

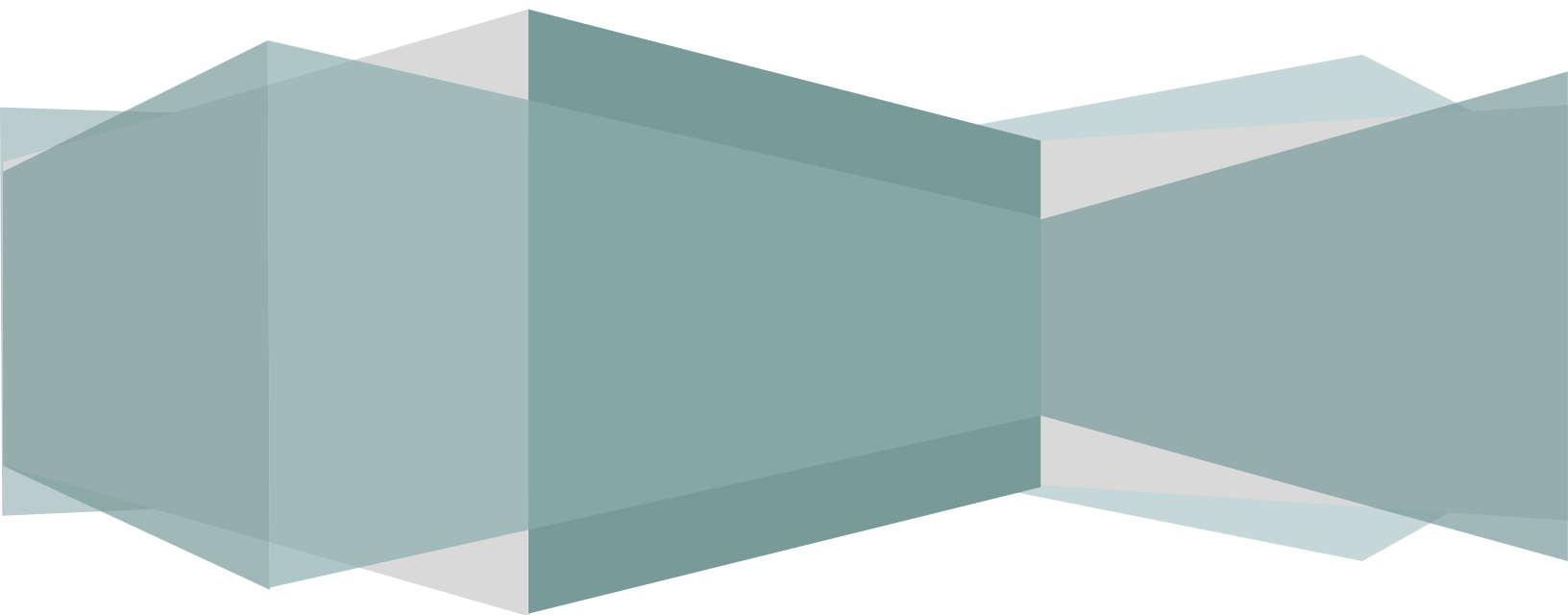


Caribbean Community Climate Change Centre

Building Resilience. Securing our Future.

Gender Policy and Action Plan 2021-2026

'Promoting Climate Change Actions that Advance Gender Equality'



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SECTION I: GENDER POLICY

1. Background

The Caribbean region recognizes that climate change is a serious global challenge and that climate-related impacts may impede economic, environmental, and social well-being and development aspirations and efforts. To this end, The Caribbean Community Climate Change Centre (CCCCC) herein after referred to as the “Centre” has worked to encourage countries of the Caribbean Community (CARICOM) and wider afield to seek to *Achieve Development resilient to Climate Change*. The Centre therefore operates with the guidance of key strategic frameworks including but not limited to:

- (i) the Liliendaal Declaration that sets out the policy framework for addressing climate change in CARICOM
- (ii) Climate Change and the Caribbean: The Revised Regional Framework for Achieving Development Resilient to Climate Change (2019-2029)
- (iii) The Caribbean Community Climate Change Centre Strategic & Implementation Plan 2021-2025: Building Resilience. Securing our Future.

These guiding frameworks provide a strong base for gender equality and mainstreaming both in terms of the work that the Centre does, but also internally in the Centre’s operations. Driven by its value proposition, of being a proven and trusted partner, the Centre will initiate and coordinate the delivery of innovative, transformative, and evidence-based climate change solutions to improve the resilience of the Caribbean and its people.

The Centre therefore recognizes the importance of systemic gender mainstreaming in climate change actions to ensure the sustainability of climate change interventions for every citizen of CARICOM. To this end, this policy acknowledges that gender roles, responsibilities, power dynamics and relations often determine men and women’s access to and control over resources, information and decision making. The Policy therefore puts forward direction to ensure that the work of the Centre is strategically carried out. This is to ensure that social and gender co-benefits are derived from its climate change interventions and the deleterious impacts of climate change are avoided.

The Centre equally accepts that in our societies, biased stereotypes and social norms prevent women and men from exercising their free choice and from taking full and equal advantage of opportunities for individual development, contribution, and reward. The Centre is therefore dedicated to enhancing gender equity within its operations through the management of human resources, organisational values and culture, and in the manner that the Centre develops and implements interventions for the benefit of CARICOM member states and their populations.

This policy is built on international best practice and principles but is also grounded in the reality of Caribbean Small Island Developing States (SIDS). It therefore aligns with the United Nations Sustainable Development Goals (SDGs), which commits to gender equality in the standalone goal 5

and as a cross cutting development objective across the other 16 goals. Similarly, this policy is also aligned with the UN Framework Convention on Climate Change (UNFCCC), which sets out to ensure that when addressing climate change, the principles of gender equality and women’s empowerment are promoted. Through this policy, the work of the Centre will also be guided by the core values of the UN Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) (1979). Consequently, the principle that ‘All people, by virtue of their shared humanity, carry inherently equal dignity and rights’ should remain at the core of the Centre’s work. The Centre will therefore always strive to affirm and uphold equal rights and opportunities of women and men in both its operations internally and in carrying out its mandate.

Crafting this policy and action plan has equally benefited from review and adaptation of best practices of other multilateral and regional development partners including the Caribbean Development Bank (CDB), the Green Climate Fund (GCF), The Adaptation Fund (AF), and the Global Environment Facility (GEF).

2. Policy Purpose

The Centre promotes and acknowledges the importance of a Gender Policy to be formally written, approved, internalized, and publicized so that it does not only give direction to the organisation in practice, but is consistent with international commitments on Climate Change including, the UNFCCC and the Paris Agreement and international best practice, to the extent possible. It holds the organisation and its collaborating partners accountable to ensure that gender equality is a priority in addressing climate change. The policy is geared towards achieving a gender balanced environment both at the operational level of the organization and in the Centre’s climate investments¹.

This policy will be supported by a Gender Action Plan that will guide the Centre in translating policy requirements into operational plans, instruments and tools linked to results and targets. Additionally, guidance notes, documents, and toolkits will be developed on specific areas of the policy where it becomes necessary. The policy and accompanying action plan necessitate accountability at varying levels, across the organization for it to be successful.

2.1. Policy Objectives

This policy therefore aims to:

1. Enhance gender equality within the structure of the Centre and its day-to-day operations; and
2. Improve gender equality in access to and control over the resources and the benefits of climate change mitigation and adaptation action.

¹ For the Purpose of this policy, climate investments refer to projects or interventions that are either implemented by the Centre through Donor funding or financed by the Centre.

3. Linkages with CCCCC Documents and Decisions

This policy reciprocally informs and is informed by the following policy and guidance documents of the Centre:

1. The Caribbean Community Climate Change Centre Strategic & Implementation Plan 2021-2025: Building Resilience. Securing our Future
2. The Revised Regional Framework for Achieving Development Resilient to Climate Change, 2019-2029.
3. CCCCC Environment and Social Policy and Performance Standards, Revised 2020.
4. CCCCC Project Formulation Manual, Revised 2020.
5. CCCCC Procurement Policy and Manual, 2020.
6. Staff Regulations and Rules of the CCCCC, 2015.
7. CCCCC Harassment, Sexual Harassment, Discrimination, and Bullying Policy, 2021

4. The Centre's Commitment

This Gender Policy and Action Plan asserts the Centre's commitment to ensure that all our actions are gender responsive, and that gender equality is embedded into our core values. The Centre is desirous of ensuring that gender equality is not an afterthought but is actively pursued and integrated in our operational and programmatic work.

Internally, the Centre is committed to promoting a culture that embraces gender equality at all levels of its operations. The Centre therefore commits to pursue steps at all levels of the organization to create and sustain a working environment in which the dignity of every employee is respected, regardless of their sex, gender, or sexual orientation. The Centre affirms that it will encourage and maintain an environment where employees, contractors and stakeholders of the Centre feel that violations relating to gender and sex-based discrimination, or harassment are appropriately and confidentially resolved.

In carrying out our core mandate, the Centre commits to ensure that climate change interventions uniquely respond to the respective needs and circumstances of women, men, boys and girls across the Caribbean region, and that women, girls and marginalized groups are empowered to be change agents for addressing climate change. The integration of a gender equality perspective in all projects and programmes as outlined in the Project Formulation Manual will encourage the Centre to reach the goals set out in this policy.

The Centre is therefore committed to upholding the following principles in our work:

4.1 Guiding Principles:

1. **Human Rights:** Consistent with the preamble to the Paris Agreement² which acknowledges that climate change is a common concern of humankind and therefore that Parties should, when taking action to address climate change, respect, promote and consider their respective obligations on human rights, the Centre's policies, regulations, programmes, and allocation of resources must be based on the realization of human rights for all. This includes the fact that women's rights are human rights, and that women, men, boys and girls have a right to live free of discrimination and violence and enjoy full participation in, and benefits from, all aspects of social, economic and political life. .
2. **Respect for Diversity:** Men and women in the Caribbean are not a homogeneous group. Rather, the population is comprised of persons of all ages who come from diverse races, cultures, ethnicities, faiths, sexual orientations, and socio-economic situations. The Centre's policies and programmes must therefore be reflective of this reality of diversity.
3. **Gender Equality:** Gender equality must be considered as an integral part of all the Centre's policies, programmes, and projects. Addressing gender equality as a crosscutting goal requires that women's views, interests and needs shape the development agenda as much as men's, and that the development agenda support progress toward more equal relations between women and men.
4. **Non- Discrimination:** discrimination violates the fundamental human rights of the victims and undermines organizational culture and development efforts. Therefore, the Centre must ensure that:
 - a. Discrimination in the workplace will not be permitted or condoned.
 - b. Persons who have been subjected to discrimination in the workplace have the right to raise a formal complaint through the available redress channels.
 - c. Allegations of sex or gender-based discrimination will be dealt with seriously, promptly, and confidentially in accordance with national legislations.
 - d. Its staff policies, codes, regulations and practices (current and future) do not promote overt or covert discriminatory practices. Where discriminatory policies are highlighted, the Centre has an obligation to amend the policies to ensure that discriminatory provisions are amended or removed.
 - e. Climate Change interventions implemented through or by the Centre do not promote or reinforce overt or covert discriminatory practices. In fact, the Centre will promote investments that offer gender co-benefits and are able to remove or challenge discriminatory barriers.
5. **Accountability:** As CARICOM's leading institution on Climate Action, the Centre is responsible to adequately ensure that respect for human rights and gender equality is upheld in climate financing. This is consistent with the guiding principles which underpin the

^{2 2} https://unfccc.int/sites/default/files/english_paris_agreement.pdf

Strategic Pillars of the Revised Regional Framework for Achieving Development Resilient to Climate Change, 2019-2029.

6. **Country Ownership:** Climate change investments are more impactful when voice and agency is provided to the people of a country and are guided by national strategic priorities and actions. The Centre must ensure that national policies on gender and social inclusion are factored into Centre financed or implemented projects.
7. **Full Participation of Women and Men:** For people to fully realize their human rights, they require access to multiple spaces for participation in the development process. Spaces must be designed to allow for the active, meaningful participation of men, women, boys and girls of diverse backgrounds in the policy development, planning, monitoring and evaluation cycle.
8. **Good Governance:** Good governance recognizes the rights of women and men to participation and legitimacy of voice as well as the right to benefit from strategic leadership, long term visioning, performance measurements, accountability and equity and justice within the organization. The Centre's leadership will support and embody the guiding principles of the policy.
9. **International Commitments:** The Centre's projects, to the extent possible, should contribute to fulfilling global commitments towards Gender Equality. Similarly, the Centre's work should also be guided by the Sustainable Development Goals (SDGs). SDG 5 (Gender equality and Women's empowerment) is an enabler and catalyst for all SDGs, including SDG 13 to combat climate change.

5. Scope of Policy

This Policy applies to all activities of the Centre, including its internal processes and its financing and implementation of climate change mitigation and adaptation actions. The policy therefore extends to:

The Centre - To implement, commit resources, adopt and monitor the Centre's policies, activities and day to day operations in a manner that ensures that the rights and needs of men and women are addressed through the Centre's work and operations. To ensure that at the development stage, projects incorporate the unique needs, perspectives and capacities of men and women into their design and that in implementation, projects deliver improved results for both men and women to generate resilience to the impacts of climate change.

The Implementing Partner - To strive for inclusion of vulnerable populations in climate change interventions by ensuring that the needs of communities and men and women are systematically incorporated into climate change mitigation and adaptation programming and implementation. To ensure that projects are aligned to nationally determined plans and strategies for achieving gender equality.

6. Policy Requirements

This policy will highlight gender related requirements at the level of the Centre and the Centre's Implementing Partners. These requirements are reinforcing and are not meant to be mutually exclusive. The Centre will dedicate the necessary financial, human, and other resources, as appropriate, to comply with the principles and requirements of the Gender Policy.

6.1 The Centre

6.1.1 Operational Requirements:

The operational functions of the Centre will be carried out in a manner that ensures equality of opportunity for the staff member and fosters a greater culture of equity within the institution. Therefore, in job design, recruitment, training, compensation, promotion, and termination, the organization must ensure that it does not discriminate against individuals based on sex or gender. Equally, the Centre will strive to ensure equality of opportunity in representation at various tiers of the organization.

6.1.1.1. Recruitment

The Centre will ensure that its recruitment process is guided by its commitment to be an equal opportunity employer for all citizens of CARICOM. The Centre will therefore recruit persons based on their level of competence and experience.

Likewise, the Centre will hire individuals who share the same concerns of gender sensitivity, both in the office and in the programmes/projects they develop and implement

To make it a standard practice, each professional staff's job description shall include related objectives to integrate the provisions of Gender Policy in their work.

6.1.1.2. Remuneration

The Centre will operate within the requirements of Article 3 of the International Labour Organization's (ILO) Equal Remuneration Convention 1951, which defines equal remuneration for women and men workers for work of equal value in terms of rates of remuneration established without discrimination based on sex. To this end, the Centre will uphold the principles of equal pay for work of equal value. Women and men will receive the same remuneration when they do identical or similar jobs, and when their roles are different but have similar working conditions or objectively demand the same level of skill, training, effort or responsibility and job market supply.

Remuneration includes but is not limited to:

- Basic pay
- Overtime rates
- Annual leave entitlements (includes sick, vacation, and study leave, etc.). The Centre will ensure that its leave policy relating to maternity and paternity leave requirements are not discriminatory and at the very least adhere to legal requirements.
- Hours of work
- Performance related benefits
- Allowances

6.1.1.3. Training

The Centre shall ensure that its training of staff is guided by its commitment to gender equality. The Centre will therefore not discriminate against an employee in selection for training by virtue of one's sex, sexual orientation, disability, or gender.

6.1.1.4. Promotion

The Centre shall ensure that promotion of staff is guided by its commitment to gender equality. The Centre will, therefore, not limit a staff's ability to be promoted because of the perceived burdens that may be placed on them by the roles (including reproductive roles) that they hold by virtue of being a man or woman. The Centre should further ensure that equal career opportunities including training that may aid in internal promotions are provided to both the men and women in the organisation.

6.1.1.5. Performance Management

The Centre will implement performance management practices and criteria that do not discriminate against a person of any sex. Therefore, criteria set to determine performance should not seek to reinforce gender stereotypes or be punitive in the exercise of double roles that may be ascribed to an individual by virtue of their sex.

The performance management of professional staff should also take into consideration their contribution to advancing gender equality based on the requirements of their TOR.

6.1.1.6. Discrimination and Harassment

Consistent with the 'Specific Instances of Prohibited Conduct' of the Centre's Staff Rules and Regulations, discrimination, bullying, sexual harassment, and racial and religious criticism are unacceptable at the Centre. Where an employee (including a supervisor, manager, or Executive) is found to be guilty of violating the Centre's rules and regulations regarding discrimination and harassment, disciplinary actions shall be taken based on the provisions of Article 18, Rule 110.3 of the Staff Rules and Regulations. Pending investigation, severe breaches will result in immediate dismissal from the Centre.

The Centre's staff and management will be governed by the provisions of the Centre's Sexual Harassment Policy. The Policy will be circulated to staff and consultants as part of the onboarding process and thereafter annually on the occasion of the Day to Eliminate All Forms of Violence Against Women (November 25th).

6.1.1.7. Grievance Redress

Employees who are aggrieved can utilize the Centre's Complaints Mechanism to officially file complaints regarding discrimination or sexual harassment. The Centre's Ethics Committee, which is comprised of the Board of Governors will process category 3 complaints³.

The use of the Centre's Complaints Mechanism does not preclude the aggrieved staff member from channelling their complaints externally to the legal authorities, judicial system, a mediator, or the Caribbean Community Administrative Tribunal (CCAT)⁴ if they believe that their complaints of harassment or discrimination has not been adequately addressed. Similarly, the Centre has a responsibility to refer an aggrieved staff member to seek legal recourse outside of the Centre's internal complaints system if the action is deemed to be in violation of national laws or a crime and/or is outside the remit of the Centre's Grievance Redress Mechanism's eligibility.

All employees will be protected against victimisation, retaliation, and false accusations. Therefore, it is important to ensure the right to due process and confidentiality are upheld in addressing allegations of discrimination.

6.1.1.8. Representation

The Centre will ensure equality of opportunity in its quest for balanced representation of men and women at the Management, Technical and Administrative tiers of the organization.

6.1.1.9. Development of Staff Policies

Notwithstanding the fact that staff regulations are approved by the Board of Governors, staff, inclusive of men and women at all levels of the organization, will be consulted in the revision and development of policies, regulations and codes of conduct that directly impact staff to ensure that such policies, regulations, and codes are gender responsive and do not provide opportunities for overt or covert discriminatory practices or provisions.

³ Category 3 complaints constitute a breach of law, relate to safety, have major financial implications, involves fraud, mismanagement, sexual harassment, or issues relating to the Executive Director. These are to be passed to the Ethics Committee for further thorough investigation and necessary actions. The Ethics Committee shall determine whether the complaint require consultation with senior management, legal counsel, or police services

⁴ <http://ccat.caricom.org/faqs/>

6.1.1.10. Capacity Building

The Centre will ensure appropriate in-house training for employees at all levels, including Board Members to ensure they have the relevant skills and knowledge in promoting gender equality in the workplace. Therefore, the Centre will develop a “gender capacity building/training” programme for its staff. This programme shall be based on a gender capacity building/training needs assessment to be conducted by the Centre’s Gender expertise.

6.1.1.11. Communication

The Centre will communicate and share the link to its Gender Policy and Action Plan to all staff on an annual basis. This circulation will include a statement of support from the Executive Director of the Centre. The guiding principles espoused in this policy should be captured and communicated using clear and easy to understand graphic products and internal capacity building sessions. Similarly, using its website and other means of external communication, the Centre will publicize this policy and requisite information to its external partners and stakeholders. Internal sensitization sessions on salient areas of the policy will also be organized annually.

6.1.2. Programmatic Requirements

All Centre financed or implemented projects will ensure that gender is mainstreamed in their design, implementation and monitoring and evaluation. It is essential that Centre financed or implemented mitigation and adaptation actions do not increase gender inequality but instead optimize the benefits for women and men from vulnerable communities and ensure the promotion of gender equality and non-discrimination. Therefore, the Centre’s climate investments must incorporate the principles that fundamentally guide the Centre’s mandate. To this end, this gender policy will support the eleven strategic pillars of the framework that guides the region’s climate action agenda. Aligned to the Revised Regional Framework, the Centre’s programmatic work will also be underpinned by the principles of:

- 1.) actively ensuring gender sensitive approaches in developing projects, policies and programmes to enhance and sustain the results of climate change mitigation and adaptation interventions, and to ensuring that gender co-benefits are achieved, and;
- 2.) empowering women, girls and identified marginalized populations as agents of change to make contributions to climate change adaptation and mitigation interventions.

The Centre, through its Project Development and Management Unit (PDMU), will ensure that all projects that are implemented either by the Centre or through an Implementation Partner (IP) are aligned to the principles espoused in this policy. This therefore necessitates that Members of the Centre’s Executive Management, and PDMU will have a general understanding of gender mainstreaming in their work and demonstrate commitment to gender equality in their work. The formulation, implementation, monitoring and reporting of Centre’s Projects will be supported by a Gender Mainstreaming Checklist (annex 1) and specific guidance notes which will guide gender

integration efforts into the Centre’s programmatic work. Projects being appraised must include the Gender Mainstreaming Checklist as part of the Gender Integration Process (GIP) outlined in Table 1.

TABLE 1

GENDER INTEGRATION PROCESS IN THE PROJECT CYCLE

Project Cycle Phase	Responsibility	Gender Integration Process
Project Identification and Preparation	Project Development Specialist (PDS) requests Gender Mainstreaming check to be completed as part of project profile.	Head, PDMU or his/her designate assigns Centre’s Gender or Social Specialist to perform check of concept note for gender mainstreaming opportunities and compliance.
	Gender Specialist	Completes review or development of Gender Assessment or Gender Responsive Stakeholder Assessment and Gender Action Plan; completes Gender Mainstreaming Checklist and determines Gender Marker.
	Head, PDMU or His/her Designate	Signs off on Gender Assessment and Gender Action Plan/ Gender Sensitive Results Framework. Gender Marker; Gender Marker is entered into the Centre’s Project Management Information System
Appraisal	Appraisal Committee/Centre Specialist	Incorporates findings into Appraisal Committee reviews, as well as the Appraisal Report.
No Objection	Executive Management	Signs of on gender integration in the project formulation process before submission to donor.
Submission to Donor	PDS/ Centre Specialist/ Head PDMU	Ensure that Gender documentation is aligned to Donor’s requirements.

Project Approval by Donor		
Implementation, supervision, and monitoring	PDMU (Project Manager/M&E Officer, Gender or Social Specialist)	Supervises and monitors Gender performance during project implementation against Gender Action Plan and Project's Results Framework; assesses unanticipated impacts, if any; reports on and documents status in the Centre's Project Management Information System; amends Gender Assessment or Action Plan in consultation with Donor.
Monitoring and Evaluation	PDMU (Project Manager/M&E Officer, Gender or Social Specialist) and Communications for visibility	Ensures that project is collecting sex disaggregated data and applying correct mix of gender responsive methodologies to collect data.
Project Completion	PDMU (Project Manager, National project coordinators, Gender or Social Specialist)	Completes Gender Mainstreaming sections of the Project Completion Report.

6.1.2.1. Project Formulation

The Centre requires that:

1. Concept notes and funding proposals are aligned to the Centre's or Donor's Gender Policy, depending on donor requirements. At a minimum, where they exist, projects should be aligned to national policies, strategies, and regulations on gender.
2. Project proposal should be developed with the inputs of:
 - a gender assessment or gender sensitive stakeholder assessment, along with appropriate environmental and social assessments (as may be required according to the level of risks and impacts),
 - project-level Gender Action Plan or gender sensitive Results Framework

Consistent with the requirements of the Centre's Project Formulation Manual, projects in development must be supported by meaningful stakeholder engagement exercises. Moreover, Project Developers should take the necessary measures to ensure that when engaging with stakeholders, men and women participate in developing interventions to identify solutions to their problems and to mitigate risks. To this end, engagement must be done in a manner that utilizes gender-responsive and culturally aware approaches that are aligned to the Centre's Environment and Social Policy.

At a minimum, a gender analysis should be derived from stakeholder assessment exercises. Therefore, consultative processes must collect sex-disaggregated data, and engage with both men and women or their representatives. Where it is a donor's requirement that a stand-alone gender

assessment be conducted, the Centre will ensure that a full stand-alone gender assessment accompanies the stakeholder assessment.

Similarly, at a minimum, project Results Frameworks should reflect clear gender actions, indicators, and targets. Where it is a donor's requirement that a stand-alone Gender Action Plan is developed, the Centre will ensure that a stand-alone Gender Action Plan accompanies the project's Results Framework.

Regardless of the approach taken to arrive at a gender analysis (stand-alone or as a part of the stakeholder assessment), climate interventions must be guided by the gender considerations of:

1. What is the context?
2. Who does what?
3. Who has what?
4. Who decides?
5. Who benefits?

Gender informed, stakeholder assessment outputs should be used to guide project design and be reflected in the project level Results Framework and a Gender Action Plan, where one is required.

The gender assessment and the project-level gender action plan will: (i) collect baseline data and determine how the project can respond to the needs and strategic interests of women and men in view of the specific climate change issue to be addressed; (ii) identify the drivers of change and the gender dynamics to achieve the project adaptation or mitigation goals; (iii) identify and design the specific gender elements to be included in the project activities; (iv) clearly outline implementation budgets; (v) select appropriate and measurable output, outcome and impact indicators; and (vi) project design.

6.1.2.2. Project Implementation

The Centre, via the PDMU and its M&E functions, will ensure that Project-level Gender Action Plans or gender sensitive Results Frameworks are routinely consulted, and identified activities are implemented throughout the lifespan of Centre financed or implemented projects. In implementing the actions identified in the Gender Action Plan or Results Framework, the Centre, or its IP where possible may justifiably refine, the gender-related baseline, indicators, and targets. Similarly, during the implementation of Centre financed or implemented projects, periodic updates of the gender assessments may become necessary. The Centre will ensure, where possible, that timely updates are done and where applicable, donors are informed of these changes in the project reporting process or within the donor's prescribed timeframes.

Project manuals and communication plans should be gender aware and actively ensure that stakeholder engagement exercises are inclusive for both men and women. Sharing information equitably with women and men stakeholders is a minimum standard, in which information is both available and presented in accessible formats across all stakeholder groups. The approach should also provide opportunities for stakeholders to share information in a two-way exchange, give regular

feedback during implementation, and ensure their views and priorities are incorporated into design and practice.

6.1.2.3. Monitoring and Evaluation

This policy recognizes that monitoring and evaluation commences at project development. Therefore, Project Developers should ensure that indicators are gender-responsive so that they track gender-related changes over time; this includes across all outcome areas, not just those focused on gender equality or women's empowerment issues. Centre Financed or implemented projects should prioritize the use of nationally relevant gender-specific indicators and use gender indicators in existing national M&E systems, wherever possible.

The Centre will monitor and periodically report on the progress of projects' Gender Action plans. Updates on progress to achieving project's gender results should occur at least once per year, during annual project reporting. Where donor requirements necessitate more frequent reporting, Project Managers (PM) will be required to also provide updates on the project's gender actions and report project progress using disaggregated data. Project monitoring will employ both qualitative and quantitative data collection methods to contribute to triangulation of gender equality results. This will also include the use of gender-sensitive data collection techniques, such as separate focus groups for women and men so that their voices are equally reflected in the impact of project results.

6.1.2.4. Project Completion Reports (PCRs)

The Project Completion Reports (PCRs) will document the Centre's experience in the implementation of a project, and therefore provide valuable information to guide the design and management of future projects. The Centre's PCR will provide a summary on the performance of the project, covering issues such as the:

- Compliance with Gender Action Plan or gender actions identified in the Results Framework.
- Gender equality results; and
- The significant gender issues, grievances which emerged during project implementation.

6.1.2.5. Gender Responsive Procurement

The Centre strives to ensure that all operations, including procurement processes, support its mandate to achieve gender equality. The Centre, therefore, endorses gender-responsive procurement as a critical part of the solution for gender equality and women's empowerment. Contractors, consultants, and the suppliers of the Centre will be required to abide by the guiding principles of this policy. TORs should contain clauses that reaffirms the Centre's commitment to gender equality and where applicable, TORs and Conditions of Contract should include a link to the Gender Policy with appropriate clauses to support this requirement.

6.1.2.6. Grievance Redress

Where it is believed that the Centre’s interventions violate the rights of women or men, promotes discriminatory practices, or reinforces gender inequality, aggrieved stakeholders or communities, may file complaints using either the Centre’s or project level grievance mechanisms. The Centre’s Grievance Redress Mechanisms should be publicized and accessible to all stakeholders in project or programme footprint areas. Project Level Grievance Mechanisms should be accessible to all stakeholders; socio-culturally appropriate⁵, gender-sensitive and tailored to the relevant context and need potential users (both men and women).

6.1.2.7. Gender Markers

The Centre will develop and use a Gender Marker system for internal review of the projects under its portfolio and to better guide gender related policy decision making in the future. The Gender marker will serve to inform the Centre of its progress in honouring its commitments to mainstreaming gender equality into its climate change interventions. Projects will therefore be ranked as Gender Blind (Gen 0), Gender Sensitive (Gen-1), Gender Responsive (Gen 2) or Gender Transformative (Gen 3) in the Centre’s Project Management Information System. At the very least, the Centre’s climate interventions should aspire to be Gender Sensitive and ranked Gen 1.

6.1.2.8. Gender Audits

The Centre’s Management will authorize at least one project to undergo a gender audit annually. This will better support institutionalization of the Gender Policy and its guiding principles. The audit will be conducted internally and will not be punitive in nature but will help to better strengthen mainstreaming of gender considerations in the Centre’s project formulation and implementation processes.

6.2. Implementing Partners

6.2.1. Policy Adoption

Projects implemented by IPs on behalf of the Centre should operate in accordance with the guiding principles of this policy, or that of the Donor, where necessary. The programmatic requirements applicable to the Centre will also apply to the work of the Centre’s IPs in the implementation of Centre financed or implemented mitigation and adaptation actions consistent with Donor requirements.

⁵ Project Level Grievance Mechanisms should be developed in consultation with stakeholders during Stakeholder Engagement exercises. The GMs should consider the socio-cultural nuances that would impede or encourage male and female users from varying backgrounds to access and utilize them.

6.2.2. Country Ownership

The Centre will require in country support for conducting gender assessment and will ensure that stakeholder consultations are sufficiently inclusive and incorporates the voice of the most vulnerable. The Centre and IPs will take the necessary measures to ensure that proposed projects are aligned with national policies and priorities on gender. Similarly, the Centre should ensure that where there are appropriate nationally defined indicators and targets on gender, that the Centre's projects contribute to those through design and reporting.

6.2.3. Project Level Grievance Mechanism

The IP may often be the first and nearest contact to men and women who are aggrieved by a mitigation or adaptation action. Therefore, consistent with the Centre's Environmental and Social Policy, the IP should ensure gender related complaints are channelled through the appropriate grievance redress mechanism and where necessary, make recommendations for referral to entities that are external to the established mechanism. The IP will also ensure that communities and stakeholders of Centre financed or implemented projects are aware of the grievance redress procedures and that it is accessible, gender sensitive and context relevant.

7. Accountability

This policy can only move from paper to practice if the Centre's commitment is backed by consistent and dedicated action to institutionalize the policy principles and provisions. As reflected in Figure 1 below, the policy's success is largely dependent on collective efforts. However, accountability for the implementation of this policy primarily rests within two of the Centre's Units and its Executive Management. Monitoring and evaluation of the policy will also support its success. To this end, the Centre intends to have its Internal Audit Function and Its Monitoring and Evaluation Function play a pivotal role in providing oversight to ensure effective implementation of the Gender Policy and Action Plan. Individual staff have a responsibility to familiarize themselves with the requirements of this policy and to operate as agents for gender equality both in their internal interaction with Centre's staff and management, and their external interaction with stakeholders.

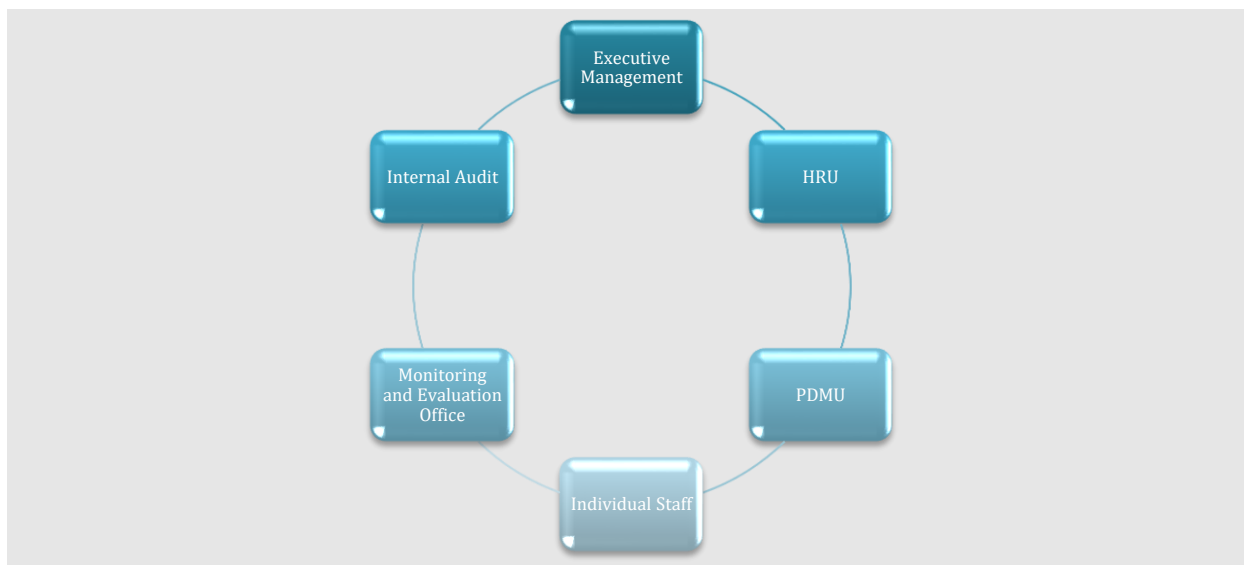


Figure 1: Gender Policy and Action Plan Accountability Framework

7.1.Executive Management

The Executive Director is accountable for the implementation of the overall policy and action plan and is tasked with the responsibility of reporting on the implementation process annually to the Board. The Gender Policy and Action Plan will be reviewed biennially. The review will be conducted to emphasize the developments of the implementation into the Centre’s operations. Staff will be consulted on any revision or changes to the policy and the final amended version will be deposited on m-files with link sent to staff via an email and/or e-memorandum and included on the website.

7.2.Human Resource Unit

The Human Resource Unit (HRU) is accountable for ensuring that the operational requirements of this policy are adhered to and for supporting a stronger culture of gender equality within the Centre. The HRU will have general responsibility for:

- institutionalizing the operational requirements of this policy;
- communicating with staff their rights and responsibilities aligned to this policy;
- ensuring that staff are aware of their redress options aligned to this policy;
- guiding, familiarizing, and training staff and management on the provisions of the policy;
- along with the Centre’s Monitoring and Evaluation Office, monitoring the operational application of this policy.

7.3. Project Development and Management Unit

The Project Development and Management Unit (PDMU) is accountable for ensuring that Gender is mainstreamed in the formulation, implementation and monitoring and evaluation of the Centre's Climate change mitigation and adaptation actions. The PDMU will have general responsibility for:

- institutionalizing the programmatic requirements of this policy;
- updating and revising this policy;
- where necessary, developing gender mainstreaming in climate change interventions guidelines, tools and procedures to complement this policy;
- guiding, familiarizing, and training staff in their use and application of the policy;
- providing technical advice to IPs, whether internally or using third-party support; and
- along with the Centre's Monitoring and Evaluation Office, monitoring the programmatic application of this policy.

4.2 Internal Audit

The Internal Audit Department once established, will be accountable for periodically reviewing the policy to ensure that the Centre's actions are aligned with the provisions of the policy. Internal Audit is expected to evaluate the implementation of the policy during the defined evaluation period established.

4.3 Monitoring and Evaluation Office

Once established, the Centre's Monitoring and Evaluation Office will work in collaboration with the PDMU to monitor the roll out and implementation of the policy.

8. Update and Evaluation of the Policy

This Policy and Gender Action Plan will be a living document and can be reviewed and updated on an ongoing basis. Formal review and update of the Gender Policy will however be done in five-year intervals or as required by donor agencies for accreditation. The application of the Policy will serve as the basis for the evaluation of the Centre's gender equality performance and will be subject to an independent review and evaluation at least every five years or at the end of the policy cycle.

SECTION II:
GENDER ACTION
PLAN

ACTIVITIES	INDICATORS AND (TARGETS) ⁶	TIMELINE	RESPONSIBILITIES	COST
IMPACT STATEMENT: <i>Increased gender equality in climate change actions in the Caribbean region</i>				
OUTCOME STATEMENT: <i>Gender responsive environment that fosters improved climate change adaptation and mitigation actions.</i>				
OUTPUT STATEMENT: <i>Improved operational practices that enhance gender equality within the structure of the Centre and its day-to-day operations</i>				
Communicate the provisions of the Gender Policy to Staff within 1 month of its final approval and annually thereafter.	# of messages distributed to staff regarding gender over the life of the policy (4)	2021-2026	HRU, Office of the Executive Director, Gender Specialist Communications Specialist	No additional costs envisioned (Staff time)
Develop and circulate infographics and communication materials to staff and in strategic locations of the organization	# of communication material strategically distributed (8)	2021-2026	HRU, Communications Specialist, Gender Specialist	\$2,500.00 ⁷
Develop and roll out a “gender capacity building/training” programme for staff.	Existence of gender capacity building/training programme (Yes/No) (Yes)	2021-2026	HRU, Gender Specialist	No additional cost envisioned (Staff time)
Review and update identified policies and regulations of the Centre to ensure non-discriminatory Provisions	# of policy and regulations updated (2)	2021-2023	Senior Management Team, HRU, Gender Specialist	No additional costs envisioned (costed in strategic plan)
Review and update Complaints Mechanism to foster greater	Existence of updated	2022	Senior Management Team, HRU, ESS	

⁶ Targets are placed in brackets besides the indicators.

⁷ (\$500.00 per Yr.). Banners to be designed and printed for strategic placement in common areas around a key gender message per yr. Gender messages/policy requirements printed on paraphernalia such as mugs, pens, note pads and provided to staff in recognition of strategic days such as Mar 8, Nov 25)

confidence in internal reporting.	mechanism (yes/No) (yes) # of sessions to raise awareness of complaints procedures (3)		Specialist, Gender Specialist, IT units	
Socialize Sexual Harassment Policy for awareness raising and compliance	# of annual messages communication on Sexual Harassment Policy (4)	2021-2026	HRU, Senior Management Team, Gender Specialist	No additional costs envisioned (staff time)
Include the Centre's commitment to Gender equality clauses in TOR Templates (HR and procurement)	TORs contain commitment to Gender Equality clauses (Yes/No) (Yes)	2021	HRU, Procurement, Legal Advisor, Gender Specialist	No additional costs envisioned (staff time)
Include in each professional staff's job description related objectives to integrate the provisions of Gender Policy in their work	% of professional staff job descriptions with Gender related objectives (100%)	2021-2023	HRU	No additional costs envisioned (staff time)
Assess the implementation of the gender policy and the gender action plan (biennially)	# of biennial reports developed (2)	2021-2026	Executive Director, HRU, PDMU, Gender Specialist, Monitoring and Evaluation Office	No additional Cost envisioned (Staff time)
Assess the implementation of the gender policy and the gender action plan (end of policy cycle evaluation)	# of Policy Evaluations conducted (1)	2026	Internal Audit	No additional Cost envisioned (Staff time) ⁸

⁸ This is premised on the expectation of an Internal Audit Function in operation at the Centre at that time of evaluation. The absence of this Function may mean a costed independent evaluation at a cost of \$15,000.00.

OUTPUT STATEMENT: *Improved programmatic practices that enhance gender equality in access to and control over the resources and the benefits of climate change mitigation and adaptation action*

Develop toolkits and guidance notes for PDMU Staff and IPs on gender and climate change mitigation and adaptation.	# of guidance notes developed (5)	2021-2026	Gender Specialist, PDMU Leads	No additional Cost envisioned (staff time)
Increase the knowledge of the Centre's partners on gender mainstreaming in Climate change interventions	# of Capacity building sessions for Centre partners (10) % of participants in training sessions expressing increased knowledge (70%) Ratio of male to females trained (1:1)	2021-2026	PDMU Leads, Communication Specialist, Gender Specialist	Cost estimates to be presented at the project level
Institute Gender Marker System and integrate Gender Marker into Project Management Information Management System	Existence of Gender Marker (Yes/ No) (yes) # % of projects at least Gen 1 (60%) % of projects at least Gen 2 (30%)	2021 2026 2026	PDMU Leads, Gender Specialist, IT Unit	No additional Cost envisioned (staff time)
Conduct Project level Gender Audits	# of Audits conducted over policy period (5)	2021-2026	Gender Specialist, PDMU Leads	No additional Cost envisioned (Staff time)

ANNEXES

Annex 1: Gender Integration Checklist

CHECKLIST FOR APPRAISING GENDER INTEGRATION IN PROJECT DESIGN, IMPLEMENTATION, MONITORING and EVALUATION		Yes/No	Remarks
Project Formulation			
1.	Was a gender analysis conducted as part of the stakeholder assessment and were relevant gender issues identified in the assessment?		
2.	Are relevant data disaggregated by sex?		
3.	Are anticipated benefits/impacts for women, men, girls, and boys adequately highlighted in the proposed intervention?		
4.	Will expected project outcomes contribute to greater equality between women and men?		
5.	Will expected project outputs contribute to women's empowerment?		
6.	Was the assessment/review developed through a consultative process with strong stakeholder engagement, including the view of men and women?		
7.	Are specific measures included to promote the active participation of women and men in decision-making processes?		
Implementation			
1.	Has the project conducted participatory planning and mobilization exercises to ensure the participation of communities in gender-based project implementation?		

2.	Have adequate resources been expended for gender focused activities or for gender mainstreaming? (vis-a-vis % of total budget)		
3.	Has the project demonstrated concrete results towards the achievement of gender equality?		
4.	Are gender-specific actions considered in programme promotion and communication strategies?		
5.	Does the implementing partner have the capacity to implement gender-based components?		
Monitoring and Evaluation			
1.	Is the collection of sex-disaggregated data required in the monitoring and evaluation of the project?		
2.	Have gender-specific targets been established for women and men in terms of benefits and participation?		
3.	Has baseline data been collected to enable the measurement of project outcomes/outputs for women versus men?		
4.	Do progress reports, implementation status reports, management information systems and completion reports discuss gender equality results and lessons learned?		

Name of Proposed Project:
Name and Post of Submitter:
Unit:
Signature:
Date: