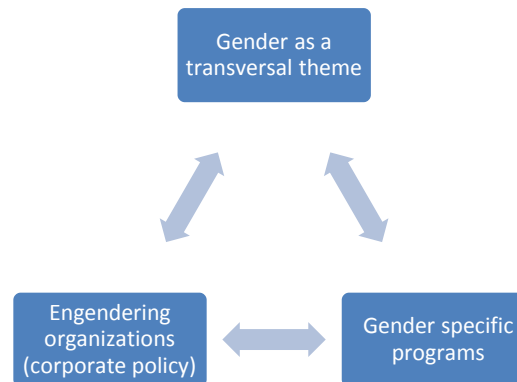


# Gender Action Plan of the Embassy of Switzerland in the Kyrgyz Republic 2016-2017

**Overall Objective:** The Swiss Cooperation contributes to promoting gender equality in Kyrgyzstan by mainstreaming gender in its operations, ensuring its incorporation into institutional policy and supporting the implementation of national gender policies through gender-specific programming.

Gender is a transversal theme for SDC and SECO projects. In accordance with the SDC Gender Policy and SECO Gender Equality Guidance, and in line with the recommendations elaborated during the Mid-Term Review 2015, the Embassy of Switzerland in the Kyrgyz Republic commits itself towards adopting a more strategic approach to promoting gender equality. Despite some progress made, a more systematic approach to gender mainstreaming (GEM) is necessary to achieve more meaningful results both in operations and in corporate performance. The 2015-2016 Gender Action Plan addresses challenges identified during MTR, incorporates its recommendations, and proposes measures for improved GEM coordination and results. The activities are grouped by the following priorities:



## 1. Engendering organizations: Corporate policy dimension

### **Expected result: Reinforced commitment, strengthened capacities and improved knowledge management**

Meaningful integration of gender equality on institutional and operational levels is not possible unless all the staff of the SE and of the Swiss-funded projects have gained personal understanding, basic knowledge and commitment. Long-term commitment requires continuing capacity building, knowledge management and an enabling environment. The SE staff shall be able to communicate/ promote gender equality approach and to use opportunities to transfer knowledge to their partners at all levels. This is possible only when management and staff have a clear vision on gender issues in their thematic areas, on how to ensure GEM in PCM, and how it contributes to the implementation of national programmes. In turn, the SE shall create an enabling

environment by providing platforms for capacity building, exchange of best practices, as well as access to expertise and research data, including on context changes and policies. The SE shall also integrate gender in procedures and organizational culture.

## 2. Gender as a transversal theme

### Expected result: Improved operationalization of GEM

Effective GEM in PCM implies management’s leadership, allocation of resources (budget, time, human) and distribution of tasks/roles within the project team. An appointed gender focal point shall coordinate the GEM efforts. GEM starts from planning. A gender baseline analysis is critical as it helps identify gender-related gaps and the root causes of inequalities that shall be addressed further in PCM (targets, strategies, objectives, activities, communications, M&E, indicators, impact assessment), and in steering. The SE shall provide tools (Gender [toolkit](#), SDC [checklist](#), SECO [checklist](#)), monitor and give feedback on GEM.

## 3. Gender-specific programming

### Expected result: Increased contribution to the implementation of national programmes on gender equality through gender-specific interventions

In addition to mainstreaming gender in its programmes and projects, the SE is also seeking to identify entries to support, through a dedicated project or contribution, the implementation of national gender action plans and to fund gender-specific interventions through its Small Actions program.

Activities	Indicators	Responsible	Timeframe	Comments
<b>1. Reinforced commitment, strengthened capacities and improved knowledge management</b>				
1.1. Adjust working and travel conditions to meet specific needs of women and men. Career advancement and promotion of women and men	# of internal procedures/rules adopted and integrated into Organizational Manual  Criteria for senior positions developed Capacity building plans	Management BATAL	February 2016	Organizational Manual to respond to specific needs of women and men TBD: e.g., providing one hour extra for breast-feeding women on the basis of the Article 309 of the Kyrgyz Labor Code; distance working and/or flexible hours in specified cases (such as illness of children, breast-feeding); opportunity for part-time working and unpaid leave with a reservation of working place for a fixed term; special

					travel conditions for female employees (availability of sanitation facilities)
1.2.	Develop gender competence by organizing a training event for the Embassy staff and Swiss-funded projects' staff	ToR, agenda, training report; identified next steps (e.g. gender focal points in projects, guidelines for reporting on gender, # of women and men in decision-making positions etc.) and tools adapted to the local context	ZAE + consultants	March-May 2016	5-6 project to participate in the training as pilots  Estimated CHF XXX
1.3.	Develop a learning mechanism for staff on gender (e.g., including the topic into programme meetings etc.)	# of meetings creating a space for staff to exchange and reflect on gender	Management, ZAE, consultants	2016-2017	It could include a long-term expertise (backstopping mandate)
1.4.	Establish shared responsibility for GEM by introducing it in ToR	GEM incorporated in job descriptions, ToR	Management	February 2016	
1.5.	Participate actively in gender networks (SDC Gender Network, Regional Community for Practice Exchange, Gender Network at DPCC level).	Contributions to gender networks, e-discussions;	ZAE	Continuous	Knowledge management, inter-program collaboration
<b>2. Improved operationalization of GEM</b>					
2.1.	SDC projects and SE allocate resources for GEM	Gender budget lines; gender focal points (GFP) designated in projects with % of time for gender	Management, NPOs	Continuous	Budget TBD; Budget line for gender in CPs
2.2.	Review of portfolio from a gender perspective: gender analysis of all domains	Recommendations on GEM in domains	ZAE + NPOs+ consultants	January-March 2016	Budget TBD
2.3.	Inclusion of gender analysis (context, baseline) into new projects/programs	# of projects	NPOs	2016-2017	Several projects as pilots (gender to be included at the planning stage and in the project budget)
2.4.	Introduce gender in the results	Results framework and	NPOs	January-	The next Strategy: during Thematic

	framework and define gender-sensitive monitoring indicators for each domain and the country program ( <i>Strategy level</i> )	indicators available and part of monitoring matrix		March 2016	Review and the preparation of the Preliminary Note
2.5.	Gender specific objectives, indicators and targets are developed for individual projects and meaningful sex-disaggregated data is collected ( <i>Project level</i> )	# of best practices from operational reports; # of projects that have gender-specific objectives, indicators and targets	NPOs, ZAE	Continuous	Planning stage Provide support if requested by projects
2.6.	Provide inputs to documents developed by SE (CPs, End of phase reports, annual reports, MERV, ToR of evaluations) and projects (ProDocs, logframes, operational reports etc.)	Inputs on gender	ZAE	Continuous	During OPZ and upon request
2.7.	Introduce GEM in tender documents, contracts with project implementing partners.	Gender clauses in tender documents and contracts	Management	Continuous	Contracts with implementing agencies and partners state that gender mainstreaming is an essential component of the collaboration agreement and that achievement on gender is part of the reporting.
<b>3. Increased contribution to the implementation of national programmes on gender equality through gender-specific interventions</b>					
3.1.	Introduce gender-specific programming to address strategic gender needs	Project idea developed	ZAE	September 2016	Draft an EP for gender-specific intervention. Identify possible entries for SDC to support national gender policies, action plans.
3.2.	Participate in technical coordination meetings of donors and other stakeholders; working groups on gender equality related issues	Minutes of meetings	ZAE Management	Continuous	Strengthen relations with civil society, think tanks, local experts on gender
3.3.	Participate in the 16 days of activism against gender-based violence campaign	# of projects supported	ZAE, MOLDJ	November 2016	Proactively look for projects to be supported and ensure visibility of the Embassy in the campaign