



THE AFRICAN GENDER AND DEVELOPMENT INDEX

TECHNICAL NOTE



United Nations
Economic Commission for Africa

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Abbreviations and acronyms

ACG	African Centre for Gender (of ECA)
ACHPR	African Charter on Human and Peoples' Rights
AGDI	African Gender and Development Index
AIDS	Acquired Immunodeficiency Syndrome
AWPS	African Women's Progress Scoreboard
CEDAW	Convention on the Elimination of All Forms of Discrimination against Women
CRC	Convention on the Rights of the Child
ECA	Economic Commission for Africa
FGM	Female Genital Mutilation
GSI	Gender Status Index
HIV	Human Immunodeficiency Virus
ICPD	International Conference on Population and Development
ILO	International Labour Organization
NAP	National Advisory Panel
NEPAD	New Partnership for Africa's Development

Introduction

African governments have signed and ratified a number of international and regional declarations, conventions and protocols and integrated them into constitutions and legislative frameworks. They have also implemented policies aimed at promoting gender equality and empowering boys, girls, men and women.

There is a need to assess the progress being made towards achieving gender equality and women's empowerment, while key gender inequalities must be identified and policy interventions introduced. The African Gender Development Index (AGDI) was introduced by the Economic Commission for Africa (ECA) in 2004 to measure gaps between the status of African men and women and assess the progress made by African governments in implementing gender policies.

The ECA African Centre for Gender (ACG) prepared this note to ensure common understanding of the process by participating

countries and assist them in implementing it effectively. It served as the main background document for the AGDI phase 4 methodology workshop held in June 2016 in Addis Ababa. The note is based on the AGDI Manual¹ and an unpublished manuscript on the AGDI prepared by ACG².

Section II of the note discusses the importance of gender statistics and measuring progress towards gender equality. The third section discusses the objectives and composition of the process leading to the calculation of the AGDI, using examples from AGDI country reports. Section IV looks at the AGDI process. The issues discussed in this section include: the role of national gender machineries and national advisory panels in driving the AGDI process at the national level; ECA support to AGDI countries, including organization of the AGDI methodology workshop; and the administrative and financial processes involved in the AGDI process.

¹ Economic Commission for Africa (2011). The African Gender and Development Index 2011: Promoting gender equality in Africa. ECA. Addis Ababa.

² Economic Commission for Africa (Unpublished manuscript). The African Gender and Development Index: An assessment

Measuring progress towards achievement of gender equality

2.1 Mandates

Gender equality and the empowerment of women, men, girls and boys are in themselves development objectives which should be promoted by adopting and implementing the specific policies and strategies that have long been recognized in regional and international reports, declarations, conventions and protocol frameworks to which most African countries are signatories. Since the inception of the United Nations in 1945, the equality between men and women has always been its fundamental value. Indeed, the preamble to the Charter of the United Nations underscores the determination “to reaffirm faith in fundamental human rights, in the dignity and worth of the human person, in the equal rights of men and women and of nations large and small”³.

Subsequently, various global and regional commitments have been made and integrated into national constitutions and legislative frameworks. These commitments call upon States to condemn and pursue policies that eliminate discrimination against women, and take appropriate measures to ensure the full development and advancement of women,

especially at the political, social, economic and cultural levels. These commitments include: the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), which was adopted by the United Nations General Assembly in 1979; the Convention on the Rights of the Child (CRC), which covers children up to the age of 18, adopted by the General Assembly in 1989; the Programme of Action of the International Conference on Population and Development (ICPD) adopted in Cairo in 1994; the Beijing Declaration and Platform for Action, adopted at the Fourth World Conference on Women in Beijing in September 1995; the New Economic Partnership for Africa's Development (NEPAD) and its gender component; and the Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa, adopted in 2003⁴.

In 2000, leaders from 189 countries committed to achieve, by 2015, eight interrelated development goals with measurable indicators in the Millennium Declaration known as the Millennium Development Goals. Goal 3 relates to gender equality and women's empowerment, and aims to “eliminate gender disparity in primary and secondary education, preferably by 2005, and in all levels of education no later than 2015”⁵. The indicators for monitoring goal 3 are: the ratios of girls to boys in primary, secondary and tertiary education; the share of women in wage employment in the non-agricultural sector; and the proportion of seats held by women in national

3 United Nations (1945). Charter of the United Nations. Signed on 26 June 1945 in San Francisco. Available from: <http://www.un.org/en/documents/charter/preamble.shtml>

4 African Union (2003). Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa. Adopted at the Second Ordinary Session of the African Union Assembly of Heads of State and Government on 11 July 2003 in Maputo. African Union Commission. Addis Ababa. Available at: http://www.achpr.org/files/instruments/women-protocol/achpr_instr_proto_women_eng.pdf Article states that

“1. States Parties shall combat all forms of discrimination against women through appropriate legislative, institutional and other measures. In this regard they shall:

- (a) Include in their national constitutions and other legislative instruments, if not already done, the principle of equality between women and men and ensure its effective application;
- (b) Enact and effectively implement appropriate legislative or regulatory measures, including those prohibiting and curbing all forms of discrimination, particularly those harmful practices which endanger the health and general well-being of women;
- (c) Integrate a gender perspective in their policy decisions, legislation, development plans, programmes and activities and in all other spheres of life;
- (d) Take corrective and positive action in those areas where discrimination against women in law and in fact continues to exist;
- (e) Support local, national, regional and continental initiatives directed at eradicating all forms of discrimination against women.

2. States parties shall commit themselves to modify the social and cultural patterns of conduct of women and men through public education, information, education and communication strategies, with a view to achieving the elimination of harmful cultural and traditional practices and all other practices which are based on the idea of the inferiority or the superiority of either of the sexes, or on stereotyped roles for women and men.”

5 United Nations Millennium Project (2005). Investing in Development: A Practical Plan to Achieve the Millennium Development Goals. Report to the United Nations Secretary-General, UNDP, Earthscan: London and Virginia.

parliament. Also, goal 5, targeted specifically at women, aims to reduce the maternal mortality ratio by 75 per cent between 1990 and 2015.

The United Nations Sustainable Development Agenda was endorsed in 2015 to replace the Millennium Development Goals. It articulates 17 Sustainable Development Goals and 169 targets to be met by 2030. Goal 5 – “achieve gender equality and empower all women and girls” – is known as the stand-alone goal, which highlights the importance of achieving gender equality and the empowerment of women and girls through the adoption and strengthening of sound policies and enforceable legislation. Such policies and legislation seek to address key priorities for gender equality and women’s empowerment, as they relate to discrimination, violence against all women and girls, harmful practices, unpaid care and domestic work, participation in decision-making, opportunities for leadership, access to sexual and reproductive health and reproductive rights, and rights to economic resources and technology. In addition to stand-alone Goal 5, gender perspectives and special indicators for women have also been woven into many of the other Sustainable Development Goals, in particular, those related to poverty alleviation, maternal health, educational attainment, water and sanitation, and employment.

Many national governments have promulgated legislative and regulatory frameworks, and implemented policies and programmes aimed at promoting gender equality and the empowerment of women.

In addition to the human rights argument, since the adoption of the ICPD in 1994⁶ and the Beijing Platform for Action in 1995⁷, it is now widely recognized that promoting gender equality and

empowering women are also important for achieving economic development and structural transformation. The United Nations has since then reiterated this argument at the highest level. In 2006, Kofi Annan, the former Secretary-General of the United Nations wrote⁸:

When women are healthy, educated and free to take the opportunities life affords them, children thrive and countries flourish, reaping a double dividend for women and children. ... Until there is gender equality, there can be no sustainable development. ... [T]here is no tool for development more effective than the empowerment of women. No other policy is as likely to raise economic productivity or to reduce child and maternal mortality. No other policy is as sure to improve nutrition and promote health, including the prevention of HIV/AIDS. No other policy is as powerful in increasing the chances of education for the next generation.

Mr. Annan’s successor, Mr. Ban Ki-Moon, echoed the same message in 2008, at an event to mark International Women’s Day on the theme “Investing in Women and Girls”⁹.

2.2 Measuring progress towards gender equality and women’s advancement

Advocates for increased gender equality and women’s advancement recommend a gender focus in statistics that recognizes that because of cultural and social factors, men and women have different roles in society, differential access to and control over resources, and different

6 United Nations (1996). Programme of Action adopted at the International Conference on Population and Development, Cairo, 5-13 September 1994. United Nations Population Fund, New York. Paragraph 4.1 states: “The empowerment and autonomy of women and the improvement of their political, social, economic and health status is a highly important end in itself. In addition, it is essential for the achievement of sustainable development.”

7 United Nations (1995). Beijing Declaration and Platform for Action. Report of the Fourth World Conference on Women. Sales No. 96.IV.13. Available at: <http://www.un.org/womenwatch/daw/beijing/pdf/Beijing%20full%20report%20E.pdf> Paragraph 21: “Women are key contributors to the economy and to combating poverty through both remunerated and unremunerated work at home, in the community and in the workplace.”

8 United Nations Children’s Fund (2006). The State of The World’s Children 2007: Women and Children - The Double Dividend of Gender Equality. Sales No. E.07.XX.1. UNICEF, New York.

9 United Nations (2008). Press release by the Department of Public Information dated 6 March 2008. SG/SM/11453 OBV/685 WOM/1675. Available from: <http://www.un.org/News/Press/docs/2008/sgsm11453.doc.htm>: “Gender equality is not only a goal in itself, but a prerequisite for reaching all the other international development goals, including the Millennium Development Goals.”

skills and interests¹⁰. Without such an approach, the planning and implementation of policies, programmes and projects will not adequately take the different status of men and women into account. Gender statistics is also required to monitor and evaluate policies, programmes and projects, and provide the evidence base for research.

Gender statistics cut across the traditional fields of statistics to identify, collect, compile, analyse, present and disseminate statistics that reflect the problems, issues and questions related to the lives of men and women in society, and policy issues on gender¹¹. The disaggregation of data by sex is an important element in the production, analysis and dissemination of gender statistics. However, gender statistics should go beyond data disaggregated by sex. In addition to sex-disaggregated data, gender statistics compilation, analysis and dissemination should:

- Be designed to reflect problems, issues and questions regarding men and women in society
- Allow for in-depth discussion of the status of men and women, and gender roles and relations in society
- Take into account stereotypes and social and cultural factors that might introduce gender bias into the data
- Reveal meaningful differences and similarities between women and men¹²

The Beijing Platform for Action marked an important step in the development of gender-disaggregated data and statistics. Under strategic objective H.3 (generate and disseminate gender-disaggregated data and information for planning and evaluation), it called for national, regional and international statistical services and relevant governmental and United Nations agencies to “ensure that statistics related to individuals are collected, compiled, analysed and presented by sex and age and reflect problems, issues and questions related to women and men in society”¹³. It also called on Governments to “use more gender-sensitive data in the formulation of policy and implementation of programmes and projects”¹⁴; and on the United Nations to “promote the further development of statistical methods to improve data that relate to women in economic, social, cultural and political development”¹⁵. This was reiterated by the Regional Conference on the 20-year Review of the Implementation of the Beijing Declaration and Platform for Action (Beijing+20) in November 2014, where African ministers of gender and women’s affairs adopted the “Addis Ababa Declaration on Accelerating Implementation of the Beijing Platform for Action”.

The fact that gender perspectives and special indicators for women have been factored into many of the other Sustainable Development Goals, in addition to Goal 5, will encourage countries to look at sex- and gender-disaggregated data for all the issues tackled by the Sustainable Development Goal framework.

10 Economic Commission for Europe and World Bank Institute (2010), *Developing Gender Statistics: A Practical Tool*, page 1.

11 Opcit 5, paragraph 206

12 United Nations Statistics Division (2012). *Gender Statistics Manual: Integrating a Gender Perspective in Statistics*. Draft (Revision 18 March 2012). Page 6.

13 Opcit. 5, paragraph 206

14 Ibid.

15 Ibid

African Gender and Development Index

3.1 Overview

The AGDI was introduced by ECA in 2004 to help member States in measuring the gap between the status of African men and women, and in assessing the progress made by African Governments in implementing policies aimed at promoting gender equality and the empowerment of women and girls. It was endorsed by ministers responsible for gender equality and women's affairs at the Seventh African Regional Conference on Women (Beijing+10 Review) held in Addis Ababa in October 2004.

The AGDI was piloted in 12 countries: Benin, Burkina Faso, Cameroon, Ethiopia, Egypt, Ghana, Madagascar, Mozambique, South Africa, United Republic of Tanzania, Tunisia and Uganda. During phase 2, it was extended to an additional 14 countries: Botswana, Burundi, Cabo Verde, the Congo, Côte d'Ivoire, Djibouti, the Democratic Republic of the Congo, the Gambia, Kenya, Mali, Malawi, Senegal, Togo and Zambia. AGDI 3 is being implemented in Guinea, Liberia, Namibia, the Niger, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, Swaziland and Zimbabwe, making a total of 36 countries to have undertaken the national AGDI studies, with South Africa undertaking the process twice.

In the fourth phase, some 18 countries that have not yet undergone the process will be encouraged to do so. ECA will target at least the following 10 countries for AGDI 4: Algeria, Angola, the Central African Republic, Chad, the Comoros, Equatorial Guinea, Eritrea, Gabon, Guinea-Bissau, Lesotho, Libya, Morocco, Mauritius, Mauritania, Sao Tome and Principe, Somalia, South Sudan and the Sudan.

3.2 Structure

The AGDI consists of two complementary parts: the Gender Status Index (GSI) and the African Women's Progress Scoreboard (AWPS). The GSI covers the aspects of gender relations that can be measured quantitatively, while the AWPS captures qualitative issues in relation to the performance of gender policies of African Governments.

1. Gender Status Index

The GSI consists of three blocks: the social power, which measures human capabilities; the economic power, which measures economic opportunities; and the political power, which measures voice or political agency. The components and sub-components of the three blocks are measured using relevant indicators. The GSI consists of 44 indicators, divided into seven components and 11 sub-components, as summarized in figure 1. The indicators receive equal weight within each sub-component and component, therefore ensuring that the three blocks have the same weight in arriving at the GSI.

The GSI for most of the indicators are calculated in the same way by dividing the indicator for female achievement by that for male achievement for the particular variable. For indicators which refer to numbers or shares, the share of females in the total value is used.

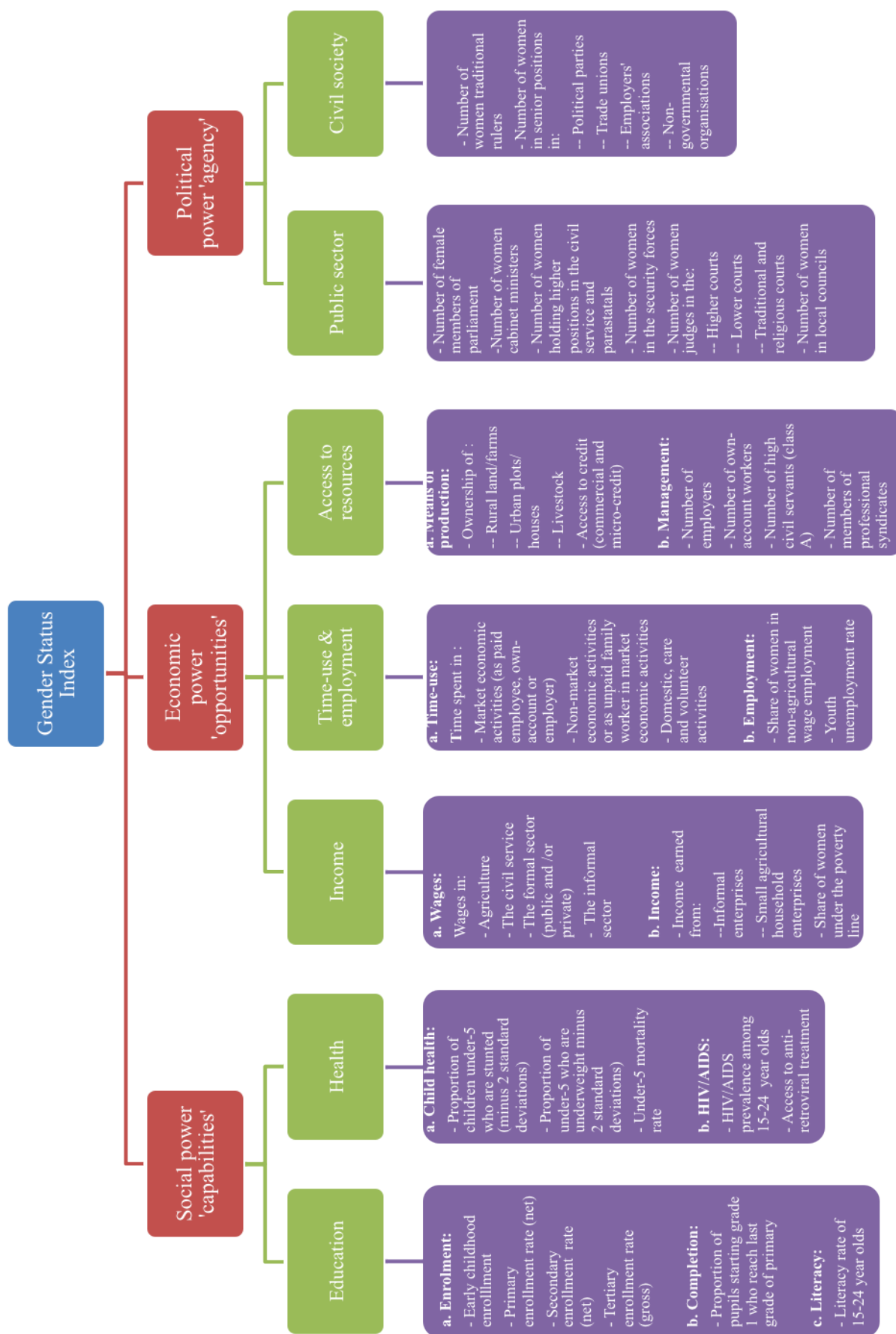


Figure 1: Components of the ECA Gender Status Index

There are, however, eight so-called reverse indicators that do not follow the rule. These have to do with health (stunting, underweight, mortality, prevalence of HIV/AIDS); income (share of women under the poverty line); time-use (non-market economic activities, and domestic, care and volunteer activities); and employment (youth unemployment rate). The GSI for reverse indicators is calculated as:

$$(1 - R_w) / (1 - R_m)$$

where R_w = ratio for women and R_m = ratio for men.

If an indicator is missing, the other indicators of the sub-component are re-weighted to take account of the actual number of available indicators.

Data for the indicators in the GSI are collected from diverse sources, including census reports, demographic and health surveys, labour force surveys, living standard measurement studies and administrative reports.

Table 1 gives an example of how the GSI is calculated.

Table 1: Calculation of the Gender Status Index

Component	Sub-component	Indicator	F	M	Index	Sub-component	Component	Block
Education	Enrolment	Early childhood enrolment	11.2	20.5	0.546			
		Primary enrolment rate (net)	58.6	83.7	0.700			
		Secondary enrolment rate (net)	19.0	39.5	0.481			
		Tertiary enrolment rate (gross)	2.4	9.6	0.250	0.494		
	Completion	Proportion of pupils starting primary grade 1 who reach last grade	56.1	75.9	0.739	0.739		
	Literacy	Literacy rate of 15-24 year-olds	33.2	57.4	0.578	0.578	0.604	
Health	Child health	Stunting of under-5s (minus 2 standard deviations)	27.0	27.3	1.004			
		Underweight under-5s (minus 2 standard deviations)	22.1	25.4	1.044			
		Under-5 mortality	163.3	162.3	0.999	1.016		
		HIV/AIDS prevalence among 15-24 year-olds	1.5	0.8	0.993			
	HIV/AIDS	Access to ART	40.0	44.0	0.909	0.951	0.984	0.794
Income	Wages	Wages - agriculture	64.6	95.9	0.674			
		Wages - civil service	396.38	502.28	0.789			
		Wages - formal sector	568.65	609.34	0.933			
		Wages - informal sector	50.65	62.25	0.814	0.802		
	Income	Income from informal enterprise	274.18	688.88	0.398			
		Income from small agricultural household enterprise	447.68	499.13	0.897			
		Proportion of population under the poverty line	28.7	13.8	0.827	0.707	0.755	

Component	Sub-component	Indicator	F	M	Index	Sub-component	Component	Block
Time-use and employment	Time-use	Time spent in market economic activities (as paid employee, own-account or employer	3.3	3.7	0.892			
		Time spent in non-market economic activities or as unpaid family worker in market economic activities	0.6	0.3	0.500			
		Time spent in domestic, care and volunteer activities	3.3	1.0	0.303	0.565		
	Employment	Share of population in non-agricultural wage employment	24.3	75.7	0.321			
		Youth unemployment rate	14.1	17.5	1.041	0.681	0.623	
Access to resources	Means of production	Ownership of rural land/farms	235,144	1,315,232	0.179			
		Ownership of urban plots/houses	81,603	413,205	0.197			
		Ownership of livestock	235	2,503	0.094			
	Management	Access to credit (commercial and micro-credit)	39,205	72,905	0.538	0.252		
		Employers	2,822	16,442	0.172			
Public sector		Own-account workers	35,237	72,583	0.485			
		High civil servants (Class A)	1,360	9,140	0.149			
		Members of professional associations	297	3,211	0.092	0.225	0.238	0.539
		Members of parliament	42	505	0.083			
		Cabinet ministers	6	46	0.130			
		Higher positions in civil service and parastatals	75	342	0.219			
		Employment in the security forces	1,325	15,233	0.087			
		Judges of higher courts	12	53	0.226			
Civil society		Judges of lower courts	42	305	0.138			
		Judges of traditional and religious courts	3	105	0.029			
		Members of local councils	8,246	27,965	0.295		0.151	
		Number of traditional rulers	241	1,352	0.178			
		Senior positions in political parties	6	33	0.182			
		Senior positions in trade unions	226	679	0.333			
		Senior positions in employers' associations	11	42	0.262			
		Senior positions in NGOs	29	370	0.078		0.207	0.179
Gender Status Index							0.504	

Source: United Nations Economic Commission for Africa (2011). The African Gender and Development Index. ECA: Addis Ababa Notes: ART – anti-retroviral treatment; F – female; and M – male.

2. African Women’s Progress Scoreboard

The AWPS focuses on issues such as women’s rights that cannot be quantified using conventional statistics. It tracks government progress in ratifying regional and international conventions, documents and treaties regarding gender equality and women’s advancement and empowerment, and also in incorporating the principles of these conventions and documents in national laws, programmes and policies. These regional conventions, documents and treaties are: the 1990 African Charter on the Rights and Welfare of the Child; the 2001 NEPAD Framework Document; the 2003 Protocol to the African Charter on Human and Peoples’ Rights on the Rights of Women in Africa; and the 2004 Solemn Declaration on Gender Equality in Africa. The key international instruments included are: CEDAW; the 1989 Convention on the Rights of the Child and its optional protocols adopted in 2000; the ICPD Programme of Action; the Millennium Declaration of 2000, which defined eight Millennium Development Goals; the Beijing Platform for Action; the 1999 optional protocol to CEDAW; and the 2000 Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children. The AWPS also tracks progress made by countries in implementing three Security Council resolutions on Peace and Security: resolution 1325 of 2000, resolution 1820 of 2008, and resolution 1888 of 2009, and Conventions 100, 111 and 182, adopted by members of the International Labour Organization.

The AWPS is composed of four blocks: the three GSI blocks, plus women’s rights. The components of the AWPS are presented in the form of a table (table 2) with vertical and horizontal axes.

The vertical axis lists the indicators, which address global and regional agreements, declarations or resolutions, which African governments have ratified and committed to. It also shows issues such as maternal health, HIV/AIDS, violence against women, dropping out of school and gender mainstreaming in all departments, which have been identified as crucially affecting women’s lives and for which pertinent policy and implementation actions are expected from governments.

The horizontal axis of the AWPS identifies the actions taken to implement and address the issues identified in the vertical axis. These include: ratifying and reporting on global and regional legal instruments; enacting laws and taking other legal measures; ensuring policy commitment; developing plans to achieve the gender targets set, providing mechanisms and allocating finance and human resources; conducting research; involving civil society; disseminating information; dealing with monitoring and evaluation issues; conducting training; and ensuring accountability and transparency.

The AWPS uses a simple scoring system to quantify the performance of governments on issues that have been agreed at the global and regional levels in relation to gender equality and the empowerment of women and girls. Scoring is based on a three-point scale - 0, 1 and 2, where 0 generally shows no implementation action taken against an identified treaty or issue; 1 shows some or partial implementation and 2 is good or full action taken with on an issue. The scoring for the issues on the horizontal axis of the AWPS is summarized in annex 1.

The total score for each of the specific items to be measured on the vertical axis is calculated in the relevant section of the AWPS. The percentage is calculated by dividing the total score by the maximum possible score for that particular issue. Table 3 shows an example of a completed AWPS.

Table 2: ECA African Women's Progress Scorecard

	Ratification	Reporting	Law	Policy commitment	Development of a plan	Targets	Institutional mechanism	Budget	Human resources	Research	Involvement of civil society	Information & dissemination	Monitoring & evaluation	Capacity enhancement	Accountability/ transparency	Total	Percentage
Women's rights	International and regional legal instruments on women's rights	X	X														
		X	X														
		X	X														
	Violence against women and children	X	X														
		X	X														
		X	X														
		X	X														
		X	X														
		X	X														
		X	X														
		X	X														
		X	X														
		X	X														
		X	X														
		X	X														
		X	X														
		X	X														

		Ratification	Reporting	Law	Policy commitment	Development of a plan	Targets	Institutional mechanism	Budget	Human resources	Research	Involvement of civil society	Information & dissemination	Monitoring & evaluation	Capacity enhancement	Accountability/ transparency	Total	Percentage
Social power 'capabilities'	Health - ICPD Plan of Action		X															
			X															
			X															
			X															
	Education		X															
			X															
Economic power 'opportunities'	Employment																	
	Sustainable development (Article 19 of the Protocol to the ACHPR on the Rights of Women in Africa, 2003)		X	X														
			X	X														
			X	X														
Political power 'agency'	NEPAD Framework Document, 2001		X	X														
			X	X														
	Peace and security		X															
	Participation in decision-making		X															
	Policies		X															
Total score																		

X = Not applicable.

Table 3: African Women's Progress Scorecard for Kenya

Women's rights		Ratification	Reporting	Law	Policy commitment	Development of a plan	Targets	Institutional mechanism	Budget	Human resources	Research	Involvement of civil society	Information & dissemination	Monitoring & evaluation	Capacity enhancement	Accountability/ transparency	Total	Percentage	
International and regional legal instruments on women's rights		2	2	2	2	2	2	2	1	1	2	2	1	1	2	2	26	87	
	CEDAW, 1979 (Article 2)	X	X	1	1	1	1	2	1	1	2	2	1	1	2	2	18	69	
	CEDAW, 1979 (Article 16)	X	X	1	1	1	1	2	1	1	2	2	1	1	2	2	18	69	
	Optional Protocol to CEDAW, 1999	0	X	X	X	X	X	X	X	X	0	0	0	0	0	0	0	0	
	Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa, 2003	1	0	0	0	0	0	1	1	1	1	2	1	0	2	2	12	40	
	Beijing Platform for Action, 1995	X	2	2	2	2	2	2	2	1	1	2	2	2	2	2	1	25	89
	Solemn Declaration on Gender Equality in Africa, 2004	X	1	1	1	0	0	0	2	1	1	1	2	1	0	1	2	14	50
	African Charter on the Rights and Welfare of the Child	2	2	2	2	2	2	2	2	2	1	1	1	1	2	1	2	25	83

	Ratification	Reporting	Law	Policy commitment	Development of a plan	Targets	Institutional mechanism	Budget	Human resources	Research	Involvement of civil society	Information & dissemination	Monitoring & evaluation	Capacity enhancement	Accountability/ transparency	Total	Percentage
Women's rights	Violence against women and children	X	2	2	2	2	2	1	1	2	2	2	2	2	2	24	92
		X	1	1	0	0	2	1	1	2	2	2	0	1	2	15	58
		X	1	1	2	2	2	0	1	1	2	1	1	2	2	18	69
		X	2	2	2	2	2	0	1	1	2	1	1	1	2	19	73
		X	2	2	2	2	2	1	1	0	2	1	1	1	2	19	73
		X	2	2	2	1	2	1	1	1	2	1	1	1	2	19	73
		2	0	1	2	2	2	2	2	0	2	1	2	2	2	23	77
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		2	1	2	0	0	1	1	1	1	0	0	0	0	0	9	30
		X	2	2	2	2	2	1	1	2	2	2	2	2	2	24	92
Social power 'capabilities'	Health - ICPD Plan of Action	X	1	2	2	2	2	1	1	2	2	1	1	1	2	20	77
		X	0	1	2	2	2	1	1	2	2	2	2	2	2	21	81
		X	1	0	0	0	1	1	1	1	1	1	1	1	1	10	38
		X	2	2	2	2	2	2	2	1	2	2	1	1	2	23	88
	Education	X	2	2	2	1	2	1	1	2	2	2	1	1	2	21	81
		X	2	2	2	2	2	1	1	2	2	2	1	1	2	21	81

		Ratification	Reporting	Law	Policy commitment	Development of a plan	Targets	Institutional mechanism	Budget	Human resources	Research	Involvement of civil society	Information & dissemination	Monitoring & evaluation	Capacity enhancement	Accountability/ transparency	Total	Percentage
Economic power 'opportunities	Employment																	
Political power 'agency	Sustainable development (Article 19 of the Protocol to the ACHPR on the Rights of Women in Africa, 2003)																	
Total score	Peace and security																	
Source: Government of the Republic of Kenya (2012). Kenya Gender and Development Index Report. Nairobi. Ministry of Gender, Children and Social Development.																		

4

African Gender and Development Index process

The AGDI process starts when a country expresses its willingness to be part of it. The national gender machinery takes the lead role in managing the AGDI process at the national level. The process is summarized in figure 2, which shows the substantive AGDI process and the related administrative and financial processes. ECA also provides valuable support to countries in undertaking the process effectively.

4.1 Role of the national gender machinery

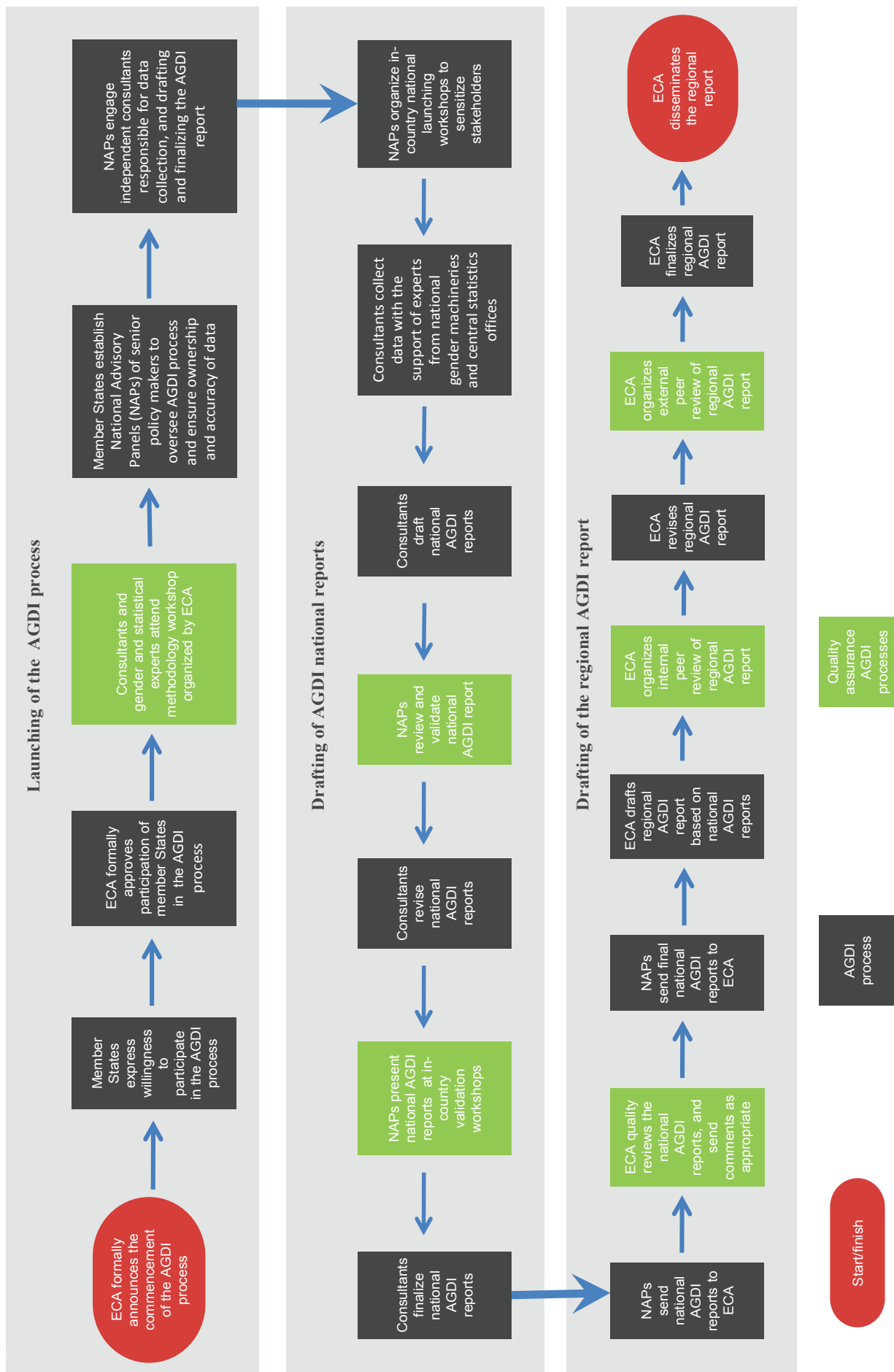
The national gender machinery is responsible for implementing the AGDI process at the national level through the ministry responsible for gender and women's affairs, which is the national mechanism for gender equality and women's empowerment. The ministry is responsible for setting up the national advisory panel (see Section 4.2.b). With the help of the national consultant (see Section 4.2.c), it holds a one-day workshop to train the panel members to take on their responsibilities. The tasks involved include deciding on the logistical

arrangements, inviting participants and providing transportation. The national gender machinery meets all the workshop-related costs. Prior to the training, a short ceremony is held to launch the process. Members of the national advisory panel, government ministries, other gender and development stakeholders, inter-governmental agencies and civil society, including the media, are invited to the launch. The minister or a senior ministry official introduces the AGDI project and presents the panel to the stakeholders. The national gender machinery is responsible for inviting the stakeholders, convening the national advisory panel and chairing its meetings. It advises the national AGDI research team, comprising experts from the national gender machinery and the national statistics offices, who assist the national consultant (see Section 4.2.c) in undertaking the study. Lastly, the machinery manages the project funds provided by ECA (see Section 4.3).

4.2 Substantive process

The AGDI process is in several stages to ensure national ownership and good-quality work. These include training of the key personnel involved in the process; setting up a representative national advisory panel; and recruiting an independent national consultant.

Figure 2: AGDI process



a. Methodology workshop

Once countries have confirmed their participation in the AGDI, ECA will organize a methodology workshop where three participants from each of the four AGDI countries will participate. The three participants will include: the director of the division/department responsible for gender and/or women's affairs, who will manage the AGDI process at the national level; one staff of the ministry responsible for gender and/or women's affairs, who will deal with the technical aspects of the AGDI from a gender perspective; and one national statistics office staff who will be responsible for the technical aspects of AGDI from a statistics perspective and who is familiar with gender statistics and gender issues. Participants will be introduced to the two components of the AGDI. They will undertake practical exercises to determine the indicators and data sources to be included. Representatives from selected countries that have gone through the AGDI process will be invited to participate in the methodology workshop to share their experiences.

b. National advisory panel

An important component of the AGDI process, which fosters ownership, is the setting up of a national advisory panel (NAP) to oversee and steer the process and conduct stakeholder training on data collection and scoring procedures. In setting up the panel, representation is drawn from strategic line ministries, central statistics offices, civil society organizations and research institutions, under the leadership of the national gender machineries. The panel is also responsible for recruiting a national consultant (see Section 4.2.c) to undertake the study and organize the

validation of the national AGDI reports at a wider stakeholder forum, to ensure good quality research reports. Consultative and participatory meetings are held between NAP members and the national consultant to assess progress in the implementation of gender policy commitments using the AWPS. The meetings also facilitate consensus among strategic actors and develop the rationale for the scoring presented in the AWPS. The terms of reference of the NAP are appended to this note as annex 2.

c. National consultant

The consultant is responsible for collecting data, and drafting and finalizing the AGDI national report. A national AGDI research team of experts from the national gender machineries and national statistics offices provides assistance to the consultant. The generic terms of reference for the national consultant are attached as annex 3.

d. National AGDI report

The AGDI findings are summarized in the national AGDI report. The proposed structure of this report is shown in figure 3, with a brief outline of each section. ECA will use all the country reports in a particular phase to produce a regional AGDI report.

e. ECA support

ECA acts as a backstop for participating countries to ensure that the processes used comply with the guidelines in the AGDI manual. Field missions are also held, in collaboration with the ECA subregional offices, to provide support to the participating countries. ECA ensures correct calculation of the GSI and AWPS and reviews the draft national AGDI reports.

Figure 3: Structure of the national AGDI report

Cover page:

- Title and subtitle
- Institution(s) responsible for the report, with logo(s)
- Publication date

Inside cover page:

- How the report should be cited
- Copyright issues
- Disclaimer, if any

Acknowledgments:

- Report director
- Author(s)
- Names of members of the AGDI research team
- Members of the National Advisory Panel
- Financial acknowledgment
- Other acknowledgements including graphic design, data visualization and editing

Foreword: This should be signed by the minister responsible for gender and/or women's affairs

Preface: This should be signed by the principal secretary responsible for gender and/or women's affairs

Contents: including the list of tables, figures or charts, and boxes

Abbreviations and acronyms

Executive summary: This section will give a brief summary of the objective and key findings of the report.

Section 1 - Introduction: The purpose, structure, content and target audience of the report will be described in this section, which will also provide a brief background to the study.

Section 2 - Country context: This section will provide the country context.

Section 3 - Methodology will discuss the methodology used in the AGDI to produce the report.

Section 4 - Social power: This section will undertake an integrated and coherent analysis of the findings from the GSI and the AWPS social power blocks, supported by information from other sources, so as to present as comprehensive but succinct a picture as possible of the social dimension of the gender situation of the country. It should critically analyse the evolution of key indicators over time and the relationship between the findings of the GSI and those of the AWPS, highlighting how government programmes and policies have contributed to these changes. Best practices that could be emulated by other countries and gender equality gaps should also be highlighted.

Section 5 - Economic power: This section will undertake an integrated and coherent analysis of the findings from the GSI and the AWPS economic power blocks, supported by information from other sources, so as to present as comprehensive but succinct a picture as possible of the economic dimension of the gender situation of the country. It should critically analyse the evolution of key indicators over time and the relationship between the findings of the GSI and those of the AWPS, highlighting how government programmes and policies have contributed to these changes. Best practices that could be emulated by other countries, and gender equality gaps should also be highlighted.

Section 6 - Political power: This section will undertake an integrated and coherent analysis of the findings from the GSI and the AWPS political power blocks, supported by information from other sources, so as to present as comprehensive but succinct a picture as possible of the political dimension of the gender situation of the country. It should critically analyse the evolution of key indicators over time and the relationship between the findings of the GSI and those of the AWPS, highlighting how government programmes and policies have contributed to these changes. Best practices that could be emulated by other countries and gender equality gaps should also be highlighted.

Section 7 - Women's rights: This section will undertake an integrated and coherent analysis of the findings from the women's rights block of the AWPS, supported by information from other sources, so as to present as comprehensive but succinct a picture as possible of the gender situation of the country. It should critically analyse the evolution of key legal instruments over time, highlighting how government programmes and policies have contributed to these changes. Best practices that could be emulated by other countries and gender equality gaps should also be highlighted.

Section 8 - Conclusion and policy recommendations will provide a short conclusion of the report and policy recommendations. The recommendations should:

- Be supported by analysis and flow logically from such analysis
- Address key gender equality and women's empowerment priorities
- Be practical enough to be realistically implemented
- Be addressed to specific parties.

Statistical note: The main aim of this is to provide a sense of the extent to which the data is accurate and reliable. Typically, the statistical note will include the following:

- Definitions of the variables
- Definitions of geographical groupings
- Sources of data, including their quality, based on appropriate data quality standards, if feasible
- Methods of handling data, including collection, collation, processing, aggregation and analysis
- Summary of interventions to assure the quality of datasets
- Any qualification on the quality of data in terms of accuracy, completeness, consistency, reliability, timeliness and validity

Annexes

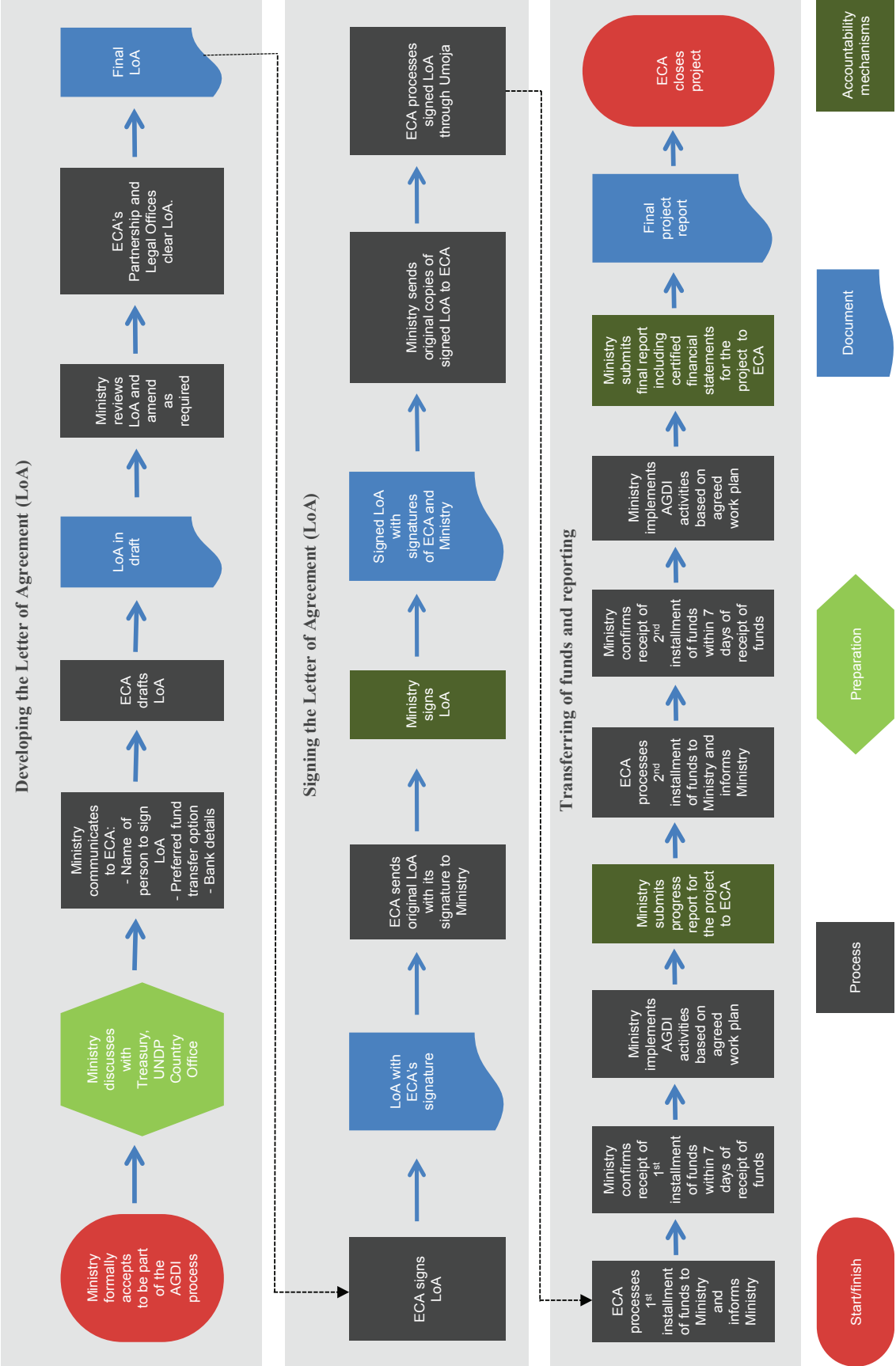
References

4.3 Administrative and financial processes

In line with United Nations rules and regulations, the national gender machinery should undergo the administrative and financial processes summarized in figure 3. They include developing

and signing a letter of agreement with ECA, receiving funds transferred by ECA and preparing the report on the implementation of AGDI activities and utilization of the funds provided by ECA. If not planned well, these processes could be quite lengthy and frustrating, causing unnecessary delays.

Figure 4: United Nations administrative and financial processes related to the AGDI



a. Letter of agreement

ECA will fund both the national implementation of AGDI activities and travel by participants to the methodology workshop. United Nations administrative and financial rules and regulations require that a letter of agreement be signed between the national gender machinery and ECA. For the purposes of the letter of agreement, the national machinery should:

- Provide the name and full contact details of the person to sign the letter of agreement
- Provide the name and full contact details of the person to be in charge of the implementation of AGDI activities
- Provide the preferred method of funds transfer for ECA, including bank details
- Review and clear the draft letter of agreement
- Sign the letter of agreement
- Send the signed letter of agreement to ECA

A generic letter of agreement for that purpose is attached as annex 4.

b. Transfer of funds

Once ECA and the AGDI participating country have signed the letter of agreement, ECA will transfer the funds to the national gender machinery, using the method provided in the agreement. The following transfer methods have been used by some countries that have already undergone the AGDI process:

- Direct transfer to the ministry's account at the central bank or treasury

- Transfer through the national UNDP office: UNDP disburses the funds to the ministry for management. The ministry is responsible for reporting to ECA on the use of funds
- Transfer through the national UNDP office (2): UNDP then manages the funds on behalf of the ministry, in which case, the amount of funds available to the country for the implementation of AGDI activities is reduced, as UNDP will charge the funds for some procurement activities. However, the ministry is still responsible for reporting to ECA, on the use of funds

ECA considers country ownership and the use of country systems and processes as important principles underpinning the AGDI process. It therefore recommends that, countries should assume responsibility for any funds transferred by ECA. However, the Commission understands that that option may not be available for all countries. Countries may, therefore, elect to have ECA manage the AGDI funds on their behalf. This, however, should be in exceptional circumstances only, as this method may result in significant delays in the recruitment of the national consultant and the organization of AGDI-related activities at the national level.

c. Project implementation report

At the end of the project, COUNTRIES should submit a report to justify the use of funds. The report should include a narrative component and certified financial statements. The outline of the project implementation report is appended as annex 5.

Annex 1: Activity scoring on the horizontal axis of the African Women’s Progress Scoreboard

Table A1 : Activity scoring on the horizontal axis of the AWPS

Activity	Scoring
Ratification of international or regional convention or charter	0 - Not adopted 1 - Adopted with reservations 2 - Adopted without reservations
Reporting	0 - No reporting 1 - Only some reporting done 2 - Reporting is up to date
Law or other legal measure	0 - No law or legal measure 1 - Draft law 2 - Law or measure ratified in parliament
Policy commitment	0 - No policy 1 - Draft policy, not fully elaborated 2 - Fully elaborated policy, approved by parliament
Development of a plan/gender plan	0 - No plan has been prepared 1 - The development of a plan/gender plan is in process or an inadequate plan has been developed 2 - The plan/gender plan has been fully elaborated with clear objectives and targets set, and is in use
Targets set	0 - No targets or measurable objectives specified 1 - General objectives specified but no targets set 2 - Specific objectives identified and measurable targets set
Institutional mechanism	0 - No institutional mechanism identified 1 - Within a general department, focal person appointed without special mandate, or only at the national level, while implementation should reach down to local level 2 - Specific department, focal point or gender desk within departments or regional or local administration identified at appropriate level, to ensure effectiveness
Budget	0 - No government budget allocated for this item 1 - Some funds allocated, but not sufficient to cover the costs needed to meet the targets set in the gender plan or unclear what kind of total budget is allocated to gender-related issues 2 - Sufficient government budget allocated to cover the targets set in the gender plan

Activity	Scoring
Human resources	<p>0 - No specific staff assigned</p> <p>1 - Some staff assigned, but with insufficient gender expertise and without sufficient support or at too low a level in the administrative hierarchy</p> <p>2 - Qualified high-level staff provided with the requisite support</p>
Research	<p>0 - No research needs identified and no research commissioned</p> <p>1 - Some research areas are identified and implemented</p> <p>2 - Research needs identified and adequate research conducted or commissioned</p>
Involvement of civil society	<p>0 - No attention paid to civil society, no consultation has taken place, no support foreseen</p> <p>1 - Some attention paid to civil society</p> <p>2 - Extensive process of consultation has taken place with the appropriate non-governmental organizations, and support for and collaboration with civil society incorporated in key activities</p>
Information and dissemination	<p>0 - No information efforts undertaken</p> <p>1 - Some campaigns undertaken, but limited in coverage, because of language, media or other constraints such as the wide divergence between ethnic groups in a country</p> <p>2 - Extensive campaigns reaching wide sectors of the population conducted</p>
Monitoring and evaluation	<p>0 - No monitoring and evaluation mechanism in place, no tools and appropriate indicators put in place</p> <p>1 - Monitoring and evaluation tools identified and process put in place but not satisfactorily</p> <p>2 - Adequate monitoring and evaluation under way or undertaken</p>
Training	<p>0 - No training opportunities provided by the government</p> <p>1 - Training opportunities offered do not make for optimum staff productivity</p> <p>2 - Sufficient training and retraining opportunities provided by the government to maximize the capacity of staff to work effectively</p>
Accountability and transparency	<p>0 - Government has made no effort to ensure accountability and transparency</p> <p>1 - Government has made limited effort to ensure accountability and transparency</p> <p>2 - Government ensures that stakeholders are fully informed about intentions, plans, programmes, and budgets available</p>

Annex 2: Terms of reference of the National Advisory Panel

1. Introduction

One of the most important principles behind the AGDI is promoting country ownership. This provides the rationale for the process to be led by the national gender machinery, in conjunction with the National Advisory Panel (NAP). This note outlines the composition of the panel, its responsibilities, and the number of panel meetings and the agenda.

2. Composition

Each country should decide on the composition of its NAP and the number of members, while ensuring a balance between independence and access to data and the different perspectives on the one hand, and large and unmanageable panels on the other.

ECA recommends the following composition for NAPs:

- One representative of the national machinery for women's affairs or gender equality
- One representative of the ministry in charge of health
- One representative of the ministry in charge of finance and planning
- One representative of the ministry in charge education – primary, secondary and tertiary
- One representative of the ministry in charge of agriculture
- One representative of the ministry in charge of justice
- Representative of other ministries such as labour, and information and

communication technologies

- One representative of the national bureau of statistics
- Two independent gender experts
- A representative from a non-governmental organization, preferably an umbrella organization that coordinates the activities of several non-governmental organization
- One other independent institution (optional)

The national gender machinery will convene and chair the meetings of the NAP, and provide the secretariat for the NAP.

3. Responsibilities

The main responsibilities of the NAP are:

- Supporting the consultant and the national AGDI research team by providing data that is relevant to their sector
- Nominating a focal person who will be working with the national AGDI research team
- Approving the data collection methodology designed by the national AGDI research team
- Ensuring that the national data used is accurate and of high quality
- Collaborating with ECA and the national AGDI research team for scoring the AWPS and developing the arguments to justify the scores
- Reviewing and validating the national AGDI report and data prepared by the national AGDI research team before submission to ECA

The principal responsibilities of NAP members include:

- Participating regularly in NAP meetings
- Collecting relevant information and documents on the ratification, effective implementation and monitoring of

conventions/documents: national policies, strategies, plans and resource allocation to be used for the scoring of the AWPS

- Preparing justification notes in view of the scoring of the AWPS

In discharging their responsibilities, NAP members should be governed by the following rules:

- Continuity: NAP members should not be changed throughout the AGDI process
- Commitment: They should show commitment to the AGDI process and participate in the Index's activities
- Integrity: The scoring of the AWPS should be an accurate reflection of the performance of the country. Over-estimation of national scores should be avoided

4. Meetings

The NAP may organize as many meetings as required to achieve its goal. ECA has suggested four meetings, at least.

A first meeting involving:

- The official launch of the AGDI initiative and the NAP
- A briefing on the AGDI process and hands-on training sessions
- Discussions on the terms of reference of the NAP
- Discussions on the terms of reference of the national AGDI research team
- Discussions on the methodology for collecting data and information
- Identification of sources of data and discussion on how the relevant institutions will assist in data collection

A second meeting (following the selection the national AGDI research team), with following agenda:

- Formal introduction of the national AGDI research team to the NAP
- Presentation of the consultant's data collection action plan and compilation of the report
- Participatory scoring of the African Women's Progress Scoreboard by members of the NAP, the national AGDI research team and ECA
- Discussion on the national AGDI report drafting and completion schedule

A third meeting, where the NAP will receive the draft report from the consultant, review the progress made and data collected, and make recommendations for its finalization by the national AGDI research team.

A fourth meeting, where the NAP will validate the final AGDI report.

Annex 3: Generic terms of reference for the national consultant of the African Gender and Development Index

1. Background

The African Gender and Development Index was developed by the African Centre for Gender and endorsed by African ministers responsible for gender and women's affairs at the Seventh African Regional Conference on Women, held in October 2004 in Addis Ababa. The index was designed as a tool for measuring gender inequalities in Africa, at the social, cultural, economic and political levels. In terms of specific gender equality monitoring requirements relevant to the continent, the index serves as a useful framework for planning and assessing the performance of African countries in areas such as the implementation of the Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa, the Beijing Platform for Action, the International Conference on Population and Development and the Millennium Development Goals.

The AGDI is a composite index in two parts: The Gender Status Index (GSI), measures relative gender inequalities, based on readily available quantitative indicators on education, health, income, time-use, employment and access to resources. These indicators impact men and women differently. The second component, the African Women's Progress Scoreboard, measures progress in women's empowerment and advancement and makes a qualitative evaluation of government performance in the implementation of specific treaties, declarations and resolutions affecting women and their rights, on issues such as violence against women and maternal mortality.

The AGDI has been piloted in 12 countries: Benin, Burkina Faso, Cameroon, Ethiopia, Egypt, Ghana, Madagascar, Mozambique, South Africa, United Republic of Tanzania, Tunisia and Uganda.

During phase 2, it was extended to an additional 14 countries: Botswana, Burundi, Cabo Verde, the Congo, Côte d'Ivoire, Djibouti, the Democratic Republic of the Congo, the Gambia, Kenya, Mali, Malawi, Senegal, Togo and Zambia. AGDI 3 is under way in Guinea, Liberia, Namibia, the Niger, Nigeria, Rwanda, Seychelles, Sierra Leone, South Africa, Swaziland and Zimbabwe. This gives a total of 36 countries to have undertaken the national AGDI studies, with South Africa undertaking the process twice.

In the Index's fourth phase, the following 18 countries that have not already undergone the process will be encouraged to do so: Algeria, Angola, Central African Republic, Chad, the Comoros, Equatorial Guinea, Eritrea, Gabon, Guinea-Bissau, Lesotho, Libya, Morocco, Mauritius, Mauritania, Sao Tome and Principe, Somalia, South Sudan, and the Sudan.

2. Expected outcomes

- a. A comprehensive national AGDI report, which clearly outlines the extent to which a member State has advanced gender equality, minimized gender gaps and tackled empowerment of women in accordance with international, regional, subregional and national commitments.
- b. A well-coordinated and functioning national advisory panel set up to review the AGDI process and ensure the credibility of the national AGDI report.

3. Study objectives

- Provide member States with data and information on the status of gender equality and the effects of their gender policies on reducing women's marginalization
- Provide policymakers and their partners with an appropriate tool to measure gender equality and women's advancement at the economic, political and social levels and in terms of women's rights
- Strengthen the capacity to monitor progress made by countries in implementing ratified conventions, and other gender commitments

- Promote change in attitudes, structures and mechanisms at the political, legal and operational levels in order to achieve gender equality and women's advancement
- Bridge the knowledge and information gap between stated achievements by member States and the real impact of gender mainstreaming efforts
- Democratize statistics and qualitative monitoring tools, making them effective and easy to use
- Stimulate inter-departmental cooperation at ministries where the index will be applied
- Provide member States with gender equality and women's empowerment planning indicators

4. Scope of work

The indicators generated through various national sources to produce the Gender Status Index should undergo critical review to ensure effective gender responsive planning, as should the implementation of the international, regional and national frameworks for producing the African Women Progress Scoreboard.

5. Methodology and data sources

Methodology for the AGDI process should be participatory and inclusive to ensure ownership of the national AGDI report.

The national gender machinery should facilitate the establishment of a national AGDI advisory panel by the minister (or permanent secretary) of women's affairs or the head of the gender machinery in the country; and the induction of NAP members and the AGDI research team. This will be combined with a workshop to score government performance in implementing gender-related conventions and documents. Arguments will have to be developed to justify the scores.

6. Tasks of the national consultant

The national consultant will:

- Work closely with the national gender machinery experts and the central statistics office

- Work closely with the ministry of gender and women's affairs and the national statistics offices; and support the collection of primary and secondary data for the GSI and the AWPS, in accordance with ECA guidelines
- Interview key government officials, civil society organizations and other stakeholders to gather relevant information for the AGDI report
- In collaboration with the National Advisory Panel and ECA staff members, score the AWPS and documenting the process
- Analyse data collected in accordance with ECA guidelines
- Draft the national AGDI report for the country in accordance with ECA guidelines. The draft report will contain the results of the field study
- Assist in organizing NAP meetings, in accordance with its terms of reference
- Participate in meetings related to the AGDI process
- Coordinate follow-up of inputs to the AGDI country report

The consultant is accountable to the ministry responsible for gender and women's affairs and reports to it.

7. Deliverables

The main deliverable is a comprehensive national AGDI report which clearly outlines the extent to which a member State has advanced gender equality, minimized gender gaps and addressed empowerment of women, in line with international, regional, subregional and national commitments. The consultant must further produce the following deliverables within the agreed time frame:

- An inception report, detailing the methodology, structure and outline of the report and the data sources
- A work plan or schedule of deliverables including the budget
- Hard and soft copies of the report

Annex 4: Generic letter of agreement for AGDI

An example of a generic letter of agreement for AGDI is outlined below.

.....

Your Excellency,

Subject: Letter of agreement between the Economic Commission for Africa and the Ministry of Gender of Country X in undertaking the African Gender and Development Index study

African member States are committed to taking critical steps to advance gender equality and women’s empowerment, and have acceded to key global and regional instruments. Most of these States have integrated gender into national policy, planning, programming and legislative frameworks. In so doing, they recognize the centrality of gender equality to the achievement of socioeconomic and political development and affirm that gender equality and women’s empowerment are development goals in their own right, and also a conduit to achieving development results.

The African Gender and Development Index (AGDI) provides a policy and planning framework for monitoring Africa’s progress in the implementation of global, regional and subregional commitments to gender equality and women’s empowerment.

This Agreement is to finance AGDI activities related to the launch and training of the National Advisory Panel, the consultant and research assistants, data collection and analysis, report writing and validation and dissemination of the national AGDI report.

The specific objectives of the AGDI study are to:

- Provide African governments with data and information on the status of gender equality and the effects of their gender policies in reducing marginalization of women
- Democratize statistics and provide gender planners and development practitioners with an effective, valid, reliable and easy-to-use monitoring tool
- Equip policymakers and their partners with a tool to integrate gender into national planning and policymaking processes and measure and promote gender equality
- Strengthen the capacity of member States to effectively integrate gender into their policies and monitor progress made in implementing international and regional commitments on gender equality and women’s empowerment

In connection with the above, I am pleased to inform you that ECA has committed \$20,000 to executing the project. The funds will be transferred in two instalments to meet expenses for specific activities directly implemented by the ministry of gender of country X as shown in annex 1.

Upon signature of this letter, ECA will transfer 50 per cent of the project funds (\$10,000.00) in first instalment to the following bank account:

Bank name:	XX
Bank account currency:	\$
Bank address:	XX
Swift code:	XX
Account number:	XX
Account name:	Ministry of Gender
Beneficiary name:	Ministry of Gender

1. The ministry will confirm receipt in writing within seven days of receiving the funds.
2. Upon submission of the final narrative and certified financial reports covering the entire duration of the project, ECA will transfer the remaining 50 per cent (\$10,000) of the project funds.
3. The ministry is required to submit a progress report to ECA, on the implementation of the project, and a final report, including the certified financial statement, no later than three months following the completion of project activities. The financial statement should provide itemized details on expenditure and balance. The format of the report is attached as annex II.
4. Funds provided under this agreement shall be used exclusively for the intended purpose, as indicated in the project document attached as annex I, and shall be managed according to the rules and procedures applicable in country X.
5. At any stage during the implementation of the project, ECA may reasonably request any information from the ministry regarding the project.
6. Any unspent funds shall be transferred to ECA, based on the certified financial statement.
7. All correspondence related to this agreement shall be in writing; and unless otherwise agreed by the parties, shall be addressed to the following authorized representatives of the parties.

For ECA

Director of Strategic Planning and Operational Quality
Division (with full contact address)

For the Ministry

Officer-in-charge, Ministry of Gender (with full contact
address)

8. Persons responsible for implementing activities under this agreement:

For ECA

Director of Social Development Policy Division (with full
contact address)

For the Ministry

Officer-in-charge, Ministry of Gender (with full contact
address)

9. The ministry shall indemnify, hold and save harmless, the United Nations, ECA, its employees and officials against all demands, claims and liability of any nature to third parties, or claims by the ministry of gender, associated personnel or by persons claiming to have succeeded to such rights.

10. Nothing contained in this Letter of Agreement shall be construed as extending to the ministry and its staff, any other benefit, facility, service, right to claim, or other entitlement from ECA, except in so far as specifically provided herein.
11. Nothing under these arrangements, or matters arising hereunder, may be construed as a waiver, express or implied, in whole or in part, of the privileges and immunities enjoyed by the United Nations, including ECA.
12. This agreement may be modified or terminated at any time by mutual agreement of the parties or by either party providing one month's written notice to the other parties.
13. Any dispute over the interpretation or application of any of the above-mentioned provisions herein shall be settled through negotiation or by such means, as ECA or the ministry shall mutually agree.
14. This agreement shall enter into force upon signature by both parties, the ministry and ECA, and shall remain in force until XX.

Please confirm your concurrence with the terms of this Agreement by signing and returning a copy of the acceptance below.

Yours sincerely,

Director, Division of Administration, ECA

Signature: _____

Date: _____

For: Officer in charge, Ministry of Gender, with full contact address

Signature: _____

Date: _____

Annex 5: Project implementation report

Logo of beneficiary

Format of project implementation report

Project title:

Project number:

Year of the grant:

Starting date:

Ending date:

Total budget:

Executive summary (1-2 pages): A brief summary of the report highlighting the project objectives, key results achieved, new lessons learnt, extra funding required for any follow-up activities and recommendation

Detailed narrative report (as detailed as possible)

1. Project goal and immediate objectives
2. Activities carried out and results/impact achieved (Output and outcome)
3. Expected impact of the project
4. Sustainability
5. Problems encountered during implementation
6. Financial performance
7. Details of participants for workshops
8. Additional information (publication; media coverage; evaluation of activities)
9. Conclusion

Format of financial narrative report

Project title:

Project number:

Year of the grant:

Starting date:

Ending date:

Total budget:

1. Summary of grant disbursement (amount disbursed so far – various installments)
2. Explanation of the major line items
 - Expenditure incurred to date compared to plan of activities, and as related to the progress report
 - Reason for deferral of expenditure (if any)
 - Reason for over-expenditure (if any)
 - Explanation for long outstanding obligations
3. Request for additional grant disbursement (if any)
4. Others

