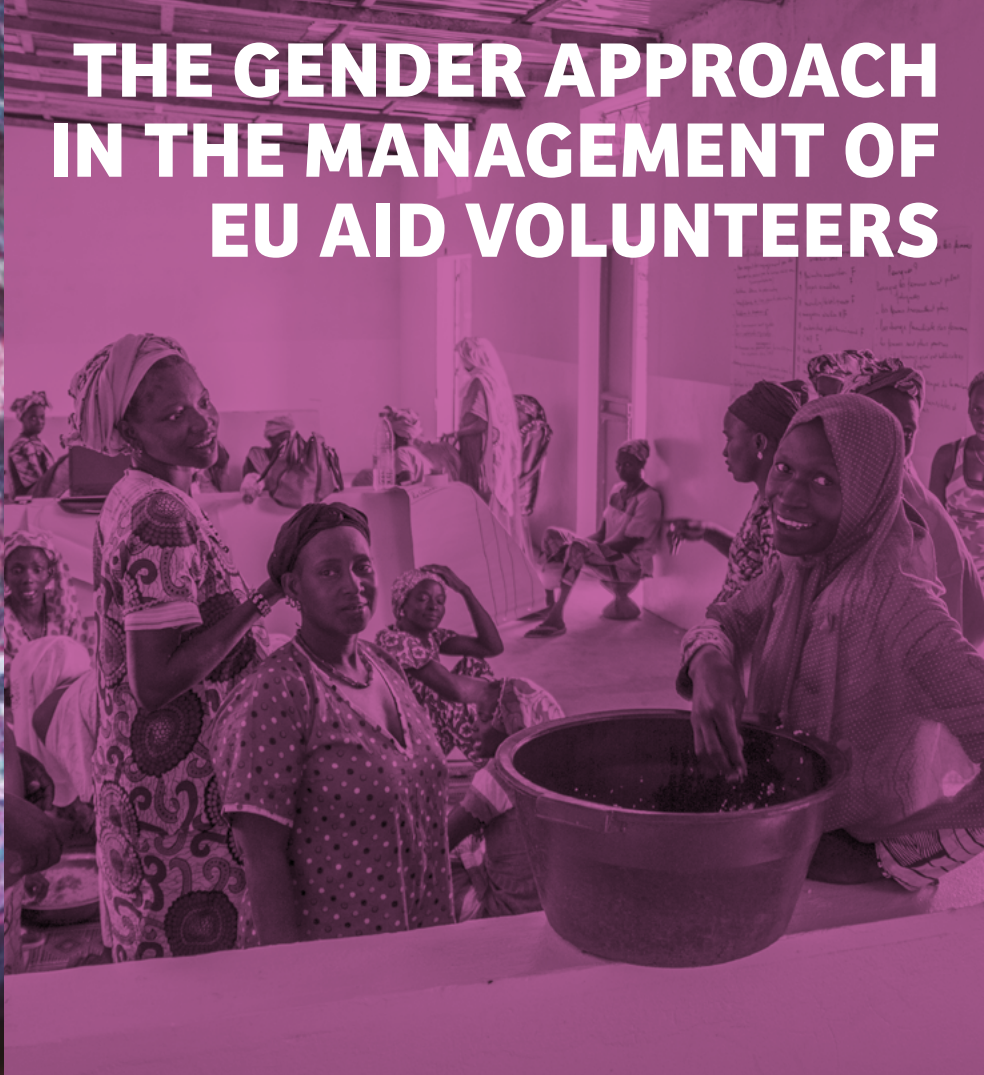




EU Aid Volunteers
We Care, We Act



**THE GENDER APPROACH
IN THE MANAGEMENT OF
EU AID VOLUNTEERS**



Alianza
por la
Solidaridad



www.gvc-italia.org



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1

INTRODUCTION TO THE GUIDE





The EU international volunteering scheme, the EU Aid Volunteers Initiative has been launched in line with the European Consensus on Humanitarian Aid and its principal objective focuses on strengthening the Union's capacity to provide needs-based humanitarian aid. This aid aims to preserve life, prevent and alleviate human suffering and maintain human dignity. Furthermore it will work to strengthen the capacity and resilience of vulnerable or disaster-affected communities in third countries, particularly by means of disaster preparedness, disaster risk reduction and by enhancing the link between relief, rehabilitation and development¹.

Volunteers' contributions in potentially strengthening the aid linkages is recognised in all the legal documents funding the Initiative.

The definition of humanitarian aid applied by the EU Aid Volunteers Initiative (EUAVI) is quite broad and encompasses a multitude of activities and projects from more traditional humanitarian projects such as Water, Sanitation and Hygiene (WASH) projects, and community development projects aimed at training local volunteers to prepare for disasters.

Likewise, in accordance with the European Consensus on Humanitarian Aid, gender considerations are systematically taken into account in EU humanitarian assistance. The Consensus highlights the importance of integrating gender considerations, including protection strategies against sexual and gender based violence and promoting the active participation of women affected by crisis in the humanitarian response².

Given the scope and foundation of the EU Aid Volunteers Initiative, Alianza por la Solidaridad, together with its partners worked to create the Technical Assistance project for prospective volunteer sending organisations who hope to become accredited under the EU Aid Volunteers Initiative. This Technical Assistance included specific training and guidelines on gender-sensitive approaches in organisational processes, including volunteer management processes.

The Consortium strongly subscribes to the idea that no action is gender neutral and that gender equality and women's empowerment is at the very heart of human rights. Gender equality should therefore be reflected in all aspects of our programmes and activities.

Moreover, taking into account the specifics of the humanitarian contexts where volunteers will be deployed, it is crucial for all the parties involved in the initiative to understand that natural disasters and man-made crises are not gender-neutral – they exert different impacts on women, girls, boys, men and elderly people. Gender analysis is crucial to ensure that the assistance reaches the most vulnerable and responds adequately to the differentiated needs and abilities of different groups.

Consequently, the aim of this guide is to provide organisations with a better understanding of gender, and its implications for the planning and programming of actions.

Integrating a gender perspective requires an integrated approach at different levels. Management commitment to and support for gender mainstreaming is essential. Given the role of organisations managing volunteers within the EU Aid Volunteers Initiative, this document's aim is to serve as a tool to assist organisations when self-assessing and putting in place policies and actions that include a gender-sensitive perspective. This tool should assist in developing a gender-sensitive approach for organisational structures and processes (in particular those related to volunteer management), developed projects, as well as a methodologies used to assess the impact of gender on humanitarian interventions.

¹ Regulation (EU) N° 375/2014 of the European Parliament and of the Council establishing

² DG ECHO, 2017, Gender: different needs, adapted assistance, http://ec.europa.eu/echo/files/aid/countries/factsheets/thematic/gender_en.pdf

The EU Aid Volunteers Initiative itself establishes the duty of participating organisations to show a commitment to the principles of equal treatment, equal opportunities and non-discrimination. These principles should be fully integrated into the procedure for identification, recruitment, selection, and preparation of volunteers and into performance management policies and practices.³

Furthermore, the Regulation establishing Initiative states that its objective shall be attained through the added value of joint contributions of EU Aid Volunteers, expressing the Union's values and solidarity with people in need and visibly promoting a sense of European citizenship⁴ (Art. 4 - REGULATION (EU) No 375/2014).

This shows the necessity of integrating a gender-sensitive approach in both project development and organisational structures. All staff and volunteers need to understand what gender awareness is and how it relates to their work.

An organisation's internal processes should be structured to facilitate a gender perspective in its day-to-day activities, enabling volunteers to reflect on the impact of their actions, and explaining their role in promoting and generating change through the lens of gender.⁵

As many examples show, volunteering is a strategically viable global mechanism through which new global goals and targets can be supported and it is our duty to make sure that the fight against inequalities is one of these goals.

3 COMMISSION DELEGATED REGULATION (EU) N° 1398/2014, laying down standards regarding candidate volunteers and EU Aid Volunteers, http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL_2014_373_R_0003

4 REGULATION (EU) No 375/2014.

5 Example of the EU Aid Volunteer's testimony on gender work in Tunisia: Valentina Tartari, <https://volonteurope.eu/first-impressions-eu-aid-volunteer-gvcs-gender-work-rural-tunisia/>



NOTES



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2

OUTLINE: WHAT EXACTLY IS A GENDER APPROACH?





TALKING ABOUT GENDER IS TALKING ABOUT HUMAN RIGHTS

In order to understand how to incorporate a gender perspective, we must review some concepts that will allow volunteers to work with a focus on gender. When we talk about a person's sex, we are talking about the biological differences between men and women. Gender does not refer to sex, but to the behaviour that men and women acquire through living in their societies.

These behavioural patterns are assigned by society according to sex, and vary depending on which societal background you belong to.

Equality between women and men should focus on change for all people regardless of gender, and work to achieve more equitable relationships based on a new perception of the rights and responsibilities of women and men in all areas, including the domestic sphere and in the workplace.

A key challenge in advancing this aim is encouraging men to be partners in the processes that will create a more equitable society, both in theory and in practice.

A gender-sensitive approach means questioning the unequal relationship between women and men, recognising that they do not have the same opportunities or rights, and trying to generate transformation. Sexual differences form the basis of inbuilt social inequalities, and these inequalities constitute a human rights issue.

Women currently living in situations of vulnerability, displaced people and refugees continue to suffer disproportionately from rape, attacks and sexual abuse. International Humanitarian Law (IHL) often remains unenforced.

Violence against women (VAW) is a form of discrimination and a serious human rights violation according to International Human Rights Law.

As a result and within the framework of international law there are some specific human rights instruments and resolutions which serve as international tools for the protection of women. Some of these tools, focussing on the eradication of violence against women are outlined below.

These tools are essential for observing, studying and protecting against VAW, which remains very high and contravenes the rights of humans to be treated with dignity, in an environment free from any kind of violence or discrimination.

SOME OF THE MOST IMPORTANT INTERNATIONAL TOOLS FOR THE PROTECTION OF THE RIGHTS OF WOMEN



1943

THE CAIRO CONFERENCE

Program of Action was established, which not only established lines of action for development and links among the population, but also makes special mention of the situation of women period to meet demands and needs rather than setting guidelines on demographics.

<https://2001-2009.state.gov/r/pa/ho/time/wwii/107184.htm>



1979

CEDAW. CONVENTION ON THE ELIMINATION OF ALL FORMS OF DISCRIMINATION AGAINST WOMEN

Visibility of violations of women's human rights, forces Members States to ratify the Convention and be responsible for such cases.

They deal with Sexual and Reproductive rights violations such as trafficking, slavery, abortions or early pregnancies, and have grave consequences on the health of women and are in violation of the protection of sexual and reproductive rights. Child marriage and female genital mutilation (FGM) are also currently key reproductive and sexual rights issues.

<https://www.un.org/womenwatch/daw/cedaw/>



1994

CONVENTION BELÉM DO PARÁ

Through this inter-American convention, they have sought to establish a political commitment to highlight the serious human rights violations suffered by women in relation to different types of violence. It also required the formulation of national plans, the creation of campaigns and protocols to strengthen the inter-American human rights system.

<http://www.oas.org/juridico/spanish/tratados/a-61.html>



2000

RESOLUTION 1325. WOMEN, PEACE AND SECURITY

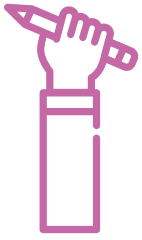
A commitment to women's leadership for peace renovation, as well as paying special attention to the needs of women and girls during post-conflict reintegration and resettlement.

<http://www.un.org/en/peacekeeping/issues/women/wps.shtml>



OUTLINE: WHAT EXACTLY IS A GENDER APPROACH?

NOTES



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3

WHY DO WE NEED TO FOCUS ON THE GENDER APPROACH?





WHY DO WE NEED GENDER MAINSTREAMING IN HUMANITARIAN AID VOLUNTEERS?

Incorporating a gender perspective by including it within processes of development and equity positions women as agents of social change.

The incorporation of a gender perspective is not only a necessary working tool, but also a strategy to be implemented in all policies in order to develop a society based on equal opportunities. This is the concept of gender mainstreaming.

Gender Mainstreaming is a globally accepted strategy for promoting gender equality. Mainstreaming is not an end in itself but a strategy, an approach, a means to achieving the goal of gender equality. Mainstreaming involves ensuring that a gender perspectives and focus on the goal of gender equality are central to all activities-policy development, research, advocacy and dialogue, legislation, resource allocation, and planning, implementation and monitoring of programmes and projects.⁶

THOROUGH EMPOWERMENT PROCESSES WOMEN CAN BE INCLUDED IN:

POLITICAL AREA

They have access to decision making; they are part of the democratic processes and agreements of the country; they are managers and components of the changes that come from the political spaces.

SOCIAL AREA

They have access to education; they have good access to the health system; They have tools that allow them to be involved in spaces of social participation and decision making.

INDIVIDUAL AREA

Empowering women will develop self-esteem, decision-making, leadership skills, and allow them to enter public spaces with greater ease. Empowering individuals will result in collective power.

On the other hand, gender can contribute to inequality as the socially constructed gender roles maintain women's subordinate position in society.

Understanding these differences and the impact they have on development is a key objective of gender mainstreaming.

⁶ More Information: <http://www.un.org/womenwatch/osagi/gendermainstreaming.htm>

"If the development is not engendered, it is endangered. And if poverty reduction strategies fail to empower women they will fail to empower society." (Human Development Report, UNDP, 1997)⁷

One of the considerations that we must keep clear is that no action is gender neutral.

The fact that gender is not neutral means that social development work often fails to appreciate the differences and needs of both sexes, and therefore this contributes to the situation of inequality between men and women in all areas.

It is also important to understand that gender equality does not mean that men and women are the same, which is a common mistake in society.

WHY IS IT IMPORTANT THAT EU AID VOLUNTEERS INCORPORATES A GENDER PERSPECTIVE?

As mentioned, the EU Aid Volunteers Initiative has been launched in line with the European Consensus and the scheme's principal aim focusses on strengthening the Union's capacity to provide needs-based humanitarian aid.

Consensus recognised the necessity of gender approach in EU humanitarian assistance, developing the guidance document 'Staff Working Document on Gender in Humanitarian Assistance: Different Needs, Adapted Assistance', and by the introduction of the Gender and Age marker tool to assess, promote and track gender- and age-sensitive humanitarian interventions.

The EU Aid Volunteers Initiative, launched and promoted by the Commission's Humanitarian Office (ECHO) should therefore support the implementation and achievement of these considerations, i.e. gender and age need to be considered in the humanitarian response to ensure that the assistance reaches the most vulnerable and that it responds adequately to the differentiated needs and abilities of different groups⁸.

This approach should be reflected in all stages of the EU Aid Volunteers management cycle, starting from the needs assessment and task identifications, up to the debriefing of volunteers.

Good understanding amongst humanitarian aid volunteers of social relationships and influential factors like race, class, age, status, roles, disability and culture is therefore crucial for the delivery of mission that seeks to improve issues of inequality and empower women. These results can be achieved by both specific gender-related and other technical tasks of EU Aid Volunteers, as well as by volunteers raising awareness and promoting the gender-sensitive perspective in all areas of society through their attitude and everyday activities (regardless of the technical assignments).

Adequate training and a code of conduct is therefore of paramount importance for volunteers and organisations wishing to incorporate a gender perspective and practice intercultural sensitivity.

Also, by undertaking technical assignments traditionally gendered as "male" roles, female volunteers may play a role in breaking gender-related stereotypes and traditional limitations. Also, engagement in institutional processes such as decision making, planning and implementation, may contribute to holding governance actors accountable and draw attention to the specific interests of women and men in their different contexts, promoting a response that is adequately suited to the differentiated needs of different groups.

As mentioned, EU Aid Volunteers' mission profiles and functions are needs-based and directed by local partners and may vary from administrative up to very technical ones. These may also include specific tasks that comple-

⁷ More information: http://hdr.undp.org/sites/default/files/reports/258/hdr_1997_en_complete_nostats.pdf

⁸ DG ECHO, 2017, Gender: different needs, adapted assistance: http://ec.europa.eu/echo/what/humanitarian-aid/gender-sensitive-aid_en



ment gender programmes and projects of hosting organisations⁹, focusing on women's empowerment, gender based violence and other issues, guaranteeing support and building resilience in vulnerable communities.

A gender-sensitive perspective can help volunteers identify and therefore address their contributions:

- Risks related to the type of activity and behavioural patterns that stereotypes and roles of masculinity or femininity establish.
- The influence of gender on social perception and how women and men are treated.
- Differences in access to resources and decision-making processes.
- The limitations imposed and discrimination based on gender.

A necessary point to bear in mind is that a gender perspective does not benefit one sex or the other, but rather seeks to identify and support the most vulnerable members within the population, and therefore the aim is not to generate inequality but to reverse existing inequality.

⁹ See the testimony of EU Aid Volunteer - gender specialist in Tunisia: <https://volonteurope.eu/first-impressions-eu-aid-volunteer-gvcs-gender-work-rural-tunisia/>

4

WHY USE GENDER TOOLS?





The tools for analysis and the gender approach allow for research which establishes working patterns from the most participatory and real working models, to include equality in all the structural spheres of various projects.

The main objective of this section is to prioritise and articulate the actions of the gender perspective in all phases of the project to ensure that gender mainstreaming is incorporated.

The three main structures for analysing the gender approach are shown below. The following sections describe the phases that make up each structure, and in each of the phases a series of questions that will help analyse and incorporate the gender approach. It is not necessary for all questions to be answered, and will depend on the goals and functions of the project.

- **Examples:**

MACRO LEVEL

Issues related to the design of policies in both the home country and host countries.

- › In order to achieve valuable improvements in the organisation which is adapted to the new social dynamics, the incorporation of gender equality must have a focus on social responsibility, to eliminate the different forms of discrimination based on gender and to incorporate new ones such as the balance between family, work and domestic life.
- › This is to ensure that women also participate in the design and decision-making processes of the organisational policy, starting with the recognition of the different situations between men and women and matching their situations.

MESO LEVEL

The gender issue is central in development and aid institutions, particularly in counterpart organisations.

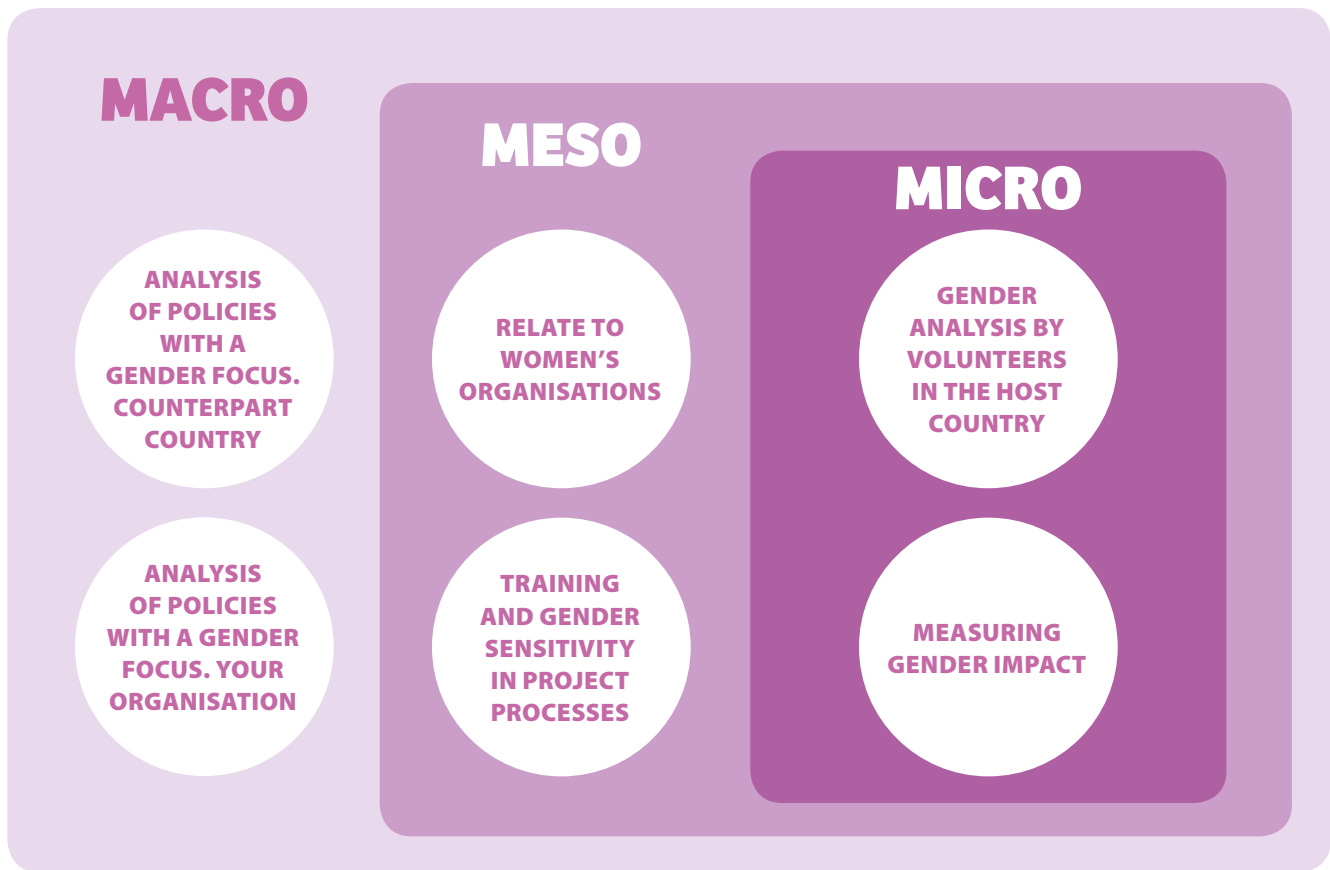
- › Raise gender awareness among project leaders as well as establish relationships with counterpart organisations, working together on gender training in both areas.

MICRO LEVEL

Gender analysis focuses on target groups of measures and indicators on gender-specific differences.

- › Elaboration of materials and guides on how to include gender in all work processes for volunteers and request monthly reports and evaluations demonstrating and following the progress of a gender perspective in the host country.

To do this, it is important to help identify at each level whether the inclusion of the gender perspective is being correctly implemented. Once this diagnostic phase has been carried out at different levels, the focus will be on implementing the different tools to include a gender approach appropriate for the organisation, volunteering posts or projects.



CRITERIA AND ACTIONS TO BE UNDERTAKEN IN ORDER TO ENSURE GENDER MAINSTREAMING IN AN ORGANISATION'S INTERNAL PROCEDURES

The gender approach aims to develop internal policies that help to define objectives and goals according to the diverse realities of women and men.

In cases where the organisation itself does not have a gender expert for the support and supervision of the gender perspective in all its phases, it is necessary to outsource an expert in the relevant gender issues.

• **In order to achieve this:**

A series of objectives must be included, and should be established with criteria and actions that demonstrate how gender equality can be integrated, for example:

- **Based on the promotion of equity.**
- **Elimination of stereotypes and the creation of gendered spaces.**
- **Wage gap or glass ceiling.**



TABLE TO DEFINE THE OBJECTIVES AND THE CRITERIA, AND PURPOSE

OBJECTIVES	CRITERIA TO CONSIDER	PURPOSE
VISIBILITY	<ul style="list-style-type: none"> Disaggregate data by sex in the diagnosis of the organisation. Establish internal regulations to favour a balance between private and public life. Use of inclusive language* Stronger presence and representation of women in decision-making positions within the organisation. 	<ul style="list-style-type: none"> Detect how working conditions affect the organisation. Detect the needs of men and women and take them into account. To promote communication and make women aware of what field work entails for them.
AUTONOMY AND INDEPENDENCE	<ul style="list-style-type: none"> Create spaces for decision-making and working groups that help to implement equality goals. Establish a regulation for the elimination of gender roles and stereotypes. Create a code of conduct and harassment protocols for situations of gender based discrimination. 	<ul style="list-style-type: none"> Empowerment when deciding on resources and projects to be used within the organisation. Eradicate subordination or limitations regarding decision-making capacity. Regulate power relations that can influence issues such as workplace harassment or sexual abuse at work.
PARTICIPATION/ TRAINING	<ul style="list-style-type: none"> Joint quotas in the participation of activities. Technical training of staff on gender issues. Development of internal capacity established as a requirement or the possibility of allocating financial resources for efforts to incorporate the gendered perspective. 	<ul style="list-style-type: none"> Establish a balanced relationship between the participation of men and women. Show women as generators of change and avoid the glass ceiling effect. Raise awareness on the need to acquire training on gender perspectives.
NETWORK AND TEAMWORK	<ul style="list-style-type: none"> Establish ongoing relationships with other women's organisations to improve inclusive policies. Focal group meetings and evaluative questionnaires to promote participation. Teamwork methods that encourage staff to learn about how organisation can improve on gender issues. 	<ul style="list-style-type: none"> To be aware of the reflections that are being made and the organised groups that affect women. Staff will feel the benefits of teamwork and can share their learning experiences related to gender.
ECONOMIC TRANSPARENCY	<ul style="list-style-type: none"> Establish quotas to promote equal pay between women and men. Include monitoring mechanisms to avoid the wage gap. Avoid "punishing" women economically by having to deal with household issues. Encourage men to join in equal division of house and care-related work. 	<ul style="list-style-type: none"> Eradicate the wage gap. Eradicate unfair dismissals for maternity or family care. Empower men to assume responsibility and support initiatives to improve female employment.
FOLLOW-UP OF THE INCORPORATION OF THE GENDER APPROACH	<ul style="list-style-type: none"> Create a council or working group to evaluate and measure the impact of gender policies. Review political documents. 	<ul style="list-style-type: none"> Strengthen and improve actions and measures that favour the inclusion of a gendered perspective in the organisation.

* Non-gendered language that aims to correct pervasive androcentrism in speech and writing.

CRITERIA AND ACTIONS TO BE UNDERTAKEN IN ORDER TO ENSURE GENDER MAINSTREAMING IN THE INTERNAL VOLUNTEER PROCEDURES



PHASES	ACTIONS	CRITERIA TO BE UNDERTAKEN IN ORDER TO ENSURE GENDER MAINSTREAMING
1 IDENTIFICATION OF TASKS	Definition of tasks and profile	<ul style="list-style-type: none"> • Training on equality and gender for responsible staff, especially at management level. • Determining objective criteria, such as technical knowledge and responsibilities, without adding unnecessary requirements for the development of the post that would exclude persons valid for the post; and that would restrict the accessibility to the post to sex or family circumstances. • Include gender neutral and non-sexist language throughout all the processes.
	Competence framework	<ul style="list-style-type: none"> • Incorporate Diversity and Inclusion competence: Treats all people with dignity and respect; shows respect and sensitivity towards gender, cultural and religious differences; challenges prejudice, bias and intolerance in the workplace; encourages diversity wherever possible.



<p style="text-align: center;">2</p> <p>IDENTIFICATION AND SELECTION OF VOLUNTEERS</p>	<p>Call and submission of applications</p>	<ul style="list-style-type: none"> • The application forms, tests or interviews should be reviewed to avoid any stereotypes or issues that may lead to discrimination (e.g., asking in the application forms for personal details such as marital status, or the number of children). • Avoid in the vacancy call any terms that may lead to indirect discrimination (such as "only people without family responsibilities"). • Include in the call reference to the organisation's commitment to equal opportunities, stating explicitly that the organisation promotes equal opportunities from a gender perspective. • It should be ensured that the any tests required do not have inherent gender biases that lead to an unequal evaluation of the characteristics traditionally considered masculine and feminine. • Do not introduce biases or preferences based on sex, use non-gendered language and incorporate (if necessary) drawings or photographs representing both sexes. • Guarantee the publication of advertisements and calls for volunteers in recruitment media and sources that reach both women and men, taking into account the characteristics of the professional profile.
	<p>Review of applications</p>	<ul style="list-style-type: none"> • Based on previously defined objective criteria. • Do not separate female candidates from male candidates.
	<p>Interviews</p>	<ul style="list-style-type: none"> • Follow the questions and structure previously established avoiding improvisations that may lead to subjective judgement on gender roles against technical profiles. • Ask questions that relate exclusively to the job requirements that can be used for candidates of both sexes. • Avoid personal and private questions, as well as differential issues of men and women, ensuring that they relate exclusively to the requirements of the job. • Evaluate the ability to listen and sensitivity to issues of social inequality, in particular those relating to gender.
	<p>Selection of candidates for training</p>	<ul style="list-style-type: none"> • Carry out an assessment on purely technical issues, without sex distinction in the candidacies. • When there is a match between different candidates under suitable conditions, analyse the number of women and men in the department to which the position is ascribed and select the candidature of the less represented sex. • Raise awareness amongst all those participating in the selection processes via specific training or appropriate documentation.

<p style="text-align: center;">3</p> <p>PREPARING</p>	<p>Training</p>	<ul style="list-style-type: none"> • Ensure that the training curriculum includes a specific module on the gender approach and its application in humanitarian action.
	<p>Briefing sessions organisation</p>	<ul style="list-style-type: none"> • Specific reflection session on gender in humanitarian aid and the approach that the sending and hosting organisations are applying in their projects.* • Participatory approaches to promote and develop potential indicators and actions to be implemented in the field. • Generate a planning document with the activities and possible limitations to take into account.

* You can find materials and scenarios for exercises here: <http://www.ifrc.org/PageFiles/95749/B.c.02.%20Gender%20perspectives%20IFRC.pdf>

4

LOGISTIC ASPECTS

Ensure insurance and medical check

- Ensure comprehensive medical and professional knowledge of issues that affect women, such as problems relating to sexuality or reproduction.

Providing allowances and accommodation

- Together with the hosting organisation, ensure the adequate accommodation conditions that satisfy the context-specific security, health and safety and gender-based requirements.

Travel arrangements

- Together with the hosting organisations, ensure adequate accommodation conditions that will address the security, health and safety and gender-based requirements, specific to the context.

Providing mentoring

- Ensure that mentors assigned to volunteers take into account the differentiated needs of male and female volunteers according to the specifics of the country of deployment.

Providing adequate working conditions

- Together with the hosting organisation, ensure the needs of volunteers are considered, especially in cases where due to the specific country context, discrimination or other gender issues may occur.
- When possible, promote and facilitate the contact between volunteers and women’s organisations.
- Together with the hosting organisation, provide volunteers with the relevant information on the measures and steps to report any problems related to sexual harassment and/or abuse.

5

DEPLOYMENT

Deployment contract

- Add to the deployment agreement a section highlighting the zero tolerance towards sexism policy, with instant dismissal if this code of conduct is broken.

Ensure integrity policy and code of conduct

- Implement the code of conduct with a gender perspective, as a compulsory element.
- Establish through internal documents a code of conduct in which volunteers and organisation sign the rejection of racist, sexist or other discriminatory behaviour.
- Require that volunteers read and understand the code of conduct as a recruitment task, with subsequent workshops and meetings to discuss its content.





<p>6</p> <p>MONITORING AND EVALUATION</p>	<p>Supervision and performance management</p>	<ul style="list-style-type: none"> • Maintain continuous contact with the volunteer through skype, telephone or email, to monitor their well-being and report any gender-based issues, in order to ensure that the differentiated needs of volunteers are met.
	<p>Monitoring and evaluation of individual performance</p>	<ul style="list-style-type: none"> • Periodically request from volunteers short reports on the tasks performed and the difficulties encountered, especially for equality-related and gender-based issues. • Support for the monitoring and team office in the identification of gender-sensitive indicators and the implementation of annual impact studies.
	<p>Debriefing and information on opportunities to stay engaged</p>	<ul style="list-style-type: none"> • Facilitate exchange of experiences between volunteers coming back from different countries. Facilitate a session that will allow reflection on the situation of vulnerable groups, especially women and girls in the countries of deployment. • Provide individual debriefing sessions with volunteers and psychologists to analyse any possible gender-based challenges and difficulties during the mission. • Facilitate contact between volunteers and women' organisations from their respective countries to provide opportunities to stay engaged upon their return.
	<p>Professional recognition of the volunteer</p>	<ul style="list-style-type: none"> • Provide a certificate of recognition on the activities developed, with a special mention for those related to equality and gender impact.

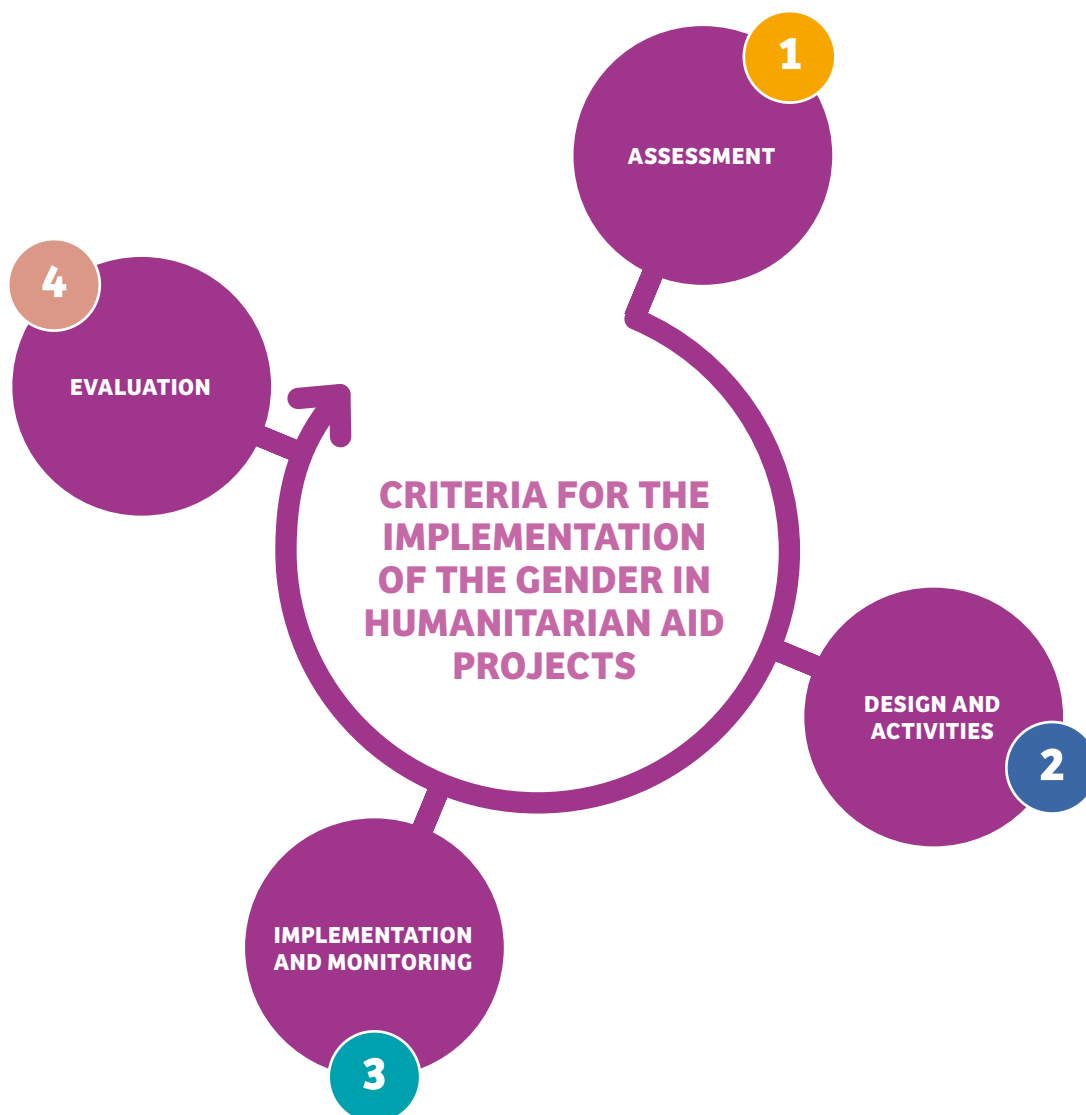
<p>7</p> <p>COMMUNICATION AND AWARENESS</p>	<p>External communications work to publicise the Initiative</p>	<ul style="list-style-type: none"> • Carry out the publication of the vacancy and other communication materials through communication channels that ensure that information is equally accessible to both women and men, which is especially essential to achieve a diverse pool of applicants.
	<p>Promote social recognition activities for the volunteers</p>	<ul style="list-style-type: none"> • Give visibility to volunteers' contributions that promote actions aimed at gender equality and questioning traditional roles. • Include a section on the gender impact generated in the certificate proving successful participation of the volunteers in the initiative.
	<p>Raising-awareness activities developed by volunteers</p>	<ul style="list-style-type: none"> • The volunteer can contribute to the development of social media campaigns, as well as other awareness-raising activities, e.g. going to educational institutions to share experiences in the field and include contributions to equality.

EXPLANATION OF THE PROCEDURES TO APPLY, AND PERFORMANCE CRITERIA AND METHODOLOGIES THAT GUIDE ORGANISATIONS IN GENDER MAINSTREAMING IN THEIR HUMANITARIAN ACTIONS

For field work, it is necessary to meet the criteria within the project cycle of humanitarian aid volunteers from a gender perspective.

COMMON ELEMENTS IN EACH OF THE PHASES:

- Awareness, training and communication from a gender perspective.
- Generation of the participatory processes of women in the areas of decision-making and management.
- Assistance in situations of conflict and assessment of the possibility of female empowerment through active involvement of the project and social development.
- Identification of needs according to sex / gender / age as well as identifying cases of discrimination and social exclusion.
- Effective response to these needs and establishment of strategic lines.





ASSESSMENT

- Initial meetings to meet the coordinators and contributors.
- Identify spaces and opportunities to work on empowerment workshops.
- Note and identify situations of violence, as well as spaces or existing relationships in the territory that may be dangerous (relating to cultural behaviours)
- Identify the resources, services and who participates in them.
- Extract information on discrimination or limitations to resources and services.
- Analyse and understand the roles and the degree of autonomy of the women through participant observation in the different scenarios of citizen participation.
- Identify cultural practices that affect the well-being of women and girls.
- Diagnostic evaluations of the areas of the community.
- Risk analysis: focus on vulnerable groups.
- Generate a list of needs and evaluate them in coordination with the team to proceed or not to the design and execution.

DESIGN AND ACTIVITIES

- Identify and respond to different safety and security needs.
- Establish a joint work plan with other organisation to create equality workshops.
- Establish the possibility of creating day care for women to participate.
- Develop a roadmap collating the tasks performed at home and in public space, laying out who does what.
- Elaborate a secure point system in the field.
- Ensure that the strategic plan does not interfere with or harm the situation of women by reproducing dynamics of violence against them.
- Design activities based on the daily routine clock, especially in respect to women, and observe seasonal calendar and holidays.
- Develop a problem tree.
- If the separation of spaces is required, respect this and enable its implementation
- Pay attention to forms of communication and body language.

IMPLEMENTATION AND MONITORING

- Involve the community agents in the development and follow-up of a gender approach.
- Establish and comply with an information system with different organisations.
- Use checklist to extend the degree of monitoring and execution.
- Generate spaces for reflection and action in coordination with field offices and volunteers.
- Guarantee the participation of men by first doing workshops and talks in the areas they frequent. Subsequently include them in mixed talks.

EVALUATION

- Carry out interviews with men and women to detect if they have accepted the different changes as well as collected suggestions.
- Develop an analysis of women and men who have participated in the workshops and activities.
- Evaluate whether or not coverage has been given to practices and strategies and whether they have met the needs.
- Analyse cases of violations of rights and assess how the monitoring has been given.

5

VIOLENCE AGAINST WOMEN: A PRIORITY TO GUARANTEE THE QUALITY OF OUR ACTIONS





The gender equity approach requires an analysis not only on a public level, but also in the private sphere, that is, everything that affects productivity, community development and care.

Armed conflicts and violence are significant factors endangering women's rights. Women around the world pay a high price as their bodies are used as a tool and tactic of war.

The UN Declaration on the Elimination of Violence against Women states in article 1¹⁰:

"Violence against women means any act of violence based on belonging to the female sex which has, or is likely to result in, physical, sexual or psychological harm or suffering to women, and threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public life or in private life."

Violence against women in situations of conflict or war is related to existing inequalities, amplifying the aggressions and violations of human rights.

Focussing on behaviour and factors such as social relations, ethnicity, religion, and gender roles will help volunteers work towards the eradication of inequalities and generate greater participation amongst women, leading to female empowerment.

At this point it is necessary to mention the concept of Do No Harm;¹¹ the importance of taking into account in the analysis the possible negative impact that a person may suffer even though the intervention a priori was initially favourable.



EXAMPLES OF BAD PRACTICES:

In Haiti, after the earthquake one organisation decided to ask women in the community to distribute food. This decision, which could in principle show gender sensitivity, led to serious problems of women having items stolen on the way from distribution points to their homes, or even the appearance of "small mafias" that sent women to distribution points to steal food.



ATTENTION!

The lack of analysis and full assessment of the situation led to a failure of taking into account women's needs and realities, and therefore no action was taken to address issues such as power relations, the position occupied by men and women, and as a result their lives were endangered.



EXAMPLES OF GOOD PRACTICES:

In a refugee camp women and girls had to travel long distances alone to collect firewood. On their daily routes, many girls were raped or suffered other forms of sexual assault, some of whom were barely 12 years old. As a response to these issues, humanitarian agencies and refugees

¹⁰ More information: <http://www.un.org/documents/ga/res/48/a48r104.htm>

¹¹ More information: <http://www.donoharm.info/content/welcome/welcome.php>

examined and carried out an analysis of safe places and ways to collect firewood that could be monitored. As a result, the attacks diminished (Women's Commission for Refugee Women and Children 1997, page 1).¹²

HOW TO IDENTIFY SITUATIONS OF VIOLENCE AGAINST WOMEN IN CONFLICT OR DISASTER

As Resolution 1325 (2000) states, the civilian population, especially women and minors, are more affected by armed conflict. They are also more vulnerable to attacks from combatants and other armed elements, but they are not usually given a share in negotiating peace and reconciliation measures¹³.

IT IS THEREFORE NECESSARY TO:

- ▶ Identify causes or factors that can cause harm when working in humanitarian aid, through a context analysis, a study of the data and the situation of violence and sexual assault of the country.
- ▶ Address the low participation of women in spaces of coordination.
- ▶ Analyse who takes control of the resources in the family.
- ▶ Observe the spaces occupied by women and men
- ▶ Detect if there are girls who drop out of school at very young ages or are underperforming.
- ▶ In the wake of natural disaster and during conflict inequalities and rapes against women often increase. Therefore, it is important for volunteers to familiarise themselves with data on access to rights and violation of rights before the disaster or conflict, allowing them to better visualise the risks.
- ▶ Lack of security can restrict the roles and social movement of women.
- ▶ A disaster can lead to women assuming new roles in the private and public spheres. In some cases it may increase opportunities for women and girls, but it may also put them at additional risk
- ▶ The rapid pace of humanitarian response means that women and girls are rarely consulted or involved in planning and implementing programming.

SOME ACTIONS:

- ▶ Generate a change when situations of violence are normalised, through workshops or talks that allow all the necessary information to be generated in order to create lines of work and action.
- ▶ Generate structures, social networks and systems that protect women.
- ▶ Seek development actions that lead to peace building by generating connections with local organisations.
- ▶ Generate strategies with the community to prevent damages, especially to the most vulnerable, such as children and women
- ▶ Contact expert organisations working in the area.
- ▶ Address the potential damage, negative impacts and undesirable effects produced by interventions of external agents (through humanitarian projects) of development. In communities living in contexts of conflict of a diverse nature, it is necessary to change strategies and generate more ethical and responsible actions according to the situation of the country.

¹² More information: <https://www.womensrefugeecommission.org/>

¹³ More information: <https://documents-dds-ny.un.org/doc/UNDOC/GEN/N00/720/18/PDF/N0072018.pdf?OpenElement>



The main aim is to work from the point of view of the law until we reach the most complete understanding of the realities of who we are working with.

It is important to create contexts where violations against women do not go unpunished and legal measures of justice, reparation and harm are established, including follow-ups and direct work with women, or specific legal protocols. Non-mediation in this area implies a violation of human rights and should therefore be reported.

In countries where violence is accepted legally and socially, such as intra-familial violence, child/forced marriages or relationships with adolescents, it is necessary to seek strategies to prevent situations of violence.

Particularly in these cases, coordination with local women's organisations who work on these issues is fundamental.

HOW CAN WE IDENTIFY SITUATIONS OF POST-CONFLICT VIOLENCE AGAINST WOMEN?

After a natural disaster or war, a country can find itself in a vulnerable economic and social situation. At this point, women and girls have less access to income, land and political participation. Because of their responsibilities at home, their mobility is also restricted, exposing them to violence.

This is why one of the most important issues in the field is to understand that women are not only victims in conflicts but important agents of change.

At this point, action must focus on solutions and initiatives that empower women and make them partners in social change. Furthermore, such actions should be promoted to prompt their acceptance by the rest of society.

Just as in conflict situations, a number of issues have to be taken into account, in post-conflict situations the focus should also be on the following points:

- Absence of basic services.
- Overcrowding in accommodation.
- Poor access to basic products.
- Possible mental health problems.
- Scarce resources (this can increase the likelihood of child marriage as a result of situations of low income and poverty)
- Increased sex trade (trafficking in women)
- Exclusion of women in formal decision-making processes
- Forced fertilisation and pregnancy and forced abortions

- › Impunity of those who cause harm based on gender (exacerbated by daily impunity for women's human rights abuses).

WE MUST ALSO ASK OURSELVES THE FOLLOWING QUESTIONS:

- › What are the physical, psychological and social needs and concerns of men and women in post-conflict situations?
- › Do women continue to participate in social, economic and political institutions in the post-conflict environment?
- › Are women actively involved in conflict resolution activities?
- › How (if at all) are men involved in women's projects? What role do they play?
- › How can it be ensured that post-conflict reconstruction and peace building activities respond to specific gender needs?

SOME ACTIONS:

- › Support local women's peace initiatives and indigenous processes of conflict resolution create spaces for women's participation.
- › Ensure good relations with women's organisations and the community so that all initiatives take into account vulnerabilities and inequalities.
- › Involve women in decision-making spaces and bodies working in mechanisms of protection and justice.

Examples of conflict and post-conflict cases of violence against women¹⁴:

Women and Violence:

Women in Jordan were historically discriminated against in law and in practice and did not receive adequate protection against violence, including honour crimes. The Citizenship Act continued to bar almost 89,000 Jordanians married to foreigners from transmitting their nationality to their sons and daughters or their spouses, thus denying them access to state services. However, in January the government allowed the children of women married to foreigners who had been residing in Jordan for at least five years to apply for nationality, thereby increasing their access to medical care, education, work permits, possession of property and driving licenses.

Tadamun, the Jordanian Women's Solidarity Association, reported in September that between January and August, based on press reports, it had documented 10 possible "honour" killings of women and girls. In May, the Council of Ministers approved reforms that nullified the provisions of the Criminal Code whereby violators could circumvent the prosecution by marrying their victim. This measure did not apply to cases where the victim of rape aged 15 to 18 considered that the marriage to the perpetrator protected them from "honour" killing at the hands of their next of kin.

Pregnancy and Refugees:

Another fact to note is that, despite the few resources they have to live on, 45.7% of Syrian refugees have had a pregnancy since leaving their country. Most of them find barriers in access to healthcare during the pregnancy.

¹⁴ <http://www.alianzaporlasolidaridad.org/noticias/violencia-de-genero-en-gaza-libano-y-jordania>
<http://www.alianzaporlasolidaridad.org/noticias/un-tercio-de-las-refugiadas-sirias-en-jordania-y-libano-han-sufrido-agresiones-por-ser-mujeres-desde-que-salieron-de-su-pais>



The most common reasons were the lack of economic capacity to afford services, or the scarcity of healthcare providers. A number of women and girls living in Jordan indicated that there was an "other reason" for not accessing healthcare during pregnancy: one of the major ones was not only lack of information on where to find the services, but even on their existence (Alianza por la Solidaridad and UNFPA Research 2015).

In addition, there are cases of unwanted pregnancies, which are due not only to a lack of knowledge and access to family planning and/or contraception methods, but also due to concern about the side effects and cost of contraceptives.

OTHER FACTORS TO TAKE INTO ACCOUNT:

- 1 • In conflict situations, lesbian, bisexual and transgender women suffer more harassment. In many countries these women are persecuted by law, with crimes against them remaining unpunished due to the invisibility surrounding these issues.
- 2 • It is also important to highlight the serious problem faced by women with disabilities. The Article 3 of the International Covenant for women with disabilities¹⁵ states that:

"(...) persons with disabilities are sometimes treated as genderless human beings, with the result that the double discrimination suffered by women with disabilities is often neglected."

- 3 • It is imperative to highlight and repudiate the violations of women's rights that occur because of their gender, while additionally remaining cognisant of additional intersectional discriminations. This will include intersectional inequalities faced by women with disabilities, victims of violence, single mothers, LGBTQ, widows, sex-workers, refugees or displaced persons, prisoners, divorced women, women with HIV, and women human rights defenders.

Volunteering and international interventions must focus on solutions and actions that empower women and actively involve them as partners and decision-makers. In order to achieve this, we must continue to promote the integration of a gender-sensitive focus into society as a whole. This may be done by first questioning our own biases, and then by mainstreaming this into our development work.

¹⁵ More information: <http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf>



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The purpose of the guidelines is to ensure the effective gender mainstreaming in internal volunteering management procedures of the organisation, as well as in the actions to be developed by volunteers in their missions.

EU Aid Volunteers

We Care, We Act

