

Annex A
GADtimpala Scoring System for Outstanding Gender Responsive Government Agency Category

Entry Points	Score
1. POLICIES	
a. Issuance of Initial Policies (<i>memoranda, executive order, specific guidelines, etc.</i>) on GAD	5
b.	
c. Issuance of Policies to Mainstream GAD in the Organization	5
d. Integration of GAD in the Organization's Policies	5
e. Updating and Continuous Enhancement of GAD policies	5
f. Model GAD Policy	5
Subtotal	25
2. PEOPLE	
a. For Establishing GFPS and GAD Champions/Advocates	5
b. For GAD Initiatives & Capacity Development Activities	5
c. For GAD Sponsorship and Related Programs	5
d. GAD Champions as Program Implementers	5
e. GAD Experts	5
Subtotal	25
3. ENABLING MECHANISMS	
a. Setting-up of Essential GAD Mechanisms	5
b. Functional GAD Mechanisms	5
c. Integration of GAD in the Organization's Mechanisms	5
d. Advanced GAD Structures and Systems	5
e. Model GAD Structures and Systems	5
Subtotal	25
4. PROGRAMS, ACTIVITIES & PROJECTS (PAPs)	
a. Initial Activities to Facilitate GAD Mainstreaming	5
b. Establishing Commitment towards GAD Mainstreaming	5
c. GAD Application	5
d. GAD Commitment and Institutionalization	5
e. Model PAPs	5
Subtotal	25
TOTAL	100

Level per Entry Point	Score Ranges	Level	Description
	0 – 7.99	1	Foundation Formation
	8 – 14.99	2	Installation of Strategic Mechanisms
	15 – 19.99	3	GAD Application
	20 – 23.99	4	Commitment Enhancement and Institutionalization
24 – 25	5	Replication and Innovation	

Overall Level	Score Ranges	Level	Description
	0– 30.99	1	Foundation Formation
	31 – 60.99	2	Installation of Strategic Mechanisms
	61 – 80.99	3	GAD Application
	81 – 95.99	4	Commitment Enhancement and Institutionalization
96 – 100	5	Replication and Innovation	

Annex B.

GADtimpala Scoring System for Outstanding Gender Responsive Government Program Category

A. HGDG for Project Design and PIMME

HGDG Score (ID/Design/PIMME)	Equivalent GADtimpala Score	
	Numerical Score	Percentage Score (Weight = 30%)
15 – 15.99		
15.00 - 15.19	75	22.50
15.20 - 15.39	76	22.80
15.40 - 15.59	77	23.10
15.60 - 15.79	78	23.40
15.80 - 15.99	79	23.70
16 – 16.99		
16.00 - 16.19	80	24.00
16.20 - 16.39	81	24.30
16.40 - 16.59	82	24.60
16.60 - 16.79	83	24.90
16.80 - 16.99	84	25.20
17 – 17.99		
17.00 - 17.19	85	25.50
17.20 - 17.39	86	25.80
17.40 - 17.59	87	26.10
17.60 - 17.79	88	26.40
17.80 - 17.99	89	26.70
18 – 18.99		
18.00 - 18.19	90	27.00
18.20 - 18.39	91	27.30
18.40 - 18.59	92	27.60
18.60 - 18.79	93	27.90
18.80 - 18.99	94	28.20
19 – 19.99		
19.00 - 19.19	95	28.50
19.20 - 19.39	96	28.80
19.40 - 19.59	97	29.10
19.60 - 19.79	98	29.40
19.80 - 19.99	99	29.70
20	100	30.00

B. Impact Assessment

Criteria	Equivalent GADtimpala Score (%)
With impact study but does not include clear GAD-related information (e.g. charts on sex-disaggregated data or GAD-related discussions)	1 - 5%
The impact study has GAD-related information (e.g. charts on sex-disaggregated data or GAD-related discussions) but does not provide analysis on the implications to women	6 - 15%
The impact study includes gender statistics with analysis relative to GAD-related outcomes of the program/project	16 - 25%
The impact study includes gender statistics with analysis and recommendations to improve performance towards the achievement gender-related results desired by the program/project	26 - 35%
The impact study reports clear positive gender-related outcomes achieved by the program./project with recommendations to sustain the gains on women	36 - 40%

G. GENDER-RESPONSIVE ENABLING MECHANISMS ESTABLISHED

Enabling mechanisms established, institutionalized or chaired by the agency to ensure that gender is mainstreamed (i.e. structures and systems, interagency committees, TWGs, GAD database and budget allocation)

GENDER-RESPONSIVE ENABLING MECHANISMS	DATE ESTABLISHED	GENDER ISSUE/GAD MANDATE ADDRESSED	ACCOMPLISHMENTS

H. PARTNERSHIPS ESTABLISHED WITH OTHER NGAs, LGUs, NGOs, CSOs, POs etc.

Partnerships established and institutionalized with various stakeholders to develop and implement programs, projects and activities responding to gender issues

TITLE OF PARTNERSHIP	PARTNER AGENCIES	YEAR ESTABLISHED & STATUS OF PARTNERSHIP	PROGRAMS, PROJECTS & ACTIVITIES IMPLEMENTED

I. OTHER GAD-RELATED INFORMATION (e.g. awards or citations received etc.)

Annex D

HGDG Means of Verifications for Outstanding Gender-Responsive Programs

Part 1. Program/Project Identification/Design

Element/Item	Possible MOVs
1. Involvement of women and men	<input type="checkbox"/> Attendance sheet reflecting women and men organization personnel (management, technical officers and staff) consulted during the project identification and design meetings, consultations and workshops <input type="checkbox"/> Attendance sheet reflecting women and men target beneficiaries consulted during the project identification and design meetings, consultations and workshops
2. Collection of sex-disaggregated data and gender-related information	<input type="checkbox"/> Primary data related to gender roles and access to and control of resources collected as inputs to the program/project identification and design (e.g. small-sample surveys, participatory rural appraisal (PRA) methods, etc.) <input type="checkbox"/> Secondary sources of sex-disaggregated data, including relevant gender-related studies that were reviewed and utilized for the program/project
3. Conduct of gender analysis and identification of gender issues	<input type="checkbox"/> Results of gender analysis conducted using the gender equality and women's empowerment framework and other gender analysis tools to surface gender issues
4. Gender equality goals, outcomes, and outputs	<input type="checkbox"/> Program/project logical framework (log frame) with clearly stated gender equality goals, objectives, outcomes or outputs
5. Matching of strategies with gender issues	<input type="checkbox"/> Logical Framework (log frame), Performance Measurement Framework (PMF), Results Framework (RF) where gender issues identified (in element 3) are matched with the strategies, activities and other interventions <input type="checkbox"/> Strategic plan or action plan that reflects strategies, activities and other interventions towards addressing the gender issues identified
6. Gender analysis of the likely impacts of the project	<input type="checkbox"/> Results of gender analysis that assess the program/project design in terms of whether it reduces/eliminates gender gaps, or create rather than mitigate constraints to the participation of women and men in the program/project
7. Monitoring targets and indicators	<input type="checkbox"/> Logical Framework (log frame), Performance Measurement Framework (PMF), Results Framework (RF) that include performance indicators and targets relative to the gender issues identified (element 3) and gender equality goals and outcomes (element 4)
8. Sex-disaggregated database requirement	<input type="checkbox"/> Sex-disaggregated database as part of the program/project M&E plan (operationalization of the log frame/PMF/RF)
9. Resources	<input type="checkbox"/> Include budget allocation for the implementation of GAD activities or interventions to achieve desired project results including GAD-

	<p>related results.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program/project has staff with the expertise or capacitated to promote gender equality and women's empowerment <input type="checkbox"/> Program/project committed to investing project staff time in building capacities within the project to integrate GAD or promote gender equality
10. Relationship with the agency's GAD efforts	<ul style="list-style-type: none"> <input type="checkbox"/> Agency GAD Agenda and/or GAD Plan and Budget that reflect some, if not all, of the program/project's performance indicators and targets <input type="checkbox"/> Other GAD-related initiatives collaborated with the program/project <input type="checkbox"/> Exit plan to sustain GAD efforts and benefits

Part 2. Program/Project Implementation, Management

ELEMENT/ITEM	Possible MOVs
<p>1. Supportive Project management</p> <ul style="list-style-type: none"> • Supportive project leadership (project steering/advisory committee or management) • Availability of adequate gender expertise throughout the project 	<ul style="list-style-type: none"> <input type="checkbox"/> Documented interviews of program/project leaders and managers <input type="checkbox"/> Program/project policy documents and minutes of meetings where management supports are highlighted <input type="checkbox"/> Documented interviews of GAD focal persons and GAD consultants <input type="checkbox"/> Terms of references (TORs), Job description and curriculum vitae of project managers, staff, and consultants
2. Technically competent staff or consultants	<ul style="list-style-type: none"> <input type="checkbox"/> Curriculum vitae of project managers, staff, and consultants, and the list of project consultants <input type="checkbox"/> Focus group discussion (FGD) documentation to gauge project staff's self-assessment of their preparedness for GAD work <input type="checkbox"/> Documented interviews of project managers, GAD focal persons, and consultants <input type="checkbox"/> Reports prepared by the staff <input type="checkbox"/> TORs and staff complement of the project to gauge gender balance in program/project team <input type="checkbox"/> TORs and curriculum vitae of members of M&E teams <input type="checkbox"/> Documented interviews of project staff and a sample group of beneficiary population re GAD coverage by M&E teams or consultants
3. Committed Philippine government agency	<ul style="list-style-type: none"> <input type="checkbox"/> Documentation of GAD training sponsored by the project <input type="checkbox"/> Documented interviews of agency personnel involved in the project <input type="checkbox"/> Documentation/reports on the GAD strategy and efforts of the project vis-à-vis agency's GAD plans

<p>4. GAD implementation processes and procedures</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Program/project documents, reports, and publications that include GAD contents or messages <input type="checkbox"/> Program/project criteria and instructions for subprojects <input type="checkbox"/> Program/project accomplishment reports highlighting the effectiveness of GAD strategies. <input type="checkbox"/> Documented interviews of GAD focal persons/consultants and other staff <input type="checkbox"/> Program/project budget allocations for GAD <input type="checkbox"/> Actual expenditures on GAD capacity building and activities <input type="checkbox"/> Documented FGDs or interviews with keywoman and man informants on how the project had involved women and men
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Part 3. Program/Project Monitoring & Evaluation

ELEMENT/ITEM	Possible MOVs
<p>1. Project monitoring system including indicators that measure gender differences in outputs, results, and outcomes</p> <ul style="list-style-type: none"> • Requirement for gender-sensitive outputs and outcomes • Use of GAD or gender equality indicators in monitoring activities, inputs, outputs, and results 	<ul style="list-style-type: none"> <input type="checkbox"/> Logical Framework (log frame), Performance Measurement Framework (PMF), Results Framework (RF) that include performance indicators and targets that measure gender differences in outputs, results, and outcomes <input type="checkbox"/> Program/project M&E plan vis-à-vis actual monitoring indicators used
<p>2. Project database including sex-disaggregated and gender-related information</p>	<ul style="list-style-type: none"> <input type="checkbox"/> List of studies supported by the program/project and completed research reports <input type="checkbox"/> Documentation of project database <input type="checkbox"/> Reports generated by the database <input type="checkbox"/> Documented interviews of project managers and staff re usefulness of GAD studies and database <input type="checkbox"/> Reports submitted by subprojects that contain sex-disaggregated and/or gender-related information <input type="checkbox"/> Documented interviews of M&E staff re problems met in the collection and use of sex-disaggregated data <input type="checkbox"/> Program/project and subproject reports for GAD content <input type="checkbox"/> Program/project GAD database that contain data being reported and used at the national level

<p>3. Gender equality and women's empowerment targets being met</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Documented FGDs/interviews of women beneficiaries re changes in their welfare and status <input type="checkbox"/> Documented interviews of program/project staff re impact of the program/project to women beneficiaries <input type="checkbox"/> Documented interviews of relevant agency officials and GAD focal persons re project effect on their capacity to implement gender-sensitive projects <input type="checkbox"/> Other MOVs/evidence of enhanced capacity
<p>4. Project addressing gender issues that arise during or from its implementation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Documentation/reports on the interviews of project managers and staff, including GAD focal persons and consultants
<p>5. Participatory monitoring and evaluation processes</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Documentation/report on M&E visits for people who are consulted for the program/project <input type="checkbox"/> M&E reports <input type="checkbox"/> Documented FGDs/interviews with a sample of woman and man beneficiaries

Annex E1
**Cover Letter for the Submissions for GADtimpala 2018 for Outstanding Gender
Responsive Government Agency**

(Agency Letterhead)

Date: _____

THE GADtimpala 2018 SECRETARIAT
c/o Policy Development, Planning and Monitoring
and Evaluation Division (PDPMED)
Philippine Commission on Women
1145 J. P. Laurel St.
San Miguel, Manila

Dear Sir/Madame,

This is to officially submit the results of our agency's self-assessed gender audit using the Gender Mainstreaming Evaluation Framework (GMEF) complete with the accomplished GMEF tool, GMEF scoresheets, means of verifications (MOVs) as summarized in the Agency Gender Mainstreaming Profile, which is also attached.

May we request you to consider our submission for the GADtimpala 2018 Outstanding Gender Responsive Government Agency. I attest to the integrity of the results of this assessment including the information reflected in the attached documents as true and valid to the best of my knowledge. Should you consider our agency for the award, your team is welcome to conduct validation sessions with our agency, including our management and staff and programs, and with our stakeholders.

Thank you.

Yours truly,

(Name of the Head of Agency)
(Name of the Agency)

Annex E2
Cover Letter for the Submissions for GADtimpala 2018 for Outstanding Gender Responsive Government Program

(Agency Letterhead)

Date: _____

THE GADtimpala 2018 SECRETARIAT
c/o Policy Development, Planning and Monitoring
and Evaluation Division (PDPMED)
Philippine Commission on Women
1145 J. P. Laurel St.
San Miguel, Manila

Dear Sir/Madame,

This is to officially submit the results of our agency's self-assessment of our _____ (state whether **Flagship** or **Women-Focused Program/Project**) titled _____ (state the name of the program/project) using the Harmonized Gender and Development Guidelines (HGDG) tool, and the means of verification (MOVs).

May we request you to consider our submission for the GADtimpala 2018 Outstanding Gender Responsive Government (choose between **Flagship** or **Women-Focused**) Program. I attest to the integrity of the results of this assessment including the information reflected in the attached documents as true and valid to the best of my knowledge. Should you consider our agency for the award, your team is welcome to conduct validation sessions with our agency, including our management and staff and programs, and with our stakeholders.

Thank you.

Yours truly,

(Name of the Head of Agency)
(Name of the Agency)