

## ASIA DIVISION GENDER EQUALITY MAINSTREAMING ACTION PLAN 2021-2024

### OVERALL GOAL:

**The Asia division's efforts in gender equality at operational and management level are increased so as to contribute towards sustainable and inclusive prosperity in Asia.**

Note: This action plan defines objectives, activities and processes at headquarter level including support from headquarter to Swiss Cooperation Offices/Embassies. It is therefore complementary to the gender equality mainstreaming action plans of the individual SCOs/Embassies. The SCOs/Embassies shall keep their action plans which are tailored to the respective contexts and needs but can of course seek inspiration from this HQ plan. Progress in implementing this action plan will be monitored annually (November/December).

2021-2024	2021			
<b>OBJECTIVE 1: MANAGEMENT</b> SDC Asia division staff (headquarter, Swiss Cooperation Offices/Embassies) understand and implement gender equality and women's empowerment measures in management, policy and operational processes.				
GENERAL ACTIVITIES	WHAT	WHO	WHEN	ANNUAL PROGRESS
1.1 SDC Asia division has a joint plan and understanding how to promote and strengthen gender equality in management, policy and operational processes	Develop, consult, finalize and disseminate the gender equality action plan for the Asia division (HQ)	ASU (Lead), gender focal points Asia division, all staff Asia division HQ and SCOs/Embassies	Q1	
	Annual review of the action plan and planning for the next year	ASU (Lead), gender focal points Asia division, all staff Asia division HQ and SCOs/Embassies	Q4	
1.2 Ensure and assess adequate human resources for gender equality mainstreaming at HQ and SCOs/Embassies	Reflect on the ToR of gender focal points in the Asia division (HQ and SCOs/Embassies) and suggest efficient and effective ways for gender equality mainstreaming	ASU (Lead), all gender focal points	Q2	

	Discuss suggestions for ToR of gender focal points with the management (e.g. Asia management meeting)	Management, gender focal points (HQ and SCOs/Embassies)	Q3-4	
	Include activities and responsibilities for gender equality, social inclusion and diversity in MbOs of gender focal points and, ideally, in MbOs of all staff	Management (Lead), gender focal points Asia division, all staff Asia division HQ	Q1	
1.3 Aim for gender balanced and diverse teams incl. management teams in the Asia division HQ and SCOs/Embassies	Ensure that gender balance and diversity in teams is taken into account as one aspect in recruitment processes / annual transfer process.	Management	ongoing	
1.4 Gender equality is a regular agenda item in internal discussions (at HQ, between HQ and SCOs/Embassies) and in policy dialogue	Provide updates on gender related issues at the weekly Asia division team meeting (e.g. programmatic and organisational level, from the Asia division and the SDC gender network)	ASU, all staff Asia division HQ	ongoing	
	Include gender equality regularly in the agenda of the Asia management meeting (between HQ and SCO/Embassies) and, where relevant, invite gender focal points from HQ and SCOs/Embassies to join the discussion	Management, gender focal points	ongoing	
	Assess gender equality aspects (programmatic and organisational) during missions and include it in the mission reports	All staff Asia division HQ	ongoing	
	Include gender equality in policy dialogue (e.g. political dialogue with SDC partner countries)	Management, PBs	ongoing	
<p><b>OBJECTIVE 2: OPERATIONAL</b>  Gender equality is systematically and comprehensively mainstreamed in all projects/programmes (PCM) and country programme processes (programmatic, financial and management aspects) that pass through HQ</p>				
<b>GENERAL ACTIVITIES</b>	<b>WHAT</b>	<b>WHO</b>	<b>WHEN</b>	<b>ANNUAL PROGRESS</b>
2.1 Provide support from HQ so that country and regional programmes mainstream gender	HQ to provide feedback on gender equality aspects in draft country / regional programmes (2021: esp. Mekong, Bangladesh, Mongolia)	ASU (Lead), LLU, PUYPH	Q2, Q3	

equality and contribute transformative results	Suggest modalities how to more systematically assess gender equality aspects when reviewing annual reports of SCOs/Embassies at HQ	ASU (Lead), PBs	Q3, Q4	
	Include gender equality aspects in the management response to the annual reports of SCOs/Embassies at HQ	PBs, Management	Q4	
2.2 Gender equality is adequately reflected in all EPs/CPs passing through HQ	Discuss gender equality aspects of all EPs/CPs in the Asia Mini OpCom at HQ and include findings and recommendations in the minutes	ASU, all PBs, Management	ongoing	

### OBJECTIVE 3: LEARNING, KNOWLEDGE MANAGEMENT AND COMMUNICATION

The gender focal points within the Asia division have adequate competencies and capacities in gender equality mainstreaming and to support staff in their respective division/SCO/Embassy in mainstreaming gender equality, aiming for gender transformative results and proactively communicating about gender related results.

GENERAL ACTIVITIES	WHAT	WHO	WHEN	ANNUAL PROGRESS
3.1 Facilitate capacity building among gender focal points on specific aspects of gender equality mainstreaming and gender transformative approaches	Conduct short peer learning sessions and sharing of best practices among gender focal points of the Asia division (exact topics to be defined, based on needs of gender focal points; e.g. how to best mainstream gender equality in new country/regional programmes). Short summary of discussion and next steps shared after the session. Gender focal points may replicate these sessions within their own division/SCO/Embassy.	ASU (Lead), all gender focal points, (SDC gender focal point and other resource persons)	ongoing	
	Share within the gender focal point team information about capacity building and learning opportunities offered within and outside of SDC	ASU, gender focal points	ongoing	
3.2 Facilitate peer support among gender focal points in SCOs/Embassies and, where possible, mutual participation (physical/virtual) in key moments	Identify needs and expertise on gender equality mainstreaming in upcoming processes in SCOs/Embassies and suggest a "matching" for peer support	ASU (Lead), all gender focal points	Q2	

3.3 Contribute to discussions and learning moments of the SDC gender network (as per the annual plan of the network)	Together with the West Africa division, prepare a learning session on gender and intersectionalities	ASU and SDJ (Lead), gender focal points	Q3	
3.4 Contribute to internal and external communication on the Asia division's gender equality efforts and results	Suggest approaches for internal and/or external communication in terms of gender equality, ahead of international days (e.g. International Women's Day 8 March, the 16 days of activism against GBV from 25 November to 10 December) and other relevant occasions. Provide global facts and figures and general policy messages incl. about SDC's commitments in terms of gender equality	ASU, gender focal points	ongoing	
	Inform SDC's annual and other reports with gender equality results from the Asia division (e.g. Annual Report SDC-SECO, Annual SDC Status Report on Gender Equality)	ASU, gender focal points	Q3-4	
3.5 Through social/cultural activities, stimulate reflection and discussions in the Asia division on gender equality	Organize a mini Asia division film festival	ASU, gender focal points	tbc	

Final version, 8 March 2021