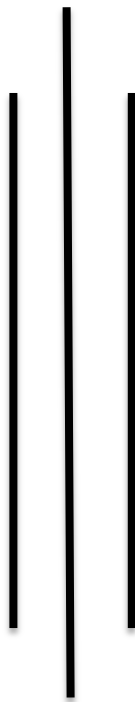**Final circulation in the TL meeting
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A POLICY FRAMEWORK AND GUIDELINE
FOR
GENDER EQUALITY, SOCIAL INCLUSION AND POVERTY REDUCTION

HELVETAS Swiss Intercooperation Nepal
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INTRODUCTION

Gender Equality, Social Inclusion and Poverty Reduction (hereafter GESIP) is a transversal theme of HELVETAS Swiss Intercooperation Nepal (hereafter HELVETAS Nepal). According to the organization's country strategy (2011-2015), this is a working approach integrated into all development competence and projects supported by the organization.

The main objectives of GESIP Policy are:

- to provide the key concepts of Gender Equality, Social Inclusion and Poverty Reduction
- to provide overall guidance to its staff in targeting primary stakeholders in HELVETAS Swiss Intercooperation Nepal
- to provide overall guidance for mainstreaming Gender Equality, Social Inclusion and Poverty Reduction theme in HELVETAS Swiss Intercooperation Nepal program

The GESIP Policy Framework has been updated building on previous documents of HELVETAS Swiss Intercooperation Nepal, HELVETAS Nepal Gender Review 2010, experiences and feedback of local, national, international development partners and staff. A further source of knowledge and learning were the Community of Practice (CoP) meetings. The GESIP Policy Framework has been developed in alignment with the framework of HELVETAS Swiss Intercooperation Zurich, the Government of Nepal and current main donors of HELVETAS Nepal.

The policy framework constitutes two parts. The first part describes the general introduction of the key concepts of gender equality, social inclusion and poverty reduction followed by the organizational position to identify and target the primary stakeholders and the guidance for better targeting in the project cycle management. The second part provides the guidance to mainstream the GESIP policy framework at program and project level.

PART ONE: TARGETING PRIMARY STAKEHOLDERS

1. UNDERSTANDING OF THE KEY CONCEPTS

1.1. Gender equality

Gender equality is based on the recognition that women and men have equal rights, and should also have equal opportunities, equal responsibilities and accountability in realizing their potential as human beings. This often entails changing power relations within households, communities and society at large, and rests on the building of mutual respect, acceptance and understanding between men and women. However, gender equality does not always mean striving for equal numbers of men and women in all activities, or treating men and women in the same way. Men and women often have different needs and priorities, face different constraints, have different aspirations, and contribute to development in different ways. Furthermore, gender relations are strongly linked to other equity issues such as caste, ethnicity, and age and need to be addressed in a holistic, context-specific manner.

Although it is not possible to define the degree to which gender inequality contributes to poverty in Nepal, the two are inextricably linked, with women being marginalized in multiple ways. In Hindu tradition in particular[1], women are expected to be submissive to men as daughters and as wives,

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[1]Over 80% of Nepal's population is Hindu according to official figures.

and to fulfil the household-centered roles of reproduction and unpaid family labour. Meanwhile, men are expected to be assertive as decision-makers at household, community and political level. This is particularly pronounced in rural areas. Although the mutual exclusivity of these roles is gradually being questioned, they remain strongly anchored in social norms. That said, Nepal is a signatory to the Convention on the Elimination of all forms of Discrimination against Women (CEDAW), and women are expected to be guaranteed equal rights in the new constitution. At the global level, Nepal ranks below all South Asian countries excepting Pakistan in the UNDP's Gender Inequality Index[2]. Gender inequality can be defined using a number of different indicators, but those on which HELVETAS Swiss Intercooperation Nepal chooses to focus on (i) human capital, (ii) economic empowerment and (iii) community and political representation to have better access and control over natural capital (forests, land and water) and physical facilities and having a voice in local and national decision-making.

Nepal is one of the few countries in the world in which women's life expectancy at birth is lower than that of men. Many women die due to reproductive complications; in most cases these are avoidable deaths which occur due to a lack of adequate locally available health care facilities. Lack of safe drinking water and sanitation has particularly negative effects on women's health since it is women who generally carry household water supplies, and who are more vulnerable to health complications in unhygienic conditions[3]. Uterine prolapse is a significant problem in the mid hills of Nepal due to the high physical workload and the lack of adequate care during women's post-delivery period. Violence against women in Nepal is also high, whilst the trafficking of young women has resulted in both huge psychological trauma and a significant incidence of HIV. Although illegal, female foeticide is also a growing trend amongst those who can afford the service. Traditional practices of Chhaupadi Pratha, Kamalari, Jhuma/Dewaki and belief in witches are particularly stark examples of discrimination, social violence, unsafe and disrespectful attitudes towards Nepali women.

Great strides have been made in both female and male education in recent decades, but girl's enrolment in primary and secondary school is still some 10% below that of boys. Women's basic literacy stands at 42% against 65% for men. At tertiary education level only 25% of graduates are women (whereas globally more women than men are studying at university)[4].

Traditionally, women in Nepal have been considered the social property of their father or their husband. The custom of dowry is often a source of inter-family tension and domestic violence against the wife who is thought to have brought insufficient resources into the marriage. Few women own capital assets; only 5% of households report land to be legally owned by a woman, whilst 0.8% of houses are owned by women. Whilst women are not technically barred from access to credit, in practice it is often difficult to obtain, particularly for female business entrepreneurs due to lack of access to and control over fixed capital. Female agricultural and construction labour is often paid at a lower rate than male, even if the work conducted is the same. Although norms in urban areas are gradually changing, very few women overall participate in higher paid, salaried employment; those who do often suffer sexual and psychological harassment in the workplace. The number of women in public service, particularly higher grades, is also extremely low.

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[2] Nepal's Gender Inequality Index is 0.558, where the closer to one, the better the score. The figure indicates a percentage loss in achievement due to gender inequality of 55.8%. See http://hdr.undp.org/en/statistics/gii/ and Global Gender Gap Report 2011, World Economic Forum http://www3.weforum.org/docs/GGGR11/GGGR11_Rankings-Scores.pdf

[3]There is evidence to suggest that female infant mortality is reduced more than boy infant mortality once drinking water and sanitation are available (World Development Report 2012).
[4]See World Development Report 2012: World Bank.

Much development effort has been placed on ensuring women's representation in community organizations, but the usual target of 33% women in political cadres and government organizations is still often not met – or if it is, the women concerned are unable to participate actively due to lack of their own confidence and the lack of respect offered by men. Despite women's participation in the civil conflict, including taking the masculine role of foot soldiers, women have not emerged strongly in the Maoist movement or in the elected parliament. In theory, thirty-three of parliamentary seats are reserved for women, but this target is not yet met fully. Women are often among the marginalized and have limited access and control over land, property, water and forest resources, basic physical facilities and basic services.

1.2 Social inclusion

Social inclusion is a concept that is important in socially diverse societies in which certain social or ethnic groups have long held power over others, and is an affirmation of the right of all individuals to self-determination. It is about the promotion of mutual respect among all people, regardless of their ethnicity, religion, gender, caste, age, remoteness, citizenship, disability or other characteristics. For those who have suffered an erosion of their human dignity, and/or their traditional practices, language and culture over generations, another part of social inclusion is supporting a re-affirmation of personal identity in a process of empowerment.

Nepal is a country of huge social diversity and strong hierarchical stratification under the caste system. From the time that Nepal became a unified State, power and influence have been in the hands of few privileged castes and individuals. Meanwhile, Dalits[5] have suffered extreme marginalization, whilst some Madhesi, Janajatis and religious minorities[6] have also been marginalized, although the extent of marginalization varies and some Janajati groups such as Sherpas, Thakalis, Gurungs and Newars have often managed to prosper economically. The caste system is furthermore self-reinforcing, as those who are suffered from caste system practice caste based discrimination against those they consider below them. Marginalization on the grounds of "religion, race, sex, caste, tribe, ideological conviction or any of these" was made illegal in Nepal over 40 years ago (under the Civil Rights Act 1955), but remains a fact of life even if not as overt as in the past.

In modern Nepal, there is an increasing awareness and pride in self-identity amongst Dalits, Madhesi and other ethnic minority groups, collectively known as Janajatis. The latter are classified by the government, according to the extent to which they are disadvantaged.

The health indicators of the most deprived castes such as Dalits and Madhesis, for example, are generally lower than the population as a whole. Average Dalit life expectancy is reported to be little more than 50 years, far less than the current national average of 66 years. In health interventions, the needs of Dalits must be taken into particular consideration – for example, Dalits may in some places in remote areas still be barred from using drinking water taps, be restricted in invitations to social functions and feasts, and given lowest priority in the installation of sanitation facilities. As far as education is concerned, school enrolment amongst Dalits and Madhesi women is low, and overall

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[5]Dalit has political connotations and literally means "poor and oppressed persons". The term is also used to describe the "untouchables" as explained in the Legal Code of 1854.

[6]To summarise, according to population census 2001, the population of various caste and ethnic groups is as follows. Hill Brahamin Chhetri (30.9%); Terai Bhrahamin Chhetri (1.9%); Terai Middle Caste (12.9%); Dalits (11.8%); Janajatis (37.2%); Religious Minorities (4.3%) and Others unidentified (1.0%). Please see details of the disaggregated data in Annex 4.

literacy of Dalit is reported at 23%[7]. Linked to their frequent seasonal migration to India, Dalits are reported to have high rates of HIV/AIDS infection, whereas an increasing number of Madhesi migration is also reported

As the traditional artisans – shoemakers, blacksmiths, tailors, etc., Dalits have a source of "income", but in rural areas this is usually in kind rather than in cash, and bound into patron-client relationships from which it is difficult to break away. Madhesi and Janajatis are also following their traditional occupations, i.e. agri farming, small trading, foreign employment, etc. Ownership of assets – particularly land – is generally low amongst Dalits and disadvantaged Janajati groups. Partly for this reason, it is often also difficult for them to obtain credit. Dalits, Madhesi and disadvantaged Janajatis are also very poorly represented in salaried positions in both the private and public sectors.

Dalits, in particular, have suffered from huge social discrimination in the past, which remains entrenched in many places. Traditionally, they were barred from places of worship, from the homes of anyone considering themselves to be of "higher" caste, and forced to perform demeaning acts such as washing cups from which they have drunk. Although such patterns are changing, the exclusion of Dalits from regular community socialisation and decision-making is still common. In politics, Dalits have been until recently very poorly represented.

1.3 Poverty reduction

Poverty reduction is our goal. Our understanding of poverty is a multi-dimensional phenomenon, rather than being simply concerned with economic resources and income. For those living in poverty, it is also a matter of social exclusion or a lack of voice (agency) – and thus powerlessness. It is in this context that poverty can be defined in a number of ways. According to the World Bank, poverty represents a lack of opportunity and empowerment, and bad quality of life in general. Extreme poverty is defined as the state of living on less than $1 a day. Similarly, the UN's World Summit on Social Development, the 'Copenhagen Declaration' described poverty as "…a condition characterized by severe deprivation of basic human needs, including food, safe drinking water, sanitation facilities, health, shelter, education and information." When people are unable to eat, go to school, or have any access to health care, then they can be considered to be in poverty, regardless of their income.[8] HELVETAS Swiss Intercooperation Nepal defined its primary stakeholders targeted either from the perspective of per capita total annual consumption/income or food sufficiency

In Nepali society, five factors are particularly linked to poverty, notably: class (economic status), caste (including ethnicity), gender, geography, and vulnerability. The latter may be a result of the first four, but also encompasses ill health, disability, trafficking, and suffering related to the armed conflict, migration, natural disaster, etc. As far as possible, HELVETAS Swiss Intercooperation seeks to follow a local definition of poverty or ill-being in its interventions. This requires facilitating community members to draw up and agree their own criteria of "ill-being", and then identifying who is living in greatest poverty – the "identified poor". Poor people are often chronically indebted, and have extremely limited access to cash for immediate needs (such as health care, schooling materials, basic clothing, safe drinking water, shelter, electricity and communication facilities); often belonging to marginalised groups; are often living in geographical isolation and remoteness; conflict victims who have lost their bread winners in the family, vulnerable women/men-headed households, the woman/men being left to gain a livelihood and bring up children with little or no support.
Geographical isolation/ remoteness is a significant factor contributing to poverty in Nepal, given its steeply intersected mountainous terrain. There is a wide economic and social gap between people living in remote areas and those living in or close to urban areas. Despite major infrastructural

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[7] http://www.jagaranmedia.org.np/index.php
[8] http://library.thinkquest.org/05aug/00282/over_whatis.htm).

achievements over the last 30 years, many people still live many days walk from the nearest road, without ready access to basic facilities such as drinking water, health services, schools or rural electrification. Deaths and permanent injury as a result of geographical isolation are common in remote areas. Whilst degrees of geographical isolation vary considerably, in HELVETAS Swiss Intercooperation clusters it is not only Dalits and some Janajati groups who live in remote areas, but also often Brahmins and Chhetris.

2. OUR PRIMARY STAKEHOLDERS

HELVETAS Swiss Intercooperation Nepal is committed to working towards an equal and just Nepali society and we thus define **primary stakeholders** as our main target population, which comprise of those people living in economic poverty and socially marginalized (see Figure 1). Living in poverty means that they have food sufficiency (three meals/2220 Kcal/person/day) for less than 6 months per year for the family from their own or lease land production and off farm earnings or have a per capita total annual consumption is below NRs 19261 (i.e. NRs 1605/person/month) for food and non-food basic needs. Similarly, women, dalits and janajatis are identified as socially marginalized groups. People living in poverty and are also socially marginalized are double *disadvantaged.*
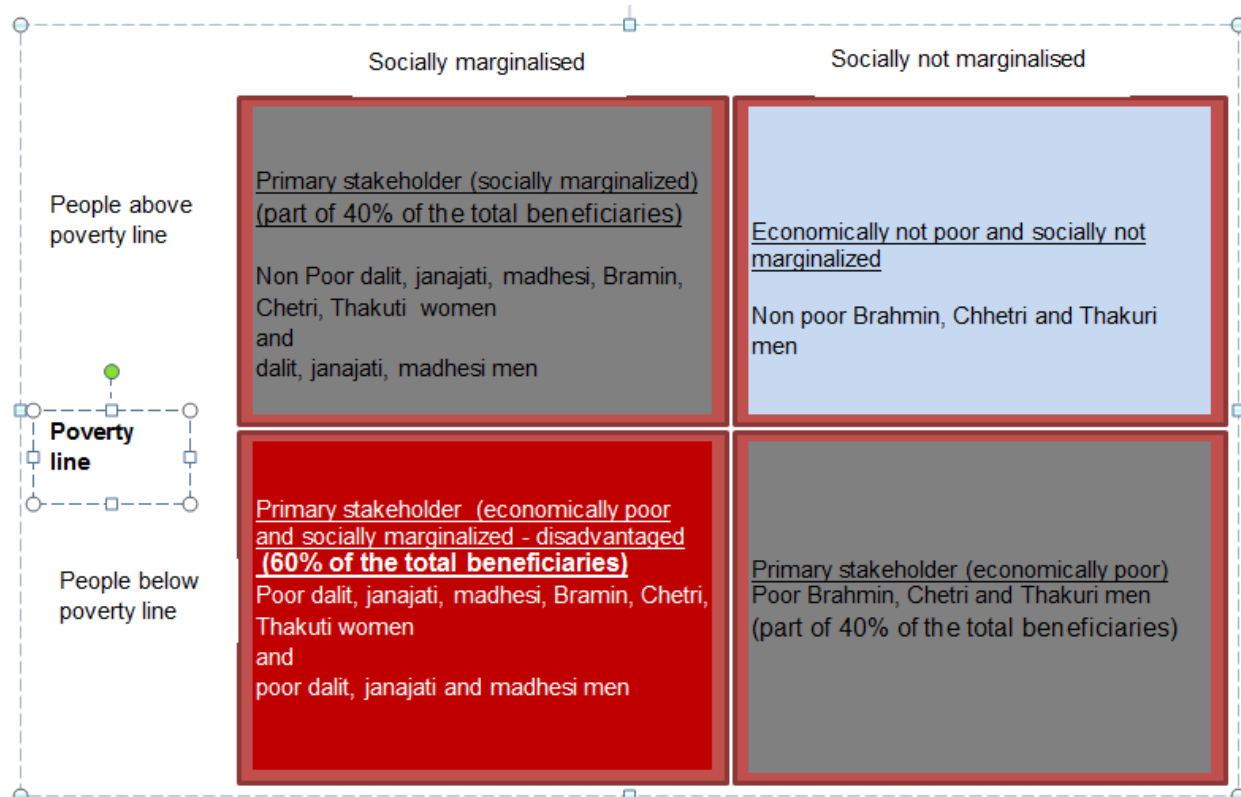
The country program strategy for HELVETAS Swiss Intercooperation Nepal (2011-2015) commits the organization to taking GESIP as a transversal theme. In this regard, we will work in alignment with the strategies of the Government of Nepal and Swiss Development Cooperation. We, through our programs and projects, commit to ensuring that we reach out to our primary stakeholders through our activities of which at least 60% comprise of double disadvantaged (economically poor and socially marginalized individuals and groups; and the remaining comprises either economically poor or socially marginalized. This criteria however, will not be applied as mandatory for those projects which are working for infrastructure and community development that benefit the whole settlement.

We will also ensure that the selection of the locations for new programs/activities will be made in those working districts[9], VDCs, wards and areas where there is a high concentration of primary stakeholders. In working with our partners – government, non-government organizations and the private sector – we seek to promote GESIP. We share our principles with them and work closely in building GESIP understanding and competencies, thus promoting sustainability of our approach.

Within our own organization in Nepal, we seek to enhance the gender balance and diversity within the program team, setting a certain target in our programs and projects to maintain at least minimum threshold of the national population in terms of gender, caste, ethnicity, origin and geographical region.

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[9]Mid/far western cluster; Central/eastern cluster; Western Terai; Central Terai; Coffee producing hill districts; and national or near national coverage – Trail Bridge Support Unit and Employment Fund.

Figure 1. Identifying the primary stakeholders

	Socially marginalised	Socially not marginalised
People above poverty line	Primary stakeholder (socially marginalized) (part of 40% of the total beneficiaries) Non Poor dalit, janajati, madhesi, Bramin, Chetri, Thakuti women and dalit, janajati, madhesi men	Economically not poor and socially not marginalized Non poor Brahmin, Chhetri and Thakuri men
Poverty line		
People below poverty line	Primary stakeholder (economically poor and socially marginalized - disadvantaged **(60% of the total beneficiaries)** Poor dalit, janajati, madhesi, Bramin, Chetri, Thakuti women and poor dalit, janajati and madhesi men	Primary stakeholder (economically poor) Poor Brahmin, Chetri and Thakuri men (part of 40% of the total beneficiaries)

3. TARGETING PRIMARY STAKEHOLDERS IN PROJECT CYCLE MANAGEMENT

The program management of HEVETAS Swiss Intercooperation Nepal commits itself to fully mainstream GESIP across all development competence areas as set out in this policy, and notes that GESIP must be considered systematically from program planning and implementation to monitoring, evaluation and reporting. Ensuring a GESIP sensitive program cannot be achieved by the Program Coordination Office (PO) alone or focal persons or projects; a collective effort is needed across all sectors, projects and partners at all levels. The role of members of user groups/farmer group /producer group, user group/producer group/farmer group and their executive committees/users committee/producer committee and most of all, the willingness, enthusiasm, and active participation of those who have suffered the most from vulnerability is crucial in making real progress in promoting gender equality and social inclusion, and fighting poverty.

The general guidance in mainstreaming GESIP in project cycle management and targeting primary stakeholders are as follows:

3.1. Planning

- While formulating Goal, Outcomes and Outputs in the country strategy, the Programme Coordination Office must use the terminologies related to primary stakeholders defined in this guideline.

- Wherever appropriate, Programme Management Unit (PMU) must specify quantitative and qualitative target of primary stakeholders in a disaggregated way at least in terms of women

and disadvantaged people in Goal, Outcome and Output level indicators of the Country Strategy.

- While preparing the project's Yearly Plan of Operations (YPOs) and formulating activities, responsible persons, mainly Team Leaders must ensure that qualitative and quantitative targets of primary stakeholders clearly specified in the document.

- Each project Team Leader must establish baseline data for each indicator with disaggregated information about primary stakeholders.

3.2 Implementation

- In a situation of targeting GESIP in a new project, where Districts, Village Development Committees and primary stakeholders are to be selected by HELVETAS Swiss Intercooperation Nepal as working area, HELVETAS Nepal itself has to select such areas from GESIP perspective.

- Programme Coordination Office (PO) and Project Management Unit of projects (PMU) combindly called 'Project Management' must select district/s considering the lower Human Development Index as one of the main district selection criteria. In most of the donor-funded projects, however, HELVETAS Nepal may not have flexibility in selecting district/s. In such cases, priority should be given to the pocket areas to be identified from key informants and secondary sources that have relatively high percentage of people living below poverty line and from marginalized groups.

- While selecting the Village Development Committees, higher percentage of people living below poverty line and the concentration of disadvantaged population should be considered as one of the main criteria.

- The Project Management Unit will select local partner organisation/s considering their level of commitment towards gender equity, social inclusion and poverty reduction as one of the determinant criteria.

- The Project Management Unit together with partner organisation, as appropriate and Village Development Committee will select the villages/settlements/hamlets considering poverty and concentration of disadvantaged people as one of the main criteria.

- Project/s implemented by HELVETAS Nepal will generally work with existing groups of the selected villages/settlements/hamlets. If such groups have no sufficient number of women beneficiaries and disadvantaged people, the partner organisation can form the new group in a settlement where the percentage of people living below the poverty line are high. In such new groups, the partner organisations will facilitate wellbeing ranking process at the Ward/settlements/hamlets and from group/s level.

- Considering the conflict sensitivity and harmony among villagers, HELVETAS Nepal will be open to accept some settlement or individuals from the same area, but fall outside primary stakeholders and will maximise their contribution for the benefit of the primary stakeholders.

- The Project Management Unit together with partner organisations will ensure proportionate representation of primary stakeholders as member of the group as per the population ratio of the district unless have agreed different arrangement with donors and government.

- The ratio of the representation of primary stakeholders which are economically poor and socially marginalised (double disadvantaged) will have to be at least 60% of the total

beneficiaries within the phase or if mentioned otherwise, the target is achieved as per the project document.

- Each user committee (UC)/executive committee (EC) facilitated by HELVETAS Nepal must have at least 33% women, and at least one woman in key positions of the user committee (i.e. President, Secretary or Treasurer). If this situation does not exist in the selected existing group/s, the partner organization must take responsibility to facilitate the user group assemblies to meet the target through an effective and conflict sensitive manner.

- The Project Management Unit with the help of partner organisations must maintain disaggregated data as per the requirement of this guideline and the project document immediately after forming or selecting a group by using the prescribed format from the Project Management Unit.

- The Project Management Unit with the help of partner organisations must establish baseline information/data for each indicator of the projects by using the prescribed format/s from the project management.

- The Project Management Unit must develop and provide appropriate and necessary forms and formats with clear guidelines to collect disaggregated information/data on primary stakeholders and baseline information on project indicators in timely manner.

- The Project Management Unit and partner organisations must ensure at least 66% members' presence in each group meeting by organising group meetings at the time convenient to most of the group members. Group meeting time, venue, etc. must not be dominated by the conveniences of the project staff.

- The Project Management Unit must make frequent visits to each group and make sure that the members of the group/s get benefits equitably.

- The Project Management Unit must make sure that all the group members are clearly communicated on why someone from the group is selected.

- Gender Focal Persons at various levels are responsible to provide proper orientation to the staff and partner organisations and their staffs responsible for the operation.

- Level of understanding and quality of implementation of Gender Equity Social Inclusion and Poverty Reduction guideline will be one of the performance indicators of each staff's appraisal.

3.3 Monitoring, Evaluation and Reporting

- The Programme Management Office must monitor and compile report on the achievements made on the 14 categories of stakeholders (see Figure 2 below). It must ensure that all the reports and documents produced by projects are providing disaggregated information/data on 13 different types of primary stakeholders with reasonable analysis of why the targets were achieved and not achieved in each category.

- The Project Management Unit must collect secondary data on the primary stakeholders by district, VDC, ward and user group levels. Based on the secondary data, the Project Management Unit must prepare district, VDC and ward level maps showing the percentage of distribution of primary stakeholders and the actual project beneficiaries.

- The Project Management Unit must overlay the map of disadvantaged people to the maps of the distribution of the existing user groups to find out whether high concentrated areas of disadvantaged people are covered or not.

- Project Management Unit must produce and use disaggregated information/data related to primary stakeholders on each indicator of goal, outcome and outputs while producing any reports and documents in the project level.

- The Project Management Unit must produce and use disaggregated information/data on each indicator of goal, outcome, outputs, activity while producing any reports and documents in the district level of a project by using the standardised formats developed by the Programme Management Office or by the respective Project Management Unit.

- The Project Management Unit must provide the necessary orientation and formats to the partners so that they will be capable to use the forms, formats and guidelines provided to collect disaggregated information/data about primary stakeholders (see Figure 2).

Figure 2. Disaggregating primary stakeholders

	Socially marginalised	Socially not marginalised
People above poverty line	Primary stakeholder (socially marginalized) (part of 40% of the total beneficiaries) 9. Non Poor dalit women 10. Non Poor janajati women 11. Non Poor Madhesi women 12. Non Poor Bramhin, Chetri, Thakuti women 13. Non Poor dalit men 14. Non Poor janajati men 15. Non Poor Madhesi men	Economically not poor and socially not marginalized 16. Non poor Brahmin, Chhetri and Thakuri men
Poverty line		
People below poverty line	Primary stakeholder (Economically poor and socially marginalized) **(60% of the total beneficiaries)** 1. Poor dalit women 2. Poor janajati women 3. Poor Madhesi women 4. Poor Bramin, Chetri, Thakuti women 5. Poor dalit men 6. Poor janajati men 7. Poor Madhesi men	Primary stakeholder (economically poor) 8. Poor Brahmin, Chetri and Thakuri men (part of 40% of the total beneficiaries)

- In a separate section of the progress report, the Project Management Unit must clearly mention about the learning, issues, challenges faced while targeting primary stakeholders and mainstreaming gender equality, social inclusion and poverty reduction strategy in the project intervention.

- The Project Management Unit must develop appropriate format/forms to gather qualitative and quantitative information of achievements related to Partners, primary stakeholders and Users Committees/Executive Committee, key positions of Users committees/Executive committee in detail disaggregation by gender, caste & Ethnicity and by origin being shown in Figure 2.

- The Project Management Unit must train project and partners' staff, compile and analyse data related to primary stakeholders at the district level and present in the Annual Progress Report (APR).

- Reporting of the Project Management Unit and partners should be based on the recorded qualitative and quantitative information, observation, interview and interaction with the local people/stakeholders.

- The Project Management Unit must continue to use the investment analysis, and should recognise and support the Government of Nepal's commitment to Gender Responsive Budgeting as well as development partners' tools such as of Fund Flow Analysis. The Project Management Unit must show its investment analysis to track how much of our fund reach to our primary stakeholders.

- The Programme Management Office must compile the investment analysis of all the projects and should synthesise the key learning.

- The Programme Management Office should present the assessment of the GESIP in a separate section of the Annual Report of the HELVETAS Swiss Intercooperation Nepal.

4. Stepwise Process to mainstream GESIP in Project Cycle Management

4.1 Strategic Planning
- The key elements of Gender Equality, Social Inclusion and Poverty Reduction will be considered while crafting HELVETAS Swiss Intercooperation Nepal's corporate mission, vision, objectives and strategy.
- Policy to combat any kind of discrimination against women, poor and marginalized people will be reflected in the objectives and the justification of the intervention proposed by the organisation

4.2 Project Planning
- Programme Coordination Office and Project Management Units of HELVETAS Nepal and its partners must have a GESIP policy and guideline, action plan, targets and appropriate monitoring mechanism in place and these must be aligned with the Government of Nepal and Swiss Cooperation Strategy.
- Programme Coordination Office and Project Management Units of HELVETAS Nepal and its partners must have a participatory and inclusive planning process so that the voice of women, poor and marginalized people can be heard and recognized in the plans and programmes.

4.3 Implementation
- Programme Coordination Office, Project Management Units of HELVETAS Nepal and its partners must:
  - implement their GESIP policy and guidelines, action plan, targets, maintain records and report against indicators on GESIP.
  - aim to achieve proportionate representation of women, poor and marginalized group of people in decision making and benefit sharing mechanism and sensitize their government and non-government partners and user groups.
  - have a capacity development plan for its staff on gender mainstreaming as an important part of the intervention
  - have budget for the implementation of GESIP related action plans
  - have dedicated staff and their in build ToR to promote GESIP in the organisation

4.4 Monitoring and Evaluation
- Programme Coordination Office, Project Management Units of HELVETAS Nepal and its partners must:
  - develop a monitoring and evaluation system that generate and analyze, reflect and retrieve disaggregate data to be useful for targeting primary stakeholders
  - collect disaggregated data on GESIP related indicators and achievements at different levels such as activities, outputs, outcomes and goal.
  - have M&E format for GESIP related indicators and reporting system at quarterly, half annually, annually basis, as appropriate.
- Programme Coordination Office, Project Management Units of HELVETAS Nepal and its partners must report the following basic information on GESIP to HELVETAS Nepal annually.

- % Women and socially marginalized staff in the PO and PMUs in various positions
- % Women and socially marginalized person in board members and staff in NGO/Private sectors partners structure in various positions

- % of HELVETAS's NGO/Private partners that have written GESIP policy in place
- % of DDCs and % of line ministries that are HELVETAS's partners, which have written GESIP policies in place
- % of women and % of other socially marginalised group people in user committees supported by HELVETAS Nepal
- % of women and % of other socially marginalized group member in one of the key positions (Chairperson, Secretary and Treasurer) in the user committee supported by HELVETAS Nepal
- % of primary stakeholders beneficiaries, i.e.% of people living below the poverty line and socially marginalized (double disadvantaged), % of poor or socially marginalized (Single disadvantaged), % of women

Annexes below provide an indicative formats, tables, questionnaire, checklist and national and donors' guideline related to GESIP which supports to implement the GESIP activities in actual ground.

Annexes

1. Criteria of identifying primary stakeholders
2. Collection of baseline information
3. Questionnaire to assess the status of GESIP Mainstreaming in strategic planning
4. Questionnaire to assess the status of GESIP Mainstreaming in project planning
5. Questionnaire to assess the status of GESIP implementation
6. Questionnaire to assess the monitoring and evaluation system on GESIP
7. Gender Response Area (GRA)/Gender Response Budget (GRB) Guideline of GON
8. GESIP Sensitive Partner Selection and Performance Assessment Guide
9. Gender Sensitive Performance Monitoring Indicator

10. Caste based Discrimination and Untouchability Guide

11. Work Environment Assessment Guide

12 Caste and Ethnicity profile of Nepal