation of GAD PAPs monitored<br><br>3.2 Organization's GAD PB and GAD AR prepared, timely submitted and endorsed | 4.1 Implementation and monitoring of international, national and local GAD mandates sustained and institutionalized | |

*GMEF Descriptor Matrix-Updated version as of February 15, 2016*

| | 1.2 Basic GAD orientation or GST conducted for the organization's clients (internal and external) | 2.3 GAD deepening sessions for GFPS members and concerned staff members based on results of TNA or updated GAD policies and tools conducted | 3.3 Capacity development on GAD conducted and sustained for clients (internal and external)<br><br>3.4 Capacity development on GAD to develop internal GAD experts conducted | 4.2 Sector specific GAD capacity development sessions on GAD conducted for clients (internal and external) | |
|---|---|---|---|---|---|
| | 1.3 Consultations with clients (internal and external) to identify gender issues and corresponding strategies conducted<br><br>1.4 Consultations with PCW and relevant organizations/ individuals on GAD mainstreaming conducted | 2.4 GA tools applied in the review, enhancement or development of PAPs<br><br>2.5 Facilities and services that address gender issues and concerns of clients (internal and external) established | 3.5 GA tools regularly applied in the development planning cycle to assess gender responsiveness of PAPs, including ODA-funded projects | 4.3 Regular application of GA tools to assess gender responsiveness of PAPs, including ODA-funded projects | 5.1 Organization is recognized as a GAD learning hub for its notable GAD PAPs<br><br>5.2 Convergence model resulting from partnerships with stakeholders recognized and replicated by other organizations |

| | 1.5 Existing IEC materials and KPs reviewed and revised to ensure use of gender-fair language and images<br><br>1.6 GAD corner set-up | 2.6 Orientation module for employees with gender sensitivity as core competency developed<br><br>2.7 IEC materials on GAD for clients (internal and external) developed and disseminated<br><br>2.8 GAD section in organization's website created | 3.6 GAD section in website regularly updated | | 5.3 GAD KPs and GAD IEC materials used by other organizations |
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| | | | 3.7 KM system as a mechanisms to transfer knowledge on GAD set-up | 4.4 Sustainability action plan for GAD PAPs developed<br><br>4.5 Impact evaluation of GAD PAPs of the organization conducted | 5.4 Existing award/incentive system of the organization integrated with GAD perspective |

| GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE-PROGRAMS, ACTIVITIES AND PROJECTS (PAPs) | | | | | |
|---|---|---|---|---|---|
| **DESCRIPTORS** | **SCORE** | | | **Score per item** | **Means of Verification/Remarks** |
| | **NO** | **PARTLY** | **YES** | | |
| | | | | 1. Initial Activities to Facilitate GAD Mainstreaming (max score: 5; for each item or question:0.8... | |
| **1.1 Is the organization observing international /national/local GADrelated events** *(possible scores are 0, 0.41 and 0.83)* | Organization has not initiated or participated in the observance of international/national/ local GAD-related events | Organization initiated or participated in 1-2 observance of international/national/ local GAD-related events | Organization initiated or participated in 3 or more observance of observance of international/national/ local GAD-related events | | **Please enumerate GAD-related events initiated or participated by the organization (e.g. International Women's Day celebration).** |
| **1.2 Has the organization conducted Basic GAD Orientation or Gender Sensitivity Training (GST) for its clients (internal and external)?** *(possible scores are 0, 0.41 and 0.83)* | No Basic GAD orientation or GST conducted for its clients | Organization conducted GAD orientation or GST for either internal or external clients | Organization conducted GAD orientation or GST for both internal and external clients | | **Please attach training design, attendance sheet and results of training evaluation if available.** **If no, please explain why GAD orientation or Gender Sensitivity Training (GST) has not been conducted?** |

For item 1.1, the Means of Verification cell contains a nested table:

| GAD-related event | Initiated | Participated | Date Conducted |
|---|---|---|---|
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| | | | | | Please discuss results of consultation activities: | | |
|---|---|---|---|---|---|---|---|
| **1.3 Has the organization conducted consultation activities with clients (internal and external) to identify gender issues and corresponding strategies?** *(possible scores are 0, 0.41 and 0.83)* | No consultation conducted with clients | Conducted consultation activities with either internal or external clients to identify gender issues and corresponding strategies | Conducted consultation activities with both internal and external clients to identify gender issues and corresponding strategies | | **Group Consulted (Internal/External)** | **Purpose** | **Results of consultation (gender issues and strategies identified)** |
| | | | | | | | |
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| | | | | | **If consultations are conducted, what gender-related issues were reflected in the GPB?** | | |
| **1.4 Has the organization consulted PCW and relevant organizations/ individuals on its GAD mainstreaming?** *(possi ble scores are 0, 0.41 and 0.83)* | No consultation conducted at all | Initiated consultation with either PCW or relevant organizations/individ uals on its GAD mainstreaming efforts | Initiated consultation with both PCW and relevant organizations /individuals on its GAD mainstreaming efforts | | **Please enumerate consultations initiated including name of organizations /individuals consulted and results of consultation** | | |
| | | | | | **Name of organizations/individuals consulted** | **Agenda of the consultation** | **Results of the Consultation** |
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| **1.5 Has the organization reviewed and revised existing Information/Education/ Communication (IEC) materials and knowledge products (KPs) to ensure use of gender-fair language and images?** *(possible scores are 0, 0.41 and 0.83)* | **No review of existing IEC Materials and KPs conducted** | **1-3 existing IEC materials and KPs reviewed but not revised to ensure use of gender-fair language and images** | **4 or more existing IEC materials and KPs reviewed and revised to ensure use of gender-fair language and images** | | **Please provide a list of IEC materials reviewed and revised to ensure use of gender-fair language and images.** |
| **1.6 Has the organization set up a GAD corner? (***possible scores are 0, 0.41 and 0.83)* | **No plan to set up GAD corner** | **GAD IEC materials and KPs compiled and collected to set up GAD corner** | **GAD corner with updated GAD IEC materials and KPs established and accessible** | | **Please provide copy of plan to set up GAD corner as well as materials compiled for its establishment.** **Please also provide photo layout of GAD corner and list down title of existing Information/Education/Communication (IEC) materials and KPs available for use and reference of clients and GAD Focal Point System (GFPS) members.** |
| *Sub-total GMEF Score  (Level 1: PAPs)* | | | | | |
| 2. Establishing Commitment towards Gender Mainstreaming (max score: 5; for each item or question: 0.62) | | | | | |
| **2.1 Has the organization formulated GAD agenda or strategic framework on GAD?** *(possible scores are 0, 0.31 and 0.62)* | **No GAD agenda or strategic framework on GAD formulated** | **With draft GAD agenda or strategic framework on GAD formulated** | **With approved GAD agenda or strategic framework on GAD formulated** | | **Please attach draft or approved GAD agenda, strategic framework on GAD** *(e.g. Department Order setting 3-year GAD agenda of agencies or GAD Code for LGUs)* |

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| **2.2 Has the Organization developed its GAD Plan and Budget (GAD PB) based on its GAD agenda, emerging gender issues, international/national GAD mandates or results of gender analysis?** *(possible scores are 0, 0.31 and 0.62)* | GPB is not based on GAD agenda/GAD Code, emerging gender issues, international/national GAD mandates, results of gender analysis | GPB is based on 1-2 of the following: GAD agenda/GAD Code, emerging gender issues, international/national GAD mandates, results of gender analysis | GPB is based on 3 or more of the following: GAD agenda/GAD Code, emerging gender issues, international/national GAD mandates, results of gender analysis | | **Please attach GPB of the most recent fiscal year citing basis for its development.** |

**Please attach GPB of the most recent fiscal year citing basis for its development.**

| Content of GPB | Basis of development (GAD agenda/GAD Code, emerging gender issues, international/national GAD mandates/results of gender analysis) | Remarks |
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| **2.3 Has the organization conducted deepening sessions on GAD based on the results of the Training Needs Assessment (TNA) or updated GAD policies and tools as part of the continuing capacity development of GAD Focal Point System (GFPS) and concerned staff members?** *(possible scores are 0, 0.31 and 0.62)* | No deepening sessions on GAD conducted | Conducted deepening session/s on GAD for either the GFPS or concerned staff members but not based on the results of TNA or updated GAD policies or tools | Conducted deepening sessions on GAD for either GFPS or concerned staff members based on the results of TNA or updated GAD policies or tools | | **Please enumerate the deepening sessions on GAD conducted:** |

**Please enumerate the deepening sessions on GAD conducted:**

| Title of of deepening session | TA Provider (in house trainer, PCW) | Date Conducted |
|---|---|---|
| | | |
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**Please attach a copy of Training Needs Analysis (TNA) results and design of deepening sessions. If TNA was not administered, please explain how the organization identified the need for deepening sessions and explain the basis for the training design/s used.**

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| **2.4 Has the organization used Gender Analysis (GA) tools and techniques in the review, enhancement or development of PAPs?** *(possible scores are 0, 0.31 and 0.62)* | No GA tool applied; No PAPs reviewed using GA tools | Results of the application of GA tools used to review, enhance or develop 1-2 PAPs | Results of the application of GA tools used to review, enhance or develop 3 or more PAPs | | **Please enumerate GA tools used to review, enhance or develop PAPs.** |

**Please enumerate GA tools used to review, enhance or develop PAPs.**

| Name of PAPs | GA tools applied | Results of application |
|---|---|---|
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| **2.5 Does the organization have facilities and services that address the gender issues and concerns of its clients (internal and external)?** *(possible scores are 0, 0.31 and 0.62)* | No facilities and services addressing gender issues and concerns of the organization's clients | With existing facilities and services that address the gender issues and concerns of either internal or external clients | With existing facilities and services that address gender issues and concerns of both internal and external clients | | **Please enumerate facilities and services addressing gender issues and concerns of the organization.** |

**Please enumerate facilities and services addressing gender issues and concerns of the organization.**

| GAD facilities and services | Clients (internal/external) | Gender issues and concerns addressed |
|---|---|---|
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*(e.g. Facilities to address strategic and practical gender needs of women and men employees such as child minding center, breastfeeding center, and CODI, among others)*

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| **2.6 Has the Organization developed orientation modules for new employees with gender sensitivity as a core competency?** *(possible scores are 0, 0.31 and 0.62)* | No GAD orientation module with gender sensitivity as a core competency developed | Developed GAD orientation module but not yet included in the orientation of new employees of the organization | Developed GAD orientation module and included in the orientation of new employees of the organization | | **Please attach copy of GAD orientation module (s) with gender sensitivity as a core competency.** |

| 2.7 Has the organization developed and disseminated new Information/Education/Communication (IEC) materials on GAD to clients (internal and external)? *(possible scores are 0, 0.31 and 0.62)* | No GAD IEC materials developed | Developed new GAD IEC materials but not yet disseminated | Developed and disseminated new GAD IEC materials | | **Please provide list of new GAD IEC materials and the target audience.** |
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**Please provide list of new GAD IEC materials and the target audience.**

| GAD IEC materials | Target Audience | Remarks |
|---|---|---|
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| 2.8 Has the organization created a GAD section in its website? *(possible scores are 0, 0.31 and 0.62)* | No GAD section in the agency website | Developed GAD section in agency website but not updated | Developed GAD section in agency website and regularly updated | | **Please list website link for the GAD Section of the organization.** |
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| *Sub-total GMEF Score (Level 2: PAPs)* | | | | | |

3. GAD Application **(max score: 5; for each item or question:0.71)**

| 3.1 Has the organization monitored the implementation of its GAD Program/Project/Activities (PAPs)? *(possible scores are 0, 0.35 and 0.71)* | Implementation of GAD PAPs not monitored | Implementation of GAD PAPs intermittently monitored and not reported | Implementation of GAD PAPs regularly monitored and reported | | **Please attach monitoring reports on the implementation of GAD PAPs.** |
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| 3.2 Has the organization prepared and timely submitted its GAD Plan and Budget (GAD PB) and GAD Accomplishment Report (GAD AR)? *(possible scores are 0, 0.35 and 0.71)* <br><br> *\*PCW endorses GAD PBs of NGAs, GOCCs and SUCs* <br><br> *\*\*DILG endorses GAD PBs of LGUs* | GAD PB and GAD AR not prepared and not submitted to PCW/DILG | GAD PB and GAD AR submitted to PCW\*/DILG\*\* but not endorsed | GPB and GAD AR endorsed by PCW\*/DILG\*\* | | Please submit copies of prepared and/or endorsed GAD Plans and Budgets (GAD PBs) and GAD Accomplishment Reports (GAD ARs), including cover letters. | | |
|---|---|---|---|---|---|---|---|
| 3.3 Has the organization conducted and sustained GAD capacity development for its clients (internal and external)? *(possible scores are 0, 0.35 and 0.71)* | No GAD capacity development conducted and sustained for clients | GAD capacity development conducted and sustained for either internal external clients | GAD capacity development conducted and sustained for both internal and external clients | | Please list GAD Capacity development conducted for clients. | | |
| | | | | | **GAD Capacity Development Activities** | **Target Participants** | **Inclusive Dates** |
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| 3.4 Has the organization conducted GAD capacity development sessions for internal GAD experts? *(possible scores are 0, 0.35 and 0.71)* | No GAD capacity development session conducted to develop internal GAD experts | Conducted GAD capacity development session but no internal GAD experts developed | Conducted GAD capacity development session that resulted in the development of internal GAD experts | | Please enumerate GAD capacity development sessions conducted and list of internal experts developed |||
|---|---|---|---|---|---|---|---|
| | | | | | **Title and Date of GAD Capacity Development Activity Conducted** | **Internal GAD Experts developed** | **Remarks** |
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| | | | | | **Please attach also the list of internal GAD experts and their GAD expertise.** |||
| 3.5 Has the organization regularly applied Gender Analysis (GA) tools in the development planning cycle (planning, implementation and management and monitoring and evaluation)? *(possible scores are 0, 0.35 and 0.71)* | No GA tools applied | GA tools applied in 1-2 levels of the development planning cycle | GA tools applied in all levels of the development planning cycle | | Please enumerate GA tools applied in any of the development planning cycle and the frequency of application. ||||
| | | | | | **GAD Tools Applied** | **Purpose of Application** | **Result of application** | **Date of Application** |
| | | | | | | | | |
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| | | | | | **Please attach result of GA tool application.** ||| |

**PAPS QUESTIONNAIRE-UPDATED VERSION AS OF FEBRUARY 15, 2016**

| 3.6 Has the organization regularly updated its GAD section in the website? *(possible scores are 0, 0.35 and 0.71)* | GAD section has not been updated for more than a year | GAD section updated annually | GAD section updated quarterly | | Please provide updating schedule of GAD section in website. |
|---|---|---|---|---|---|
| 3.7 Has the organization set up Knowledge Management (KM) system as a mechanism to transfer knowledge on GAD? *(possible scores are 0, 0.35 and 0.71)* | No existing plan to set up KM | With initial plan to set up KM | KM system as a mechanism to transfer knowledge on GAD set up | | Please attach Knowledge Management (KM) system plan/framework or web link. |
| *Sub-total GMEF Score (Level 3: PAPs)* | | | | | |
| 4. GAD Commitment and Institutionalization (max score: 5; for each item or question: 1.0) | | | | | |
| 4.1 Has the organization sustained implementation and monitoring of international, national and local GAD mandates in its programs? *(possible scores are 0,0.5, and 1)* | GAD mandate not implemented and monitored | GAD mandates continuously implemented but not regularly monitored by the organization | GAD mandates continuously implemented and regularly monitored by the organization | | Please list down GAD-related mandates being implemented and monitored by the organization. Please attach monitoring reports. |

| 4.2 Has the organization conducted organizational/sector specific capacity development sessions on GAD for clients (internal and external)? *(possible scores are 0,0.5, and 1)* | No organizational/sector specific capacity development session/son GAD conducted | Organizational/Sector specific GAD capacity development session/s conducted for either internal or external clients | Organizational/Sector specific GAD capacity development session/s conducted for both internal or external clients | | Please list down title of organizational/sector specific capacity development session/s on GAD conducted or discuss status of the development of sector specific GAD capacity development session/s for clients being done by the organization *(e.g. Women's Economic Empowerment, Gender and Justice, Gender and Climate Change)* |
|---|---|---|---|---|---|
| | | | | | **Title of Organizational/Sector Specific Capacity Development Program on GAD** / **Participants** / **Purpose** |
| | | | | | Please attach activity reports and/or documentation |
| 4.3 Does the organization regularly apply gender analysis (GA) tools to assess genderresponsiveness of programs/ activities/ projects (PAPs) including Official Development Assistance (ODA) funded projects? *(possible scores are 0,0.5, and 1)* | GAD tools not applied to assess PAPs | GAD tools used to assess genderresponsiveness of 1-2 PAPs | GAD tools used to assess genderresponsiveness of 3 or more PAPs | | Please list down Programs/Activities/Projects (PAPs) assessed and list of gender analysis (GA) tools regularly applied by the organization. **GA tools applied** / **PAP/ODA-funded assessed** / **Results of application**. Please attach result of GA tool application. |

| 4.4 Has the organization developed a sustainability action plan for its GAD  PAPs? *(possible scores are 0,0.5, and  1)* | No sustainability action plan on GAD PAPs developed | With draft sustainability action plan on GAD PAPs | With approved sustainability action plan on GAD PAPs | | Please attach draft or approved sustainability action plan on GAD PAPs of the organization |
|---|---|---|---|---|---|
| 4.5 Has the  organization conducted impact evaluation of its GAD PAPs? *(possible scores are 0,0.5, and 1)* | Gender Impact assessment not yet conducted | Impact assessment of GAD PAPs ongoing | Impact assessment of GAD PAPs completed and reported | | Please attach a copy of Gender Impact Assessment Report of the organization's GAD PAPs. |
| Sub-total GMEF Score (Level 4: PAPs) | | | | | |
| 5.   Model **PAPs (max score: 5; for each item or question: 1.25)** | | | | | |

| 5.1 Has the organization been recognized as a GAD learning hub for its notable GAD PAPs?<br><br>*(possible scores are 0, 0.62 and 1.25)* | Organization is still developing notable GAD PAPs | Organization has been recognized as a learning hub but GAD PAPs not yet replicated | Organization has been recognized as a learning hub and its GAD PAPs replicated by other organizations | | |
|---|---|---|---|---|---|

| GAD Program/Activity/Project Recognized | Award/Citation Received | Year |
|---|---|---|
| | | |
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| | | |
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**Please list down awards/citations/recognitions/nominations received:**

**If nominated/cited/certified, kindly attach photocopy of certificate/recognition received.**

**Please also include press releases, photos and documented testimonies for nominations/citations/certifications received, as applicable.**

| 5.2 Has the organization's partnership with stakeholders resulted in a convergence model that is recognized and replicated by other organizations? *(possible scores are 0, 0.62 and 1.25)* | No convergence model resulting from partnership | Convergence model recognized but not replicated | Convergence model recognized and replicated | | Please describe GAD convergence model that resulted from the partnership and list down organizations that replicated it. |
|---|---|---|---|---|---|
| 5.3 Has the organization's knowledge products (KPs) and Information, Education, Communication (IEC) materials on GAD used by other organizations? *(possible scores are 0, 0.62 and 1.25)* | GAD KPs and GAD IEC materials not yet cited as reference by other organizations | GAD KPs and GAD IEC materials used and cited as reference by at 1-2 organizations | GAD KPs and GAD IEC materials used and cited as reference by at 3 or more organizations | | Please list down GAD knowledge products (KPs) and GAD Information, Education, Communication (IEC) materials developed and how it is utilized by the organization *(e.g. MCW mobile application, videos, brochures).* |

| Type of GAD KP/GAD IEC Material | GAD KP/GAD IEC Material Developed | Organizations that Utilized GAD KP/GAD IEC Material | Remarks |
|---|---|---|---|
| | | | |
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| 5.4 Has the organization's existing award/incentive system been integrated with GAD perspective? *(possible scores are 0, 0.62 and 1.25)* | Award system not yet integrated with GAD perspective | Award system being reviewed for integration of GAD perspective | Award/incentive system integrated with GAD perspective | | Please attach criteria for the existing award/incentive system integrated with GAD perspective. |
|---|---|---|---|---|---|
| | *Sub-total GMEF Score (Level 5: PAPs)* | | | | |
| | TOTAL GMEF SCORE  (PAPs) | | | | |

| GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE-PROGRAMS, ACTIVITIES AND PROJECTS (PAPs) | | | | | |
|---|---|---|---|---|---|
| **DESCRIPTORS** | **SCORE** | | | **Score per item** | **Means of Verification/Remarks** |
| | **NO** | **PARTLY** | **YES** | | |
| **1. Initial Activities to Facilitate GAD Mainstreaming (max score: 5; for each item or question:0.83)** | | | | | |
| 1.1 | | | | | |
| 1.2 | | | | | |
| 1.3 | | | | | |
| 1.4 | | | | | |
| 1.5 | | | | | |
| 1.6 | | | | | |
| *Sub-total GMEF Score (Level 1: PAPs)* | | | | | |
| **2. Establishing Commitment towards Gender Mainstreaming (max score: 5; for each item or question: 0.62)** | | | | | |
| 2.1 | | | | | |
| 2.2 | | | | | |

**TSD UPDATED VERSION AS OF FERBUARY 21, 2015 – PROGRAMS, ACTIVITIES, AND PROJECTS (PAPs)**

| | | | | | |
|---|---|---|---|---|---|
| 2.3 | | | | | |
| 2.4 | | | | | |
| 2.5 | | | | | |
| 2.6 | | | | | |
| 2.7 | | | | | |
| 2.8 | | | | | |
| | **Sub-total GMEF Score (Level 2: PAPs)** | | | | |
| **3. GAD Application** (max score: 5; for each item or question:0.71) | | | | | |
| 3.1 | | | | | |
| 3.2 | | | | | |
| 3.3 | | | | | |
| 3.4 | | | | | |
| 3.5 | | | | | |

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| 3.6 | | | | | |
| 3.7 | | | | | |
| *Sub-total GMEF Score* *(Level 3: PAPs)* | | | | | |
| **4. GAD Commitment and Institutionalization (max score: 5; for each item or question: 1.0)** | | | | | |
| 4.1 | | | | | |
| 4.2 | | | | | |
| 4.3 | | | | | |
| 4.4 | | | | | |
| 4.5 | | | | | |
| **Sub-total GMEF Score** **(Level 4: PAPs)** | | | | | |
| **5. Model PAPs (max score: 5; for each item or question: 1.25)** | | | | | |
| 5.1 | | | | | |
| 5.2 | | | | | |

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|---|---|---|---|---|---|
| 5.3 | | | | | |
| 5.4 | | | | | |
| | *Sub-total GMEF Score (Level 5: PAPs)* | | | | |
| | **TOTAL GMEF SCORE (PAPs)** | | | | |