



Standard Operating Procedures (SOPs) to Integrate Gender in Climate Reporting and Planning

MINISTRY OF ENVIRONMENT
UNITED NATIONS DEVELOPMENT PROGRAMME
Nationally Determined Contribution Support Programme

IN CONTRIBUTION TO THE



Supported by:



based on a decision of the German Bundestag



This document should be referenced as:

MoE/UNDP (2019). Standard Operating Procedures (SOPs) to Integrate Gender in Climate Reporting and Planning

Copyright © 2019 by the Ministry of Environment – United Nations Development Programme

Reproduction is authorized provided the source is acknowledged and provided the reproduction is not sold.

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 166 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.

For more information

<http://climatechange.moe.gov.lb/>
climatechange@moe.gov.lb

Disclaimer

The view expressed in this publication are those of the author(s), and do not necessarily represent those of the Ministry of Environment or the United Nations, including UNDP, or the NDC Partnership, the Governments of Germany, Spain and the European Union. This study can be used for research, teaching and private study purposes. Please give credit where it is due.

Executed by

Ministry of Environment

Funded by

UNDP Funding Window for Climate Change and Disaster Risk Reduction/Climate Change

Implemented by

United Nations Development Programme, Lebanon

♦ Introduction and objectives

These SOPs aim at mainstreaming gender into climate reporting and planning tools being developed in the frame of the UNFCCC such as the NDC, the LEDS, the NAMAs, the National Communications and the Biennale Update Reports.

The objective of these SOPs is to provide clear steps and actions to integrate gender into climate planning and reporting, including the collection of related data and information.

The SOPs include general considerations and background about climate change and gender; an overview of the gender integration process and the main actors to be involved; a step-by-step guide for planning and reporting with related questions and analysis; and concrete examples.

♦ General considerations

Gender is not a synonym of women but refers to the relations between men and women. Gender is the socially defined attributes and opportunities (including rights, responsibilities and roles in the society) associated with being male and female and the related power relations. These relations and attributes are determined by specific socio-cultural contexts and depend also on other factors such as social background, socio-economic characteristics, age...

Gender should not be integrated as a stand-alone variable: when collecting data to assess gender relations, always include other variables to analyze a situation or assess a policy; including: age, geographical location, socio-economic profile, nationality.

♦ Background: gender integration in the context of the UNFCCC

Along with the international framework related to gender equality and mainstreaming, several decisions and recommendations have been formulated to enhance gender integration in the frame of the UNFCCC.

The following aspects have been considered:

- **Participation and gender balance** (Decision 36/CP7 and Decision 23/CP18)
- **Gender equality** (in Cancun Agreement and Paris Agreement)
- **Gender in finance and technology** (GCF guidelines)
- **Capacity building** (Gender Action Plan, 2017)
- **Sex-disaggregated data** (Warsaw outcomes)
- **Planning and mainstreaming** (Decision 18/CP20: Lima work program on gender and Gender Action Plan)

♦ Gender as a cross-cutting issue

Gender is a cross-cutting issue. Hence, it needs to be mainstreamed in all the sectors. Mitigation and adaptation gender-responsive national policies and instruments can contribute to promote and ensure an active, continuous, full and equal participation of women and men in the consultation and decision-making processes for the control and access

to natural resources, management of GHG emissions and generation of mitigation and adaptation strategies.

Vulnerability and adaptation assessments have shown that Lebanon will face specific effects of climate change such as changes in temperature and precipitations, rise of the sea level and reduction of the snow cover. This will directly affect water availability, increase forest fires and pest outbreaks, threaten the biodiversity, ecosystems and natural habitats. It will have an impact on agriculture production, livelihood activities, tourism, public health and on Lebanon's environment, economy and social structure. Natural disasters will increase and provoke forced internal and international migrations, and vulnerable groups will be at the forefront of these changes.

Because of the role they hold in the Lebanese society, women and girls are particularly impacted by climate change: as the main household managers, they are responsible for food production, hygiene, children and elderly care. Consequently, climate change directly affects their lives by increasing the time they spend for water and energy management. Health related consequences of climate change can impact men and women differently because of the role women have in children and elderly care and the different environments they both work in.

Besides, climate change impacts such as natural disasters or effects on livelihood in rural areas often lead to human migrations. Migrations to urban areas or abroad can increase the burden on women for managing household and livelihood assets: In the case women stay behind, they have to manage aspects that were previously taken care by male members; in the case of their own migration, they lose the community support they used to rely on.

Women are recognized as a particularly vulnerable group because of the *de jure* and *de facto* discriminations preventing them for accessing and/or controlling resources. Due to these discriminations, women may not have the authority to decide on alternative and climate-resilient solutions for the household and their community, though climate change directly affected them.

By ensuring women's participation and integration, along with men, in all actions related to climate change, by collecting sex-disaggregated data and building women and men capacities to adapt to climate change, mitigation and adaptation measures will be more efficient and tailored to women and men's needs and activities.

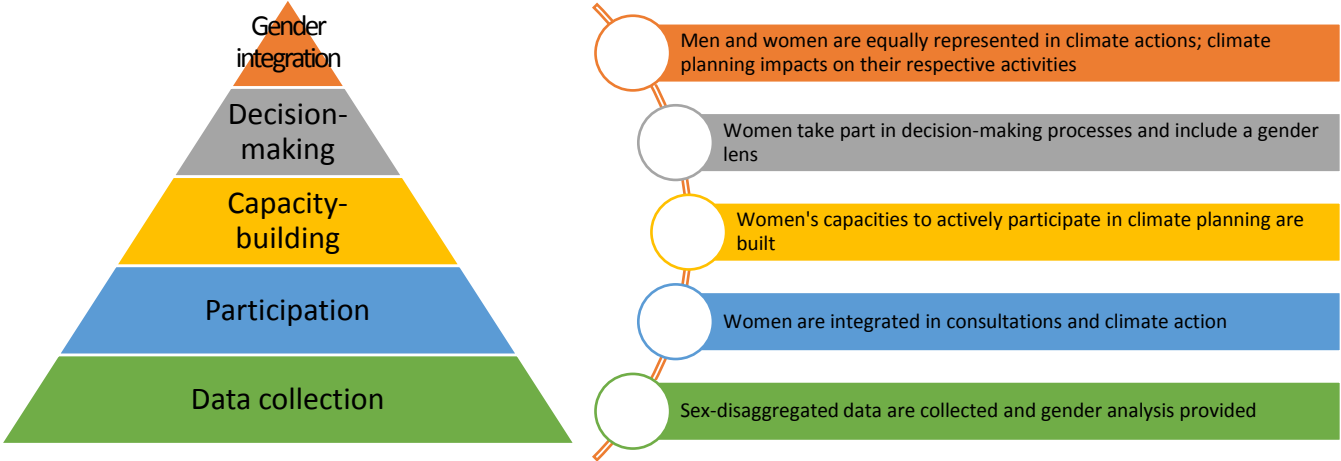
Climate change planning and reporting should consider these discriminations and vulnerabilities to improve women and men's resilience and should be in line with the National Strategy for Women in Lebanon 2011 – 2012, the National Action Plan 2017-2019 and the National Strategy for Gender Equality 2017-2030, collaborating directly with gender institutions.

♦ **Toward gender integration**

To build climate change gender-responsive planning, the first step is to understand gender roles, the related discriminations and vulnerabilities and analyze the situation.

The situation analysis will then inform how women, along with men, can be actively involved in climate change planning and how their capacity can be reinforced so that they can be part

of any decision-making process with regard to climate change action. This process can then support gender integration in climate change planning.

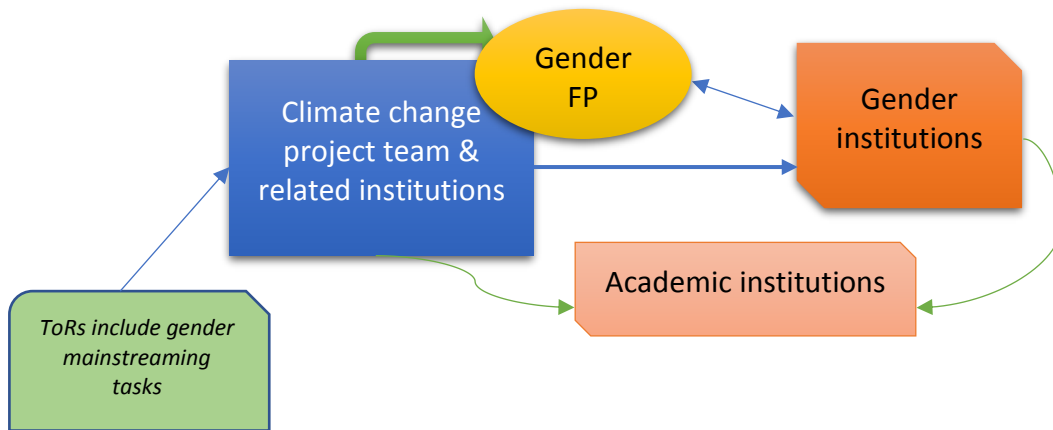


Levels of participation in the decision-making process

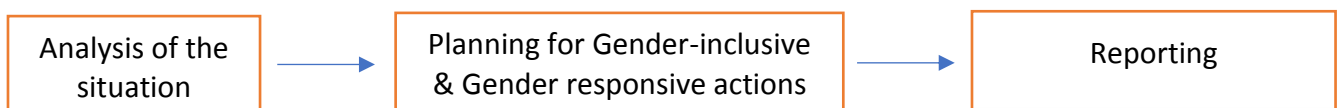
- Nominal participation is membership or presence by default
- Passive participation is attending to listen and be informed of decisions without speaking up
- Consultative participation is to be asked about a specific matter without influencing power
- Active participation is expressing opinions or taking initiatives, and
- Empowered participation is having influence over decisions.

◆ **Who is responsible to integrate gender?**

Everyone is responsible to ensure that gender is integrated into climate planning and reporting. **ToRs of employees, consultants and affiliated workforce should include gender mainstreaming as part of their tasks.** Ideally, a **Gender Focal Point** should be involved at all time to ensure proper gender mainstreaming. **Gender institutions** should play an advisory role and partnerships with academic institutions should be established to facilitate data collection and context analysis.

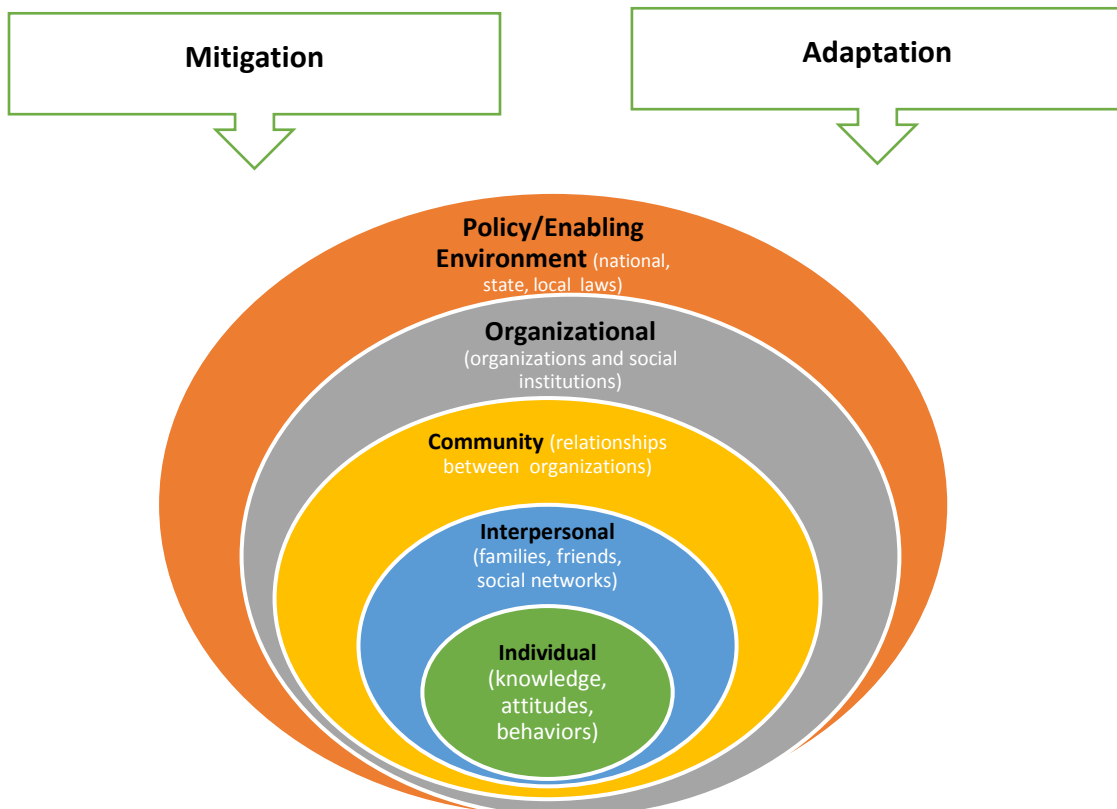


◆ **Including gender in climate planning and reporting - Step-by-step**



1. Analysis of the situation

Include a comprehensive analysis of the situation based on the different levels of the ecological model to improve and reinforce planning for mitigation and adaptation actions.



Levels	Description
Individual	Characteristics of an individual that influence behavior change and related vulnerability (knowledge, attitudes, behavior, gender, age, economic status, financial resources and others)
Interpersonal	Formal (and informal) social networks and social support systems that can influence individual behaviors and vulnerability/resilience
Community	Relationships among organizations, institutions, and informational networks within defined boundaries, including the built environment, community leaders, businesses, transportation.
Organizational	Organizations or social institutions with rules and regulations for operations that affect how are provided services to an individual or group.
Policy/Enabling Environment	Local, state, national and global laws and policies, including policies regarding the allocation of resources for social services (or lack of policies)

1.1 Search for background information regarding structural inequalities, de jure/de facto discriminations, socio-economic differences, socio-cultural context pertaining to gender relations such as:

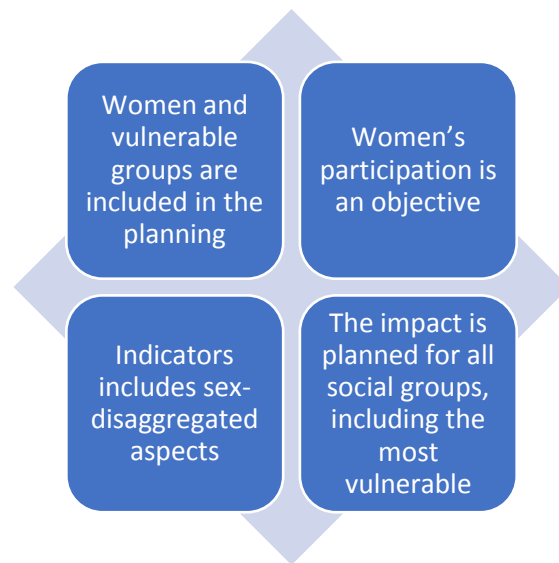
- gendered land and natural resources rights,
- gender division of labor and gender roles,
- gender-differentiated knowledge systems and skills,
- gender difference in perceptions of risk and climate,
- gendered power relations with inequalities embedded in formal and informal institutions and
- gendered participation in local and national decision-making processes.

Is there laws and/or cultural norms that undermine women's possibilities to access and control resources? If yes, which ones? How do these laws undermine women's ability to adapt to climate change and to participate in climate change action and planning?

1.2 Analyze the current policies, their level of gender-inclusion and their impact regarding gender roles:

- Is gender integrated in the current policies? How?
- What impacts (positive and negative) does this inclusion/non-inclusion has on gender roles and gender equality?

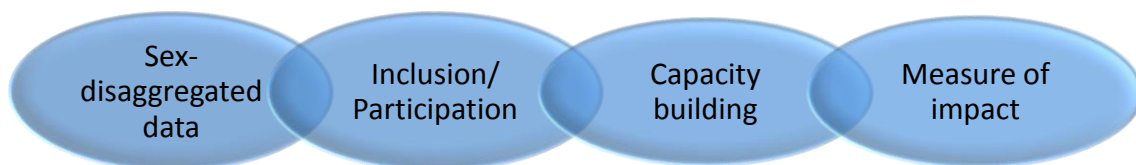
Example of gender integration



Example of questions that can be used to assess gender roles and gender equality:

- *What tasks women/men do/are responsible for (behaviors and practices)?*
- *How do men and women both participate in GHG emission (disaggregated by activity)?*
- *How are men and women affected by climate change effects including: health impact, migrations, livelihood, access to water and energy?*
- *What are the variables, along with gender, that play a role in vulnerability to climate change?*
- *What are the current climate policies and their level of gender integration?*
- *How are the current climate policies addressing differences between men and women?*
- *How do men and women both contribute to each climate sector?*
- *Are men and women affected differently by the current policies?*

2. Planning for gender-inclusive and gender-responsive actions



- 2.1 Always collect sex-disaggregated data (if applicable)
- 2.2 Encourage women's participation and identify the needs for capacity building to increase their level of participation in climate change planning;
- 2.3 Involve women in discussions, groups, committees by overcoming barriers to women's participation such as capacities, self-confidence, space and time;
- 2.4 When relevant, plan capacity building to increase gender balance and participation in decision-making processes;
- 2.5 Set up a number of indicators that can help tracking the impact that climate policies and strategies have on gender relations.

Example of questions that can be used to integrate gender in climate planning:

- *What is required from both women and men to implement mitigation actions?*
- *Are these actions feasible by both men and women? Equally? Differently? Why and how?*
- *What can be done to ensure that both women and men are equally involved in mitigation measures?*
- *How are women and men integrated in prevention programs (ex.: DRM and DRR)?*
- *Are adaptation needs (for each sector) similar for men and women?*

<i>Check list - gender integration in climate planning</i>	Yes	No
Is participation of women included in the processes / planned actions?		
Is capacity building included in planning to ensure participation of both women and men? Of vulnerable groups?		
Are sex-disaggregated data available / planned to be collected to ensure a solid analysis of the situation?		
Are indicators set to measure:		
<ul style="list-style-type: none"> - inclusion of women in climate action? - impact of climate planning on gender roles? 		

3. Reporting on policies and impacts for gender

In relation with climate planning, integrate gender in reporting on climate action by including the following elements:

- Behaviors, practices and perceptions (sex-disaggregated)
- Distribution of gender roles by sector
- Impact of policies on sectors and their relations with gender roles
- Improvement of gender equality throughout mitigation/adaptation actions
- Collection of women and men’s opinions for adaptation and mitigation actions
- Scenarios on modification of gender roles linked to climate change effects (migrations, water scarcity...)

Measure gender-responsive policies’ impact:

- Number of collected data disaggregated by sex
- Increase (%) in women’s participation in decision-making related to climate planning and action
- Increase (%) in number of women-led organizations in climate related action
- Decrease in inequality regarding access to resources (share of women and men having access to a particular resource)
- Decrease in inequality regarding control over resources (share of women and men having control over a particular resource)
- Change of perceptions of national/local public institutions regarding women’s participation in climate related action

Examples of elements to integrate in National Communications and Biennial Updates Reports to the UNFCCC

<p>National circumstances</p>	<p>General overview of social and economic aspects of gender roles and division of tasks at institutional, organizational and household levels</p> <p>Background information on aspects related to gender equality and discriminations, gender institutions and governmental initiatives towards gender equality</p> <p>Include National strategies on gender equality, division of roles between gender institutions, role and status of gender focal points in ministries</p> <p>Overview of gender inclusion in climate change institutions and policies</p> <p>Assessment of capacities at institutional level to integrate gender in climate change action</p>
<p>GHG Inventory</p>	<p>Role of women and men in the inventory process</p> <p>For each sector, understanding which group (socio-economic, sex, nationality) is actually producing emissions</p> <p>Who control the emission sources (industry, transportation, solid waste facilities...) and who uses and benefits from them (sex-disaggregated data)</p> <p>Who finances these sources of emissions (sex-disaggregated)</p> <p>What variables play a role in GHG emission (wealth/urban vs rural areas/gender, social background/marital status...)</p> <p>Identify additional research needs</p>
<p>Mitigation</p>	<p><i>Mitigation action</i></p> <p>Sex-disaggregated data by sector for each mentioned activity and highlight of missing data</p> <p>Highlight gender role and division of tasks in each sector when relevant</p> <p>Highlight gender related aspects of mitigation policies, women's participation and capacities</p> <p>Undertaken capacity building activities and targeted groups</p> <hr/> <p><i>Mitigation options</i></p> <p>Level of participation of women and men in mitigation options by sector</p> <p>Impact of mitigation options on women and men's lives (scenarios and additional research needs)</p>
<p>Adaptation (climate vulnerability)</p>	<p>Vulnerability to climate change impacts assessment disaggregated by sex, socio-economic profile and region</p> <p>Situation of women and men with regard to each sector, gender related inequality, participation, roles and cultural norms</p> <p>Analysis of gender roles in each sector and related climate change impacts (health, tourism, agriculture, water, biodiversity...)</p>

Climate finance	Gender aspects considered in climate finance Gender indicators included in budget and planning
Other information	Any other action, initiative, opportunity related to gender, gender equality, promotion of women's participation in decision-making processes.

◆ Examples

Example in the energy sector

Energy efficiency (EE) and renewable energy (RE)	
Analysis	<ul style="list-style-type: none"> - At the individual level: what are the behaviors of men and women with regard to energy consumption? - At the interpersonal level: what is the level of awareness and behaviors regarding EE and RE and how is it different for men and women? - At the community level: How are men and women implicated in EE practices? What role have men and women regarding EE and RE? - At the organizational level: how are women represented in the energy generation sector - including in EE & RE - dialogue and decision-making process? - At the policy / enabling environment level: What are the barriers and challenges that impeded women's participation and consultations regarding EE & RE solutions? What is the policy-making process and how women are involved? How the current policies are targeting women and vulnerable groups regarding energy access and information?
Planning	<ul style="list-style-type: none"> - Collect baseline data that inform about gender roles in the energy sector and more specifically for EE & RE solutions (Behaviors, practices, perceptions, beliefs) - Set indicators to measure impact and progress <p>Example indicators:</p> <ul style="list-style-type: none"> - <i>Level of awareness on EE practices & RE (by sex)</i> - <i>Increase (%) in access to EE & RE options (by sex)</i> - <i>Increase of women employees in the energy sector</i> - <i># of energy companies that have a policy that encourage women's employment</i> - <i># of male/female participating in activities related EE (capacity building, trainings...)</i> - <i>% of women having access to information on financing possibilities</i> - <i>% of women accessing green loans for EE or RE</i> - <i>% of women included in discussion on energy options at local level</i> - <i>% of women-led private companies contracted for energy generation</i>
Reporting	<ul style="list-style-type: none"> - Impact of energy policies on gender relations with a special focus on aspects that benefit both women and men equally (<i>ex.: street lighting and improved security; EE of women-led companies and organizations involved in EE initiatives and improved financial results</i>)

	<ul style="list-style-type: none"> - Challenges and barriers linked to gender relations in EE & RE (<i>ex.: difficult access to financing possibilities for improving EE/RE, low/high EE in women's companies/activities; decision on RE options at household level</i>) - Report on set indicators (<i>see above</i>) and formulate recommendations to improve results and impacts.
--	---

Example in the agriculture sector

Adaptation to climate change of the agriculture sector	
Analysis	<ul style="list-style-type: none"> - At the individual level: what is the role of women and men in agriculture work? - At the interpersonal level: Who manages the resources (who does what)? Who is controlling the resources (land ownership; enterprise ownership...) - At the community level: What are the common expected tasks for men and women regarding agriculture work? How are these tasks affected by climate change? - At the organizational level: Who receives the generated income? Who manages the generated income? How is the generated income distributed in household expenditure? Who decides on the expenditures? How this income can be affected by climate change? What can be the consequences of climate change on gender division of tasks? (<i>ex: additional task or men/women? diminution in income for men/women/household</i>) - At the policy / enabling environment level: What is the main impact of decrease/increase in agricultural production for men? For women? What is the impact of decrease in production? Are women/men prepared to this decrease? How to they adapt? What are their coping mechanisms? Are women / men involved in decision related to adaptation technics to increase production? What are the resources men/women can use to tackle a decrease in production? How policies support men and women's resilience to climate change for the agriculture sector?
Planning	<ul style="list-style-type: none"> - Collect baseline data that inform about gender roles in the agriculture sector and more specifically for decision-making regarding CC adaptation options (Behaviors, practices, perceptions, beliefs). - Identify livelihood options that meet community's (including women's) needs - Involve women in training on adaptation to climate change and preparation to disasters activities - Set indicators to measure impact and progress <p>Example indicators:</p> <ul style="list-style-type: none"> - <i>Level of acceptance/awareness to use climate change resistant crops (by sex)</i> - <i>% of women involved in crop resistant pilot projects</i> - <i># of women-led cooperative involved in resilient agriculture projects</i> - <i>Increase of women involved in discussion at national and local level on adaptation options for agriculture</i>

Reporting	<ul style="list-style-type: none"> - Impact of agriculture policies on gender relations with a special focus on aspects that benefit both women and men equally (<i>ex.: valorization of food processing / activities that include both men and women, women-led cooperatives, women's tasks in the agriculture value chain...</i>) - Challenges and barriers faced by women/men because of climate change (<i>ex.: decrease in production, access to resistant crops, decision over land-use...</i>) - Report on set indicators (<i>see above</i>) and formulate recommendations to improve results and impacts.
-----------	--