



Economic Commission  
for Africa

**Monitoring and Evaluation Programme of the African  
Plan of Action to Accelerate the Implementation of the  
Dakar and Beijing Platforms for Action**

**Part II**

Tools for Impact Evaluation of Gender Mainstreaming  
on the Status of Women in Africa



Economic Commission for Africa  
African Centre for Gender and Development

ECA/ACGD/MEPG/04/2

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Plan of Action to Accelerate the Implementation of the  
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Mainstreaming on the Status of Women  
in Africa

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# ACRONYMS/ABBREVIATIONS

<b>ACGD</b>	African Centre for Gender and Development
<b>AIDS</b>	Acquired Immune Deficiency Syndrome
<b>CPR</b>	Contraceptive Prevalence Rate
<b>DHS</b>	Demographic and Health Survey
<b>FGD</b>	Focus Group Discussion
<b>HH</b>	Household
<b>HHH</b>	Head of Household
<b>IGA</b>	Income generating activity
<b>HIV</b>	Human Immunodeficiency Virus
<b>IEC</b>	Information, education and communication
<b>GDD</b>	Gender Disaggregated Data
<b>GDP</b>	Gross Domestic Product
<b>MCH</b>	Maternal and Child Health
<b>M&amp;E</b>	Monitoring and Evaluation
<b>NGPF</b>	National Gender Policy Framework
<b>NGO</b>	Non-governmental Organization
<b>NSO</b>	National Statistics Office
<b>PIEQ</b>	Pre-Impact Evaluation Questionnaire
<b>PLWHA</b>	Persons Living With HIV/AIDS
<b>QE</b>	Quasi-experimental
<b>RH</b>	Reproductive Health
<b>RH/FP</b>	Reproductive Health/Family Planning
<b>SPSS</b>	Statistical Package for Social Sciences
<b>STD</b>	Sexually Transmitted Disease
<b>STI</b>	Sexually Transmitted Infection

<b>TFR</b>	Total Fertility Rate
<b>TB</b>	Tuberculosis
<b>TBA</b>	Traditional Birth Attendant
<b>TTBA</b>	Trained Traditional Birth Attendant
<b>UN</b>	United Nations
<b>VCT</b>	Voluntary Counselling and Testing
<b>WB</b>	World Bank

# DEFINITION OF CONCEPTS & TERMS

***Equal access and control (for women)*** = Women's ability to use and control resources, influence opportunities and decisions on an equal footing with men.

***Gender concerns*** = Matters connected with women's and men's roles and relations and their impact on both.

***Gender disaggregated data*** = Data that clearly show the differences in the status of women in relation to men in the various socio-economic spheres and why.

***Gender gap*** = A measure of difference/inequality between men and women on a particular socio-economic indicator and why.

***Gender mainstreaming*** = (Re)organization, improvement, development and evaluation of policy frameworks and processes, so that a gender equality perspective is incorporated in all policies, plans and programmes at all levels and at all stages.

***Impact*** = Longer-term outcomes (intended/unintended) of implemented policy, plan and programme/project actions.

***Impact evaluation/assessment*** = The process of determining whether action-related outcomes have created changes in the socio-economic status of women in the selected change areas.

***Indicator*** = A pointer; a number, a fact or perception that measures changes in a specific condition over time. A *quantitative indicator* is a numerical measurement of change while a *qualitative indicator* is usually non-numeric, measuring perceptions and opinions.

***Monitoring and Evaluation (M&E)*** = The process of continuous follow-up (monitoring) and periodic assessment (evaluation) of the implementation of actions so as to identify problems and successes early on and to learn lessons necessary for re-designing or re-steering the programme/project towards its intended objectives and goals.

***Productive roles*** = Duties and responsibilities related to the economic activities for producing, distributing and consuming items e.g. food crops

***Qualitative analysis*** = A non-numeric system of inquiry that relies heavily on judgment, interpretation and qualification rather than quantification. Used to explain social processes and situations.

**Quantitative analysis** = Systematic, objective inquiry using numbers, figures, statistics to interpret and explain social phenomena. Used in measuring actual situations.

**Quasi-Experimental (QE)** = A type of quantitative analysis for impact evaluation which relies on comparisons between baseline and time-series data for an experimental group (which is exposed to an intervention) and a control group (which is not exposed to an intervention).

**Reproductive roles** = Duties and responsibilities relating to the bearing and up bringing of children.

**Status of women** = Women's situation/condition at any particular point in time and with regard to their needs/concerns and in relation to gender gaps in the various socio-economic spheres as measured by specific indicators.

**Tally-sheet** = Pre-designed, pre-structured table for collecting and organizing data relating to variables in an indicator.

**Women's issues** = Matters concerning women's socio-economic status and roles and their implications on their welfare.

**Women's role** = Women's work/involvement in the collective organization of social events and services; the triple role women play in development such as reproductive, productive and community work.

# INTRODUCTION

This document presents the *Tools for Impact Evaluation of the Status of Women* as a follow-up document to the *Indicators for Impact Assessment on the Status of Women*. The aim of this document is to equip the impact evaluator with the necessary data collection tools to conduct a pre-impact evaluation and the actual impact evaluation. The first tool to be presented is the *Pre-Impact Evaluation Questionnaire* for the collection of pre-impact evaluation data. Once analysed, this data will show whether gender mainstreaming has taken place within the sector and change area and the degree to which such mainstreaming has taken place. Determination of the extent/degree to which gender mainstreaming has taken place is essential in deciding whether to associate the observed impact/changes to gender mainstreaming or to some other variables altogether.

The second tool to be presented is a series of tally sheets for each of the substantive sectors of health, agriculture-food security, and trade & industry. The non-substantive sectors of planning and finance do not have associated tally sheets since analysis of impact here will be qualitative rather than quantitative. These tally sheets are data collection tools to be used to collect quantitative primary data from records of ministries, departments, bureaus, hospitals/clinics, etc. Evaluators will use the tally sheets to collect the data in an organized, systematic fashion for ease of data entry and processing.

The third tool to be presented is the *Interview Guide for Key Informants and Focus Group Discussions*. This open-ended guide is aimed at collecting qualitative data and information to fulfil the data requirements of the qualitative indicators and to shed more light on the findings from the quantitative analyses. It will be applied in situations where key informants such as senior government officials and others will be required to give information regarding changes occurring in the status of women. This tool will also be applied to groups of women and men who have data and information to give regarding the status of women in a particular sector/change area.

N.B. It is important to ensure that the evaluators who use these tools to conduct the analysis are experts/specialists in the field/sector being evaluated – e.g. nutritionists for the Nutrition part; health specialists for the Health part; economists for the trade/finance aspects; etc. (besides the criteria stated in the *Profile of the Evaluator*). This will ensure that the evaluators do not have to be taught or trained in basic concepts such as what a “balanced diet” is when evaluating nutrition.

# QUESTIONNAIRE FOR PRE-IMPACT EVALUATION

## **PART A: QUESTIONNAIRE IDENTIFICATION PARTICULARS**

**0.01. Sector/ministry being evaluated:**

Health	1
Food Security	2
Trade & Industry	3
Planning	4
Finance	5

**0.02. Name of evaluator:** \_\_\_\_\_

**0.03. Name of official providing information:**

\_\_\_\_\_

**0.04. Designation of official providing information:**

\_\_\_\_\_

**0.05. Date of evaluation:**

\_\_\_\_\_

## PART B: MAINSTREAMING GENDER IN POLICIES, PLANS & PROGRAMMES

**1.01 Has gender mainstreaming been done in the policies, plans and programmes of the ministry?**  
(Please tick the appropriate response)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please describe each policy, plan, program, or project where gender mainstreaming has taken place as follows: (use additional tables if there is more than one policy, plan, programme or project).

*Policy, Plan, Programme, Project*

**1.02. Type:**

	Policy/Plan/ Program	Yes=1 No=2
A	Policy	
B	Plan	
C	Programme	
D	Project	
E	Other (specify) _____	

**1.03. Area of application:**

	Area of application	Yes=1 No=2
A	National (sector-wide)	
B	Provincial	
C	Local (urban)	
D	Local (semi-urban)	
E	Local (rural)	
F	Other (specify) _____	

**1.04. Date of commencement:**

		Code
	More than 10 years ago	1
	8-10 years ago	2
	5 – 7 years ago	3
	2 – 4 years ago	4
	Less than 2 years ago	5

**1.05. Date of expiry:**

More than 10 years ago	1
8-10 years ago	2
5 – 7 years ago	3
2 – 4 years ago	4
Less than 2 years ago	5
In the future	6

If “Date of Expiry” is 3-5 years ago or more, fill in 1.06 to 1.09 below for each plan, programme, and/or project (but not for each policy since it is difficult to talk about date of expiry of a policy) - use additional tables if there is more than one plan, programme or project.

**1.06. Type and number of target group/beneficiaries:**

	Type of group/beneficiary	Total number
A	All the citizens of the country	
B	All women	
C	All wives	
D	All men	
E	All husbands	
F	Women and men	
G	Wives and husbands	
H	Female youth	
I	Male youth	
J	Female and Male Youth	
K	All mothers	
L	All fathers	
M	Pregnant women	

	Type of group/beneficiary	Total number
N	Pregnant teenagers	
O	Breast-feeding mothers	
P	Women with mental disabilities	
Q	Men with mental disabilities	
R	Physically abused women	
S	Female-drug abusers	
T	Male drug abusers	
U	Females living with HIV/AIDS	
V	Males living with HIV/AIDS	
W	Training institutions	
X	Ministry/government officials	
Y	Business leaders	
Z	Female-businesspeople	
AA	Male-businesspeople	
AB	Female and male businesspeople	
AC	Political and community leadership	
AD	Professional white-collar working women	
AE	Female-smallholder farmers	
AF	All smallholder farmers	
AG	Extension workers	
AH	Male smallholder farmers	
AI	Research institutions	
AJ	Credit institutions	
AK	Other (specify) _____	
AL	Other (Specify) _____	

**1.07. Problems faced by each policy, plan, programme or project.**

	Type of Problem	Faced? Yes=1 No=2	Resolved? Yes=1 No =2
A	Not well resourced (funds, equipment, personnel etc.)		
B	Lack of political will/commitment to implement		
C	Resistance from male beneficiaries/target groups		
D	Resistance from female beneficiaries/target groups		
E	Poor planning/design		

	Type of Problem	Faced? Yes=1 No=2	Resolved? Yes=1 No =2
F	Poor management		
G	Halted		
H	Unsystematic and uncoordinated		
I	Never implemented		
J	Other (specify) _____		
K	Other (specify) _____		

**1.08. Which policies, plans, programmes, projects (mentioned in 1.02 above) do ministry officials consider successful and worthy of impact evaluation?**

	Type of policy/plan/program	Numbers <sup>1</sup>
A	Policy	
B	Plan	
C	Programme	
D	Project	

**1.09. Were policy, plan, programme, or project monitoring and evaluation M&E reports produced during implementation?**

Yes

No  → GO TO 2.01

**1.10. How often were the M&E reports produced?**

Frequency	Code
Once a year	1
Twice a year	2
More than twice a year	3
Once every 2 year	4
Once every 3 years	5
Other (specify)	6

**1.11. Did the M&E reports make clear and specific links with national indicators already existing in the relevant sector?<sup>2</sup>**

Yes

No  → GO TO 2.01

**1.12. Please record the national indicators referred to below:**

	<b>National indicators referred to:</b>	<b>Policy, plan, programme, project Number</b>
A	Maternal mortality	
B	HIV/AIDS Prevalence Rate	
C	Contraceptive Prevalence Rate	
D	Life Expectancy	
E	Morbidity Rate	
F	GDP Growth Rate	
G	Other (specify) _____	
H	Other (specify) _____	
I	Other (specify) _____	
J	Other (specify) _____	
K	Other (specify) _____	
L	Other (specify) _____	
M	Other (specify) _____	
N	Other (specify) _____	
O	Other (specify) _____	
P	Other (specify) _____	
Q	Other (specify) _____	
R	Other (specify) _____	
S	Other (specify) _____	

**2.01. Have all administrative procedures been revised in line with the goals of the national gender policy frameworks(NGPF)<sup>3</sup>?**

Yes

No  → GO TO 3.01

**2.02. In which year were the procedures revised?**

	Type of procedure	Year revised
A	Recruitment procedures	
B	Promotion procedures	
C	Remuneration policies/procedures	
D	Other (specify)	

**2.03. Please list the intended results of the revised procedures.**

	Intended results	Intended results Yes=1 No=2
A	More women in decision-making positions	
B	More women in decision-making structures	
C	Equity in remuneration <sup>4</sup>	
D	Equal access to opportunities <sup>5</sup>	
E	Other (specify)	

**2.04. Have the intended results been achieved?**

	Intended Results	Achieved? Yes = 1 No=2
A	More women in decision-making positions/structures	
B	Equity in remuneration	
C	Equal access to opportunities	
D	Other (specify)	

**3.01. Have all human resources policies and regulations been reviewed to eliminate sex discrimination?**

(Tick the appropriate response)

Yes	
No	

→ GO TO 4.01

**3.02. In which year were the human resource policies/regulations revised?**

	Type of policy/regulation	Year revised
A	Personnel policies/regulations	
B	Remuneration package	
C	Career development	
D	Promotion	
E	Recruitment	
F	Sexual harassment	
G	HIV/AIDS	
H	Other (specify)	

**3.03. What were the intended results?**

	Intended results	Yes=1 No=2
A	More women in decision-making positions	
B	More women in decision-making structures	
C	Equity in remuneration	
D	Equity in promotions	
E	Equity in recruitment	
F	Greater reporting in sexual harassment cases	
G	Greater reduction in sexual harassment cases	
H	Equity in treatment of HIV/AIDS infected people in the work-place	
J	Other (specify)	

**3.04. Were the intended results achieved?**

	<b>Intended results</b>	<b>Yes=1 No=2</b>
A	More women in decision-making positions	
B	More women in decision-making structures	
C	Equity in remuneration	
D	Equity in promotions	
E	Equity in recruitment	
F	Greater reporting in sexual harassment cases	
G	Greater reduction in sexual harassment cases	
H	Equity in treatment of HIV/AIDS infected people in the work-place	
J	Other (specify)	

**4.01. Does the Ministry have a decision-maker in charge of gender mainstreaming?**

(Tick the appropriate response)

Yes

No  → GO TO 5.01

**4.02. How long has this person been working for?**

(Tick the appropriate response)

Less than 3 years

More than 3 years

**4.03. At what grade/level of authority is the decision-maker?**

	<b>Level of authority</b>	<b>Yes=1 No=2</b>
A	Ministerial	
B	Deputy Minister	
C	Principal Secretary	
D	Deputy Principal Secretary	
E	Administrative Officer	
F	Other (Specify)	

**4.04. Does the decision-maker influence decisions?**

(Tick the appropriate response)

Yes

No

→ GO TO 5.01

**4.05. Explain how the decision-maker does not influence decisions?**

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**4.06. What results has the decision-maker achieved so far?**

	<b>Achieved results</b>	<b>Yes=1 No=2</b>
A	Gender disaggregated data now being used in all decisions, policies, programmes and plans	
B	More employees now conscious of gender issues in the work-place	
C	More women present in decision-making meetings, positions	
D	More women represented in missions working outside the organization's premises	
E	Other (specify)	
F		
G		

**4.07. Explain why the decision-maker does not influence decisions?**

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**5.01. Does the Ministry have a system for collection of gender-disaggregated data (GDD)?**

(Tick the appropriate response)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

→ GO TO 6.01

**5.02. When was the establishment of this system completed?**

(Tick the appropriate response)

Less than 3 years	<input type="checkbox"/>
More than 3 years	<input type="checkbox"/>

**5.03. Is the system computerised?**

(Tick the appropriate response)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

**5.04. How often is data collected/updated?**

Frequency of data collection	Code
Daily	1
Weekly	2
Monthly	3
Quarterly	4
Biannually	5
Annually	6
Other (Specify)	7

**6.01. Does the Ministry have data banks for the gender-disaggregated data ?**

(Tick the appropriate response)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

→ GO TO 6.12

**6.02. When was the establishment of these data banks completed?**

(Tick the appropriate response)

Less than 3 years	<input type="checkbox"/>
More than 3 years	<input type="checkbox"/>

**6.03. In what format are the data banks?**

(Tick the appropriate response)

Electronic	<input type="checkbox"/>
Hard-copy	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>

**6.04. In what form is the data kept?**

(Tick the appropriate response)

Processed	<input type="checkbox"/>
Raw	<input type="checkbox"/>
Time-series	<input type="checkbox"/>

**6.05. Are the data banks actually used by the Ministry to design programmes/projects?**  
 (Tick the appropriate response)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

→ GO TO 6.10

**6.06. How frequently are data banks used?**

Please tick (✓) the applicable answers

Code	Frequency	Yes=1 No=2
A	No decision, programme, project is made without reference to the data-bank	
B	During program development	
C	During planning	
D	During evaluation	
E	Other	

**6.07. When was the data bank last used?**

Please tick (✓) only one.

Less than 1 year	<input type="checkbox"/>
Within the last 3 years	<input type="checkbox"/>
More than 3 years ago	<input type="checkbox"/>
Never	<input type="checkbox"/>

**6.08. For what purposes was the data bank used?**

	Purpose	Yes=1 No=2
A	Designing programme(s), project(s), plans**	
B	Meetings: with donors, government or non-governmental organisation (NGO) officials, etc.	
C	Reports writing for official records	
D	Reports writing for local and international conferences/workshops	
E	Other (specify)	
F		

**6.09. Describe the achievements of programmes/projects which were designed using the data-banks:**

(Follow example below)

	<b>Programme/project 1</b>	<b>Intended outcome(s) 2</b>	<b>Actual outcome(s) 3</b>
A	Information, education and communication (IEC)	To sensitise men on their role in family planning	Men still not accepting some of the family planning methods
B			
C			

**6.10. Do other stakeholders from outside the ministry/sector use the data banks?**

(Tick the appropriate response)

Yes

No  → GO TO 6.12

**6.11. Which of the following stakeholders use the data?**

	<b>Stakeholders</b>	<b>Yes = 1 No = 2</b>
A	Other government ministries/departments	
B	NGOs	
C	Private sector	
D	Educational and research institutions	
E	Donor community	
F	The media	
G	The general public	
H	Other (specify) _____	

**6.12. Does the Ministry make an adequate annual budgetary allocation for the collection of GDD?**

(Tick the appropriate response)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

**6.13. What kind of data is collected?**

(Tick the appropriate responses)

Type of data	Yes=1 No=2
Qualitative	<input type="checkbox"/>
Quantitative	<input type="checkbox"/>
Time series	<input type="checkbox"/>

**6.14. What methods are used to collect the data?**

	Method	Yes=1 No=2
A	Surveys (conducted internally by ministry staff)	<input type="checkbox"/>
B	Surveys (conducted by National Statistics Offices NSOs) and other outside players)	<input type="checkbox"/>
C	Keeping record of other research reports	<input type="checkbox"/>
D	Administrative record keeping	<input type="checkbox"/>
E	Feedback from programmes, projects	<input type="checkbox"/>
F	Other (specify)	<input type="checkbox"/>

**6.15. At what levels are data collected?**

(Tick the appropriate responses)

National	<input type="checkbox"/>
Provincial	<input type="checkbox"/>
Local	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>

**6.16. Does the Ministry keep track of data collected by other stakeholders?**

(Tick the appropriate response)

Yes		→ GO TO 6.18
No		

**6.17. Which stakeholders' data does the Ministry keep track of?**

(Tick the appropriate responses)

	Stakeholders	Yes=1 No=2
B	Other government ministries/departments	
C	NGOs	
D	Private sector	
E	Educational and research institutions	
F	Donor community	
G	The media	
H	The general public	
I	Other (specify)	

**6.18. (a) Does the Ministry have staff trained in the collection of GDD?**

(Tick the appropriate response)

Yes		→ GO TO 6.20
No		

**6.18. (b) How many trained staff members are there and at what levels of the Ministry are they working?**

	Level	Yes=1 No=2	Number of Staff
A	National/Headquarters		
B	Provincial		
C	Local (district, grass-roots)		
D	Institutional (e.g. hospitals)		
E	Other (specify) _____		

**6.18 (c). What is the level of training/qualification of the staff?**

	Level	Qualification			
		Number With Degree	Number With Diploma	Number with Certificate	Number with no qualification
A	National/ Headquarters				
B	Provincial				
C	Local (district, grass-roots)				
D	Institutional (e.g. hospitals)				

**6.19. Does the Ministry produce publications providing GDD?**

(Tick the appropriate response)

Yes

No  → GO TO 7.01

**6.20. In what form are these publications?**

	Publication	Yes=1 No=2
A	Statistical annual reports	
B	Statistical monthly/weekly reports	
C	Monthly/quarterly newsletter	
D	Annual/biannual newsletter	
E	Annual M&E reports	
F	Hand-books,	
G	Other? (specify)	

**6.21. Are the statistics and indicators disaggregated as follows?**

	<b>Attributes</b>	<b>Yes=1 No=2</b>
A	Men/Women	
B	Age	
C	Socio-economic class	
D	Rural/Urban settings	
E	Cultural Characteristics (e.g. race, religion, education)	
F	Other Social Characteristics	

**6.22 Does the Ministry have a monitoring and evaluation (M&E) programme for gender mainstreaming in all its policies, plans and programmes?**

(Tick the appropriate response)

Yes

No  → GO TO 8.01

**7.01. Are the M&E reports generated within the stipulated time periods?**

(Tick the appropriate response)

Yes

No

**8.01. Is the Ministry taking affirmative action measures<sup>6</sup> and implementing women empowerment principles?**

(Tick the appropriate response)

Yes

No  → GO TO SECTION C

## 8.02. What type of measures and principles are being taken?

Please list and indicate whether they are being implemented or not.

	Measure/Principle	Yes=1 No=2
A	Giving women preference over men in recruitment to decision-making positions	
B		
C		
D		

## PART C: PRELIMINARY INDICATIONS OF IMPACT PER SECTOR

### HEALTH

**1.0 What is the degree of impact of gender mainstreaming efforts in the health sector with regard to the following indicators or areas:**

	Indicator	High	Medium	Low
A	Gender imbalances in the access to affordable and quality health care services and information			
B	Existence of decentralised health services			
C	Access to the decentralised health services			
D	Recognition of the diversity of women and men by the decentralised health services <sup>7</sup>			
E	Reduction/increase in maternal mortality			
F	Morbidity rates in women			
G	Morbidity rates in men			
H	Equal access to primary health care			
I	Equal access to reproductive health care			
J	Equal access to nutrition information and services			
K	Availability and equal access to mental health services as part of primary health care			
L	Services rendered to female victims of domestic and other violence			
M	Services rendered to male victims of domestic and other violence			
N	Services rendered to boy child victims of domestic and other violence			
O	Services rendered to girl child victims of domestic and other violence			
P	Services rendered to female victims of sexual abuse			
Q	Services rendered to male victims of sexual abuse			

	Indicator	High	Medium	Low
R	Services rendered to boy child female victims of sexual abuse			
S	Services rendered to girl child victims of sexual abuse			
T	Services rendered to female victims of substance abuse			
U	Services rendered to male victims of substance abuse			
V	Services rendered to boy child victims of substance abuse			
W	Services rendered to girl child victims of substance abuse			
X	Involvement of women (including those infected with HIV/AIDS) in decision-making relating to development, implementation, monitoring and evaluation of policies/programmes on HIV/AIDS.			
Y	Enactment of laws dealing with culture and women's vulnerability/susceptibility to HIV infection and the discrimination that goes with HIV/AIDS infection.			
Z	Availability and magnitude of programmes to educate and enable men assume their responsibility to prevent HIV/AIDS and other STIs.			
AA	Existence of programmes to strengthen and support national capacity to formulate gender sensitive policies/programmes and to support those over-burdened by the care of victims and survivors of HIV/AIDS.			

## 2.0 What is the degree of impact of gender mainstreaming efforts in the agriculture-food security sector with regard to the following indicators or areas?

	Indicator	High	Medium	Low
A	Gender imbalances in the design and implementation of policies and strategies			
B	Equal access to land			
C	Equal access to extension services			
D	Equal access to technology			
E	Equal access to finances			
F	Equal access to "free" time			
G	Equal access to mobility			
H	Equal access to relevant education/training			
I	Access new commodities and technologies introduction without increasing women's labour			
J	Support services to women's reproductive roles in child care services			
K	Support services to women's reproductive roles in, access to water			
L	Support services to women's reproductive roles in fuel energy			
M,	Support services to women's reproductive roles in health services			
N	Support services to women's reproductive roles in schools			
O	Inclusion of female headed households in surveys, planning and distribution of resources for food production			
P	Recognition of change in gender roles in the planning and distribution of resources			
Q	Involvement of women in the formulation, monitoring and implementation of food security policies, plans and programmes			

**3.0 What is the degree of impact of gender mainstreaming efforts in the trade & industry sector with regard to the following indicators or areas?**

	<b>Indicator**</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
A	Gender imbalances in the design and implementation of policies and strategies			
B	Innovative lending practices for start-up capital benefiting both men and women			
C	Equal access to credit/start up capital in rural and urban areas			
D	Equal access to business training			
E	Number of transitions from informal to formal sector by sex of owner of business			
F	Extent to which output from the informal sector is recognised in the trade and industry sector in the macro and sectoral policies, GDP calculations, employment figures, etc.			
G	Existence of adequate policy measures to support the small business sector			
H	Enforcement of gender balance in the formulation, implementation and monitoring of economic and banking policies, laws and decisions concerning the informal or small scale business sector			
I	Business, commercial and contract laws and government regulations do not include measures that discriminate against and/or obstruct the small business sector			
J	Performance of the ministry's information dissemination/outreach programme			
K	The information dissemination/outreach programme reaches or is accessed equally by all women/men living in low income isolated areas – with regard to availability of markets, credit and other services for business creation and expansion.			

**4.0 What is the degree of impact of gender mainstreaming efforts in the national planning machinery with regard to the following indicators or areas?**

	<b>Indicator</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
A	Existence of explicit policy that all sectoral plans, programmes and projects should be gender responsive			
b	Equitable participation of women/men at each stage of plan formulation and implementation			
c	The use of gender disaggregated data at <i>each level</i> and <i>stage</i> of plan formulation and implementation			
d	Established programmes and strategies to increase women's access to economic opportunities			
e	Established programmes and strategies to increase women's access to social opportunities			
f	Established programmes and strategies to increase women's access to political opportunities			
g	Women's full contribution to development and the GDP			

**5.0 What is the degree of impact of gender mainstreaming efforts in the national finance sector with regard to the following indicators or areas?**

	<b>Indicator</b>	<b>High</b>	<b>Medium</b>	<b>Low</b>
A	Regular analysis of the national budget from a gender perspective			
B	Existence and utilization of a policy and guidelines aimed at ensuring the incorporation a gender perspective into public programme expenditures/investment			
C	Existence and utilization of adequate resources for gender impact assessments			
D	Existence of gender balance in decision-making structures that formulate and review policies and plans on public finances e.g. ministry of finance, advisory boards of central banks etc.			

# TALLY SHEETS FOR THE HEALTH SECTOR

## CHANGE AREA I: EQUAL ACCESS TO HEALTH SERVICES

Instructions: Using the annual health abstract from the Ministry of Health (MOH) or the National Statistical Office (NSO), obtain the life expectancy at birth by sex for 1995, 2000 and 2005.

In cases where the Government or National Statistics Bureaus (NSBs) have already calculated and published the indicators below within the past 2 years, the evaluators should collect and use the indicators as published – otherwise evaluators should try to obtain the same information from alternative sources (e.g. World Bank (WB) reports, United Nations (UN) reports, etc.)

INDICATOR 1: *Life expectancy at birth by sex*

Females \_\_\_\_\_

Males \_\_\_\_\_

INDICATOR 2: *Ratio of health personnel per 100,000 population*

Instructions: (Only as a last resort will evaluators fill-in the tables below to calculate the required indicators). Using MOH records, calculate the following national ratios per year 1995 to 2005 (if not already provided for by the Ministry):

Year	Female doctors to females*	Female doctors to males*	Male doctors to females*	Male doctors to males*
1995				
1996				
1997				
1998				
1999				
2000				
2001				
2002				
2005				
<b>Total</b>				
<b>Average</b>				

<b>Year</b>	<b>Female clinical officers to females*</b>	<b>Female clinical officers to males*</b>	<b>Male clinical officers to females*</b>	<b>Male clinical officers to males*</b>
1995				
1996				
1997				
1998				
1999				
2000				
2001				
2002				
2005				
Total				
Average				

<b>Year</b>	<b>Female nurses to females*</b>	<b>Female nurses to males*</b>	<b>Male nurses to females*</b>	<b>Male nurses to males*</b>
1995				
1996				
1997				
1998				
1999				
2000				
2001				
2002				
2005				
Total				
Average				

Year	Female medical assistants to females*	Female medical assistants to males*	Male medical assistants to females*	Male medical assistants to males*
1995				
1996				
1997				
1998				
1999				
2000				
2001				
2002				
2005				
Total				
Average				

- *Number of medical personnel per 100,000 females or males in the country*

INDICATOR 3: *Distance to nearest government hospital.* \_\_\_\_\_

(The evaluator should find a way of measuring actual distance.)

## CHANGE AREA TWO: EQUAL ACCESS TO PRIMARY HEALTH CARE SERVICES

INDICATOR 1: *Prevalence of communicable and immunisable diseases by sex, age, marital status, residence*

Instructions: Using the hospital's/clinic's annual records, fill in the tables below for the years 1995, 2000, and 2005 for each of the following diseases: TB, Typhoid, Typhus, Relapsing Fever, Cholera, Shigella, Malaria, Measles, Meningitis, Whooping Cough, Tetanus, Diphtheria and Sexually Transmitted Infections (STIs).

N.B. Please refer to the *Guide to Conducting Impact Evaluation on the Status of Women* for details of sampling and sample size.

Year: \_\_\_\_\_

### Location of health facility:

Please tick (✓) one as applicable

Rural	
Urban	

Type of disease: \_\_\_\_\_

Case number	Sex		Residence		Age		Marital status			
	F	M	R	U	In years	M	S	D	W	SE
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Sex: F = female; M = male;  
Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated  
Residence: R = Rural; U = Urban

INDICATOR 2: *Percentage of the population with access to safe, portable water (by sex, age, marital status and residence).*

Instructions: The evaluator should conduct a fresh national sample survey if data is not readily available.

## **CHANGE AREA THREE: MATERNAL MORTALITY**

INDICATOR 1: Maternal mortality rate<sup>8</sup> \_\_\_\_\_

Instructions: Using reports from MOH or NSOs obtain estimates of maternal mortality rate. In the absence of national estimates, obtain the information from other sources (e.g., WHO, UNDP, etc.)

## CHANGE AREA FOUR: ILL-HEALTH AND MATERNAL MORBIDITY

INDICATOR 1: *Maternal morbidity rate<sup>9</sup> (by cause, age, marital status and residence)*

Instructions: Using the hospital's/clinic's annual records, obtain total number of female patients. Take all patients admitted/visited the hospital/clinic for maternity related illnesses (pregnancy complication, abortion, miscarriage, delivery complications, etc) by age, marital status and rural/urban for each of the years 1995, 2000 and 2005.

Year: \_\_\_\_\_

### Location of health facility:

Please tick (✓) one as applicable

Rural	
Urban	

### Number of females admitted to or who visited the health facility.

(Hospital/clinic) \_\_\_\_\_

Please record maternal related cases by age and marital status.

Age	Residence		Marital status				
	R	U	M	S	D	W	SE
< 15							
16 – 19							
20 – 24							
25 – 29							
30 – 34							
35 – 39							
40+							

Residence: R = rural; U = Urban

Marital status: M = married; S = single; D = divorced; W = widowed;  
SE = separated

## CHANGE AREA FIVE: PHYSICAL ABUSE & MENTAL HEALTH

INDICATOR 1: Registered cases of gender-based violence and abuse<sup>10</sup> (by sex of victim, age, marital status, sex of perpetrator and residence).

Instructions: Using records from the provincial and/or regional police and/or social welfare offices, fill in the information below for 1995, 2000 and 2005.

Year: \_\_\_\_\_

Case of violence	Type of Violence	Sex of Victim		Residence		Age of victim In years	Marital Status of victim					Sex of perpetrator		
		F	M	R	U		S	M	D	W	SE	F	M	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														

Sex: F = female; M = male;

Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated

Residence: R = Rural; U = Urban

INDICATOR 2: *Diagnosed cases of mental illness*<sup>11</sup> (by type, sex, age, marital status and residence).

Instructions: Using records from the main regional, provincial or national mental hospital, fill in the information below for the years 1995, 2000 and 2005.

Year: \_\_\_\_\_

**Residence:**

Please tick (✓) one as applicable

Rural	
Urban	

Case Number of mental illness	Type of mental illness	Residence		Sex		Age	Marital Status					
		R	U	F	M	In years	S	M	D	W	S	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Sex: F = female; M = male;  
 Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated  
 Residence: R = rural; U = Urban

INDICATOR 3: *Rehabilitated cases of mental illness (by type, sex, age, marital status and residence).*

Instructions: Using records from the main regional, provincial or national mental hospitals/clinics fill in the information below for the years 1995, 2000 and 2005.

Case number	Type of mental illness	Sex		Residence		Age	Marital Status				
		F	M	R	U	In years	S	M	D	W	S
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Sex: F = female; M = male  
 Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated  
 Residence: R = rural; U = Urban

INDICATOR 4: *Number of registered cases of substance abuse (by type of substance, by sex, age, marital status of abuser, and residence)*

Instructions: Using records from the police and/or community/social welfare offices, fill in the information below for the years 1995, 2000 and 2005. Substances include alcohol, marijuana, hemp, mandrax, etc.

Year: \_\_\_\_\_

**Residence:**

Please tick (✓) one as applicable

Rural	
Urban	

Type of substance: \_\_\_\_\_

Case number	Sex		Age In years	Marital status				
	F	M		M	S	D	W	SE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Sex: F = female; M = male;

Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated

## **CHANGE AREA SIX: NUTRITION<sup>12</sup>**

Instructions: Please collect the following data from statistical offices, MOH etc. for 1995, 2000 and 2005. The rates are already calculated from the surveys of NSOs and others.

INDICATOR 1: *Amount of energy food consumption per day (by sex, age, marital status and residence).*

INDICATOR 2: *Protein foods consumption per day (by sex, age, marital status and residence).*

INDICATOR 3: *Prevalence of malnutrition (by sex, age, marital status and residence).*

INDICATOR 4: *Rate of stunted growth (by sex, age and residence.)*

## CHANGE AREA SEVEN: REPRODUCTIVE HEALTH<sup>13</sup>

INDICATOR 1: *Total fertility rate (by residence)\*\**

\*\*Instructions: Evaluator to collect this data from National Statistical Offices or the Government – if already calculated and published for years 1995, 2000, 2005. Otherwise, conduct a fresh survey.

INDICATOR 2: *Number accessing pre-natal care (by age, marital status and residence).*

Instructions: Using the hospital's/clinic's annual records, fill in the tables below for 1995, 2000, and 2005 by age, marital status and rural/urban.

**Year:** \_\_\_\_\_

**Residence:**

Please tick (✓) one as applicable

Rural	
Urban	

Case number	Sex		Age	Residence		Marital Status				
	F	M	Year	R	U	M	S	D	W	SE
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Sex: F = female; M = male  
Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated  
Residence: R = rural; U = Urban

INDICATOR 3: *Number of births attended by medical personnel by age, marital status, by rural/urban.*\*\*

INDICATOR 4: *Number of births un-attended by trained personnel (by age, marital status and residence).*\*\*

INDICATOR 5: *Contraceptive prevalence rate (CPR) (by age, sex, marital status and residence).*\*\*

INDICATOR 6: *Number of infections of genital tract - other than STIs (by sex, by age marital status and residence).*\*\*

INDICATOR 7: *Age at birth of first child (by age and residence)*\*\*

\*\*Instructions: The evaluator should collect this data from *National Statistical Offices* or the Government – if already calculated and published for years 1995, 2000, 2005. Otherwise, conduct a fresh survey.

#### **CHANGE AREA 8: HIV/AIDS AND OTHER STIs**

INDICATOR 1: *Percentage of persons living with HIV/AIDS (by sex, age, marital status and residence)*\*\*

INDICATOR 2: *Number of HIV/AIDS-related deaths (by sex, age, marital status and residence)*\*\*

\*\*Instructions: The evaluator should collect this data from NSOs or the Government or the national HIV/AIDS commissions/offices if it has already been calculated and published for years 1995, 2000, 2005. If not available, conduct a fresh survey.

INDICATOR 3: *Percentage of people with STIs (other than HIV/AIDS) (by sex, age, marital status and*

residence)\*\*

Instructions: Using the hospital's/clinic's records, fill in the table below for 1995, 2000, and 2005 by age, marital status and rural/urban.

Year: \_\_\_\_\_

**Location of health facility:**

Please tick (✓) one as applicable

Rural

Urban

Case numbers	Age	Residence		Marital status				
	Years	R	U	M	S	D	W	SE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Sex: F = female; M = male

Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated

Residence: R = rural; U = Urban

INDICATOR 4: *Number of people voluntarily submitting to HIV/AIDS test (by sex, age, marital status*

and residence).

Instructions: Using the hospital's/clinic's records (HIV/AIDS voluntary counselling and testing (VCT) centres, fill in the table below for 1995, 2000, and 2005 by age, sex, marital status and rural/urban.

Year: \_\_\_\_\_

**Location of VCT centre:**

Please tick (✓) one as applicable

Rural	
Urban	

Case numbers	Age	Residence		Marital status				
	In years	R	U	M	S	D	W	SE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Sex:                F = female;    M = male  
 Marital status:   M = married;   S = single;   D = divorced;   W = widowed;   SE = separated  
 Residence:        R = rural;        U = Urban

INDICATOR 5: *Number voluntarily disclosing HIV/ AIDS Status (by sex, age, marital status and*

residence.)

Instructions: Using the hospital's/clinic's HIV/AIDS VCT centres' records, fill in the table below for 1995, 2000, and 2005 by age, marital status and rural/urban.

Year: \_\_\_\_\_

**Location of VCT centre:**

Please tick (✓) one as applicable

Rural	
Urban	

Case numbers	Age	Residence		Marital status				
	In years	R	U	M	S	D	W	SE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Sex: F = female; M = male

Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated

Residence: R = Rural; U = Urban

# TALLY SHEETS FOR AGRICULTURE - FOOD SECURITY

## CHANGE AREA I: ACCESS TO PRODUCTIVE RESOURCES AND SERVICES – INCLUDING MARKETS

INDICATOR 1: *Landholding size and tenure (by sex, age marital status, land tenure and residence).*\*\*

Instructions: Obtain information on land holding size and tenure by age, sex and marital status from a national agricultural survey. In the absence of a national survey on the issue, conduct a fresh survey.

Year: \_\_\_\_\_

### Residence:

Please tick (✓) one as applicable

Rural

Urban

Household number	Sex of household head		Age of household head In years	Marital status					Land tenure <sup>14</sup>
	F	M		M	S	D	W	SE	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Sex: F= female, M=male;

Marital Status: S=single, M=married, D=divorced, W=widowed, SE=separated

INDICATOR 2: *Number of people renting land in rural areas (by sex, age marital status)\*\**

Instructions: Obtain information on number of people renting land by age, sex and marital status from a national agricultural survey. In the absence of a national survey on the issue, conduct a fresh survey.

Year: \_\_\_\_\_

**Residence:**

Please tick (✓) one as applicable

Rural	
Urban	

Tenant	Sex of land-lord		Sex of Tenant		Marital Status of landlord					Marital status of Tenant					Age of tenant	Land Size <sup>15</sup>	Amount paid per year <sup>16</sup>
	F	M	F	M	M	S	D	W	SE	M	S	D	W	SE			
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	

Sex: F= female, M=male  
 Marital status: S=single, M=married, D=divorced, W=widowed, Se=separated

INDICATOR 3: *Total number benefiting from land redistribution in rural areas (by sex, age and marital status).*\*\*

\*\*Instructions: Obtain information by conducting national survey on the issue.

INDICATOR 4: *Levels of agricultural modernization (by sex, age, marital status of head of household).*\*\*

Instructions: Using annual records from the Ministries of Agriculture extension services and from agriculture credit institutions, fill in the tables below for 1995, 2000, and 2005 by age, sex and marital status.

\*\*Where this data is not readily available, a fresh survey will have to be conducted

Year: \_\_\_\_\_

**Residence:**

Please tick (✓) one as applicable

Rural	<input type="checkbox"/>
Urban	<input type="checkbox"/>

Case number	Sex		Age In years	Marital status					Level of use of modern agric. technology		
	F	M		M	S	D	W	SE	Hg	Me	Lo
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Sex: F= female, M=male;  
Marital status: S=single, M=married, D=divorced, W=widowed, Se=separated  
Level of use of modern agricultural technology: Hg = high, Me = medium, Lo = Low

*(HG farmers have access to at least one plough or tractor; use the most modern hybrid seeds; apply all required fertilizers and insecticides to their crops; use modern storage facilities such as preserving their harvest with insecticides/chemicals or recommended natural preservation); (ME farmers have no access to plough or tractor but manage to procure extra labour to plough their fields; they use the most modern hybrid seeds – although they may mix with other local non-hybrid seeds; they apply some fertilizers and insecticides to their crops – though not as fully recommended by the experts; may use some form of modern storage facilities such as preserving their harvest with insecticides/chemicals or recommended natural preservation – but not as fully required); (LO farmers have no access to any plough, tractor, or extra labour to plough their fields; they do not use hybrid seeds at all – or they use such minimal quantities it is almost negligible; they apply no fertilizers or insecticides to their crops; do not use any form of modern storage facilities such as preserving their harvest with insecticides/chemicals or recommended natural preservation).*

INDICATOR 5: *Amount of time women/men devote to activities within and outside the home (market and non-market activities)*

Obtain data for the above quantitative indicators from the NSO/Bs, Ministry of Agriculture, extension services or agriculture credit institutions at the regional/provincial or national level. It should have been calculated and published already as requested by the indicator or in raw form (either in electronic form or hard-copy). If in raw form, evaluators should use tally sheets to collect the data.

If the data, as requested by the indicator, is not available in any form at all, then evaluators will have to conduct fresh household surveys using the Household Survey Questionnaire (HSQ).

INDICATOR 6: *Number of farming households with access to agricultural credit (by sex, age, marital status of head of household).*\*\*

Instructions: Using annual records from the Ministries of Agriculture, Land and/or Natural Resources, and from agriculture credit institutions etc., fill in the tables below for 1995, 2000, and 2005 by age, sex and marital status.

\*\*Where this data is not readily available, a fresh survey will have to be conducted

Year: \_\_\_\_\_

Residence:

Please tick (✓) one as applicable

Rural	<input type="checkbox"/>
Urban	<input type="checkbox"/>

Case number	Sex of Farmer		Credit Received Amount <sup>17</sup>	Marital status of farmer					Age of farmer Years
	F	M		M	S	D	W	SE	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Sex: F= female, M=male;  
 Marital status: S=single, M=married, D=divorced, W=widowed, Se=separated

INDICATOR 7: *Number of recipients of agricultural extension services (by sex, age, marital status of head of household)*

Instructions: Using annual records from the Ministries of Agriculture, Land and/or Natural Resources, and from Agriculture Credit Institutions etc., fill in the tables below for 1995, 2000, and 2005 by age sex and marital status.

\*\*Where this data is not readily available, a fresh survey will have to be conducted

Year \_\_\_\_\_

**Residence:**

Please tick (✓) one as applicable

Rural	
Urban	

Case number	Sex of Farmer		Credit Received Amount <sup>18</sup>	Marital status of farmer					Age of farmer Years
	F	M		M	S	D	W	SE	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Sex: F= female, M=male;  
 Marital status: S=single, M=married, D=divorced, W=widowed, SE=separated

## **CHANGE AREA 2: INCREASED PRODUCTION AND PRODUCTIVITY**

INDICATOR 1: *Yield per hectare for major food crops cultivated by female/male headed households (by age, sex, and marital status).* \*\*

\*\* A fresh survey will have to be conducted, including key informant interviews with agriculture and statistics officials as well as FGDs.

## **CHANGE AREA 3: PROVISION OF SUPPORT SERVICES TO WOMEN'S REPRODUCTIVE ROLES\*\***

\*\*Instructions: Fresh studies will have to be conducted for all the indicators below:

INDICATOR 1: *Number utilising child care services (by sex, age, marital status, and residence).*

INDICATOR 2: *Average amount of time and money spent in drawing water per day (by sex, age, marital status and residence).*

INDICATOR 3: *Average amount of time and money spent fetching fuel energy per day (by sex, age, marital status, residence).*

INDICATOR 4: *Availability and use of time & labour saving technologies in the household (by sex of household-head and residence).*

INDICATOR 5: *Average amount of time devoted to caring for the sick (by sex, age, marital status and residence).*

# TALLY SHEETS FOR TRADE & INDUSTRY

## CHANGE AREA I: EQUITABLE ACCESS TO FORMAL CREDIT FOR START-UP CAPITAL

Instructions: Fill in the following tables from available records of small businesses sourced from credit organizations, banks and organizations/associations for small and medium scale businesses - which give loans to start small and medium scale enterprises (for 1995, 2000 and 2005). The evaluator will have to divide the total number of businesses that started against the total number persons who received the start up capital, in order to determine the percentage of business start-up for each year for both women and men.

INDICATOR 1: *Number of people starting small businesses after receiving credit for start-up capital (by type of business, sex, age, marital status and by residence).*

Year: \_\_\_\_\_

### Residence:

Please tick (✓) one as applicable

Rural	
Urban	

Type of business \_\_\_\_\_

Case number	Sex of owner		Age Years	Marital Status				
	F	M		M	S	D	W	SE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Case number	Sex of owner		Age	Marital Status				
	F	M	Years	M	S	D	W	SE
16								
17								
18								
19								
20								

Business type: manufacturing = 1; retail = 2; wholesale = 3;  
 farming = 4; export/import wholesale = 5;  
 export/import retail = 6; service enterprise = 7

Sex: F = female; M = male;

Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated.

INDICATOR 2: Number of defunct small businesses that received credit for start-up capital – (by type of business, sex, age, marital status, residence).

Instructions: Fill in the following tables from available records of small businesses sourced from credit organizations, banks and organizations/associations for small and medium scale businesses.

Year: \_\_\_\_\_

**Residence:**

Please tick (✓) one as applicable

Rural	<input type="checkbox"/>
Urban	<input type="checkbox"/>

Type of business \_\_\_\_\_

	Business	Sex of owner		Age	Marital status				
	Type	F	M	Years	M	S	D	W	SE
1									
2									
3									
4									
5									
6									
7									
8									
9									

	Business	Sex of owner		Age	Marital status				
	Type	F	M	Years	M	S	D	W	SE
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Business type: Manufacturing = 1; retail = 2; wholesale = 3;  
 farming = 4; export/import wholesale = 5; export/import retail = 6;  
 service enterprise = 7

Sex: F = female; M = male;

Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated.

## **CHANGE AREA 2: EQUAL ACCESS TO FORMAL BUSINESS TRAINING**

INDICATOR 1: *Number of small-scale business-persons who have started businesses after undergoing business training (by type of business, sex, age, marital status and residence)\*\**

\*\* A fresh business survey will have to be conducted for this indicator. The evaluator will have to divide the total number of businesses which started against the total number persons who received training, in order to determine percentage of business start-up for each year for women and men.

## CHANGE AREA 3: TRANSFORMATION OF SMALL BUSINESSES FROM INFORMAL TO THE LARGER FORMAL SECTOR

INDICATOR = 1: *Number of businesses transforming from small informal to larger more formal ones (by type of business, sex, age, marital status of owner and residence).*<sup>19</sup>

Instructions: Fill in the table below with information from available records of small informal businesses that obtained operating licenses from the local provincial or national Government body that registers companies/businesses and allows businesses to operate in the area for the years 1995, 2000, and 2005.

\*\* A fresh business survey will have to be conducted for this indicator if the data is not readily available.

Year: \_\_\_\_\_

### Residence:

Please tick (✓) one as applicable

Rural	
Urban	

Type of business \_\_\_\_\_

	Business	Sex of owner		Age	Marital Status				
	Type	F	M	Years	M	S	D	W	SE
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Business type: Manufacturing = 1; retail = 2; wholesale = 3;  
farming = 4; export/import wholesale = 5; export/import retail = 6;  
service enterprise = 7

Sex: F = female; M = male;

Marital status: M = married; S = single; D = divorced; W = widowed; SE = separated.

# INTERVIEW GUIDE FOR KEY INFORMANTS & FOCUS GROUP DISCUSSIONS

## Instructions:

1. Assemble a group of women and men in equal proportion (no more than 20) in rural and urban and/or semi-urban settings to tackle the questions below. If possible, the groups should be of mixed ages, with different marital status and socio-economic backgrounds. Ethnicity and religion should also be considered, if at all possible.

2. Assemble another group of only women and another one of only men to answer the same set of questions below – in rural and urban and settings. Ensure that they are of different ages, marital status and socio-economic background. Ethnicity and religion should also be considered, if at all possible.

*N.B.* The calibre or category of women/men to be involved in these discussions will be dictated by the nature of the subject under discussion as well as level of expertise/qualification<sup>20</sup> needed to get the best possible responses to the questions. These groups will be assembled in rural areas as well as in urban ones, where the subject is applicable.

Evaluators will use the same guide for interviews with key informants on the same subjects.

This guide is divided into three sections corresponding with each sector where quantitative data was collected using tally sheets and survey questionnaires. The questions relate to each change area in the sector. The indicators corresponding to the change area were used to design these questions, as the intention is to shed more light on the behaviour of the quantitative indicators.

## 1.0 Health:

### *EQUAL ACCESS TO HEALTH SERVICES*

- a) What can you say about the availability of health services for women? For men?
- b) Are women able to access health care services?
- c) What problems do women face in accessing health services?
- d) What problems do men face in accessing health services?
- e) Do women and men face different problems in accessing health services? Explain.
- f) How have these problems changed over the past ten years?
- g) What can you say about the quality, quantity, cost and distance of health care services now? What about five years ago? Ten years ago?
- h) Are your thoughts on the adequacy of health personnel for women/men?

- i) Are you aware of any programmes aimed at ensuring equal access to health care? What services for both women and men? Do you think they have had their intended effect? Explain.

### ***EQUAL ACCESS TO PRIMARY HEALTH CARE SERVICES***

- a) Does the environment<sup>21</sup> people currently live in (in this area) affect their health in any way? How? Is the situation different for women as it is for men? What about five years ago? Ten years ago?
- b) What can you say about the availability of primary health care services for women? For men?<sup>22</sup>
- c) Do women and men face similar or different problems in accessing primary health care services? Explain.
- d) What can you say about the incidence of communicable diseases<sup>23</sup> in this area? Is the situation better or worse than it was five years ago? What about ten years ago?
- e) Do women suffer from these diseases in the same manner as men? Why is this so?
- f) Are you aware of any programmes aimed at ensuring equal access to primary health care services for women and men? Do you think they have had their intended effect? Explain.

### ***MATERNAL MORTALITY***

- a) What would you say are the causes of maternal mortality?
- b) Are the instances of maternal mortality increasing or decreasing? Compare with five years ago and ten years ago. Why is this?
- c) Are you aware of any programmes aimed at improving the maternal mortality rate? Do you think they have had their intended effect? Explain.

### ***ILL-HEALTH AND MATERNAL MORBIDITY***

- a) In your view what are the major causes of ill health and maternal morbidity?
- b) Which are the most common illnesses associated with maternal morbidity and why?
- c) Is the situation of maternal morbidity getting better or worse? Compare with five years ago and ten years ago. Why is this?
- d) Are you aware of any programmes aimed at reducing ill health and maternal morbidity? Do you think they have had their intended effect? Explain

### ***PHYSICAL ABUSE AND MENTAL HEALTH***

- a) In your view what are the major causes of physical abuse of women?
- b) How does physical abuse affect the mental health of women? What would you say about the number of women compared men who are experiencing mental illness?
- c) Have they been rehabilitated after diagnosis of their mental health problems? Is the situation better or worse than it was five years ago? Ten years ago?
- d) What is the current situation regarding physical abuse and the mental health of women? Is the situation any better or any worse than it was five years ago? Ten years ago? Why?
- e) Is the abuse of substances such as alcohol/illicit drugs common in this area? If so, describe the consequences of the use of these substances on women and men. Is the situation better or worse than it was five years ago? Ten years ago?
- f) Are you aware of any programmes aimed at eliminating physical abuse and improving the mental health of women? Do you think they have had their intended effect? Explain.

### ***NUTRITION***

- a) Do you think people here eat balanced diets (from the three groups of food)? What do they eat and how well is it prepared? Do you think this is adequate?
- b) Do women and men eat the same food, the same way, the same quantities, with the same frequency? What about boy children and girl children?
- c) Are all people eating better food, in larger quantities now than they used to five years ago? Ten years ago? What about women, men, boys and girls?
- d) How would you characterize the incidences of malnutrition and stunted growth in this area? Is it getting better or worse (if you compare with the past five years, and with the past ten years?).
- g) What significant differences have there been in the incidences of malnutrition/stunted growth for women/men, boys/girls? Why?
- h) Are you aware of any programmes aimed equalizing access to better nutrition for women and men, girls and boys? Do you think they have had their intended effect? Explain.

### ***REPRODUCTIVE HEALTH***

- a) How would you describe the condition of reproductive health for women in this area? Is it good? Has it been improving or deteriorating over the past five years? Ten years? Why?
- b) What has been happening to the following over the past five to ten years (where applicable compare the status of women compared to men in both rural and urban settings)?
  - Miscarriages.
  - Age at first marriage.

- Age at birth of first child.
  - Age at birth of last child (for those who have stopped having children).
  - The number of children born to the average woman.
  - Illnesses related to the child-bearing role of women.
  - Numbers of women accessing pre-natal, natal, and post-natal health services.
  - Availability of trained female and male personnel (doctors, nurses, TBAs and clinical officers) to facilitate access to reproductive health services for women.
  - The use of contraceptives.
- c) Are you aware of any programmes aimed at improving the reproductive health of women/men? Do you think they have had their intended effect? Explain.

### ***HIV/AIDS AND OTHER STIs***

- a) How would you describe the current levels of HIV/AIDS infection rates and deaths in this area? Who are infected and dying more – women or men? Why? Explain.
- b) Is the current situation, generally, worse or better than it was five years ago? Ten years ago? Explain.
- c) Is the current situation for women, compared to men, worse or better than it was five years ago? Ten years ago? Why? Explain.
- d) Comment on the current level of discrimination against people with HIV/AIDS? How are they discriminated against? Are women being discriminated against more than men? What about five years ago? Ten years ago?
- e) Comment on the differences in prevalence levels of other STIs among women and men. What causes these differences (if any)? What was the situation five years ago? Ten years ago?
- f) Are you aware of any programmes focusing on HIV/AIDS and other STIs? Do you think they have had their intended effect? Explain.

## **2.0 AGRICULTURAL - FOOD SECURITY:**

### ***ACCESS TO PRODUCTIVE RESOURCES - INCLUDING MARKETS***

- a) How would you describe equality of access to agricultural resources for food security between men and women in this area? What about equality in access to markets (transportation, time free from domestic chores to go to markets, market information, storage facilities, etc.)? What are the reasons for this situation? How does the current situation compare with five years ago? Ten years ago?
- b) Can women hold and use land the same way as men in rural areas – compare married with unmarried? What is the reason for this state of affairs? What was the situation five years ago? Ten years ago?

- c) What types of land reform have there been in this country? Have women benefited from these the same way as men in this area? Explain.
- d) Are women currently utilizing modern farming practices and using modern agriculture technologies the same way as men? Explain. What about five years ago? Ten years ago? Are agricultural extension services equally available to female and male farmers? Explain.
- e) What services are available to support women's reproductive roles so that they can engage in productive activities outside the home? Are women able to leave their households to engage in community and income generating activities outside the home without jeopardizing the welfare of the household? What was the situation five years ago? Ten years ago?
- f) Are you aware of any programmes aimed at the following:
  - Improving equal access of women and men to productive resources such as land, credit etc.?
  - Improving equal access to markets?
  - Supporting women's reproductive roles (child care services, labour/time- saving technologies, easily accessible health care services).
  - Improving availability and use of time and labour-saving technologies in the household.
- g) Do you think these programmes have had their intended effects?

### ***INCREASED PRODUCTIVITY AND PRODUCTION***

- a) Do women and men grow the same food crops and cash crops? Are there differences between female-headed and male-headed households in terms of crops grown and quantities produced per hectare? What are the reasons for these differences (or lack of differences)?
- b) What are the yields per hectare for each major food and cash crop grown in the country at the moment<sup>24</sup>? What was the situation five years ago? Ten years ago?
- c) Are you aware of any programmes aimed at ensuring higher agricultural productivity for women? Do you think they have had their intended effect? Explain.

### ***PROVISION OF SUPPORT SERVICES TO WOMEN'S REPRODUCTIVE ROLES***

- a) What can you say about the amount of time women currently spend in: drawing water; fetching fire-wood/energy; preparing meals for the household; caring for the sick and looking after children? How does this compare with five years ago? Ten years ago?
- b) Are there any public or private service providers offering support to women in their reproductive roles in this area (e.g. child care centres etc.)? Do women access/use these without difficulty? Explain.
- c) Can you say that men are now increasingly assisting women in the issues listed in (a) above? What are the contributing factors?

- d) Are you aware of any programmes aimed at improving women's access to more free time in the home; to easier and cheaper access to water, fire-wood, labour and time saving technologies etc.? Do you think these programmes have had their intended effects?

### **3.0 TRADE AND INDUSTRY:**

#### ***INCREASED ACCESS TO FORMAL CREDIT FOR START-UP CAPITAL***

- a) Do women and men currently access business credit for start-up capital equally? What about five years ago? Ten years ago? What factors are responsible for this situation?
- b) Are there more or less women starting businesses as a result of receiving such credit compared to the situation five to ten years ago? Are such businesses surviving longer now than they would have five years ago? Ten years ago? Why/why not?
- c) Are you aware of any programmes aimed at improving access to formal credit for start-up capital for women? What about programmes to ensure women's businesses do not fail after they start? Do you think these programmes have had their intended effects?

#### ***INCREASED ACCESS TO FORMAL BUSINESS TRAINING***

- a) Do women and men currently access business training equally? What about five years ago? Ten years ago? What factors are responsible for this situation?
- b) Are there more or less women starting businesses as a result of receiving such training – considering the situation five years ago and ten years ago.
- c) Are these businesses surviving longer now than they would have five years ago? Ten years ago? Why/why not?
- d) Are you aware of any programmes aimed at improving access to formal business training for start-up women? What about programmes to ensure women's businesses do not fail after they start? Do you think these programmes have had their intended effects?
- e) What do you think prevents women from progressing in business now? What about five years ago? Ten years ago? (Think about issues of: collateral; capacity/knowledge to run businesses; transparency in credit lending for business; etc.). How has this situation changed for men now? What about five years ago? Ten years ago?

#### ***TRANSFORMATION OF SMALL, INFORMAL BUSINESSES TO LARGER, MORE FORMAL ONES.***<sup>25</sup>

- a) Would you say that more women's small (informal) businesses are currently being transformed into larger more (formal) ones –compared with men's? How does the current situation compare with five years ago? And ten years ago? What are the reasons for this?
- b) Are you aware of any programmes aimed at assisting women's small informal businesses to transform into larger formal ones? Do you think these programmes have had their intended effects?

# Endnotes

<sup>1</sup> List policy, plan, programme, projects (numbers) punctuated by commas (,)

<sup>2</sup> This means for example, a programme to reduce the deaths of pregnant mothers reporting its outcomes in terms of reduced national maternal mortality rate, rather than just reporting the numbers of pregnant mother's lives saved. The reports can talk of the programme reducing by a certain proportion the national maternal mortality rate.

<sup>3</sup> The term “National Gender Policy Frameworks’ is used to denote a collection of all the instruments where gender policies may be found such as the National Gender Policy itself, National Policies on Women, National Plans of Action, Sectoral Policies with reference to Gender/Women issues, policy statements and legal instruments that prescribe measures to promote gender equality and the advancement of women.

<sup>4</sup> Meaning that both men and women receive the same level of remuneration for similar qualifications and/or work done.

<sup>5</sup> E.g. recruitment, promotion, mobility etc.

<sup>6</sup> Taking measures to correct equity gaps in recruitment, promotion, remuneration and other personnel policies and practices in order to elevate the position of women versus men in the organization.

<sup>7</sup> This means that grassroots health units recognize and act upon the diversities (differences in socio-economic, physiological etc. makeup) within the female as well as the male populations when rendering their services.

<sup>8</sup> If this rate is already provided for by the NSO/B for the years 1995, 2000, 2005, the evaluator will use those figures and not fill-in the table – otherwise, the evaluator should proceed to fill in the table in order to calculate the number of maternal deaths per 100,000 live births by age, marital status and residence.

<sup>9</sup> Number of maternal illnesses per 100,000 women of reproductive age. If this rate is already provided for by the NSO or the Government for the years 1995, 2000 and 2005, the evaluator will use those figures and not fill-in the table.

<sup>10</sup> This includes: crimes of bodily harm, rape, gender-based violence, physical and mental abuse/violence and murder.

<sup>11</sup> This includes various types of mental illnesses such as schizophrenia, neurosis, depression, psychosis, etc.

<sup>12</sup> If all the indicators for nutrition are available from the NSO or the Government for the years 1995,

2000 and 2005, the evaluator will use those figures. If these are not available, the evaluator should conduct a fresh survey.

<sup>13</sup> If all the indicators for reproductive are available from the NSO or the Government for the years 1995, 2000 and 2005, the evaluator will use those figures. If these are not available, the evaluator should conduct a fresh survey

<sup>14</sup> Either land with title deed (leasehold, freehold), or customary land.

<sup>15</sup> Hectares

<sup>16</sup> State the currency

<sup>17</sup> State currency.

<sup>18</sup> State currency.

<sup>19</sup> What is small and 'formal' or 'informal' will be country specific (according to the size and level of economic development of the country) and will be measured by amount of capital invested in the business, size of the business and/or turnover, number of employees and record keeping. A "formal" business should also be registered with a Government (local/national) body and obtained a license to operate.

<sup>20</sup> Qualification is interpreted in the broadest sense e.g. women who farm small plots are qualified as smallholder farmers.

<sup>21</sup> E.g. availability and condition of the following: water sources; housing; sanitation services; media for disease carrying vectors (e.g. mosquito breeding grounds); pollution of all types.

<sup>22</sup> Primary health care services include: services to provide a healthy, clean, unpolluted, un-infested living environment; good housing; accessible, safe, clean, (potable) water; good accessible sanitary facilities (toilets, bath, etc.); safe food supplies and good nutrition; health education; immunization; family planning services;

<sup>23</sup> Malaria, cholera, diarrhoeal, schistosomiasis, TB, dysentery, typhoid

<sup>24</sup> Give estimates for those who practice modern farming methods and those who do not, separating female producers from male ones in both cases.

<sup>25</sup> What is 'formal' or 'informal' will be country specific (according to the size and level of economic development of the country) and will be measured by amount of capital invested in the business (size of the business) and/or turnover, number of employees and record keeping.