

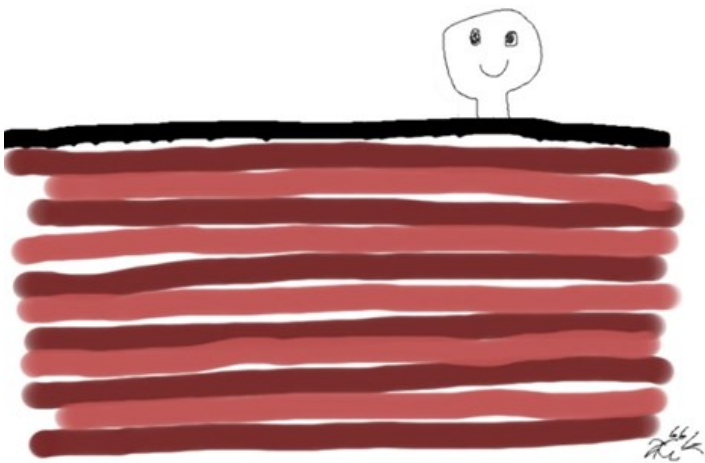
WFP Quick Gender Guidance for Operational Reporting

WHAT IS GENDER AND WHY IS IT IMPORTANT?

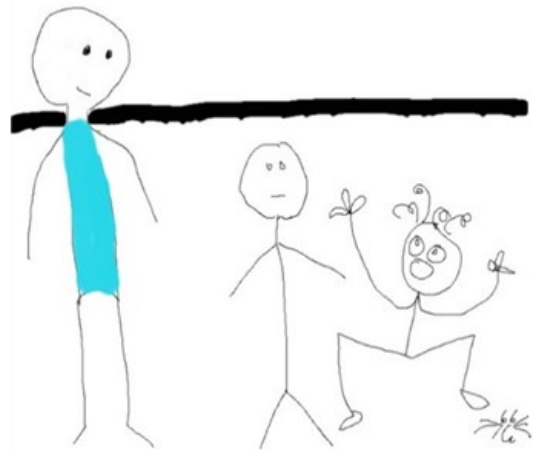
Intended for Internal Use

Gender is often misunderstood as being the promotion of women only. However, it refers to both women and men, girls and boys and how they can be given equal chances in life. In operational reporting we pay attention not only to women, but to all people who are more vulnerable than others, such as children, orphans, widows, elderly, disabled, refugees and other minorities.

In crisis situations people have different capacities and needs depending on their sex, age and other characteristics of diversity. The barriers to access, manage and control food items and to ensure adequate nutrition of family members might vary in accordance with the sex of the targeted beneficiaries. It is important to recognize this in operational reports and show WFP's efforts to respond adequately to the different beneficiary groups. Gender-sensitive programming is not only a standard requirement by WFP itself (see in [Programme Guidance Manual](#)), but also by donors and partners. If we do not actively report on WFP's gender activities, they remain invisible.



How many people are hidden behind this fence?



Different people means different capacities and needs. Gender analysis is important to make sure everyone's needs are taken into account.

HOW TO REPORT ON GENDER AND WHERE TO FIND INFORMATION

- The main points to cover in your reports are:
1. Who are the particularly vulnerable groups?
 2. Why is it more difficult for them than for others to cope with the situation they are in?
 3. How is WFP responding to those particular needs?
 4. How is WFP ensuring that beneficiaries are not put at risk of gender-based violence?

beneficiaries, e.g. how many are elderly, orphans etc., you should mention these in your reports as well. If there is **sex and age disaggregated data** from other agencies (e.g. UNHCR, IOM, OCHA), you should always mention these instead of giving an overall figure. A mere number of overall beneficiaries paints an incomplete picture of the humanitarian situation in your country.

As a minimum requirement, beneficiary figures (planned and actual) should be broken down by sex and age. If you have additional information on the

- You can find sex and age disaggregated distribution figures (planned and actual) in COMET or you can check with your M&E Officer.

In addition to including quantitative gender data, also **describe the vulnerabilities of the beneficiaries** in the narrative and how they are addressed in WFP's programmes. Put the beneficiaries and their stories at the centre of your reports. This allows for a more insightful, gender-sensitive and human story, beyond mere numbers of beneficiaries and tonnages.

- *Enquire with your Programme/VAM colleagues for information on the characteristics and vulnerabilities of WFP's beneficiaries, possible reasons for these vulnerabilities and how WFP & partners' interventions attempt to respond to these root causes.*
- *Your Communications colleague might have stories of specifically vulnerable beneficiaries, which you can incorporate in your external reports to explain the humanitarian situation and/or WFP's response in a more gender-sensitive way.*

Highlight the activities focusing on gender, which WFP is implementing in your country. Most programme activities have a gender aspect or take special protection measures for women and other vulnerable groups. For instance, a beneficiaries' complaint or feedback mechanism might be designed to enable and encourage women to report on specific problems. It is important to mention them in both the internal and

external reports, even if they seem banal. If we do not report on them, they remain invisible. In crisis situations, it is in particular the protection of women and other vulnerable people, that the public will give attention to and you as a Reports Officer should as well.

- *Find out in the project document and logframe, which gender related activities and outputs are planned, and check with your programme colleagues how they are being implemented.*
- *Check with the Gender Result Network members (GRN) in your Country Office or the Regional Bureau for any ongoing gender activities and their achievements.*
- *Often the latest information about gender sensitive activities are reported in the Post Distribution Monitoring (PDM) and other monitoring reports.*
- *Some donor proposals or reports (e.g. ECHO, DFID) require gender sections, which can feed into operational reports. Check with your Donor Relations/Partnerships colleague.*
- *Inter-Agency Assessments and Humanitarian Response Plans usually contain information on the needs and situation of women and girls (see [OCHA website](#)).*

EXAMPLES FOR GENDER-RELATED ACTIVITIES

General: food distribution points located close to where female/other vulnerable beneficiaries are to minimise the risk of gender-based violence associated with long travels; issuing food ration cards to women to facilitate female decision-making regarding household food management; encouragement of balanced representation of women and men in food management committees; gender sensitisation trainings for communities; special attention (e.g. queues) for specifically vulnerable beneficiaries (e.g. pregnant women, elderly, unaccompanied minors) during distributions etc.

Cash-based transfers: decision for the appropriate distribution modality guided by consultations of women, confirming that the chosen modality is in favour of women's safety, empowerment, etc.

School feeding: encouragement of girls' attendance/retention through take-home rations or other incentives. In some cases, boys are the most vulnerable groups and should be assisted accordingly.

Nutrition and HIV/AIDS: raising awareness including of men and boys on MCHN and HIV/AIDS.

Food for Assets (FFA): prioritization of activities (including Food for Training), which benefit women/their participation, ensuring activities are in compliance with the female agenda/workload and not an extra burden.

Purchase for Progress (P4P): household negotiation tool, provision of time- and labour-saving equipment, supporting women-specific crops, supplying from women led cooperatives/traders (see [P4P Gender Factsheet](#)).

Fuel-efficient stoves address health, environmental and protection concerns meaning women have to spend less time to collect firewood, which potentially puts them at risk of gender-based violence, and are not exposed to unhealthy fume.

USEFUL RESOURCES

- More specific gender guidance can be found in the templates of all operational reports on [OPweb](#).
- Examples of WFP gender activities: [Gender in WFP's main programmes](#), [Concrete examples of CO gender initiatives](#), [RBC Gender Equality Newsletter](#)
- [Integrating WFP's Gender Policy into OIM Reporting](#)
- [Integrating Gender Dimensions from VAM to OIM/COM](#)