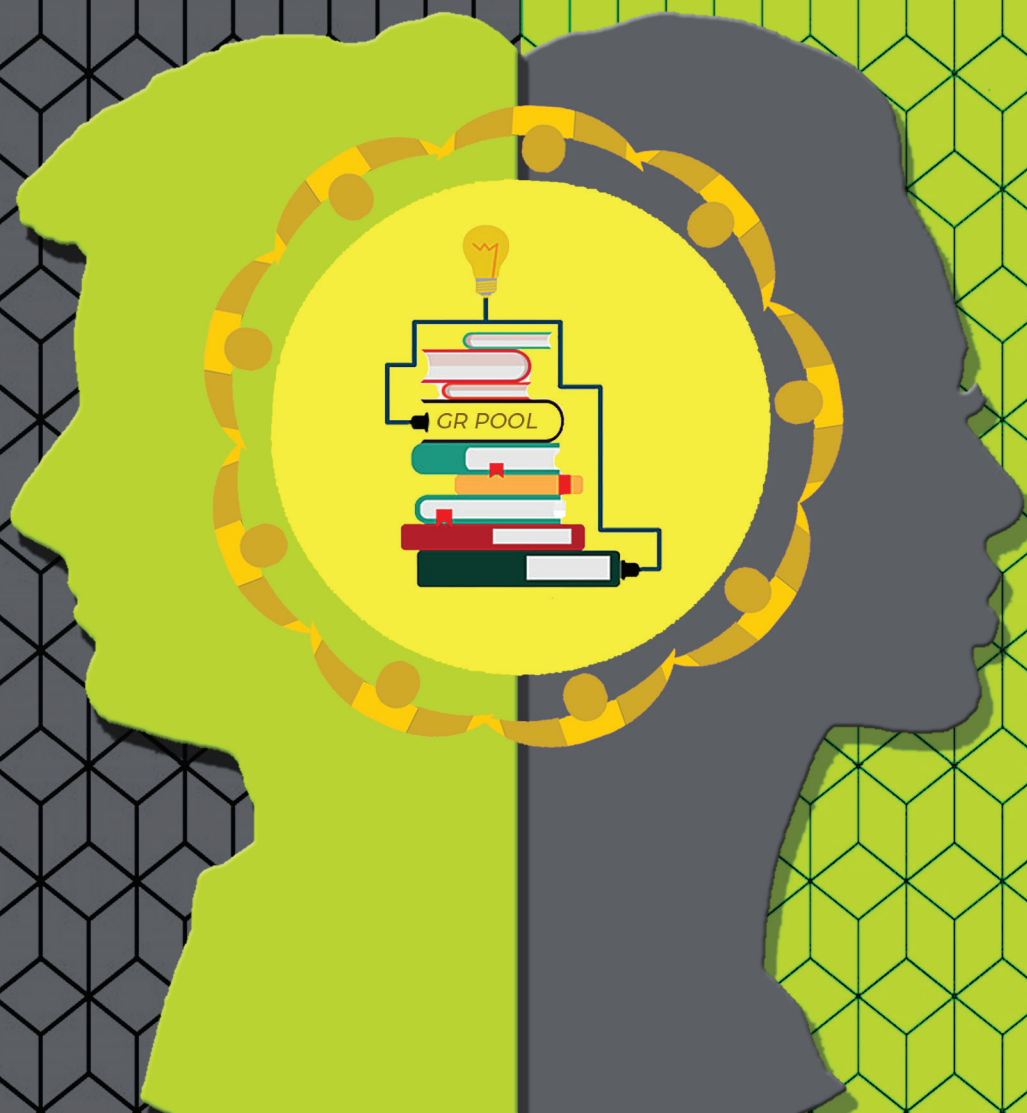


Philippine
Commission
on Women



Gender and Development (GAD) Resource Pool Handbook





GENDER AND DEVELOPMENT RESOURCE POOL HANDBOOK

2021





GENDER AND DEVELOPMENT RESOURCE POOL HANDBOOK

ISBN: 978-971-8701-31-7

Produced in 2021 by the Philippine Commission on Women. We encourage the non-commercial use, reproduction, and dissemination of this publication, provided that this page is retained. Parts of this material may be copied, downloaded, and printed for private study, research and teaching purposes, or for use in non-commercial products and services, provided that proper citation and acknowledgement is made. Any other use of this publication shall be governed by the relevant provisions of the Intellectual Property Code of the Philippines.

Published by

Philippine Commission on Women

1145 Jose P. Laurel Street, Malacañan Palace Complex

San Miguel, Manila, 1005 Philippines

Tel No. (+632) 8735-1654

Email Address: oad@pcw.gov.ph

<https://www.pcw.gov.ph>

February 2021

Printed in the Philippines

Complimentary copy. This publication is not for sale.



FOREWORD	iii
ACRONYMS	v
INTRODUCTION	vii
I. THE NATIONAL GAD RESOURCE PROGRAM	1
II. THE GENDER AND DEVELOPMENT RESOURCE POOL	5
A. The GR Pool as a Community of Practice	
B. Advantages of Being a Certified GR Pool Member	
C. Screening and Selection of GR Pool Members	
1. Qualifications of a GR Pool Member	
2. Application, Short-listing, and Certification	
III. WORKING ARRANGEMENTS FOR GAD RESOURCE POOL MEMBERS	11
A. Standards and Protocols for GR Pool Members	
B. The GAD Technical Assistance Referral Process	
1. PCW-Referred GAD TA Requests	
2. Direct Engagement/Coordination by Requesting Agency	
3. Cancellation of Engagement as a GAD Resource Person/TA Provider	
C. Payment of Honoraria or Professional Fees	
D. Sharing of GAD-Related Materials and other Resources	
E. Capacity Development for GR Pool Members	
IV. GAD RESOURCE POOL BRANDING GUIDELINES	19
A. The NGRP Logo	
B. The GR Pool Presentation Template	
V. PERFORMANCE ASSESSMENT OF INDIVIDUAL GR POOL MEMBERS	21
A. Considerations in Performance Assessment	
B. Computation of Ratings	
VI. RENEWAL OF MEMBERSHIP AND CERTIFICATION AS A GR POOL MEMBER	25
VII. TEMPORARY OR PERMANENT CESSATION OF MEMBERSHIP	27
A. Filing of Leave of Absence	
B. Suspension of GR Pool Membership	
C. Termination of GR Pool Membership	



TABLE OF CONTENTS

ANNEXES

31

1. Pledge of Commitment of GAD Resource Pool Members

2. Partnership Agreement

3. Terms of Reference for GAD Resource Pool Members

4. National GAD Resource Pool Forms

4.A GAD Resource Pool Profile Form

4.B GRP Capacity Assessment Form

4.C Training Needs Assessment Form

4.D-4.H Pre-tests

4.D Basic GAD Concepts

4.E Gender Analysis, Gender Analysis Tools,
and Gender Mainstreaming

4.F GAD Planning and Budgeting

4.G Legal Mandates (General)

4.H Legal Mandates (Thematic)

4.I GAD Resource Pool Evaluation Form

4.J Training/Activity Evaluation Form

4.K NGRP Training Synthesis Report Form

4.L NGRP Evaluation Report Form

4.M GRP Tracking Matrix for Trainings Conducted



The Philippine Commission on Women (PCW) is pleased to issue this Gender and Development Resource Pool Handbook to guide the management of the pool of technical assistance providers on gender and development (GAD). The motivation for the development of this Handbook comes from the strong demand for PCW technical assistance in gender mainstreaming pursuant to the mandate of the Magna Carta of Women that all government agencies and local government units address any and all gender issues through their respective policies, plans, and programs.

For many years now, the GR Pool has worked as a community of practice and it has helped PCW effectively and extensively reach more government agencies and local government units. The lessons from the experience of the members working with PCW and government helped us systematize the technical assistance process, enriched by continuous sharing and assessment of materials, tools, and processes.

PCW is committed to assist GR Pool members in ensuring that they are equipped with the right tools and are constantly updated on the latest GAD-related developments. This Handbook aims to guide them in handling TA requests, in complying with the requirements and in facilitating their certification as active members. It also seeks to assist PCW in managing the increasing number of GR Pool members and in responding more effectively to government needs. For government clients, this Handbook offers clarification on the expectations and arrangements in availing of technical assistance through the GR Pool.

This Handbook took many years to develop, and it is a testament to the hard work and tenacity of PCW leaders who unstintingly advocated for resources and action from stakeholders, and to whom we are greatly indebted. We acknowledge the GR Pool members and our government clients who have actively engaged PCW in the technical assistance process for their inputs and inspiration in producing and enriching it. We also commend the excellent work of the PCW staff, particularly the Technical Services and Regional Coordination Division (TSRCD) to systematize the technical assistance process and their creativity to reach more clients through the GR Pool.

We hope that this handbook will help our partners as intended, but we also acknowledge that it is a work in progress and will benefit from continuous review and enhancement as we apply it in our technical assistance delivery. We will therefore appreciate recommendations from our GR Pool members and clients as opportunities arise, so that it remains effective and relevant.

We enjoin all our partners together with the GR Pool members to keep the advocacy for gender equality and women's empowerment strong and vibrant! Together, let us persevere in the face of challenges as we also optimistically celebrate every victory!



ATTY. KRISTINE ROSARY E. YUZON-CHAVES
Executive Director





CSOs	Civil Society Organizations
ED	(PCW) Executive Director
ER	Evaluation Report
GA	Gender Analysis
GAD	Gender and Development
GAD AR	Gender and Development Accomplishment Report
GPB	GAD Plan and Budget/GAD Planning and Budgeting
GFPS	GAD Focal Point System
GM	Gender Mainstreaming
GR	Gender Responsive
GR Pool / GAD Resource Pool	Gender and Development Resource Pool
GST	Gender Sensitivity Training
LGUs	Local Government Units
MCW	Magna Carta of Women
NGAs	National Government Agencies
NGRP	National Gender Resource Program
PA	Partnership Agreement
PCW	Philippine Commission on Women
RLAs	Regional Line Agencies
SUCs	State Universities and Colleges
TA	Technical Assistance
TSR	Training Synthesis Report
TSRCD	Technical Services and Regional Coordination Division





The Gender and Development (GAD) Resource Pool Handbook was developed after more than five years of existence of the GAD Resource GR Pool, a mechanism to assist the Philippine Commission on Women (PCW) to deliver technical assistance to national and local governments on gender and development. This is in accordance with the Republic Act 9710 or the Magna Carta of Women's mandate that gender and development concerns be integrated in government policies, plans, and programs to address gender discrimination in all areas. The GR Pool is PCW's "extension" to reach more government agencies and local government units which otherwise it cannot reach because of human resource constraints. The GR Pool is also an important component of PCW's National GAD Resource Program, a set of initiatives designed to systematize the GAD competency development of government.

Since 2014, the PCW has certified more than 100 individual GAD practitioners as members of the National GAD Resource Pool. They are gender and development experts from government agencies, local government units, academe, civil society organizations while others are independent consultants. The GR Pool operates as a community of practice with PCW as host, and as such, it has developed a set of guidelines or protocols, tools and materials to manage the work of the members. These materials, together with the results of practice, have been put together as a handbook for the GR Pool.

The Handbook reflects the experiences, comments, and recommendations gleaned from years of practice and engagements with government and consultations with PCW. Lessons from this collective experience are expected to fine tune the work of the GR Pool and make the technical assistance process more effective and efficient.

The Handbook consists of three main parts:

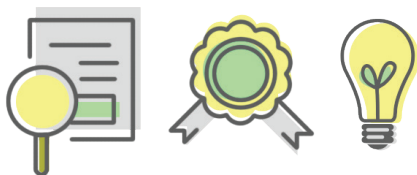
The **first** part is a discussion on the National GAD Resource Program (NGRP) within which the GR Pool is located as one of the mechanisms for supporting competency development of government on GAD. The NGRP is PCW's technical assistance strategy on gender mainstreaming at national and local level. It includes technical assistance packages covering direct individual or sectoral training or web-based seminars, development of GAD tools, learning materials and knowledge products and partnership building in the delivery of technical assistance services through the GAD Resource Pool, certification of GAD training programs and partnership with other gender resource centers.

A detailed presentation of the GR Pool comprises the **main** part. This discusses the qualifications and requirements for membership, the certification process, branding guidelines, working arrangements or protocols including the referral process, sharing of materials, charging of honoraria or professional fees, evaluation of performance of members, renewal or termination of membership, and filing of leave of absence.

The Handbook includes several **Annexes** that are useful to present and prospective members in complying with the eligibility process and maintaining their certification. These include the expectations from members as set in the partnership agreements, the NGRP forms that spell out the requirements for membership, assessment of performance, tools that they use in evaluating their performance as resource persons or consultants, and reporting requirements.

Any questions regarding the Handbook will be appreciated, and these may be directed to the **Technical Services and Regional Coordination Division (TSRCD)** of the PCW through:

Email: ngrp@pcw.gov.ph
Landline: (02) 8736-5249 / 8736-7712 local 110
Mobile: 0917-845-4471 or 0917-834-0592



I. THE NATIONAL GAD RESOURCE PROGRAM

The National GAD Resource Pool is part of the National Gender and Development Resource Program (NGRP) of PCW. The NGRP defines overall technical assistance (TA) strategy of the PCW in providing appropriate and effective technical assistance on gender mainstreaming for national government agencies (NGAs) and local government units (LGUs). This is pursuant to the Magna Carta of Women's mandate to PCW to build government capacity to mainstream GAD perspectives in their major final outputs to achieve women's empowerment and gender equality.

Implementing the NGRP enables PCW to directly engage government and assist them in gender mainstreaming. In return, this engagement provides PCW valuable inputs in further enhancing and enriching its technical assistance program so that it is more responsive to government needs.

Specifically, the NGRP is geared towards:

- Delivery of direct services for capacity development interventions on GAD (e.g. conduct of GAD trainings, inputs to policy issuances and guidelines, GAD planning and budgeting, gender audit, etc.);
- Development of modules, conduct of research and development, and/or updating of tools and other GAD-related learning materials;
- Provision of an established mechanism for the regular updating and sharing of information and resources as well as a referral mechanism for suitable technical assistance providers on GAD



NGRP logo

To implement the abovementioned objectives, the NGRP has the following components (*the NGRP logo represents these components, discussed in more detail under Branding Guidelines*):

1. Development of GAD Tools, Learning Materials, & Knowledge Products



This component is focused on the development and enhancement of GAD-related tools to further track gender mainstreaming efforts of organizations. It also aims to develop GAD learning materials to standardize the core messages in delivering GAD-technical assistance.

Further, it strengthens the GAD knowledge products of the PCW to help its clients, specifically policymakers and the members of GAD Focal Point System of government agencies, develop deeper understanding and appreciation of gender and development mainstreaming.





2. Partnership Building in the Delivery of GAD TA



The certification of individual GAD practitioners has proven its relevance in helping PCW address the increasing demand of TA requests on GAD. Based on current trends, GAD training programs are popularly offered by academic and private training institutions. As the lead agency on GAD, PCW is set to provide standards for GAD training programs offered by different institutions. This will ensure that the appropriate core messages are reflected and delivered to the stakeholders.

Partnership Building includes:



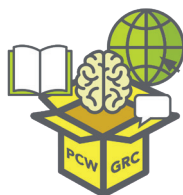
2.1 GAD Resource Pool (GR Pool)

This is the GAD technical assistance mechanism of the PCW composed of GAD practitioners who are leveled-off and certified to provide GAD-related TA to requesting clients in behalf of PCW. GR Pool members are either independent GAD practitioners or are from NGAs, LGUs, academe and CSOs. The GR Pool operates as a community of practice with PCW as host.



2.2 Certification of GAD Training Programs

The certification sets the standards to ensure that institutions offering GAD related training programs are providing accurate GAD core messages and are updated based on current GAD-related issuances. It also ensures that the costs of attending these programs are not too exorbitant and are within the limits provided by existing government rules and regulations.



2.3 GAD Resource Center

The PCW aims to collaborate with other GAD Resource Centers (GRCs) in the provision of GAD-related technical assistance to regional line agencies (RLAs) and LGUs.

3. GAD Technical Assistance Package



PCW continues its capacity development interventions such as organizing GAD Focal Point System (GFPS) assemblies and GAD Budget Fora to serve as platform for updating the GFPS on latest GAD policies and clarifying issues on GAD planning and budgeting (GPB) and gender mainstreaming (GM). The NGRP also now utilizes online platforms to extend the reach of GAD technical assistance to far-flung areas of the country, and to help reduce the spread of infection such as COVID-19 and other emerging infectious diseases.



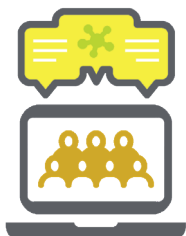
3.1 Direct TA (Individual) and Organization of GAD Trainings (Sectoral and Public Offerings)

The usual mode that PCW utilizes in the provision of technical assistance on GAD mainstreaming is by responding to individual requests from relevant institutions. Direct TA varies from (a) responding to walk-in clients who seek clarification on concerns and issues in their gender mainstreaming efforts; (b) providing inputs on the training designs and tools development of priority sectoral agencies; and (c) conduct of GFPS Assemblies and the National GAD Budget Fora to capacitate agencies in mainstreaming gender and development in their programs, projects and activities.



3.2 GAD Web-based Seminars (Webinars)

Free online GAD courses are provided to capacitate agencies and individuals requesting GAD-technical assistance through an open and distance learning method. This helps in reducing the demand for face-to-face technical assistance in view of the current pandemic and enables the learners to complete the modules at their own pace.



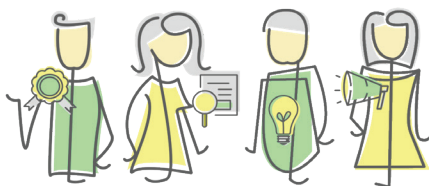
3.3 GAD Resource Pool Database

The GAD Resource Pool Database is an online platform developed for the PCW with funding support from Canada's Department of Foreign Affairs, Trade and Development (DFATD) through the GREAT Women Project¹. The system serves as a centralized database for the GR Pool.



¹ The GREAT Women Project is a women's economic empowerment project of PCW funded by the Canadian Government.





II. THE GENDER AND DEVELOPMENT RESOURCE POOL

A. The GR Pool as a Community of Practice

The GR Pool is composed of gender and development experts who have been certified to respond to technical assistance requests from NGAs and LGUs. They provide these services according to the protocols and guidelines set in the TA process, and they comply with requirements for evaluation and reporting. They are expected to participate in capacity development sessions and other learning activities organized by PCW where they share their knowledge, learn new developments and provide feedback to PCW to enhance its TA services.

The GR Pool operates as a community of practice (CoP), with gender and development (GAD) as a way to gender equality and women's empowerment as the **domain**, or the common area of interest. The members bring in their knowledge, expertise, and tools on GAD and share these with the others for mutual learning as technical assistance providers.

The GR Pool also forms a **community**, a result of the interaction of the members as they engage in discussions, information sharing, relationship building, and other joint activities that enable them to learn from and with each other as technical assistance providers. This also forms the social fabric of their learning characterized by mutual respect, willingness to share, and regular interaction.



*The GR Pool operates as a
Community of Practice
among GAD advocates & experts
who share a common passion
for gender equality & the
empowerment
of women.*



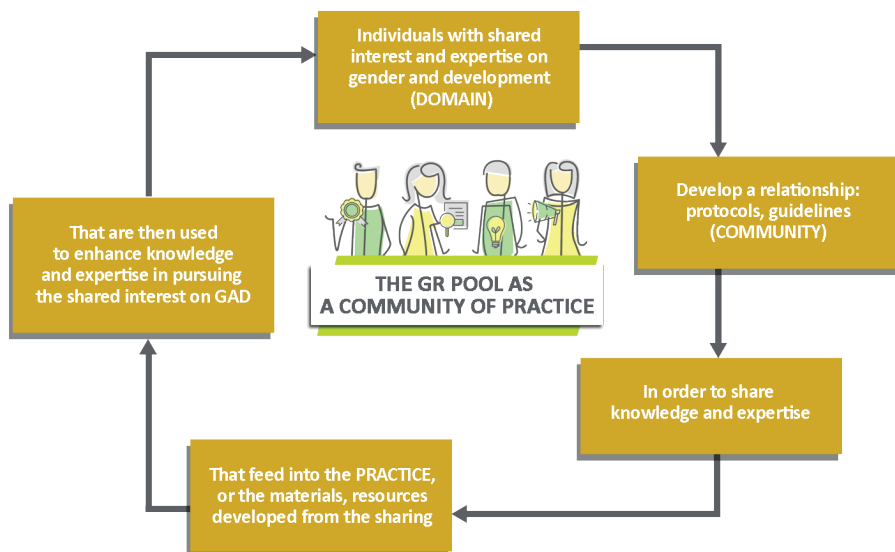
As host and part of the CoP, PCW is instrumental in creating and nurturing this community. It sets the protocols for sharing, interaction and performance. When clients (government) interact with the GR Pool members, they contribute to the knowledge building as they share their experiences and the results of the training that they receive from them. This sharing then feeds into the practice as lessons learned used to enhance the materials used by the community.

The third element of the CoP is **practice**, or the body of knowledge produced as a result of the interactions and practice. Together with the GR Pool members, PCW develops these materials into modules, references, cases, forms and other documents used in training and technical assistance on GAD. Practice and application enable the sharing, use and continuing improvement of these resources for better results.





The GR Pool enables PCW to enhance its strategic capability to respond to increasing demand for technical assistance to improve gender mainstreaming in the bureaucracy. It thus fully supports its operations to ensure that it remains functional and effective.



B. Advantages of being a Certified GR Pool Member

The increasing demand for technical assistance from government offers a bright career prospect for many GAD practitioners and experts, and many consider doing this on a full-time basis. With this growing interest in technical assistance provision, PCW needs to safeguard the integrity of the GAD TA process and ensure that those who engage in technical assistance provision to government are doing it according to standards and that they are compliant with laws and policies. Thus, it refers only certified TA providers to government agencies and LGUs requesting GAD-related technical assistance.

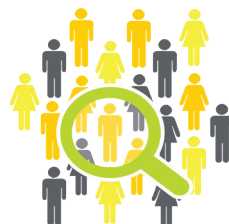
To encourage practitioners to participate and remain in the GR Pool, PCW offers a package of support that highlights the benefits and advantages of being certified members, such as:

1. **Certification and recognition from PCW**, the national authority on women's empowerment and gender equality, as an accredited GAD expert and training provider;
2. **Priority referrals from PCW** for technical assistance requests from NGAs and LGUs and payment of corresponding honoraria/professional fee as GAD technical assistance provider charged to requesting agency's GAD funds;
3. **Access to the latest GAD-related materials, updates, and information** such as policy issuances and training modules developed by PCW and its partners;
4. **Opportunities for continuing upgrading and updating of skills** through exclusive invitation to GAD capacity development and other learning sessions;
5. **Referrals for or information about scholarship** and/or consultancy opportunities with PCW and international organizations; and
6. **Promotion in the PCW website and in GAD-related events** organized by PCW.



C. Screening and Selection of GR Pool Members

The screening and selection of prospective GR Pool members follows a rigorous process according to the required qualifications and procedures in certification.



1. Qualifications of a GR Pool Member

Basic considerations:

- The advocacy and action for gender equality and women's empowerment has steadily gained support from the public and it is already embedded in laws and policies and in government programs. However, there still remain deep-seated biases and attitudes among some women and men who subscribe to traditional notions of women and men's roles and status.

A technical assistance provider on GAD and aspiring member of the GR Pool should first and foremost believe in the advocacy and is an advocate for gender equality and the empowerment of women. As such, she/he should have a very sound understanding of the relevant history, objectives, concepts, principles and laws as these are important tools in explaining and promoting the importance of gender mainstreaming. The applicant may have acquired this through formal education or training, research, seminars or actual experience.

- Since government is the primary client of the GR Pool, an applicant needs to be familiar with government processes in all fields and at national and local level and how gender mainstreaming could be applied in planning, budgeting, implementation and monitoring and evaluation.
- Finally, an applicant is also expected to have excellent oral and written communication skills to provide technical assistance in a variety of settings and for various types of clients.

If these basic considerations are satisfied, application for membership or renewal of certification in the GR Pool is assessed according to the following:

a. Proven track record as a GAD practitioner

An applicant must demonstrate a high level of proficiency and performance as a resource person, technical adviser, facilitator, module writer or researcher on any or all of the following topics:



- Gender Sensitivity
- Gender Mainstreaming
- Gender Analysis & use of Gender Analysis Tools
- GAD Planning & Budgeting
- Gender-Responsive Development Planning
- Gender-Responsive Legislation
- Development & Updating of GAD Modules & Tools
- Gender Impact Assessment
- Gender-Responsive Project Development Process
- Gender-Responsive Monitoring & Evaluation System

An applicant's experience working as GFPS member and project manager for GAD-related projects is given premium.





b. Sectoral expertise & geographical location



Aside from general competency in GAD mainstreaming, a preferred qualification for an applicant is sectoral/thematic expertise, or ability to mainstream GAD in such areas as agriculture, infrastructure development, energy, disaster risk reduction and management (DRRM), science and technology, health, environment, etc. Premium is also given to areas or location with limited number of certified GR Pool members.

c. Availability to handle GAD TA requests



A GR Pool applicant's acceptance and continuing certification is also assessed based on ability and availability to respond to demands. She/He should be willing to take on TA referrals from PCW as part of the duties and responsibilities of a member.

d. Vouched for/endorsed by other GAD experts or PCW officers/officials



An applicant favorably recommended or endorsed by a PCW officer or another GR Pool member because of strong qualifications is also considered for membership. Inclusion in the shortlist is done after a background check and her/his compliance to all requirements.

e. Previous engagements with PCW



An applicant with previous engagement with PCW such as consultant, module writer, researcher, project manager or resource person for PCW-led activities and demonstrated good performance in these engagements is given additional points during the assessment.

f. Availability to attend leveling sessions & other capacity development activities



Another requirement for a prospective GR Pool member is willingness to actively participate in the leveling and deepening sessions, GR Pool Assemblies, and other PCW-led activities. Continuing capacity-building for GR Pool members is a commitment of PCW to the members to keep them updated on developments in terms of policies, technologies, and materials.

g. Compliance with requirements for renewal/re-certification for existing members

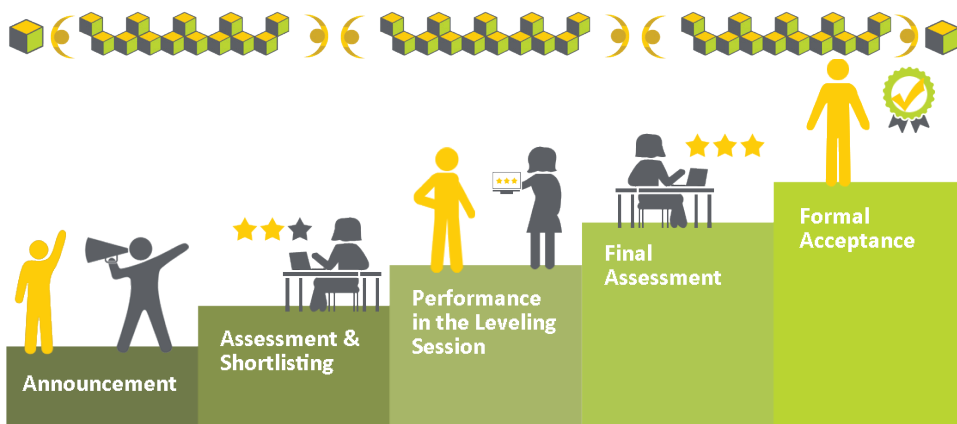


A member of the GR Pool may be re-certified based on her/his record of compliance with requirements set, such as submission of training synthesis and evaluation reports of GAD TAs handled or served, participation in capacity development sessions, and other PCW-initiated activities.

2. Application, Short-listing, and Certification

Applicants have to pass the short-listing and validation process prior to certification to the GR Pool. The score of an applicant in the final assessment determines if he/she gets certified and the number of years of certification.

The following is a summary of the application, short-listing, and certification process for the selection of GR Pool members:



a. Announcement

An announcement or notice for the submission of application to the GR Pool is posted at the PCW website and its social media channels (www.pcw.gov.ph). A notice is also given to certified GR Pool members on the submission schedule for them to help PCW disseminate the information to their networks.

The announcement includes the deadline for submission of application and the forms to be accomplished and submitted online or in print, namely the NGRP-GAD Resource Pool Profile Form (*Annex 4.A*) and GAD Capacity Assessment Form (*Annex 4.B*), through the link in the PCW website or sent through email via ngrp@pcw.gov.ph or in hardcopy to PCW (1145 JP Laurel St., San Miguel, Manila).

Only applicants who submit the requirements within the deadline are considered in the short-listing process and are included in the pooling.

b. Assessment & Short-listing

The Technical Services and Regional Coordination Division (TSRCD), the unit in-charge of the implementation the National GAD Resource Program, will process the submitted applications and make the initial assessment based on the criteria and rubrics set for qualified/shortlisted applicants. It also conducts background check and/or validation with GR Pool members and PCW officers on shortlisted applicants. As deemed necessary, part of the assessment of an applicant is observing her/him conduct a gender training (*with permission from applicant*) to validate stated qualifications.

Criteria and rubrics to assess shortlisted applicants:

Criteria	(%)
Trainings conducted	40
Trainings attended	30
GAD-related articles & publications	10
Geographical location	10
Area of specialization	5
GAD Capacity Assessment Form	5

Based on the results of assessment and validation, the TSRCD finalizes the shortlist of applicants and presents this to the Executive Director (ED) for final review and approval.



c. Performance in the Leveling Session

PCW invites shortlisted applicants to a four-day learning and sharing session conducted to ensure that prospective GR Pool members have the same level of understanding of GAD core messages and are updated on current GAD-related developments.

This session also serves as a final test for the shortlisted applicants. The PCW observes their participation and performance during the session, see how they explain or express their views about gender issues, deliver training (*return demo sessions*), and answer questions from other participants. Attending and completing the leveling session is also a test of the applicant's commitment to become a GR Pool member. Thus, an applicant who does not complete the four-day session does not get certified.



d. Final Assessment

A final assessment of the shortlisted applicants is made after the leveling session. Below is the set of criteria and rubrics* used to determine who among the shortlisted applicants get certified:

Application score	20%
Performance in the Return Demonstration	70%
Pre- and Post-Tests	10%

**The percentages may be amended by PCW as the need arises.*

Shortlisted applicants should obtain at least an overall rating of 70% to be certified as a member of the GR Pool. Below is the rating guide to determine the number of years a GR Pool applicant will be certified:

Rating	86-100%	76-85.99%	70-75.99%	69.99% and below
Certification	3 years	2 years	1 year	Not certified



e. Formal Acceptance

Formal acceptance of successful applicants into the GR Pool is made during the Certification Ceremony where they pledge their commitment (*Annex 1*) and sign a Partnership Agreement (PA) with the PCW. Each newly-certified GR Pool member is provided with a Certificate of Membership, GR Pool identification card, NGRP pin, and an external drive containing GAD materials and GR Pool forms.



III. WORKING ARRANGEMENTS FOR GR POOL MEMBERS

A. Standards and Protocols for GR Pool Members

The Partnership Agreement (PA, *Annex 2*) signed between the PCW and a certified GR Pool member clearly stipulates that membership to the GR Pool does not create an employer-employee relationship between the contracting parties. However, GR Pool members need to abide by the following standards and protocols in the fulfillment of their roles and responsibilities as GAD technical assistance providers:

1. **Strictly comply with the provisions** of the Partnership Agreement and the Terms of Reference for GR Pool Members (*Annex 3*);
2. **Render at least two (2) technical assistance requests annually** to keep their status active and to remain eligible for continued membership;
 - 2.1 In case a GR Pool member is not able to handle at least two (2) GAD TA sessions from the date of PA signing, he/she is expected to formally write PCW indicating the reason/s for not being able to do so;
3. **Ensure constant feedback and communication with PCW** regarding the TAs conducted by submitting the accomplished training synthesis reports (*Annex 4.K*), processed evaluation report (*Annex 4.L*) and required attachments within sixty (60) calendar days after provision of technical assistance. (*Note: The required 60 days may be changed as the need arises*);
4. **Submit to PCW the summary of all GAD-related technical assistance** conducted using prescribed format (*Annex 4.M*);
5. **Convey to the PCW concerns requiring immediate action** on TAs rendered (*e.g. non-payment of honoraria or professional fees, sudden cancellation of TA request, issues encountered with the agency provided with TA, etc.*);
6. **Maintain a GR Pool member file** containing the following:



- ☐ Contracts and/or *conforme* with NGAs/LGUs provided with technical assistance, if applicable;
- ☐ Certificate of participation in PCW-conducted capacity development activities;
- ☐ Final design of GAD technical assistance conducted;
- ☐ Complete set of handouts/materials distributed to participants during the TA provided;
- ☐ Training synthesis and evaluation reports of all TAs conducted





7. **Attend and actively participate** in deepening sessions, annual GR Pool Assembly and other PCW-led activities at the national, regional and local level as part of the continuous capacity development for GR Pool members;
8. **Participate in the development and updating of tools**, modules, and other GAD-related materials;
9. **Share with PCW and other GR Pool members**, materials, modules, innovative approaches, studies, researches, papers, cases, and tools on GAD;
10. **Properly acknowledge use of materials** authored by others during provision of technical assistance, through the use of footnotes, citing the source in *Powerpoint* slides, and verbally acknowledging source of materials during the conduct of the TA, and;
11. **As the need arises, partner with the PCW training team** in the conduct of GAD-related GAD capacity development sessions to train new national and local partners, especially in areas related to their expertise.

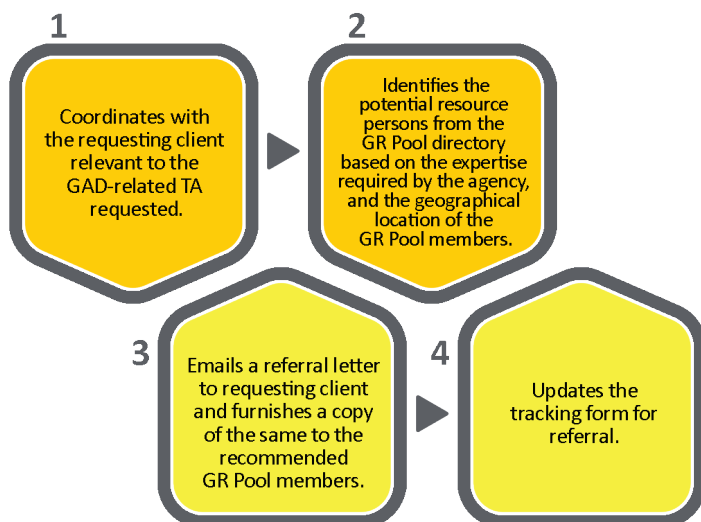
B. The GAD Technical Assistance Referral Process

GR Pool members are expected to handle GAD-related technical assistance (TA) requests sourced either through referrals from PCW or direct engagement with the agency. To protect their privacy, PCW only shares the email addresses of GR Pool members with the requesting agencies. GR Pool members share their landline or mobile numbers to requesting clients at their own discretion.

1. PCW-referred GAD TA requests

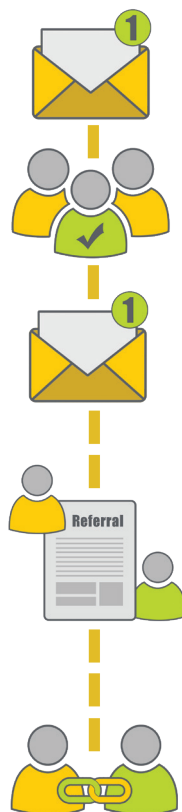
Ideally, PCW refers a TA request to a GR Pool member at least two weeks before the target date of the activity to ensure sufficient time for preparation and coordination. However, a GR Pool member has the prerogative to accept a TA referred with less than two weeks lead time. PCW follows the process below when referring GR Pool members to requesting agencies:

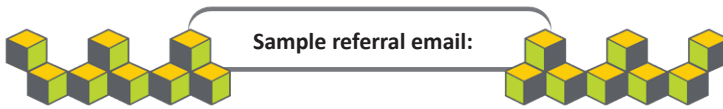
Summary of PCW TA Referral to GR Pool





- a. Upon receipt of a request for technical assistance, PCW, through TSRCD coordinates with the requesting client to clarify the nature of the TA request and their GAD capacity development needs.
- b. Based on the information from the agency, PCW identifies two to three potential resource persons from the GR Pool based on the expertise required and the geographic location of the activity.
- c. An email is sent (*please refer to sample referral letter*) to the agency indicating the list of possible GAD resource persons suitable to their needs, including their contact information, areas of expertise, relevant previous engagement with the agency if any, the payment of honoraria or professional fees, and a request to evaluate the selected resource person after the activity.
- d. The referred resource persons are copied of the referral email through ngrp@pcw.gov.ph.
- e. The referred GR Pool members may directly communicate with the agency about their availability and interest for the TA. However, the agency decides on the preferred resource person and accordingly negotiates the details of the TA activity.
- f. Before the actual GAD TA, the selected GR Pool member negotiates the terms of the TA services directly with the requesting agency, and,
 - i. requests a *conforme* letter (*please see sample*) or contract to formalize the engagement and specify the terms, including the schedule and mode of payment;
 - ii. requests the agency to inform PCW on its decision about the consultant
 - iii. negotiates the processing of the filled out PCW-NGRP Training Evaluation Forms (*Annex 4.I, 4.J*) after the conduct of the TA.
- g. As needed, a GR Pool member may consult PCW in the finalization of the training design.





Kimberly Anne E. Teodoro <kateodoro@pcw.gov.ph>
to NGRP members

November 29, 2019, 2:01 PM ☆ ↩ ⋮

NAME OF HEAD OF AGENCY

Position/Designation

Name of Agency

Address of Agency

Dear *[Title and Name of Head of Agency]*

Greetings from the Philippine Commission on Women!

This is to acknowledge receipt of your letter dated *[day, month, year]* requesting for a resource person to discuss “An Overview of Gender-Based Violence in the Philippines” on *[day, month, year]* to be held at the *[venue]*.

We apologize that we will not be able to handle the training due to equally important activities lined up for the month. However, we are pleased to recommend to you the following GAD experts from the Philippine Commission on Women GAD Resource Pool. You may opt to choose among the following GAD experts to serve as your resource person as listed below:

- **GR Pool Member XXX:** Practicing lawyer and Independent GAD Consultant. She specializes in the provision of training on Basic GAD Orientation, VAW laws, Introduction to Gender Analysis, National GAD Planning and Budgeting, and Women, Peace, and Security. You may contact **XXX** through email at xxx@gmail.com.
- **GR Pool Member YYY:** He specializes in the provision of session on Gender Sensitivity Training, Gender Analysis and GA Tools, Gender-Based Violence, VAW laws, Gender in Emergencies, Climate Change Adaptation and Disaster Risk Reduction, and Adolescent Sexual and Reproductive Health. You may contact **YYY** through email at yyy@gmail.com.

Please coordinate directly with the above recommended Gender Resource Pool members and advise PCW who among the list you choose. Also be advised that GAD Resource Pool members are paid an honorarium for the services that they will render. The minimum amount is Php 1,500 as per DBM Circular 2007-01, depending on their designation and your negotiation with the resource persons.

Lastly, to help us continuously improve the way we deliver technical assistance on GAD, kindly ask all the participants to fill out the attached **Resource Person Evaluation Form**.

Thank you very much.

On behalf of PCW-TSRCD

Kimberly Anne Teodoro
Senior GAD Specialist

NOTE TO GR POOL MEMBERS: GAD Resource Pool Members who are referred to handle this activity are required to respond and inform PCW as to whether or not they are to handle this TA request.

Requesting party: AAA or BBB

Contact details: *[phone number, mobile number, and email address]*

NOTE TO REQUESTING AGENCIES: You may directly reach-out and contact the GR Pool member(s) of your choice through their email address(es) attached in this communication to express your interest in engaging their services for your seminar/training/symposium. To facilitate the coordination, you may contact them as soon as you receive this email. Make sure to inform PCW regarding the GR Pool member who accepted this request.



Name of GAD Consultant/GR Pool Member

Address

Subject: Invitation as a Resource Person on GAD and Women's Economic Empowerment (WEE) Concepts for the Green Gender-Responsive Value Chain Analysis (GGRVCA) training.

Dear *[Name of GAD Consultant/GR Pool Member]*,

Greetings from the Philippine Commission on Women!

We are pleased to invite you to be our Resource Speaker on Basic GAD Concepts and Women's Economic Empowerment for the series of training workshops on Green Gender-Responsive Value Chain Analysis (GGRVCA) for GREAT Women II Project Partners on October 26, 2015 in Metro Manila.

The Green GRVCA will result to proposed actions among various enablers from both the government sector including the local government units (LGUs) and the private sector to improve the performance and competitiveness of women enterprises.

The training will consist of four modules: gender and women's economic empowerment concepts, greening the GRVCA, the GRVCA process and facilitation module. The Module of the GAD and WEE Concepts will provide the overall gender equality and women's empowerment context to the whole GGRVCA training workshop. It will give emphasis on gender issues related to WEE and enterprise development.

Five (5) batches of Green GRVCA training will be implemented in five different areas in the Philippines, namely: Metro Manila, Baguio, Cebu, Davao, and Zamboanga from October 2015 to January 2016.

Participants will be coming from the regional and national offices of the following agency partners: Department of Trade and Industry (DTI), Department of Agriculture (DA), Department of Labor and Employment (DOLE), and Department of Science and Technology (DOST). Agency partners are expected to be involved in the project particularly in leading or supervising the conduct of the GGRVCA and monitoring the implementation of agreed actions.

As resource person, you will be expected to perform the following functions:

1. Prepare modules and presentation materials on the following:
 - Basic GAD Concepts
 - Mandates for gender equality and women's economic empowerment
 - Gender issues related to WEE and in enterprise development and;
 - Introduction to Gender Analysis (GA) and GA Tools
2. Conduct the training as agreed and;
3. Recommend module and training strategy enhancements as needed

As resource person, a sum of **Ten Thousand Pesos** (Php 10,000.00) will be paid by the PCW for the one-day session on GAD and WEE Concepts, inclusive of the 13% mandatory government withholding tax.

Payment of the professional fee shall be made upon completion of the required final output(s) subject to the issuance of Certificate of Acceptability by the PCW.

Kindly sign in the space provided below if you agree with the terms specified herein.

Sincerely yours,

NAME OF PCW EXECUTIVE DIRECTOR

Executive Director

Conforme:

(Signature)

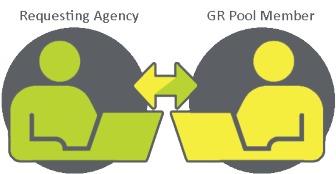
[Name of Consultant/GR Pool member]





2. Direct Engagement/Coordination by Requesting Agency

- a. An agency may directly request a GR Pool member for GAD technical assistance. In this case, the member has the option to accept the TA request and negotiate the terms of the engagement, or may refer or endorse the agency to another GR Pool member.
- b. To keep the PCW informed of direct engagements, the GR Pool member requests the agency to communicate officially to PCW that it is engaging the services of the preferred GR Pool member, for purposes of recording the engagement. At the same time, the concerned GR Pool member reports the TA in the tracking matrix for trainings conducted being submitted to PCW.
- c. In addition to the GAD TAs referred by PCW, a GR Pool member may submit to PCW the training synthesis report and the processed evaluation report for TAs directly negotiated/coordinated by requesting agency.



3. Cancellation of Engagement as a GAD Resource Person

Whether the TA is referred by PCW or directly negotiated by a requesting agency, GR Pool members are expected to deliver the TA request they committed to take on. In case a GR Pool member has to back-out or cancel for a justifiable reason, she/he is expected to:



- a. Look for an alternate resource person or negotiate for a change of schedule (*if the problem is schedule*);
- b. Inform the PCW immediately through email indicating the reason why he/she will not be able to take on the commitment; and
- c. Share with PCW the agreements and initial materials for the GAD TA request to facilitate referral to other resource persons.

Repeated cancellation of TA engagements without justifiable reasons and prior notifications to PCW and the agencies is a consideration in the performance assessment of GR Pool members.

C. Payment of Honoraria or Professional Fees


1. GR Pool members are entitled to receive honoraria or professional fees for the TA services, charged to the GAD funds of the requesting clients. The TSRCD includes in the referral email the payment of honoraria or professional fee as a condition for the provision of TA services of a GR Pool member.
2. A GR Pool member handling TA requests from her/his own agency/LGU may not be paid honoraria or professional fee.





In compliance with auditing and accounting rules of government, GR Pool members who are independent GAD consultants are strongly advised to register with the BIR to be able to issue official receipts for payment of professional fees received as TA providers. Information on the procedure for registration may be obtained from the BIR website (bir.gov.ph) or from the BIR Revenue District where the GR Pool member resides.

3. Unless expressly stated, engagement of GR Pool members for PCW-organized activities is not eligible for payment of honoraria/professional fees as it is part of their duties and responsibilities.
4. GR Pool members are expected to directly negotiate with the requesting client the terms of payment guided by the following protocols:
 - a. GR Pool members may refer to existing government rules and regulations on the granting of honoraria/professional fees provided for under *Department of Budget and Circular 2007-01: Guidelines on the Granting of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators* regarding the appropriate rates for TA services.



Relevant provisions of Budget Circular 2007-01:

- i. Government personnel who act as lecturers, resource persons, coordinators or facilitators in other government agencies outside their line departments may be paid honoraria;
- ii. Honoraria paid shall correspond to the number of actual lecture/training hours plus the number of hours for preparation;
- iii. The minimum honoraria shall be two (2) times the hourly rate of the concerned government personnel based on his/her monthly salary at 22 days per month and 8 hours work per day;
- iv. The maximum honoraria shall be two (2) times the hourly rate for a position of Professor VI, step 1 of salary grade (SG) 29, depending on the difficulty and complexity of the subject matter, the professional qualifications of the lecturers, resource persons, coordinators and facilitators, and the position levels of the participants; and
- v. Lecturers, resource persons, coordinators and facilitators from the private sector may be paid honoraria at said rates as may be determined by the agency authorities concerned and by using the prescribed rates.

- b. GR Pool members may negotiate package rates (*e.g. inclusion of documentation reports*) or inclusion of preparatory work as part of their honoraria or professional fees with the requesting client.
- c. PCW considers in the performance assessment of GR Pool members any feedback from requesting clients about their overcharging of fees.
- d. GR Pool members who were directly referred by PCW and who encounter problems such as delayed or non-payment of honoraria/professional fees should inform PCW so that it could notify the concerned agency.





D. Sharing of GAD-related Materials and Other Resources

Sharing of GAD resource materials by members is basic in the community of practice and it is essential in continuously improving the GR Pool's knowledge and skill in GAD TA provision. Different TA needs are better served with more and varied range of materials that GR Pool members can access. PCW fully subscribes to the importance of sharing and the benefits for itself as a learning organization and to the members. It thus regularly shares new GAD issuances, GAD tools developed or updated, consultancy and scholarship opportunities and invitations to GAD-related events.



GR Pool members follow these protocols in resource sharing:

1. GAD related material being shared should be noted if for limited use (*For GR Pool and PCW only*) or for general circulation (*For public consumption*). Unpublished researches or books should also be marked "*Not for sharing/quotation*";
2. GR Pool members should properly acknowledge GAD-related materials and references used through footnotes or citation of the sources in the presentation templates or mentioned orally during the conduct of the TA session.

E. Capacity Development Sessions for GR Pool Members

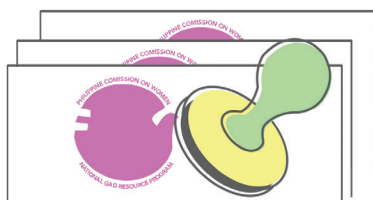
Part of PCW's support to GR Pool members is planning and conducting capacity development sessions to update them on recent GAD developments and to continuously improve their TA delivery. In planning capacity development sessions, PCW may solicit and accept inputs from GR Pool members, and it may also request their assistance in designing and facilitating the sessions.



Capacity development sessions conducted for GR Pool members include the following:

1. Learning sessions on the application of new GAD tools/modules and on new GAD policies and issuances that TA providers need to understand and include in their TA delivery;
2. PCW-sponsored activities to which GR Pool members are invited to participate, such as the National, Regional and Local GAD Budget Fora, and GAD Focal Point System Assemblies.
3. Capacity development activities where GR Pool members are invited to serve as sectoral experts together with PCW; and,
4. GAD Resource Pool Assemblies as venue to provide PCW feedback on the effectiveness of deputizing GAD experts as its technical assistance arm to government agencies. It is also an opportunity for GR Pool members to share researches and studies on GAD mainstreaming for knowledge sharing as a community of GAD practitioners.

The cost of participation of GR Pool members in capacity development sessions is shared, usually with the board and lodging shouldered by PCW and the transportation cost by the GR Pool member.



IV. GAD RESOURCE POOL BRANDING GUIDELINES

As the national authority promoting gender equality and women's empowerment, PCW needs to distinguish the quality of technical assistance services in gender mainstreaming it provides through the GR Pool. It has to assure NGAs and LGUs that the TA providers are certified, and that the knowledge products faithfully subscribe to the policies on gender mainstreaming. It seeks to accomplish this by branding the resource materials for exclusive use of the GR Pool members.

Branding is through the use of the **NGRP logo** and the **GR Pool Presentation Template**. GR Pool members are expected to use these in GAD-related technical assistance sessions to differentiate them as PCW-certified GAD practitioners.

In subscribing to the branding guidelines, members need to remember that:

1. The NGRP logo is for the exclusive use of certified GR Pool members. It may be used in place of the PCW logo for the printing of activity/training designs, documentation reports, certificates and other similar purpose during the conduct of GAD-related technical assistance.
2. Members should report to PCW any unauthorized use of the NGRP logo and the GR Pool Presentation Template for investigation and appropriate action.

A. The National GAD Resource Program Logo

The NGRP logo was developed by the PCW as part of the program branding of its technical assistance strategy on GAD. As a major component of the NGRP, the GR Pool members are authorized to use the NGRP logo as PCW-certified GAD-related TA providers and as part of the community of practice on GAD.



The GR Pool logo is based on the PCW logo. The background image of a dove symbolizes peace and the equal sign stands for equality between women and men.

In the center of the logo is a symbol representing the Philippine flag (yellow, blue, and red) modified to take the shape and form of a human being moving forward and pursuing its advocacy for women's empowerment and gender equality.

At the top of the logo is the yellow icon encircled by a group of people holding hands. This represents the GAD Resource Pool Component of the NGRP as a community of practice on GAD and as TA arm of the PCW.





The blue leg on the left represents the PCW Training Assistance Packages Component of the NGRP to capacitate various sectors of government in mainstreaming GAD in their programs, activities and projects. The red right leg stands for the GAD Research and Learning Materials Development Component of the NGRP, for the continuous development of GAD learning materials with the help of technology.



There are also two sets of graphics embedded in the blue and right legs. The graphics in the blue leg represent five (5) symbols:



1. Cross and books: Social sector
2. Coin stacks: Economic Development Sector;
3. Scales and the dove: Peace and Justice Sector;
4. Tree: Environment and Climate Sector; and,
5. People joining hands: Good Governance Sector

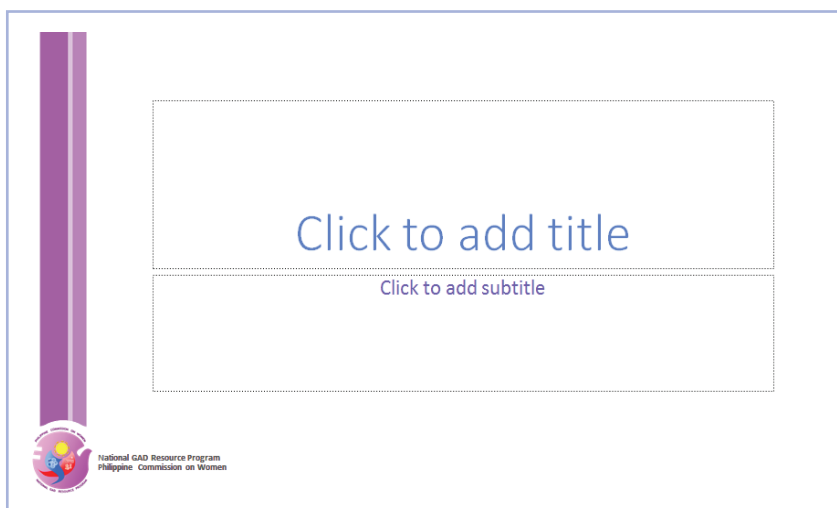
The graphics in the red leg has a stack of books, computer mouse and keyboard, representing the GAD Research and Learning Materials Development component of the NGRP.

B. The GAD Resource Pool (GR Pool) Presentation Template

The GR Pool Presentation Template is for use of GR Pool members in their presentation materials.

The template features two vertical purple columns on the left side of the slide and the NGRP logo underneath. The color purple signifies the color of women's empowerment and it is the base color of the PCW logo.

- » GR Pool members may share presentation materials with clients using the GR Pool template; however, these have to be first converted to a pdf file to avoid unauthorized use of the presentation template by non-GR Pool members.





V. PERFORMANCE ASSESSMENT OF GR POOL MEMBERS

PCW received its ISO 9001-2015 Certification in 2019, and one of the three core processes certified is the Provision of Appropriate and Strategic GAD Technical Assistance. In order to satisfy the requirements of the ISO standards, the GR Pool members, as part of PCW's external service providers are requested to submit necessary documents for consideration in their performance assessment.

PCW conducts an annual performance assessment of all certified GR Pool members to ensure that they comply with the terms of reference and the provisions of the signed Partnership Agreement. The renewal/extension of the Partnership Agreement and re-certification of the GR Pool member is based on the results of the performance assessment.

A. Considerations in Performance Assessment

The performance of GR Pool members is assessed based on the following:

1. Completeness of submission of training synthesis report of at least two (2) GAD-related TAs rendered during the period of assessment, whether referred to by the PCW or directly engaged by requesting agency.
 1. 1 For full-blown technical assistance/trainings (*where the GR Pool member handles the whole session for a 3-day GST or other GAD-related training, including planning, designing and actual conduct, and evaluation of the training*):

Submission of accomplished Training Synthesis Report Form with soft copies of the following as attachments:



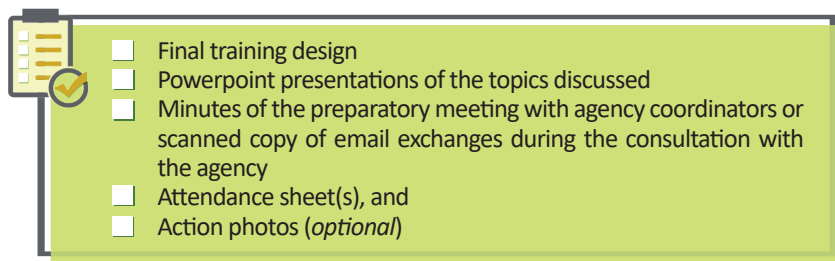
- ☐ Final training design
- ☐ Powerpoint presentations of the sessions/topics discussed
- ☐ Minutes of the preparatory meeting with agency coordinators or scanned copy of email exchanges during the consultation with the agency
- ☐ Processed TNA results
- ☐ Pre- and post-test results, and Action photos (*optional*)





1. 2 For technical assistance/trainings where the GR Pool member served as a resource person for only a part or parts of a whole activity/training:

Submission of accomplished Training Synthesis Reports as well as soft copies of the:



- ☐ Final training design
- ☐ Powerpoint presentations of the topics discussed
- ☐ Minutes of the preparatory meeting with agency coordinators or scanned copy of email exchanges during the consultation with the agency
- ☐ Attendance sheet(s), and
- ☐ Action photos (*optional*)

1. 3 TSRs involving technical assistance conducted by the GR Pool for his/her own agency/institution are not included in the performance assessment.
2. Completeness of submission of processed evaluation report (ER) as an attachment to each TSR. The ER should be accompanied by signed attendance sheet (*agency attendance sheet format is acceptable*). The average rating of the GR Pool member should be based on 50% +1 of total number of participants.
3. Submission of tracking matrix for technical assistance provided to requesting clients per year.
4. Participation in GAD Resource Pool Assemblies.
5. Validated feedback from clients, including from PCW officers regarding GAD-related TA rendered.
6. Performance as PCW Consultant, if applicable.
7. Development or completion of GAD-related studies, research or publication.
8. Serving as consultant or TA provider to GR Pool agency's gender mainstreaming efforts; and
9. Data on results of validation of evaluation reports of TA conducted by a GR Pool member. PCW occasionally conducts on-the-spot evaluation and monitoring visit of actual GAD technical assistance activities by a GR Pool member. During these visits, it gathers additional information such as doing a survey and discussing with the focal person of the requesting agency. PCW prioritizes validation of GR Pool members with PAs that are for renewal.

B. Computation of Ratings

PCW conducts the performance assessment of GR Pool members according to the following procedure:

1. PCW notifies through email each GR Pool member who has completed one year of membership regarding the conduct of the performance assessment. The email reminds the member to submit requirements for assessment, such as at least two (2) sets of training synthesis and processed evaluation reports including the necessary attachments and the tracking matrix for the trainings conducted.

PCW requires an explanation from a GR pool member who was not able to handle at least two (2) GAD TA sessions within the year.





2. PCW assesses GR Pool members' compiled data on their reports and other accomplishments, such as attendance to PCW activities, feedback from clients, including from PCW, completion of research studies, etc.
3. Computation of ratings is based on the assessment areas in **Table 1**. Key score factors are the quality of TSRs, ERs, and their timeliness, and participation in GR Pool Assemblies. Bonus points are added for related accomplishments such as those enumerated above under *Considerations in Performance Assessment*.

Table 1. Assessment areas for GR Pool members and weight

Assessment Area	%*
Training Synthesis Report	50
Evaluation Report	25
Timeliness of Submission (compliance to the 60 calendar days)	10
Participation in GR Pool Assemblies	15
Total	100

**Percentage criteria maybe amended by PCW as the need arises.*

Table 2 below (*Allocation of percentage points per assessment area*) guides the assignment of points per submission or accomplishment:

Table 2. Allocation of percentage points per assessment area

a. Training Synthesis Report (50%)		
a.1 Quality (40%)	Form	10 pts (completeness of the sections)
	Content	65 pts
	Attachments	25 pts (5 points will be deducted for every missing attachment)
a.2 Quantity (10%)	1 TSR submitted	40 pts
	2 TSRs submitted	80 pts
	Every succeeding TSR submitted	+5 points (but maximum is 100 pts only)
b. Evaluation Report (25%)		
b.1 Form (10%)	Used PCW ER template	5% deducted if did not use PCW ER template
	With attached tabulated ER form and signed attendance sheet	5% deducted if no attached score and signed attendance sheet
b.2 Quantity (5%)	1 ER submitted	40 pts
	2 ERs submitted	80 pts
	Every succeeding ER submitted	+5 points (but maximum is 100 pts only)
b.3 Rating (10%)	Evaluation Form (5%)	Score based on actual average score of the resource person
	Client Reception (5%)	5%: No negative feedback/complaints received by PCW





	Every succeeding ER submitted	3%: 1 or 2 negative feedback received by PCW but clarified by GR Pool member
		1%: 3 or more negative feedback received by PCW but clarified by GR Pool member
c. Timeliness (10%)		
10%	If submitted within 60 calendar days after the conduct of technical assistance	
0%	If submitted beyond 60 calendar days	
d. Participation in the GR Pool Assemblies (15%)		
d.1 Attendance (10%)	10% if attended GR Pool Assembly	
d.2 Role (5%)	5% if with role (e.g. facilitator) during the Assembly	
	2.5% if participant only and completed the activity	

4. Maximum of 5 bonus points are added to the total score of a GR Pool member if he/she did any of the following during the assessment year:



- ☐ Served as consultant of PCW and/or tapped by PCW as resource person
- ☐ Developed or produced GAD-related studies, research, or publication;
- ☐ Served as consultant or TA provider to the agency's GAD mainstreaming efforts

The number of bonus points granted is based on PCW's assessment and validation of the GR Pool member's accomplishments.

5. The score for each of the assessment factors plus the bonus points are added to obtain the annual rating.
6. To get the average rating, i.e. for GR Pool members who have two or three year certification, previous ratings are considered. The average is computed by adding the annual performance rating (*for each year of certification*) divided by the number of years of certification. Thus, the average rating of a member with a 3-year certification is the result of adding the 3 annual ratings divided by 3.

For example:

Year 1 Rating	Year 2 Rating	Year 3 Rating
85	95	80
= 260/3 (=86.67%)		

A GR Pool member who obtains an average of 86.67% is eligible for a 3-year re-certification.

7. The average rating of a GR Pool member during the certification period is the basis of his/her renewal and the number of years of re-certification.
8. Only members whose average rating is above 50% are eligible for renewal. Those who score below 50% are not eligible for renewal and their status is changed to "*disengaged*." They are removed from the list of members referred by PCW to requesting client(s), and they lose the privileges granted to a certified GR Pool member.
9. Each member is informed of the result of his/her performance assessment. A final report on overall GR Pool Performance Assessment is shared with the pool members through email for their information, and is also presented in the Annual GR Pool Assembly.



VI. RENEWAL OF MEMBERSHIP & CERTIFICATION AS A GR POOL MEMBER

1. Eligibility for renewal of membership or recertification as a GR Pool member is based on the average result of PCW's annual performance assessment covering the entire period of certification under the Partnership Agreement, barring any gross violation that may warrant earlier termination of membership/certification.
2. The number of years of recertification depends on the average performance rating of the member during the certification period, as provided in the table below:

Performance Assessment Average Rating	Corresponding no. of years of renewal
81.00%-100.00%	3 years
65.00%-80.99%	2 years
50.00%-64.99%	1 year
49.99% and below	No renewal

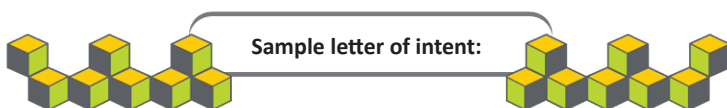


3. For those eligible for renewal, TSRCD sends a letter 30 days before the end of the signed Partnership Agreement. The letter reminds them to submit a Letter of Intent (LOI, *please see sample below*) to renew their PA with PCW together with the remaining TSRs and ERs. Non-submission of these documents on set deadline is interpreted as lack of interest to renew membership/certification to the GR Pool;
4. PCW reviews the submissions of members who wish to renew their certification. If compliant with the requirements, they are sent a new PA, Certificate of Membership, and GR Pool ID;
5. GR Pool members who are previously disengaged due to the result of performance assessment may renew their membership one year after the date of disengagement. However, they have to prove that they have conducted GAD-related technical assistance even without the PCW referrals. They are expected to send a formal letter to PCW indicating their interest to be part of the GR Pool again, together with at least two accomplished training synthesis and processed evaluation reports with required attachments.





6. PCW reviews the reports submitted. If these meet the requirements, the GR Pool is asked to take a refresher course by attending the leveling session for the next batch of Potential GR Pool Members. After the leveling session, the returning GR Pool member is issued a Certification and signs a new PA with PCW.
7. A GR Pool member whose partnership with PCW has been suspended may only be allowed to renew his/her membership if the case has already been resolved.



Date

NAME

Executive Director

Philippine Commission on Women

1145 J.P. Laurel St., San Miguel, Manila

Through: NAME

Chief, Technical Services and Regional Coordination Division

Dear Madam,

This has reference to your letter dated August 24, 2018. I would complete the three-year partnership with the Philippine Commission on Women (PCW) as a member of the National GAD Resource Pool (NGRP) by September 24, 2018.

It was a fulfilling and exciting three years where I learned a lot of things from the GAD Engagements for Technical Assistance/Resource Person on 17 agencies listed below:

1. Office of the Solicitor General
2. Philippine Association of Government Budget Administration, Inc.
3. National Conciliation and Mediation Board (NCMB) DOLE
4. Intelligence Service of the Armed Forces of the Philippines (ISAFP)
5. Philippines Veterans Affairs Office (PVAO)
6. Philippine Ports Authority (PPA)
7. Energy Regulatory Commission (ERC)

Hence, I would like to express my intent for re-certification and continue with our advocacy of gender equality and mainstreaming gender in the bureaucracy.

Trusting that this application merits your favorable consideration, I look forward to a renewed engagement and having lots of fun.

Respectfully yours,

NAME OF GR POOL MEMBER



VII. TEMPORARY OR PERMANENT CESSATION OF GR POOL MEMBERSHIP

A. Filing of Leave of Absence (LOA)

A GR Pool member may file a leave of absence/inactive status due to personal (e.g. *physical illness, preparation for major examinations, schooling, etc.*) or other justifiable reasons for a maximum of two years during the first instance of a three-year membership and a maximum period of one (1) year after the renewal of membership and guided by the following protocols:

1. A GR Pool member intending to go on leave of absence formally writes PCW indicating the reason and the duration of the leave of absence within thirty (30) calendar days before the start of the intended leave of absence.
2. PCW formally acknowledges the request for leave of absence, makes a decision and accordingly informs the requesting GR Pool member.
3. During the LOA period, the GR Pool is not included in the TA referrals of PCW.
4. Once the specified period of the approved leave of absence has lapsed, the GR Pool member sends a letter to PCW on the completion of the leave of absence and a request for the re-activation of her/his membership. PCW acknowledges the letter of request and activates the file of the GR Pool member.
5. A GR Pool member with re-activated status provides a report on at least two (2) GAD related TAs and submits the required documents for the performance assessment covering the remaining period of the active engagement;
6. A GR Pool member who did not formally file a leave of absence but refuses to handle any TA requests for a period of one (1) year is subject to the procedures for suspension or non-renewal of membership/certification.





B. Suspension of GAD Resource Pool Membership

1. Grounds for Suspension and Corresponding Penalties

Membership to the GR Pool may be suspended based on just cause or on the results of the performance assessment. PCW determines the corresponding penalties based on the gravity of offense as classified.



Offense	Penalty
GRAVE OFFENSE	
1. Negative feedback from clients validated by PCW	Suspension from one month to maximum of six months
2. Badmouthing or using the name of another GR Pool member in a derogatory manner which could undermine the latter’s integrity as a PCW-certified GAD resource person	
3. Acts constituting plagiarism as stipulated under of Republic Act 8923, otherwise known as “The Intellectual Property Code of the Philippines”	
4. Formal charges of administrative and criminal offenses particularly on gender-related offenses (e.g. VAWC, Sexual Harassment, etc.)	
LESS GRAVE OFFENSE	
1. Unfavorable results of performance assessment;	Suspension from one month to maximum of three months
2. Repeated non-submission of training synthesis reports within sixty (60) working days after provision of GAD-related TA to requesting client as stipulated under Section 3.1.1.5 of the Partnership Agreement except if the GR Pool member has already complied with the required two sets of TSRs and ERs, or if said GR Pool member is on an officially-approved “inactive status” or “leave of absence”	
3. Repeated refusal without any written valid reason to take on technical assistance referrals from PCW, except if the GR Pool member has already complied with the required two TA requests handled annually or if said GR Pool member is on an officially-approved “inactive status” or “leave of absence”	
4. Failure to participate in any GR Pool activity for a period of two (2) years	

2. Procedure in Handling Suspension

- PCW notifies the concerned GR Pool member in writing of the charges against her/him. The GR Pool member replies to PCW within thirty (30) calendar days upon receipt of the communication to appeal or explain herself/himself against the suspension charges.
- PCW reviews the appeal and informs the GR Pool member about its final decision.
- A suspended GR Pool member no longer enjoys the privileges granted to certified members during the period of suspension.



- d. Once the period of suspension is served, the GR Pool member writes a formal letter to PCW requesting for re-activation of her/his membership.
- e. PCW evaluates the request for re-activation of membership and formally communicates the decision to the GR Pool member.
- f. PCW then updates the status of the suspended GR Pool as active if request for re-activation is granted.

C. Termination of GR Pool Membership

1. Acts that Warrant Termination of Membership

The following acts constitute the grounds for the termination of Partnership Agreement and revocation of membership to the GR Pool:

- a. **Suspension of membership for more than two times** due to any of the grounds stated above;
- b. **Use of the name of the Philippine Commission on Women (PCW) in a derogatory manner** which undermines its integrity as an institution;
- c. **Misrepresentation or unauthorized use of the name of PCW** when entering into contract except for those involving the terms of services to be rendered as GAD TA provider;
- d. **Use of GR Pool materials and collaterals for profit**, such as the use of the NGRP logo for production of items for sale unless with permission from PCW;
- e. **Use of the membership in the GR Pool to solicit funds**, with the exception of those agreed as payment of honoraria or professional fee for services rendered as GAD resource person;
- f. **Conviction in any administrative or criminal case** especially on gender-related offenses (e.g. *VAWC and Sexual Harassment Case*)
- g. **Voluntary termination of membership** by a GR Pool member for personal or other reasons. In this case, he/she formally writes PCW at least thirty (30) days before the intended date of the end of membership.

2. Handling of Termination Cases

- a. PCW creates an Investigative Body to handle cases involving termination of membership of GR Pool members and invites members from the GR Pool, particularly those with legal background. Membership in the investigative body is part of the responsibilities of a GR Pool member.
- b. After the investigation, PCW sends a copy of the result to the concerned GR Pool member so that he/she can formally file an appeal. The Investigative Body studies the appeal and makes a recommendation. Based on the recommendation, PCW makes a final decision on the appeal and duly notifies the concerned GR Pool member.
- c. A GR Pool member whose partnership has been terminated returns the copy of the notarized Partnership Agreement, GR Pool Certificate, and identification card to PCW. He/She is also barred from applying to the GR Pool again.
- d. PCW posts a notice of termination of the member in its website.





ANNEXES

1. Pledge of Commitment of GAD Resource Pool Members	33
2. Partnership Agreement	35
3. Terms of Reference for GAD Resource Pool Members	43
4. National GAD Resource Pool Forms	47
4.A GAD Resource Pool Profile Form	49
4.B GRP Capacity Assessment Form	57
4.C Training Needs Assessment Form	67
4.D-4.H Pre-tests	
4.D Basic GAD Concepts	73
4.E Gender Analysis, Gender Analysis Tools, and Gender Mainstreaming	75
4.F GAD Planning and Budgeting	77
4.G Legal Mandates (General)	79
4.H Legal Mandates (Thematic)	81
4.I GAD Resource Pool Evaluation Form	83
4.J Training/Activity Evaluation Form	85
4.K NGRP Training Synthesis Report Form	89
4.L NGRP Evaluation Report Form	95
4.M GRP Tracking Matrix for Trainings Conducted	99





Pledge of Commitment of GAD Resource Pool Members

I, _____, recognizing my crucial responsibility as a certified member of the Philippine Commission on Women GAD Resource Pool hereby pledge to carry out to the best of my abilities the duties and obligations of a GAD Resource Pool member.

I acknowledge with open mind and heart the accountabilities of a GAD Resource Pool member and affirm my commitment to maintain the standards of this network.

In carrying out my responsibilities, I pledge to:

- Demonstrate the spirit of cooperation, sharing, transparency and openness in whatever capacity I may be called upon as a member of the GAD Resource Pool;
- Continue to upgrade my competence as a GAD expert and advance my knowledge and skills in gender mainstreaming for the effective delivery of technical assistance in GAD analysis, policy development, planning, budgeting and monitoring; and
- Commit to promote and advocate for gender equality and the empowerment of women in all my undertakings;

So help me God.

Member, GAD Resource Pool



**PARTNERSHIP AGREEMENT FOR GAD
RESOURCE POOL (GRP) MEMBERS**

KNOW ALL WOMEN AND MEN BY THESE PRESENTS

This Partnership Agreement made and executed by and between:

The **PHILIPPINE COMMISSION ON WOMEN**, a government agency with official address at 1145 J.P. Laurel St., San Miguel, Manila represented by its Executive Director, **NAME OF EXECUTIVE DIRECTOR**, a Filipino, of legal age, herein referred to as “**PCW**”;

and

NAME OF GR POOL MEMBER, of legal age, and a resident of Postal address of the GR Pool Member, a certified member of the Gender and Development Resource Pool herein referred to as “**GR Pool Member**”;

WITNESSETH THAT

WHEREAS, the PCW is the Lead Executing Agency for the implementation of the National Gender and Development Resource Program (NGRP);

WHEREAS, the NGRP is dedicated towards the provision of strategic, appropriate and effective technical assistance to National Government Agencies (NGAs), Local Government Units (LGUs) and other entities;

WHEREAS, this program will include the establishment of appropriate mechanisms that will respond to the numerous requests for technical assistance on GAD especially on GAD mainstreaming and GAD planning and budgeting processes anchored on the Magna Carta of Women and other national and international GAD mandates;

WHEREAS, the NGRP has three (3) components, one of which is the creation of a Gender and Development Resource Pool (GR Pool);

WHEREAS, the GR Pool is composed of individual and institutional members who will be levelled-off and tapped by the PCW to provide sectoral/thematic technical assistance on GAD Mainstreaming;

WHEREAS, Name of GR Pool Member has been certified by the PCW as a GR Pool member from Beginning date of membership to End date of membership and has formally expressed her/his intention to renew her/his membership to the PCW GR Pool;

WHEREAS, PCW hereby renews Name of GR Pool Member as a GR Pool member for the provision of trainings on Enumerate trainings that the GR Pool Member is qualified to give based on his/her academic qualifications, technical skills, related work experience and knowledge on Gender and Development (GAD) Mainstreaming;



***PARTNERSHIP AGREEMENT FOR GAD
RESOURCE POOL (GRP) MEMBERS***

WHEREAS, it is understood that this Partnership Agreement does not create an employee-employer relationship between the **PCW** and the **GR Pool Member** and that services to be rendered as a GR Pool member are not considered and will not be accredited as regular government service. The GR Pool member is also not entitled to the benefits enjoyed by the regular personnel of PCW but shall be entitled to the privileges of a GR Pool Member;

NOW, THEREFORE, for and in consideration of foregoing premises, both parties hereby declare and agree to the following:

Section 1
DESCRIPTION OF PARTNERSHIP AGREEMENT

This covers the conditions for the renewal of membership to the GAD Resource Pool of the PCW National GAD Resource Program and the details of partnership as provided for in the attached Terms of Reference (TOR), hereto attached and made an integral part of this document as Annex "A".

Section 2
EFFECTIVITY PERIOD OF THE PARTNERSHIP AGREEMENT

This Partnership Agreement shall commence on Beginning date of Partnership and shall expire on End date of Partnership, unless sooner terminated based on the provisions of Section 5 of this Agreement.

The GR Pool member may apply for a renewal and/or termination of membership thirty (30) days before the expiration of the Partnership Agreement and shall inform the PCW of her/his intention to do so in writing.

The PCW shall acknowledge the application for renewal of membership within five (5) working days upon receipt thereof from the concerned GR Pool member. It will consider the results of the performance assessment and shall formally inform the GR Pool member of the decision regarding the renewal of membership within 30 working days.

The PCW shall have the final decision regarding the renewal and/or termination of membership of GR Pool members.

Section 3
OBLIGATION OF PARTIES

3.1 The GR Pool Member shall perform the following tasks and responsibilities for the duration of the Partnership Agreement and shall act in accordance with the TOR:

3.1.1 Deliver GAD technical assistance services to requesting NGAs, LGUs and other entities;



***PARTNERSHIP AGREEMENT FOR GAD
RESOURCE POOL (GRP) MEMBERS***

- 3.1.2 Directly negotiate with requesting entity the terms of technical assistance to be rendered;
- 3.1.3 Ensure that technical assistance conducted for the requesting entity is properly evaluated and assessed using the prescribed NGRP forms;
- 3.1.4 Ensure constant feedback and communication with PCW regarding the technical assistance provided;
- 3.1.5 Submit to the PCW the accomplished Activity/Training Synthesis Reports (TSRs) Form as well as the Evaluation Reports Form (ERs) using the prescribed Resource Person Evaluation Form, with soft/hard copies of other required documents not later than sixty (60) working days upon provision of technical assistance;
- 3.1.6 Attend and actively participate in the deepening sessions, GR Pool Assemblies and other PCW-led activities as part of the GR Pool members' continuing capacity-building;
- 3.1.7 Participate in the development and updating of GAD tools and modules for use in the provision of technical assistance;
- 3.1.8 Assist PCW in the updating of the Gender and Development Resource Pool Handbook and be familiar with its different provisions and comply with the same;
- 3.1.9 Share with GR Pool members, materials, modules, innovative approaches, studies, researches, papers, cases and tools on GAD pursuant to the provisions of Republic Act 8923, otherwise known as "The Intellectual Property Code of the Philippines". GR Pool members shall properly acknowledge use of said materials during the provision of technical assistance; and
- 3.1.10 Maintain a GR Pool member file containing the following: (1) contracts and/or conforme with NGAs/LGUs provided with technical assistance, if applicable; (2) certificates of PCW-conducted capacity development activities attended; (3) final design of GAD technical assistance conducted; (4) complete set of handouts/materials distributed to participants during the TA provided and (5) activity/training synthesis report with processed evaluation results.

3.2 The Philippine Commission on Women shall:

- 3.2.1 Assign the Technical Services and Regional Coordination Division (TSRCD) as the Division in-charge of the implementation the National GAD Resource Program (NGRP) and coordination with the GR Pool members;
- 3.2.2 Lead in the crafting and updating of the GR Pool Handbook which shall contain the principles and standards for the provision of GAD technical assistance to requesting NGAs, LGUs and other entities;





PARTNERSHIP AGREEMENT FOR GAD RESOURCE POOL (GRP) MEMBERS

- 3.2.3 Organize deepening sessions, GR Pool Assemblies and other activities for the continuing capacity-building of GR Pool members;
- 3.2.4 Notify the GR Pool members regarding TA requests from NGAs, LGUs and other entities in accordance with her/his qualifications as indicated in the Profile Form;
- 3.2.5 Actively promote the GR Pool members in the PCW website, publications and similar media promotion efforts as well as during the conduct of trainings, technical advising sessions, and advocacy activities, among others;
- 3.2.6 Provide assistance in the finalization of the design and the GAD tools and modules to be used for the TA when needed;
- 3.2.7 Create and maintain the Gender and Development Resource Pool Database (GRPD) to serve as the system where GR Pool members can regularly receive updates from PCW, maintain and update their profiles, share GAD-related information and materials and market their services; and
- 3.2.8 Conduct periodic assessment of the performance and compliance to the Partnership Agreement of the GR Pool members, the results of which shall be the basis for the renewal or termination of the Partnership Agreement with the GR Pool Member.

Section 4

PRIVILEGES OF GAD RESOURCE POOL MEMBERS

- 4.1 The following are the privileges of the GAD Resource Pool Members:
 - 4.1.1 As a community of practice committed to GAD, GR Pool members will have firsthand access to capacity development activities; GAD-related materials (e.g. modules, new policies on GAD, publications, etc.) and technical assistance requests from client NGA, LGUs and other entities;
 - 4.1.2 Depending on the results of periodic performance assessment and attendance to capacity development activities, a GR Pool member is eligible for certification on specific GAD topics (e.g. Gender Audit) to expand her/his areas of expertise;
 - 4.1.3 GR Pool members shall be entitled to honoraria (government) or payment of professional fee (private) depending on the agreement between the GR Pool Member and the client requesting for technical assistance. The responsibility for the payment of the GR Pool member shall be borne by the requesting client subject to existing government accounting and auditing rules.



Section 5

APPLICATION FOR LEAVE OF ABSENCE OR INACTIVE STATUS

- 5.1 GAD Resource Pool members may file for a leave of absence or inactive status due to personal reasons (e.g. physical illness, schooling, etc.) for a maximum of two years during the first instance of a three-year membership and a maximum period of one (1) year after the renewal of membership.
- 5.1.1 The GR Pool member shall formally write to PCW indicating the reason and the duration for the leave of absence or inactive status within thirty (30) calendar days before the start of the intended leave. A GR Pool member on-leave or in inactive status will only be allowed to continue the remaining period of membership upon expiration of leave;
- 5.1.2 GR Pool members on leave of absence or inactive status shall be re-admitted to the GR Pool once the specified period of their intended leave has lapsed. They should be able to provide at least two (2) GAD-related TAs and submit the required documents for the performance assessment prior to the end of the remaining term of membership to be eligible for renewal/extension; and
- 5.1.3 GR Pool members who have not formally informed the PCW regarding their intention to be on-leave or in inactive status and have not communicated with PCW or have refused to handle any TA requests for a period of one (1) year may be suspended from the GAD Resource Pool.

Section 6

TERMINATION OF PARTNERSHIP AGREEMENT

- 6.1 PCW may recommend the suspension or termination of the Partnership Agreement of a GR Pool member on the basis of the results of the performance assessment as well as the following causes:
- breach of contract;
 - breach of trust, loss of confidence, unsatisfactory performance and for other reasons detrimental to the interest of PCW and the GR Pool as a whole;
- 6.1.1 The member shall be notified in writing on the results of the periodic performance assessment and the cause/s of her/his suspension or termination within 30 calendar days after evaluation. The GR Pool member may reply to PCW within 30 days after receipt of the notice.
- 6.1.2 The PCW Executive Director shall make the final decision on appeals of GR Pool members regarding notices of suspension and/or termination issued by the PCW within 30 days after receipt of the appeal.
- 6.2 The GR Pool Member may initiate the termination of the Partnership Agreement provided that:



***PARTNERSHIP AGREEMENT FOR GAD
RESOURCE POOL (GRP) MEMBERS***

- 6.2.1 A written notice for the termination of the Partnership Agreement is submitted by the GR Pool Member at least thirty (30) calendar days prior to the intended date to terminate the Partnership Agreement, stating therein the reasons for the termination; and
- 6.2.2 The written notice has been received, accepted and acknowledged in writing by the PCW.

**Section 7
SUSPENSION OR TERMINATION**

The PCW shall have the right to suspend or terminate the membership of a GR Pool member in case of the latter's inability to comply with the provisions of the Partnership Agreement and Terms of Reference without any valid or justifiable reason and through no fault of the PCW.

**Section 8
AUTHORITY TO ENTER INTO AGREEMENTS**

The GR Pool Member shall have no right or authority to enter into agreements in behalf of the PCW in any manner or pledge credit on its behalf in any way.

**Section 9
OWNERSHIP OF OUTPUTS**

The outputs realized, produced and submitted by the **GR Pool Member** may be shared among the members of the GR Pool. Said outputs may be used by the PCW and other GR Pool members provided that proper acknowledgment is made.

**Section 10
INSURANCE GUARANTEE**

The **GR Pool Member** is responsible for her/his personal life/accident insurance and shall free PCW from any liability or obligation in case of any untoward incident the GR Pool Member may experience in the course of performing her/his services.

IN WITNESS WHEREOF, the parties have hereunto set their hands this Date of Execution of Contract in Manila, Philippines.

PHILIPPINE COMMISSION ON WOMEN**GAD RESOURCE POOL MEMBER**

Executive Director

**PARTNERSHIP AGREEMENT FOR GAD
RESOURCE POOL (GRP) MEMBERS****SIGNED IN THE PRESENCE OF:**_____
Deputy Director for Operations_____
Chief, Technical Services and Regional
Coordination Division**CERTIFICATION**

This is to certify that I have reviewed the foregoing Partnership Agreement for GAD Resource Pool (GRP) Members between the Philippine Commission on Women and (Name of GR Pool Member), and that the terms and conditions thereof are not contrary to law, morals, good customs, public policy and public order.

Issued this ____ day of (month), (year).

Attorney III, PCWREPUBLIC OF THE PHILIPPINES)
_____) s.s.**ACKNOWLEDGMENT**

BEFORE ME, a notary public for and in the _____ personally appeared the following:

NAME	ID TYPE/ID NUMBER	DATE/PLACE ISSUED

who are both known to me to be the same persons who executed the foregoing instrument and acknowledged before me that the same is their true and voluntary act and deed and that of the entities they represent at this instance.

This instrument consists of ____ (__) pages, including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL, this ____ of _____ in the _____, Philippines.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;



Terms of Reference for GAD Resource Pool Members

The GAD Resource Pool (GR Pool) is composed of technical assistance providers with expertise on gender and development and gender mainstreaming. Formed by the Philippine Commission on Women (PCW), the GR Pool serves as PCW's support group in the provision of technical assistance, monitoring and evaluation and conduct of gender related researches and studies. The members are selected from National Government Agencies (NGAs), Local Government Units (LGUs), academe, Civil Society Organizations (CSOs) and independent gender consultants who have the competencies and experience in the provision of technical assistance for various client groups.

As a community of practice “formed by people who engage in a process of collective learning in a shared domain of human endeavour”, the GR Pool is a group sharing a common concern and passion for Gender and Development (GAD) with members who strive to continuously learn the application of GAD through regular interaction, peer teaching and other similar methods. In addition, the GR Pool is a venue for sharing new knowledge and information, tools and approaches on GAD

I. Expectations

The GR Pool Members are expected to:

1. Sign a Partnership Agreement with the PCW and abide by the terms of reference (TORs);
2. Attend and actively participate in the deepening sessions, GR Pool Assemblies, and other PCW-led activities as part of the GR Pool members' continuing capacity-building; and
3. Agree to be evaluated by the PCW and/or its designated body on the technical assistance provided to NGAs, LGUs and other entities as part of PCW monitoring and upgrading mechanism.

II. General Functions

The GR Pool members will have the following general functions:

1. Deliver GAD technical assistance services to requesting NGAs, LGUs and other entities;
2. Directly negotiate with the requesting entity the terms of technical assistance to be rendered;
3. Ensure that technical assistance conducted for the requesting entity is properly evaluated and assessed using the NGRP prescribed forms;
4. Ensure constant feedback and communication with PCW regarding the technical assistance provided;
5. Submit to the PCW the soft copies of the following documents/reports within sixty (60) calendar days upon provision of technical assistance:

Accomplished Activity/Training Synthesis Reports (TSRs) Form as well as the summary of Evaluation Forms (ERs) using the prescribed Resource Person Evaluation Form, with soft copies of the following as attachments **not later than sixty (60) calendar days** upon provision of technical assistance:





- a. For full-blown technical assistance/trainings organized by a GR Pool member through PCW's referral or direct engagement-submit the accomplished Activity/ Training Synthesis Report Form, processed evaluation report with soft copies of the following as attachments i) final training design; ii) power point presentations of the topics discussed; iii) minutes of the preparatory meeting with agency coordinators or scanned copy of email exchanges during the consultation with the agency; iv) processed TNA results; v) pre- and post-test results; vi) attendance sheet/s; and vii) action photos (optional);
- b. For technical assistance/trainings where the GR Pool member served as a resource person for only a part or parts of a whole activity/training through PCW's referral or not referred to by PCW-submit the accomplished Activity/Training Synthesis and Evaluation Reports as well as soft copies of the following as attachments: i) final training design; ii) power point presentations of the topic/s discussed; iii) minutes of the preparatory meeting with agency coordinators or scanned copy of email exchanges during the consultation with the agency; iv) attendance sheet/s; and v) action photos (optional).

The GR Pool member may ask assistance from the requesting client for the processing of the evaluation forms and the accomplishment of the synthesis report form.

6. Attend and actively participate in the deepening sessions, GR Pool Assemblies and other PCW-led activities as part of the GR Pool members' continuing capacity-building;
7. Participate in the development and updating of GAD tools and modules for use in the provision of technical assistance;
8. Assist PCW in the development and updating of the Gender and Development Resource Pool Handbook and comply with the same;
9. Share with other members of GR Pool materials, modules, innovative approaches, studies, researches, papers, cases and tools on GAD. GR Pool members shall properly acknowledge use of said materials during the provision of technical assistance pursuant to the provisions of Republic Act 8923, otherwise known as the "Intellectual Property Code of the Philippines"; and
10. Maintain a GR Pool member file containing the following: (1) contracts and/or conforme with clients provided with technical assistance, if applicable; (2) certificates of PCW-conducted capacity development activities attended; (3) final designs of technical assistance conducted; (4) complete set of handouts/materials distributed to participants during the TA provided and (5) accomplished Activity/Training Synthesis Report Form with evaluation reports.



III. Qualifications

At the minimum, the GR Pool member shall have the following qualifications:

- » Must have served as a GAD Technical Adviser, module writer, researcher, project manager or resource person on any or all of the following topics: Gender Mainstreaming, Gender Sensitivity Training, Gender Analysis, GAD Planning and Budgeting, Gender-Responsive Development Planning, Gender-Responsive Legislation, Development and Updating of GAD Modules and Tools, Gender Audit, Gender Impact Assessment, Project Management, Monitoring and Evaluation, among others.
- » Must have served as a Facilitator, Trainer, Resource Person or Speaker during GAD trainings such as Basic Gender Orientation, Gender Sensitivity Trainings, Gender Responsive Planning and Budgeting, among others or on thematic issues relevant to GAD such as Human Rights, Gender Based Violence, Reproductive Health, Economic Empowerment, Environment, Disaster, etc.; and
- » Should have attended the Levelling and Learning Session on GAD Technical Assistance of GAD Resource Pool Members conducted by the PCW in order to be certified as a member of the PCW-NGRP GR Pool;

IV. Honoraria/Professional Fee and Terms of Payment

The payment of honoraria or professional fees of the GR Pool member shall be the responsibility of the requesting client.

The GR Pool member engaged by an NGA, LGU or any other client as a technical assistance (TA) provider will be responsible for negotiating the terms of the engagement with the client including the payment of honoraria or professional fees. Payment of professional fees may be charged to the GAD Budget of agencies/LGUs. For NGAs and LGUs, honoraria of the GAD Resource Pool member should be guided by the existing government accounting and auditing rules.

V. Working Arrangements

1. The PCW will notify the GR Pool members regarding a technical assistance request in accordance with their qualifications as indicated in the Profile Form;
2. Upon acceptance, the GR Pool members will directly negotiate with the requesting entity the terms of technical assistance to be rendered. The PCW may be consulted in the finalization of the activity/training design and the GAD tools and modules to be used in the provision of TA if needed; and
3. The GR Pool members will submit to the PCW the accomplished Activity/Training Synthesis and Processed Evaluation Reports, with soft copies of the required attachments within sixty (60) calendar days upon provision of technical assistance.





National GAD Resource Program (NGRP) Forms

4. National GAD Resource Pool Forms	
4.A GAD Resource Pool Profile Form	49
4.B GRP Capacity Assessment Form	57
4.C Training Needs Assessment Form	67
4.D-4.H Pre-tests	
4.D Basic GAD Concepts	73
4.E Gender Analysis, Gender Analysis Tools, and Gender Mainstreaming	75
4.F GAD Planning and Budgeting	77
4.G Legal Mandates (General)	79
4.H Legal Mandates (Thematic)	81
4.I GAD Resource Pool Evaluation Form	83
4.J Training/Activity Evaluation Form	85
4.K NGRP Training Synthesis Report Form	89
4.L NGRP Evaluation Report Form	95
4.M GRP Tracking Matrix for Trainings Conducted	99



**GAD RESOURCE POOL (GRP) PROFILE FORM**

Instructions: This 5-page Gender Resource Pool (GRP) Profile Form is to be filled out by the prospective GR Pool as one of the requirements for application. All fields with asterisk (*) are required information. The information gathered from this Profile Form is treated with utmost confidentiality. Thank you very much.

1.5 x 1.5
ID Picture**I. Basic Information**

Surname*			
First Name*			
Middle Name*			
Sex*			
Birth date*			
Title or Prefix used (i.e. Atty., Engr., etc.)		Name Extension (e.g. Jr., Sr., etc.)	
Ethnicity			
Religion			
TIN*			
Contact Information			
Current Address			
Permanent Address			
Home Telephone Number			
Cellphone Number*			
Email Address*			
Website (if any)			
Office/Work Name			
Designation			
Office Address			
Work Telephone Number			
Fax Number			



**GAD RESOURCE POOL (GRP) PROFILE FORM****II. Educational Background**

Level	Degree Course	Name of School	Year Graduated	Highest Level/ Units Earned	Inclusive Dates		Scholarships/ Academic Honors Received
					From	To	
Post Graduate							
College							
Vocational							

III. Work Experience *(Start with most recent work experience and include volunteer work)*Currently employed? ☐ Yes ☐ No If yes, Sector: ☐ Public ☐ Private

Inclusive Dates		Position Title	Organization	Type ¹	Status of Employment ²	Areas Specialized In
From	To					

IV. Professional Certifications

Certifications ³	Rating	Date of Examination/ Conferment	Place of Examination/ Conferment	License (if applicable)	
				Number	Date of Release

¹ Organization Type: GO, NGO, Private, Academe² Indicate if permanent or contract-based³ Civil Service Eligibility, Board or Bar Certification, etc.



GAD RESOURCE POOL (GRP) PROFILE FORM

V. Other Information

Languages/Dialects Spoken:

Skills⁴:

AREA OF SPECIALIZATION (Please check all that applies and encircle the number that corresponds to your knowledge and level of expertise on the selected areas)

1 Beginner; 2 – Advance; 3-Competent; 4-Proficient; 5-Expert

Agriculture and Gender	1	2	3	4	5
Anthropology and Gender	1	2	3	4	5
Business and Entrepreneurship and Gender	1	2	3	4	5
Civil Aviation and Gender	1	2	3	4	5
Communication Development and Gender	1	2	3	4	5
Community Development and Gender	1	2	3	4	5
Culture Studies and Gender	1	2	3	4	5
Disaster Risk Reduction and Management (DRRM) and Gender	1	2	3	4	5
Economics and Gender	1	2	3	4	5
Education and Gender	1	2	3	4	5
Energy and Gender	1	2	3	4	5
Environment and Gender	1	2	3	4	5
Finance and Gender	1	2	3	4	5
Gender and Development	1	2	3	4	5
Governance and Gender	1	2	3	4	5
Health and Gender	1	2	3	4	5
Housing and Gender	1	2	3	4	5
Human Rights and Gender	1	2	3	4	5
ICT Management and Gender	1	2	3	4	5
Information Technology and Gender	1	2	3	4	5
Infrastructure and Gender	1	2	3	4	5
International Relations and Gender	1	2	3	4	5
Justice and Judicial Reforms and Gender	1	2	3	4	5

⁴ Facilitating, Negotiating, etc. Refer to Annex B: Skills.

You may add if your skill is not in the list. Separate using commas.





GAD RESOURCE POOL (GRP) PROFILE FORM

Labor and Employment and Gender	1	2	3	4	5
Law and Gender	1	2	3	4	5
Legislative Advocacy and Gender	1	2	3	4	5
Linguistics and Gender	1	2	3	4	5
Management and Gender	1	2	3	4	5
Media and Gender	1	2	3	4	5
Military and Gender	1	2	3	4	5
Nutrition and Gender	1	2	3	4	5
Police and Gender	1	2	3	4	5
Policy Advocacy and Gender	1	2	3	4	5
Peace Studies and Gender	1	2	3	4	5
Political Science/Public Administration and Gender	1	2	3	4	5
Psychology and Counseling and Gender	1	2	3	4	5
Religion Studies and Gender	1	2	3	4	5
Taxation and Gender	1	2	3	4	5
Transport and Storage and Gender	1	2	3	4	5
Tourism and Gender	1	2	3	4	5
National Security and Gender	1	2	3	4	5
Social Welfare and Gender	1	2	3	4	5
Sociology and Gender	1	2	3	4	5
Statistics and Gender	1	2	3	4	5
Others, please specify:	1	2	3	4	5

VI. GAD Trainings and Seminars Received (in the last 3 years⁵)

Title of GAD Training (start with most recent)	Organized by	Venue	Inclusive Dates (Use format M/D/Y)		No. of Hours
<i>e.g. Leveling Session on Gender Analysis and GA Tools</i>	<i>Department of Education</i>	<i>DepEd Conference Hall, Ortigas</i>	<i>10/28/18</i>	<i>10/30/18</i>	<i>20</i>
1.					
2.					
3.					
4.					
5.					

**GAD RESOURCE POOL (GRP) PROFILE FORM****VII. Trainings, Workshops or Seminars you conducted or served as resource person under your specified field/s (in the last 10 years)**

Training/Session Title ⁶ (start with most recent)	Session Title (specific topic/s discussed)	Inclusive Dates (Use format M/D/Y)		No. of Hours	Organized/ Requested By
<i>Example: Gender and Development Towards Food Security</i>	•Concepts on Sex and Gender •Gender mainstreaming	10/26/18	10/27/18	4	Department of Agriculture
1.					
2.					
3.					

VIII. Projects Involved In (in the last 10 years)⁷

Project	Organized For/By or Funded By	Inclusive Dates (Use format M/D/Y)		Role/Position in the Project
<i>e.g. Lingap Kalusugan para sa Barangay program</i>	Quezon Province	8/14/15	Present	Provincial Coordinator
1.				
2.				
3.				

IX. Published Works

Project	Organized For/By or Funded By	Publication	Date of Publication
<i>e.g. The Situation of Rural Women since RA 9710</i>	UP Center for Women and Gender Studies	Annual GAD Gazette 8th Issue	2017
1.			
2.			
3.			

⁵ Please use additional sheet(s) if necessary⁶ Please indicate session title(s) if you only conducted a particular session(s) in that training. Training title if you have conducted the entire training. Please use additional sheet(s) if necessary⁷ Indicate here projects that handled or involved in, i.e. GREAT Women Project, etc.

**GAD RESOURCE POOL (GRP) PROFILE FORM****X. Social Media**

Title of Work	Web Address or URL
e.g. "The Woman I am Today"	DSWD FO2 Official Website

XI. Awards Received

Title of Award	Awarded By	Year Awarded
e.g. GAWAD Ala GAD	PCW	2018

XII. Membership in Organizations

Organization	Inclusive Dates of Membership	Designation in Organization
e.g. Philippine Statistics Association	Since 2012 to date	Founding member

**XIII. If you were to serve as a Resource Person or tapped for technical assistance, which geographical location would you be available to work in?
(Check appropriate boxes)**

- ☐ I can work anywhere in the Philippines
- ☐ I can work only in the following regions or localities:

Regions: _____

Provinces: _____

**GAD RESOURCE POOL (GRP) PROFILE FORM**

Dietary Requirements:

Health Concerns:

XIV. Person to Contact in Case of Emergency

Name		Relationship	
Address			
Contact Number			

Signature over Printed NameDate signed:

By submitting this Profile Form, it is understood that the person gave the consent to share his/her information with the Philippine Commission on Women (PCW) and are aware of his/her rights as *data subjects* in accordance to *Republic Act 10173* or the *Data Privacy Act of 2012*.



**GAD RESOURCE POOL (GRP) CAPACITY
ASSESSMENT FORM**

Instructions: PCW would like to assess the level of knowledge, skills, awareness, and attitudes of prospective GR Pool on Gender and Development (GAD) as one of the requirements for application. Please accomplish this 8-page Gender Resource Pool Capacity Assessment Form and submit with the corresponding Gender Resource Pool Profile Form. Thank you very much!

I. Information on the GR Pool Applicant

Name	
Batch	

II. Membership in the GAD Focal Point System *(for NGA and LGU applicants only)*

Are you a member of the GAD Focal Point System (GFPS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Current designation in the GFPS (e.g., Chair, Execom, TWG member, etc.)	
No. of years of membership in the GAD Focal Point (regardless of designated position in the GFPS)	

III. Familiarity with GAD Concepts, Policies, and Tools

Please encircle the number that corresponds to your answer to ascertain your knowledge on GAD concepts, policies and tools listed below.

A. GAD Concepts				
1. Gender Analysis	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others
2. Gender Mainstreaming	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others





<p>Philippine Commission on Women</p> 	<p>GAD RESOURCE POOL (GRP) CAPACITY ASSESSMENT FORM</p>
--------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------

3. GAD Planning and Budgeting	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others
4. Gender and Development (GAD)	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others
5. Gender Perspective	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others
6. Gender Equality	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others
7. Gender Equity	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others
8. Gender Discrimination	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others
9. Gender Stereotypes	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others
10. Gender Issue	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others



 <p style="text-align: center;">Philippine Commission on Women</p>	<h2 style="margin: 0;">GAD RESOURCE POOL (GRP) CAPACITY ASSESSMENT FORM</h2>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

11. Sex and Gender	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others
12. GAD Funds Audit	1 Knowledgeable about the concept	2 Confident to talk about & discuss the concept	3 Can apply the concept to own work/ outputs	4 Can easily apply the concept to own work/ outputs & proficient in teaching the skills & knowledge to others

B. GAD POLICIES AND MANDATES

International Mandates

1. Convention on the Elimination of All Forms of Discrimination Against Women (UN CEDAW)	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
2. Beijing Platform for Action (BPfA)	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
3. Sustainable Development Goals (SDGs)	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others

National Plans

1. Philippine Plan for Gender-Responsive Development (1995-2025)	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
2. The Philippine Development Plan (PDP) 2017-2022	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others





<p>Philippine Commission on Women</p> 	<p>GAD RESOURCE POOL (GRP) CAPACITY ASSESSMENT FORM</p>
-------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------

3. Gender Equality and Women's Empowerment (GEWE) Plan 2019-2025	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
National Laws				
1. General Appropriations Act on Programs and Projects related to Gender and Development (1995 to latest)	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
2. Republic Act 7192 known as An Act Promoting the Integration of Women as Full and Equal Partners of Men in Development and Women in Development and Nation Building and for other Purposes	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
3. Republic Act 7877 known as An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for other Purposes	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
4. Republic Act 8353 or The Anti-Rape Law of 1997: An Act Expanding the Definition of the Crime of Rape, Reclassifying the same as A Crime Against Persons	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
5. Republic Act 8972 or the Solo Parents' Welfare Act of 2000: An Act Providing for Benefits and Privileges to Solo Parents and their Children	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
6. Republic Act 9262 otherwise known as the Anti-Violence against Women and their Children Act of 2004	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
7. Republic Act 9208 or the Anti-Trafficking in Persons Act of 2003, as amended by RA 10364 also known as the Expanded Anti-Trafficking in Persons Act of 2012	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others



<p>Philippine Commission on Women</p> 	<p>GAD RESOURCE POOL (GRP) CAPACITY ASSESSMENT FORM</p>
-------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------

8. Republic Act 9710 otherwise known as the Magna Carta of Women	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
9. Republic Act 10354 otherwise known as The Responsible Parenthood and Reproductive Health Act of 2012: An Act Providing for a National Policy on Responsible Parenthood and Reproductive Health	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
10. Republic Act 10398: An Act Declaring November 25 of Every Year as “National Consciousness Day for the Elimination of Violence Against Women and their Children”	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
11. Republic Act 11210: An Act Increasing the Maternity Leave Period to One Hundred Five (105) Days for Female Workers	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
12. Republic Act 11313 otherwise known as the Safe Streets and Public Places Act of 2019	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
GAD Memorandum Circulars***				
1. PCW Memorandum Circular 2009-01: Guidelines on the Formulation, Implementation, Monitoring, and Evaluation of a Gender and Development Code	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
2. PCW Memorandum Circular 2011-01: Guidelines for the Creation, Strengthening and Institutionalization of the Gender and Development (GAD) Focal Point System	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
3. PCW Memorandum Circular 2014-05: Adoption and Generation of Data Support to the Magna Carta of Women Indicators	1 Knowledgeable about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others





 <p>Philippine Commission on Women</p>	<p>GAD RESOURCE POOL (GRP) CAPACITY ASSESSMENT FORM</p>
---------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

4. PCW Memorandum Circular 2016-03: Use of the Enhanced Gender Mainstreaming Evaluation Framework (GMEF)	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
5. PCW Memorandum Circular 2018-04: Revised Guidelines for the Preparation of the GAD Agenda	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
6. PCW-NEDA-DBM Joint Memorandum Circular 2012-01: Guidelines for the Preparation of Annual Gender and Development (GAD) Plans and Budgets and Accomplishment Reports to Implement the Magna Carta of Women	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
7. PCW-DILG-DBM-NEDA Joint Memorandum Circular 2013-01: Guidelines on the Localization of the Magna Carta of Women	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
8. PCW-DILG-DBM-NEDA Joint Memorandum Circular 2016-01: Amendments to JMC NO. 2013-01: Guidelines on the Localization of the Magna Carta of Women	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
9. PCW-OPAPP Joint Memorandum Circular 2014-01: Integration of Women, Peace, and Security Projects, Activities, in Annual GAD Plans and Budget and GAD Accomplishment Reports	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
10. PCW-NEDA Joint Memorandum Circular 2016-01: Guidelines for the Creation, Strengthening and Institutionalization of a Regional Gender and Development Committee under the Regional Development Council	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others



<p>Philippine Commission on Women</p> 	<p>GAD RESOURCE POOL (GRP) CAPACITY ASSESSMENT FORM</p>
---------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

11. Commission on Audit (COA) Circular 2014-001: Revised Guidelines in the Audit of Gender and Development (GAD) Funds and Activities in Government Agencies	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
12. COA Memorandum 2018-009: Checklist of Common Audit Observations in the Audit of Gender and Development (GAD) Funds; and Determination of Gender Issues and Mandates of all Government Agencies	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
13. Civil Service Commission (CSC) Memorandum Circular No. 12 s, 2015 on the Use of Non-Sexist Language in all Official Documents, Communications, and Issuances	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
14. CSC Resolution No 01-0940 Administrative Disciplinary Rules on Sexual Harassment Cases	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
15. Commission on Higher Education (CHED) Memorandum Order 2015- 01: Establishing the Policies and Guidelines on GAD in the Commission on Higher Education and Higher Education Institutions	1 Knowledge-able about the mandate	2 Confident to talk about & discuss the mandate	3 Can apply the mandate to own work/ outputs	4 Can easily apply the mandate to own work/ outputs & proficient in teaching the skills & knowledge to others
C. GAD TOOLS				
1. 24-hour Activity Profile	1 Knowledge-able about the GAD tool	2 Confident to talk about & discuss the GAD tool	3 Can apply the GAD tool to own work/ outputs	4 Can easily apply the GAD tool to own work/ outputs & proficient in teaching the skills & knowledge to others
2. Gender Gap Analysis Tool at the Community Level	1 Knowledge-able about the GAD tool	2 Confident to talk about & discuss the GAD tool	3 Can apply the GAD tool to own work/ outputs	4 Can easily apply the GAD tool to own work/ outputs & proficient in teaching the skills & knowledge to others





	GAD RESOURCE POOL (GRP) CAPACITY ASSESSMENT FORM
-----------------------------------------------------------------------------------	---------------------------------------------------------

3. Harmonized Gender and Development (GAD) Guidelines	1 Knowledgeable about the GAD tool	2 Confident to talk about & discuss the GAD tool	3 Can apply the GAD tool to own work/ outputs	4 Can easily apply the GAD tool to own work/ outputs & proficient in teaching the skills & knowledge to others
4. Gender Mainstreaming Evaluation Framework (GMEF)	1 Knowledgeable about the GAD tool	2 Confident to talk about & discuss the GAD tool	3 Can apply the GAD tool to own work/ outputs	4 Can easily apply the GAD tool to own work/ outputs & proficient in teaching the skills & knowledge to others
5. Gender Responsive LGU (GERL) Tool	1 Knowledgeable about the GAD tool	2 Confident to talk about & discuss the GAD tool	3 Can apply the GAD tool to own work/ outputs	4 Can easily apply the GAD tool to own work/ outputs & proficient in teaching the skills & knowledge to others
6. ILO-Participatory Gender Audit	1 Knowledgeable about the GAD tool	2 Confident to talk about & discuss the GAD tool	3 Can apply the GAD tool to own work/ outputs	4 Can easily apply the GAD tool to own work/ outputs & proficient in teaching the skills & knowledge to others
7. Women's Empowerment and Gender Equality Framework	1 Knowledgeable about the GAD tool	2 Confident to talk about & discuss the GAD tool	3 Can apply the GAD tool to own work/ outputs	4 Can easily apply the GAD tool to own work/ outputs & proficient in teaching the skills & knowledge to others

IV. Proficiency in Application of GA Tools

Assess your proficiency in applying GA tools and identify the difficulties encountered while applying the tools and the solutions you made in response to such difficulties. In the result column, give outputs or outcomes brought about by the application of tools (*See example below*). You can tick more than one.

Tool	Application						Result (Please specify outputs/ outcomes)
	Planning & Budgeting	Policy Review & Enhancements	Program/ Project Development/ Enhancement	Program/ Project Monitoring/ Evaluation	Technical Assistance/ Training	Tools development for agency/ sector	
HGDG	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> •GPB, Strat Plan •Supplemental enabling policies, policy recommendation •Technical staff trained on HGDG •Gender-responsive Checklist for the Tourism Sector

**GAD RESOURCE POOL (GRP) CAPACITY
ASSESSMENT FORM**

Tool	Application						Result (Please specify outputs/ outcomes)
	Planning & Budgeting	Policy Review & Enhance- ments	Program/ Project development/ Enhancement	Program/Project Monitoring/ Evaluation	Technical Assistance/ Training	Tools develop- ment for agency/ sector	
GMEF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HGDG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GERL TOOL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other Gender Analysis (GA) Tools (Please specify)							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

V. Other Trainings/Capacity Development Activities Needed

In order to gain more knowledge in the area you would like to specialize in, what other training would be beneficial to you as prospective GR Pool member, list all that you can think of.

- 1.
- 2.
- 3.
- 4.
- 5.

Please submit this GCAF together with the GRP Profile Form via email at _____ or via courier addressed to:

Name: Philippine Commission on Women c/o Technical Services and Regional Coordination Division
Postal address: 1145 J. P. Laurel Street, San Miguel, Manila 1005 Philippines

Thank you very much!



**GAD TRAINING NEEDS ASSESSMENT (TNA) FORM**

Dear Participant,

PCW would like to assess the level of knowledge, skills, awareness, and attitudes of its participants on Gender and Development (GAD) issues and determine the most suited design and methodology of the training program. Please accomplish this GAD Capacity Development TNA Form and submit to the Training Secretariat thereafter. Rest assured that your responses would be treated with utmost confidentiality.

I. Personal Information

Name			
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male	Age	
Agency/Office/Division			
Designation/Position		Length of Service	

II. Familiarity with GAD Concepts, Policies, and Tools

How well do you know the GAD concepts, policies, and tools listed below?
Please encircle the number that corresponds to your answer.

A. GAD CONCEPTS				
1. Sex and Gender	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
2. Gender Issue	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
3. Gender Discrimination	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
4. Gender Division of Labor	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
5. Gender Stereotypes	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
6. Gender Perspectives	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
7. Gender Analysis	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it





GAD TRAINING NEEDS ASSESSMENT (TNA) FORM

8. Gender and Development (GAD)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
9. GAD Planning and Budgeting	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
10. Gender Mainstreaming	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
11. Gender Equity	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
12. Gender Equality	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
13. GAD Funds Audit	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it

B. GAD POLICIES AND MANDATES

International Mandates

1. Convention on the Elimination of All Forms of Discrimination Against Women (UN CEDAW)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
2. Beijing Platform for Action (BPfA)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
3. Sustainable Development Goals (SDGs)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it

National Plans

1. Philippine Plan for Gender-Responsive Development (PPGD): 1995-2025	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
2. The Philippine Development Plan (PDP) 2017-2022	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
3. Gender Equality and Women's Empowerment (GEWE) Plan 2019-2025	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it

National Laws***

1. Republic Act 7192: The Women in Development and Nation Building Act	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
------------------------------------------------------------------------	--------------	---------------------------	-----------------------	---------------------------------





GAD TRAINING NEEDS ASSESSMENT (TNA) FORM

2. General Appropriations Act (GAA) on Programs and Projects Related to Gender and Development (from 1995 to latest GAA)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
3. Republic Act 9710: The Magna Carta of Women	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
GAD Memorandum Circulars				
1. PCW Memorandum Circular 2009-01: Guidelines on the Formulation, Implementation, Monitoring, and Evaluation of a Gender and Development (GAD Code) (for LGUs only)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
2. PCW Memorandum Circular 2011-01: Guidelines for the Creation, Strengthening and Institutionalization of the Gender and Development (GAD) Focal Point System	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
3. PCW Memorandum Circular 2014-05: Adoption and Generation of Data Support to the Magna Carta of Women Indicators	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
4. PCW Memorandum Circular 2016-03: Use of the Enhanced Gender Mainstreaming Evaluation Framework (GMEF)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
5. PCW Memorandum Circular 2018-04: Revised Guidelines for the Preparation of the GAD Agenda	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
6. PCW-NEDA-DBM Joint Memorandum Circular 2012-01: Guidelines for the Preparation of the GAD Plans and Budgets and Accomplishment Reports to Implement the MCW	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
7. PCW-OPAPP Joint Memorandum Circular 2014-01: Integration of Women, Peace, and Security Projects, Activities, in Annual GAD Plans and Budget and GAD Accomplishment Reports	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
8. PCW- NEDA Joint Memorandum Circular 2013-01: Guidelines on the Localization of the Magna Carta of Women (for LGUs only)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it





GAD TRAINING NEEDS ASSESSMENT (TNA) FORM

9. PCW-NEDA Joint Memorandum Circular 2016-01: Amendments to JMC NO. 2013-01: Guidelines on the Localization of the Magna Carta of Women (for LGUs only)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
10. COA Circular 2014-001: Revised Guidelines in the Audit of Gender and Development (GAD) Funds and Activities in Government Agencies	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
11. COA Memorandum 2018-009: Checklist of Common Audit Observations in the Audit of Gender and Development (GAD) Funds; and Determination of Gender Issues and Mandates of all Government Agencies	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
12. CSC Memorandum Circular No. 12 S, 2015 on the Use of Non-Sexist Language in all Official Documents, Communications, and Issuances	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
13. CSC Resolution No 01-0940 Administrative Disciplinary Rules on Sexual Harassment Cases	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
C. GAD TOOLS				
1. Typical Day Activity Schedule or 24-Hour Activity Profile	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
2. Gender Gap Matrix	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
3. Women Empowerment and Gender Equality Framework	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
4. Harmonized Gender and Development (GAD) Guidelines	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
5. Enhanced Gender Mainstreaming Evaluation Framework (GMEF)	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it
6. Gender-Responsive LGU (GeRL) Assessment Tool	1 No idea	2 Know little about it	3 Familiar with it	4 Confident to talk about it

***Note: The Resource Person may add other GAD laws and circulars relevant to the nature and sector of the participant's institutions.

**GAD TRAINING NEEDS ASSESSMENT (TNA) FORM****III. GAD-related Trainings.**

Please list down all GAD-related trainings attended in the last three (3) years (*use additional sheets if necessary*).

Title of the Training	Inclusive Date/s	Trainer/Training Institution

IV. Please indicate whether you agree, disagree or neither agree nor disagree with the following statements. Write (A)- AGREE; (D) DISAGREE; (NS) NOT SURE in the box:

STATEMENTS	A	D	NS
1. Gender refers only to women.			
2. Poverty has the same effect on women and men			
3. The man has the right to make all major decisions for the family, where he is also the breadwinner, and the women take care of the household.			
4. The GAD Budget is computed as a separate fund before a GAD Plan is prepared.			
5. Family planning is a sole responsibility of the women because they are the ones who get pregnant.			
6. If a family cannot support the education of all children, it is right to prioritize the education of the sons since daughters will be married off to other men.			
7. The Government should formulate separate programs for women and men because of their different needs.			
8. GAD Planning and Budgeting is an examination of the agency's level of Gender Mainstreaming (GM) or extent of the gender responsiveness of agency's PAPs.			
9. Housework does not contribute to family welfare because it is unpaid.			
10. Agency/LGU with unendorsed GPB can still implement their GAD PAPs.			
11. Men are better decision makers than women are.			
12. A husband has the right to demand sex from his wife anytime he likes.			



**GAD TRAINING NEEDS ASSESSMENT (TNA) FORM**

13. All laws are generally fair to both women and men.			
14. Educating women makes them better mothers and wives.			
15. PAPs that are not in the agency's endorsed GAD Plan can be charged to GAD budget.			
Other Concerns			
1. What are the gender concepts, concerns and issues you have heard about that need clarification or you have questions about?			
2. What do you think are the factors that can facilitate learning in a training?			
3. What methodologies will be most helpful to you as a training participant?			

Thank you for your cooperation!



**Pre-Test on Basic GAD Concepts****PRE-TEST**

1. Level of knowledge on Basic GAD Concepts (please encircle)

1 2 3 4 5 (1 - Lowest, 5 - highest)

2. Answer the following questions by encircling what you think is the correct answer. If your answer is FALSE, write the correct answer in the space provided.

QUESTIONS		IF FALSE, WHAT'S THE CORRECT ANSWER?
1. <u>Sex</u> is socially determined and culturally defined.	TRUE FALSE	Gender or define Sex
2. Sex is constant across time, different societies and culture.	TRUE FALSE	
3. Gender is a social construct.	TRUE FALSE	
4. <u>Gender</u> is what we are born with and refers to physical attributes.	TRUE FALSE	Sex or define Gender
5. The <u>family</u> reinforces gender stereotypes and sex-based discrimination through the gender insensitive portrayal of women and men.	TRUE FALSE	Media
6. GAD is an approach to or paradigm of development that focuses on how differently women and men <u>participate only in development</u> .	TRUE FALSE	Participate and contribute to development
7. Gender stereotyping is assigning particular traits, characteristics and roles distinctly to men and women.	TRUE FALSE	
8. Marginalization is where women's contributions to development remain unrecognized or undervalued.	TRUE FALSE	
9. Gender roles are deep-seated in the culture, as well as, in the belief and value systems of the society, therefore <u>they cannot be changed</u> .	TRUE FALSE	Gender roles can be changed
10. Social institutions reinforce social values that men and women are not only different but also not equal.	TRUE FALSE	
TOTAL NUMBER OF CORRECT ANSWERS		



**Pre-test on Gender Analysis, GA Tools, and Gender Mainstreaming****PRE-TEST**

1. Level of knowledge on Gender Analysis, GA Tools and Gender Mainstreaming (please encircle)

1 2 3 4 5 (1 - Lowest, 5 - highest)

2. Answer the following questions by encircling what you think is the correct answer. If your answer is FALSE, write the correct answer in the space provided.

QUESTIONS		IF FALSE, WHAT'S THE CORRECT ANSWER?
1. The comparison of the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community and political system is called <u>Gender Mainstreaming</u> .	TRUE FALSE	Gender Analysis or define Gender Mainstreaming
2. The Gender Mainstreaming Evaluation Framework (GMEF) is a gender analysis tool which can be used to track the progress and provides a holistic view of the gender mainstreaming process in the agency.	TRUE FALSE	
3. <u>Gender Analysis</u> is the strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies and programs in all political, economic, and societal spheres so that women and men benefit equally and inequality is not perpetuated.	TRUE FALSE	Gender Mainstreaming or define Gender Analysis
4. The Harmonized Gender and Development Guidelines emphasizes the 10 core elements of a gender-responsive project or program.	TRUE FALSE	
5. There are <u>two</u> entry points for gender mainstreaming in the organization.	TRUE FALSE	Four (Policies, People, Enabling Mechanisms, and PAPs)
6. Gender Mainstreaming is a strategy to implement the Magna Carta of Women.	TRUE FALSE	
7. Gender Responsive LGU Assessment (GeRL) Tool determines the current capacity levels of LGUs to make their respective localities gender-responsive.	TRUE FALSE	
8. HGDG can only be used in rating the "gender-responsiveness" of flagship programs and projects of the agencies.	TRUE FALSE	HGDG was originally developed to measure gender-responsiveness of Official Development Assistance (ODA) projects
9. Box 7.a or the Generic checklist is used to assess programs and projects that do not fall under a sector in the HGDG.	TRUE FALSE	
10. Gender Mainstreaming has five levels.	TRUE FALSE	
TOTAL NUMBER OF CORRECT ANSWERS		



**Pre-Test on GAD Planning and Budgeting****PRE-TEST**

1. Level of knowledge on GAD Planning and Budgeting (please encircle)

1 2 3 4 5 (1 - Lowest, 5 - highest)

2. Answer the following questions by encircling what you think is the correct answer. If your answer is FALSE, write the correct answer in the space provided.

QUESTIONS		IF FALSE, WHAT'S THE CORRECT ANSWER?
1. A <u>GAD Budget</u> is a systematically designed set of programs, activities and projects with clear objectives for addressing gender issues and appropriate strategies and activities with monitoring and evaluation indicators.	TRUE FALSE	GAD Plan
2. The GAD Planning and Budgeting Guidelines or <u>PCW-NEDA-DBM Joint Memo Circular 2012-1</u> requires <u>Local Government Units (LGUs)</u> to prepare and implement a GAD Plan and Budget.	TRUE FALSE	PCW-DILG-NEDA-DBM Joint Memo Circular 2013-01/National Government Agencies
3. The <u>Planning Office of an agency/institution</u> should lead the development of the GAD Plan and Budget.	TRUE FALSE	GAD Focal Point System
4. The GAD Plan and Budget form has 9 columns and the 1st column reflects the GAD Result Statement or GAD Objective/s	TRUE FALSE	Gender Issue or GAD Mandate
5. The GAD Planning and Budgeting Guidelines (JC 2012-1 and JC 2013-01) promote the use of the Harmonized GAD Guidelines to assess <u>GAD projects</u> .	TRUE FALSE	Flagship or major programs
6. <u>There is no schedule</u> to be observed in submitting GAD Plans and Budgets. Agencies and Local Government Units can submit anytime.	TRUE FALSE	There is a schedule to be observed
7. In compliance with the Full Disclosure Policy, LGUs should post in conspicuous places, websites or print media their progress in gender mainstreaming including the utilization of the GAD Budget.	TRUE FALSE	
8. <u>Organization-focused GAD activities</u> refer to activities that seek to address the gender issues of the agency's clients and/or LGU constituents or those that contribute in responding to the gender issues of the sector (i.e. agriculture sector, among others) or LGU.	TRUE FALSE	
9. The cost of implementing the GPB or of the GAD PAPs in the GPB is at least five percent (5%) of the total agency or LGU budget appropriations pursuant to the MCW and authorized under the GAA.	TRUE FALSE	
10. The GAD Plans and Budgets of LGUs shall be submitted directly to the PCW for review and endorsement.	TRUE FALSE	DILG
TOTAL NUMBER OF CORRECT ANSWERS		



**Pre-test on Legal Mandates (General)****PRE-TEST**

1. Level of knowledge on Legal Mandates (please encircle)

1 2 3 4 5 (1 - Lowest, 5 - highest)

2. Answer the following questions by encircling what you think is the correct answer. If your answer is FALSE, write the correct answer in the space provided.

QUESTIONS		IF FALSE, WHAT'S THE CORRECT ANSWER?
1. The Magna Carta for Women is a comprehensive women's human rights law that seeks to eliminate discrimination through the recognition, protection, fulfillment and promotion of the rights of women, especially those belonging in the marginalized sectors of the society.	TRUE FALSE	Magna Carta of Women
2. The 1987 Philippine Constitution fully recognizes the fundamental equality of men and women. Section 14 of Article 12 states that "it recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men".	TRUE FALSE	
3. Sustainable Development Goal number 4's aim is to promote gender equality and empower women.	TRUE FALSE	Sustainable Development Goal no. 5
4. The United Nations Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), adopted in 1979 by the UN General Assembly, is often described as a <u>local bill of rights for women</u> .	TRUE FALSE	International Bill of Rights for Women
5. RA 7192 or Women in Development and Nation Building Act recognizes the role of men in nation building and ensures the fundamental equality before the law of women and men.	TRUE FALSE	
6. The Beijing Platform for Action (BPfA) has ten (10) critical areas of concern which includes addressing the inequalities and inadequacies in access of women to education and training.	TRUE FALSE	
7. The Gender Equality and Women's Empowerment Plan 2019-2025 is the government's guide and key reference in formulating Gender and Development (GAD) plans and budgets. It is the third time-slice framework plan that government has formulated in support of the long-term perspective plan, the PPGD 1995-2025.	TRUE FALSE	
8. PCW Memorandum Circular 2011-01 provides the guidelines for the Creation, Strengthening and Institutionalization of the Gender and Development (GAD) Focal Point System	TRUE FALSE	





QUESTIONS		IF FALSE, WHAT'S THE CORRECT ANSWER?
9. Section 37 of RA 9710 or the Magna Carta of Women Act of 2009 mandates national government agencies and all government instrumentalities to support GAD Plans and Program and to allot at least 5% of their budget annually for GAD. <u>On the other hand, the RA 7160 or Local Government Code of the Philippines mandates the same for Local Government Units (LGUs).</u>	TRUE FALSE	There is no provision in RA 7160 that mandates LGUs to do GAD Planning and Budgeting. RA 9710 mandates all government instrumentalities including LGUs to allot at least 5% of their budget annually for GAD.
10. One of the obligations of the Philippines as a signatory of the UN CEDAW is to come up with a local translation. The Philippines came up with the local translation <u>when it completed the Philippine Plan for Gender-Responsive Development in 1995.</u>	TRUE FALSE	when it enacted RA 9710 or the Magna Carta of Women.
TOTAL NUMBER OF CORRECT ANSWERS		

**Pre-test on Legal Mandates (Thematic)****PRE-TEST**

1. Level of knowledge on Legal Mandates (please encircle)

1 2 3 4 5 (1 - Lowest, 5 - highest)

2. Answer the following questions by encircling what you think is the correct answer. If your answer is FALSE, write the correct answer in the space provided.

QUESTIONS		IF FALSE, WHAT'S THE CORRECT ANSWER?
1. RA 9262 (ANTI-VAWC) expanded the range of actionable violence to physical, sexual, psychological and economic violence.	TRUE FALSE	
2. Anti-Trafficking in Persons Act of 2003 (Republic Act 9208) as amended by RA 10364 defines acts of trafficking in persons as follows: recruit, transport, transfer; harbor, provide, or receive a person by any means, including those done under the pretext of domestic or overseas employment or training or apprenticeship, for the purpose of prostitution, pornography, sexual exploitation, forced labor, slavery, involuntary servitude or debt bondage.	TRUE FALSE	It also includes the removal or sale of (human) organs
3. <u>R. A. 8353</u> is also known as the <u>Anti-Sexual Harassment Act</u> of 1995 which makes sexual harassment in work, education and training environments punishable by law.	TRUE FALSE	RA 8353 or "Anti-Rape Law of 1997" / RA 7877 or Anti-Sexual Harassment Act of 1995
4. Under <u>RA 9363</u> , Violence against Women and their children is defined as an act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harms or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.	TRUE FALSE	RA 9262
5. Republic Act 7877 or Anti-Sexual Harassment Act of 1997 only covers forms of sexual harassment in work, education or training-related environments when the offender has authority, influence, moral ascendancy over the victim (e.g. teacher and student; supervisor and direct report).	TRUE FALSE	
6. RA 8353 or the "Anti-Rape Law of 1995" recognizes that even married women can be raped by their husbands but also provides that "the subsequent forgiveness by the wife as the offended party shall extinguish the criminal action or the penalty" of the act.	TRUE FALSE	





QUESTIONS		IF FALSE, WHAT'S THE CORRECT ANSWER?
7. Republic Act 10364 or “the Responsible Parenthood and Reproductive Health Act of 2012” recognizes the academic freedom of private schools and exempts them from including a Reproductive Health subject in their curricula.	TRUE FALSE	RA 10354/Private high schools are not exempted from including a reproductive health subject in their curricula
8. RA 8505 or “The Rape Victim Assistance and Protection Act of 1998” provides for the establishment of a Rape Crisis Center in every province and city to provide assistance to rape victims. Aside from providing recovery programs for victim-survivors and legal assistance, the Center also offers programs for the reintegration of offenders.	TRUE FALSE	
9. RA 10361 or “the Batas Kasambahay” does not covers family drivers and persons who only perform work for a household occasionally or sporadically and not on an occupational basis.	TRUE FALSE	
10. Under the VAWC Act of 2004, victims are entitled to a paid leave of absence up to five (5) days in addition to other paid leaves under the Labor Code and Civil Service Rules and Regulations.	TRUE FALSE	Ten (10) days
TOTAL NUMBER OF CORRECT ANSWERS		

**GAD RESOURCE POOL (GRP) EVALUATION FORM**

Dear Participant,

PCW values your comments/insights/observations in the conduct of GAD-related technical assistance (TA) provided by the PCW-certified GR Pool members. As part of our continuous effort to improve the delivery of our TA services, please fill out this Evaluation Form to rate the GR Pool member as your resource person.

I. Participant's Information

Name of Participant/Respondent	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
Participant's Agency/Division/Unit	
Title of Activity	
Date and Venue of Activity	

II. Resource Person Information

Name of GR Pool Member	
Title of the Session	

Please rate each criterion on a progressive scale of 1 to 5
(1-Poor; 2-Unsatisfactory; 3-Satisfactory; 4-Very Satisfactory; 5-Outstanding):

Criteria	Rating					
1. Displayed thorough knowledge of, and provided relevant insights on, the topic/s discussed	1	2	3	4	5	N/A
2. Thoroughly explained and processed the learning activities throughout the training	1	2	3	4	5	N/A
3. Created a good learning environment, sustained the attention of the participants, and encouraged their participation in the training duration	1	2	3	4	5	N/A
4. Managed her/his time well, including some adjustments in the training schedule, if needed	1	2	3	4	5	N/A
5. Demonstrated keenness to the participants' needs and other requirements related to the training	1	2	3	4	5	N/A

Comments/Commendations/Complaints: _____

Please submit the completed Gender Resource Pool (GRP) Evaluation Form to the Training Secretariat. Thank you very much for your cooperation!



**TRAINING/ACTIVITY EVALUATION FORM**

Dear Participant,

PCW values your insights/comments/recommendations on how the activity and/or GAD technical assistance (TA) services were conducted. Please fill out this Training/Activity Evaluation Form to rate the over-all conduct of this activity. Rest assured that your responses will be treated with utmost confidentiality.

I. Information

Name of Participant/Respondent	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
Participant's Agency/Division/Unit	
Title of Activity	
Date and Venue of Activity	

II. Activity Coordination

Please rate each of the coordination criteria listed below on a progressive scale of 1 to 5. (1–Strongly Disagree; 2–Disagree; 3–Neither Agree nor Disagree; 4–Agree; 5–Strongly Agree):

Criteria	Rating						Remarks/ Comments
1. The Coordinator provided clear and accurate information regarding the conduct of the activity.	1	2	3	4	5	N/A	
2. The Coordinator provided immediate and timely response to questions regarding the activity.	1	2	3	4	5	N/A	
3. The Coordinator was courteous, approachable, and flexible.	1	2	3	4	5	N/A	
4. The Coordinator followed up on the submission of necessary requirements and documents regarding the conduct of the activity.	1	2	3	4	5	N/A	
5. The Coordinator provided assistance on the special needs/ requirements clients and provided options for consideration	1	2	3	4	5	N/A	



**TRAINING/ACTIVITY EVALUATION FORM****III. Content of the Activity**

A. Objectives. Please rate each aspect of the activity listed below on a progressive scale of 1 to 5 (1–Strongly Disagree; 2–Disagree; 3–Neither Agree nor Disagree; 4–Agree; 5–Strongly Agree):

Objectives	Rating						Remarks/Comments
1.	1	2	3	4	5	N/A	
2.	1	2	3	4	5	N/A	
3.	1	2	3	4	5	N/A	

B. Sessions. Please rate each aspect of the activity listed below on a progressive scale of 1 to 5 (1–Strongly Disagree; 2–Disagree; 3–Neither Agree nor Disagree; 4–Agree; 5–Strongly Agree):

Objectives	Rating						
1. The activity met my expectations.	1	2	3	4	5	N/A	
2. I gained new and important ideas and insights from the sessions.	1	2	3	4	5	N/A	
3. The methodologies used were effective.	1	2	3	4	5	N/A	
4. The hand-outs, workshop documents, and other support materials were effective in making the sessions clear and understandable.	1	2	3	4	5	N/A	
5. I was given enough opportunity to express my ideas during the session.	1	2	3	4	5	N/A	

C. Additional Remarks. Please provide your answers in the space provided.

What activity process, session or topic needs further clarification?	
What factors/things helped me understand the inputs during the sessions?	
What factors/things hindered me from actively participating in the sessions?	

**TRAINING/ACTIVITY EVALUATION FORM**

IV. Secretariat, Venue, and Food Services. Please rate the following criteria listed below on a progressive scale of 1 to 5 (1–Strongly Disagree; 2–Disagree; 3–Neither Agree nor Disagree; 4–Agree; 5–Strongly Agree):

Objectives	Rating						Remarks/ Comments
1. The secretariat support was adequate and efficient.	1	2	3	4	5	N/A	
2. The venue and the facilities were clean, appropriate and comfortable.	1	2	3	4	5	N/A	
3. The food was adequate and served on time.	1	2	3	4	5	N/A	

Comments/Commendations/Complaints:

Please submit the completed Evaluation Form to the Activity Secretariat.
Thank you for your cooperation!





INSTRUCTION: Fully accomplished TSR Form, summarized evaluation reports (ER), and all attachments relevant to the technical assistance (TA) provided, should be submitted to the PCW within 60 days after the TA is conducted. Thank you.

I. Title of the Training, Date, Venue, and Source of TA

Title of the Training - please provide the complete title of the training/TA conducted. If the session handled by the GR pool is only one part of the whole training, indicate title of the specific session.

Example: Training Workshop on the Application of Gender Analysis Tools for GFPS Members of PCW (Session 4: Use of HGDG Design and PIMME Checklist for mainstream agency programs)

Date and Venue – please indicate the duration of the whole training and the specific venue where the training was held. If the session handled by GR pool member is only one part of the whole training, please indicate the actual duration of session handled.

Example: March 1-3, 2020, PCW Conference Room (Session 4: March 2, 2020 1:00-5:00 pm)

Source of TA - please indicate if the assistance provided was either referred by the PCW, or directly requested by the agency. Such information is crucial for PCW to keep track of TAs responded by GR Pool members.

Title of Training:	Agency/LGU:	Date/Venue:
	Source of Technical Assistance: <input type="checkbox"/> TA is directly referred by PCW <input type="checkbox"/> TA is directly requested by the agency to the GR pool	

II. Introduction

a. Background and Rationale of the Training

This portion of the TSR requires the GR Pool member to provide the following information:

i. Context and Objectives of the Training

- Background information on why the training was organized, who organized the training, and to whom the training was designed for.
- The specific training objectives based on the results of the pre-work, TNA results, and consultations with the agency focal persons should be included.
- The expected outputs of the training should also be clearly reflected.





ii. Highlights of the Results of TNA and Agreements during Preparatory Meeting with Agency Representatives

- Prior to the scheduled TA session, the GR Pool member shall instruct the agency/client to administer the training needs assessment (TNA) tool to the target participants. The TNA form may be tailor fitted to the needs and context of the requesting institution. The TNA results should reflect the specific knowledge, skills and attitudes (KSAs) of the participants the training will respond to. The presentation of TNA results should also include the area/s where the participants need clarification the most (i.e. GAD mandates/guidelines). It may be critical to note whether or not the participants have attended previous GAD-related training; if so, then briefly present such information.
- The GR Pool member may also cite the reasons why the TNA was not administered and explain how the training design was developed even without administering the TNA.
- Share the results/highlights of preparatory consultation meetings with the agency representatives to discuss how the objectives of the TA, the target participants, and the proposed training design were agreed on. The GR Pool members are encouraged to personally meet with the agency representative/s and discuss the full scope of the pre-work process; otherwise, phone conversations or correspondences thru email should be diligently documented as evidence of the consultation process.

b. Brief Description of the Participants

The GR Pool member should provide a brief summary of the profile of the training participants: i) number of male and female (sex disaggregated data); ii) their designation/position in the agency; iii) nature of employment (executive level or rank-and-file); and iv) number of years as member of the GAD Focal Point System (GFPS) (if applicable). This part may also include information about the GAD-related trainings attended by the participants (culled from the TNA), if not yet reflected in previous part of the TSR.

c. Training Methodology and Topics Covered

The annotated description of training topics/sessions should be included in this part of the TSR. The methods (i.e., plenary discussion, use of videos, workshops, among others) applied in the training should also be cited. It is important to explain the relevance of the training methods applied and how these facilitated the learning of the participants. The actual training design and the presentation materials used in the sessions and should be submitted as attachment in this report.

III. Issues and Concerns Raised During the Sessions & Responses Provided by GR Pool

The GR Pool member should reflect the relevant issues or concerns raised by the participants, and how these were responded to, during the training. The GR Pool member may seek the assistance of the agency training secretariat in documenting these issues or may refer to the documentation report prepared by the agency. The issues or concerns may be in line with the following areas:



**a. Issues Related to Topics / Content of the Training**

Consist of clarifications/questions regarding GAD core messages or examples discussed during the training. This part may also include insights on the scope and topics covered in the entire duration of the training. This part should also capture the relevant real-life examples that the participants shared during the activity, such as their experiences of discrimination and harassment, among others, and how these were handled or responded to by the GR Pool member.

For example:

Clarifications/Concerns	Responses from the GR Pool Member
"Are agencies allowed to submit additional documents such as minutes of the meeting to validate the HGDG rating of a program or project for attribution?"	"Agencies are encouraged to submit corresponding Means of Verification (MOVs) to PCW that are relevant in validating the presence of HGDG elements in the program or project to be attributed to the GAD Budget".

b. Insights on Training Methods Applied

The applicability or appropriateness of the methods applied in the training (i.e., discussion, workshop, video/film showing) should also be documented and reflected in this portion of the TSR. The GR pool member should share how the methodologies used in the training have contributed to the participants' better understanding and appreciation of the topics discussed.

For example: Describe how the use of case studies, or cases relevant to the context of the agency/ sector, resulted in a deeper understanding of the elements of the HGDG; or how the time allotted for the workshop on the application of HGDG was not enough to enable the participants share their meaningful insights about the tool used.

c. Logistics

The GR Pool member should also note if there were suggestions raised to further improve the delivery of training. Logistical concerns may include any of the following concerns: i) coordination between the GR Pool and agency representatives (manner of communication or approach in dealing with the agency from the pre-work to the actual conduct of training); ii) appropriateness of the training venue and equipment; iii) provision of workshop or training materials (whether or not these were sufficient, appropriate, or promptly provided); and iv) administrative guidelines.

IV. Results and Outputs of the Training

This part of the TSR highlights the actual results of the training which should reflect the following:

- Number or percentage of participants who completed the training;*
- Pre- and post-tests results (indicate if there is a marked difference between the two), the summarized results of the pre- and post-test should be attached to the TSR;*





- iii. Anecdotes/sentiments/ shared by the participants on their perceptions of the content of the training;
- iv. Actual outputs such as if the participants are able to prepare a draft GPB (as sample exercise) or the agency's action plan;
- v. The perceived immediate changes in the participants' knowledge, skills, and attitudes (KSA) on the topics discussed and how these changes positively or adversely affect them after attending the training; and
- vi. The objectives of the training may also be assessed and shared if these were achieved at the end of the activity. The GR Pool member may use these outputs as basis of his/her recommendations for the agency on the succeeding steps for their GM efforts.

V. Insights and Recommendations

This portion of the TSR highlights the GR Pool member's insights or perceptions regarding the whole TA process, from the pre-work until the activity evaluation.

i. What worked and what did not work?

- Should include the factors/situations that facilitated and hindered the conduct of the training.
- The GR Pool member should indicate both the positive and adverse situations encountered with the agency, and how these situations affected the delivery of the TA.

ii. Recommendations to the Agency to Strengthen their Gender Mainstreaming Work

- The GR Pool member should propose steps on how the agency can improve or strengthen their gender mainstreaming initiatives. These can be culled from the insights that the GR Pool member has gained from his/her understanding of the dynamics within the agency, the results of the workshops and the feedback and concerns raised by the participants during the sessions.
- The GR pool member may propose recommendations to the PCW on ways to improve the referral of TA, content of the modules, duration of the training sessions as well as feedback from the participants about other GR pool members.

Examples:

Recommendations for the Agency	Recommendations for PCW
"There is a need to continually train the employees on Gender Sensitivity and allot two to three days schedule to deepen their awareness."	"I think PCW should reiterate to the GR Pool members that worksheets on Agency Profile, and on Gender Issues/Mandates Prioritization Tool) are available and can be used or mentioned during GAD Agenda Formulation trainings, especially to those who have not attended the last GR Pool assembly who might already be conducting technical assistance on this topic."





iii. Agreements and Next Steps

This part should include the agreements made between the GR Pool member and agency:

Examples:

- “It was agreed to expand the existing GAD Focal Point System policy by indicating the roles of each members to be abreast on performing their duties and accountabilities particularly its monitoring and evaluation functions.”
- “The lack of sex disaggregated data (SDD) limits the organization’s ability to identify gender issues – whether occurring, recurring or emerging. Hence, the organization will tap an expert to facilitate the next workshop on the collection and utilization of SDD.

Important note:

Before submitting the accomplished TSR to the PCW, please check if the following documents are available as attachments:

1. Copy of the final training design
2. Power point presentation of the topics discussed
3. Minutes of the preparatory meeting with agency coordinators or scanned copy of email exchanges showing how the GR pool consulted the agency to design the activity
4. Processed TNA results
5. Pre- and post-test results
6. Evaluation Results (ER) Form with Attendance Sheet
7. Action photos (optional)





The GR Pool Evaluation Report (ER) and relevant attachments should be submitted to PCW together with the Training Synthesis Report (TSR) within 60 days after the conduct of technical assistance (TA). Only Evaluation Reports (ERs) following the recommended template will be considered in the assessment. Submitted ERs using the agency's template will not be accepted.

The GR Pool Evaluation Report (ER) consists of the following parts namely, 1) Background, 2) Evaluation Results, 3) Rating Scale, and 4) Relevant Comments of the Participants. In accomplishing the ER, GR Pool members should fill up the following sections completely.

I. Background

This part will provide information on the following:

1. Activity Title, Venue and Inclusive Dates

- Complete title of the activity
- Where the activity was conducted
- Date of conduct of the activity

2. Requesting entity

Name of organization who requested for technical assistance

3. Participants

Describe the composition of participants and how many are they (count according to sex).
e.g, 20 GFPS members of ABC Agency composed of 10 males and 10 females attended the activity)

4. GAD-related Session Handled / Presented

What specific GAD-related topic was presented

5. Date of conduct of activity

- When the session was conducted

For example:

Activity Title, Venue and Date/s:	Training-Workshop on Gender in Tourism Promotion, Tarlac Municipal Hall, Tarlac, June 1-3, 2019
Requesting Entity:	Tarlac Tourism Office
Participants:	20 GFPS members Province of Tarlac Tourism Officers composed of 10 males and 10 females
GAD-related Session Handled/Presented:	Gender Sensitivity Training
Date of conduct activity:	June 3, 2019
<i>Note:</i> If the session handled by the GR pool is only a part of the entire training, indicate specific title and actual duration of session handled.	





II. Evaluation Results

This part is composed of five-item evaluation criteria statements that describe the qualities and skill set exhibited or showed by the resource person in the conduct of the session. To accomplish this, the GR Pool should reflect the average score per evaluation criteria culled from the summary of Resource Person Evaluation Form and indicate the corresponding descriptive ratings scale presented in Item III.

The summarized Resource Person Evaluation Form will serve as attachment to the ER. For the details and step-by-step procedure on how to accomplish this, kindly refer to Annex A of this guide.

Sample rating:

Evaluation Criteria Statements	Sub-ave.	Descriptive Rating
1. Displayed a thorough knowledge of the topic and provided valuable insights and responses to participants' queries.	4.5	Outstanding
2. Thoroughly explained and processed the learning activities throughout the training.	4.75	Outstanding
3. Able to create a good learning environment, sustained the attention of the participants and encouraged their participation in the entire duration of the training.	4.5	Very Satisfactory
4. Able to manage her/his time well, including some adjustments in the training schedule if needed.	4.0	Outstanding
5. Demonstrated keenness to the participants' needs and other requirements related to the training.	5.0	Outstanding
Overall average	4.55	Outstanding

III. Rating Scale

This part presents the standard rating scale as basis in interpreting the average scores derived from participants' assessment of the GR Pool's performance in the delivery of GAD-related topic/s.

Scale	Descriptive Rating	Norm Range
5	Outstanding	4.36-5.00
4	Very Satisfactory	3.69 – 4.35
3	Satisfactory	3.00 – 3.68
2	Unsatisfactory	2.00 – 2.99
1	Poor	1.00 – 1.99



IV. Relevant Comments of the Participants

This part presents the qualitative comments of the participants on the resource person's performance. Both positive or negative comments should be reflected here. For example:

Participant 1	Ms/Mr. Resource Person is highly knowledgeable on the topic. S/he was able to answer questions raised very well.
Participant 2	Resource Person discussed the topic excellently!
Participant 3	The resource person did not study our agency to give relevant examples

This part presents the qualitative comments of the participants on the resource person's performance. Both positive or negative comments should be reflected here.

Important note:

Before submitting the accomplished ER to the PCW, please check if the following documents are available as attachments:

- **Accomplished Attendance Sheet** – serves as means of verification needed in validating information reflected in the TSR and ER. The attendance sheet will inform the total number of the participants in a given activity. Agency's attendance sheet may be used and submitted as attachment.
- **Summarized Resource Person Evaluation Form (RPEF)** – contains the details of ratings given by the participants. The GR Pool member should ensure return of individual RPEF from the participants after the conduct of the activity. An acceptable number of submitted RPEF should be at least 50% plus 1 of the total number of participants. To compute the average rating, a step-by-step computation guide is provided in Annex A.

Annex A: Instructional Guide on How to Process Individual GR Pool Resource Person Evaluation Form.

To process the raw data from the accomplished individual resource person evaluation forms, please refer to the steps below. The results of this processing tool will serve as the Summarized RPEF and should be submitted to PCW together with the attendance sheet of participants. GR Pool members are not mandated to use the suggested processing tool below; they can devise their own tool to process the raw data.

- Step 1.** Click on the link below or copy paste the link provided and you will be redirected to the excel file of ER Form Part 1. Please make sure to download the file here: <https://bit.ly/2WbQLzO>
- Step 2.** Fill in the information (title of the activity, venue and date conducted) requested on the top part of the form.
- Step 3.** On the first column, assign a number code for each RPEF returned by the participants or simply follow the number coding of participants as shown below. If no name was indicated in the evaluation form, please indicate N/A. On columns 2 to 6, enter individual responses of the participants per Evaluation Criteria Statements.
- Step 4.** Repeat until responses of all participants are entered in the form. Take note that the excel template only contain twenty (20) rows. If total number of participants exceeded 20, just add rows above the sub-average row. The sub-averages and overall average are generated automatically once the data are entered on the cells above them. Please see figure below.





NATIONAL GAD RESOURCE POOL (NGRP) EVALUATION REPORT (ER) FORM

SUM X ✓ fx =AVERAGE(B11:B24)						
	A	B	C	D	E	F
9	Name of Participant	Evaluation Criteria Statements and Individual Ratings				
10		Displayed a thorough knowledge of the topic and provided valuable insights and responses to participants' queries.	Thoroughly explained and processed the learning activities throughout the training.	Able to create a good learning environment, sustained the attention of the participants and encouraged their participation in the entire duration of the training.	Able to manage her/his time well, including some adjustments in the training schedule if needed.	Demonstrated keenness to the participants' needs and other requirements related to the training.
11		Participant 1	5	5	5	5
12		Participant 2	5	5	5	5
13		Participant 3	5	5	5	5
14		Participant 4	5	5	5	5
15	Participant 5	5	5	5	5	5
16	Participant 6	5	4	5	4	5
17	Participant 7	5	4	5	4	5
18	Participant 8	5	4	5	4	5
19	Participant 9	5	5	5	4	5
20	Participant 10	5	5	5	4	5
21	Participant 11	5	5	5	4	5
22	Participant 12	5	5	5	4	5
23	Participant 13	5	5	5	4	5
24	Participant 14	5	5	5	4	5
25	Sub-average	=AVERAGE(B11:B24)				
26	Overall Ave.					

Step 5. When sub-average of Evaluation Criteria Number 1 is already generated, place the cursor at the bottom right of it and wait until the cursor changes to + sign. Drag the + sign until the Evaluation Criteria Number 5 and press **ENTER**.

5	Sub-average	5.00				
6	Overall Ave.					

Step 6. Once the sub-average per Evaluation Criteria is generated, click on the cell right next to Overall Average cell and type **= average** (and click the Sub-average of Evaluation Criteria Number 1 and drag until you reach the Sub-average of Evaluation Criteria Number 5, type) and press **ENTER**. Congratulations, you have just generated your overall average rating.

Sub-average	5.00	4.79	5.00	4.36	5.00
Overall Ave.	=AVERAGE(B25:F25)				

Step 7. Use at least two decimal places in getting averages. Acceptable ERs should present at least fifty percent (50%) plus one of the total number of participants. Thus the reason why an accomplished attendance sheet with signature of the participants is required as attachment to the ER.

**GAD RESOURCE POOL TRACKING MATRIX FOR
TRAININGS CONDUCTED**

Dear GR Pool Members,

To help us track and monitor the GAD related trainings/technical assistance you have conducted as part of your responsibilities under the signed Partnership Agreement (PA) with PCW, kindly fill out this GRP Tracking Matrix and submit the same within the deadline set by the GR Pool Batch Coordinator. Please use additional sheet, as needed. Thank you for your cooperation.

TITLE OF TRAINING	TRAINING DETAILS	
1.	Agency/LGU:	Date:
		Venue:
	Participants: (e.g. GFPS, Local Chief Executive, etc.)	Co-trainers (if any):
	Source of Technical Assistance: <input type="checkbox"/> TA is directly referred by PCW <input type="checkbox"/> TA is directly requested by the agency to the GR pool	
2.	Agency/LGU:	Date:
		Venue:
	Participants: (e.g. GFPS, Local Chief Executive, etc.)	Co-trainers (if any):
	Source of Technical Assistance: <input type="checkbox"/> TA is directly referred by PCW <input type="checkbox"/> TA is directly requested by the agency to the GR pool	
3.	Agency/LGU:	Date:
		Venue:
	Participants: (e.g. GFPS, Local Chief Executive, etc.)	Co-trainers (if any):
	Source of Technical Assistance: <input type="checkbox"/> TA is directly referred by PCW <input type="checkbox"/> TA is directly requested by the agency to the GR pool	



Philippine
Commission
on Women



**1145 Jose P. Laurel Street, Malacañan Palace Complex
San Miguel, Manila, 1005 Philippines**

Tel. No. +632.8735.1654 | Facsimile No. +632.8736.4449



<https://www.pcw.gov.ph>



PCWGovPH



oed@pcw.gov.ph