



Republic of the Philippines  
Department of Social Welfare and Development  
Kapit-Bisig Laban sa Kahirapan  
Comprehensive and Integrated Delivery of Social Services



**MEMORANDUM CIRCULAR**

No. 07  
Series of 2011

**SUBJECT: GENDER MAINSTREAMING IN THE KALAHI-CIDSS PROJECT**

**I. BACKGROUND**

The KALAHI-CIDSS Project recognizes the significant role of both men and women in development. Women and men both perform important roles in community activities from leading and providing support to community planning to project development, monitoring and evaluation and post sub-project implementation. In line with continuous systems enhancement, the Project shall work to improve the capacities of communities in understanding the imbalances in gender relations, promoting gender-responsive leadership, ensuring equal opportunities in training and employment to support sub-project construction, and in enhancing analysis and reporting of data and in evaluating project benefits.

**II. PURPOSE AND RATIONALE**

This document provides the policy in mainstreaming gender and development in project processes and activities. It is intended to set the over-all policy imperatives for KALAHI-CIDSS National and regional Project Management Team, and field implementers. This policy also defines the framework for integrating gender in the Community Empowerment Activity Cycle.

Gender is integral to the Project. Using community driven development as a project strategy, the project aims to address the needs of the poor and most vulnerable sectors of the community to include men and women.

This policy builds on the existing Philippine Laws and guidelines namely: The Women in Development and Nation-Building Act (RA 7192), the Magna Carta of Women (RA 9710), and the Philippine Plan for Gender Responsive Development, and the Harmonized Gender and Development Guidelines.

**III. POLICY STATEMENT**

It is the policy of the KC Project to promote active participation of both men and women in decision-making within the opportunities provided by project activities, and to ensure that both have equal access to and enjoy the benefits of project implementation.

The design elements that define the strategy to address gender concerns are imbedded throughout the various stages and activities of the Community Empowerment Activity Cycle (CEAC). CEAC facilitates a process that creates events / situations in poor communities. The goal is to ensure that the CEAC also creates events where gender and its many dimensions can be discussed by poor women and men.

## **I. MAINSTREAMING GENDER IN THE CEAC**

### **1.1 Social Preparation**

- 1.1.1 Demographic and other data on the gender situation in communities shall be gathered by the Area Coordinating Teams (ACTs) as part of the Social Investigation activities. The project shall ensure that facilitation activities are able to reach out to sectors (male and female) that may have been traditionally marginalized in development efforts.
- 1.1.2 The project shall ensure the presence of leaders and representatives of sectoral groups particularly women during the conduct of Municipal Orientations.
- 1.1.3 In the Barangay Assembly, the attendance forms shall capture sex-disaggregated data. In case where underrepresentation of a particular sector (male/female) is detected, project staffs are required to conduct additional sector meetings.
- 1.1.4 The Project shall explore and mobilize existing GAD (Gender and Development) or appropriate structures within the community to effectively coordinate the activities related to gender mainstreaming in the CEAC.
- 1.1.5 Project staff are required to ensure that participation of representatives from women's groups in the Participatory Situation Analysis (PSA) committee. In addition, techniques for incorporating gender dimensions in community issues shall be integrated into the conduct of the PSA.
- 1.1.6 The Project shall develop a gender toolkit to guide field implementers and technical assistance providers on how to facilitate mainstreaming of gender in the CEAC.

### **1.2 Project Development**

- 1.2.1 Marginalized sectors of the community including women shall be helped to analyze differences in gender that lead to inequities between men and women and incorporate measures to address the same in community proposals. The open menu for sub-project identification provides opportunities for sectoral issues to be addressed by the sub-projects.
- 1.2.2 Community projects shall include criteria on both the risks and benefits particularly to women and the communities at large.
- 1.2.3 The format for sub-project proposals require that the community profile and needs assessment provide baseline data on gender in a particular barangay.

### **1.3 Prioritization**

- 1.3.1 There should be balanced representation of men and women in the Inter-Barangay Forum (IBF). The project shall ensure that community projects presented in the IBF for prioritization incorporate analysis

of risks and benefits for both men and women. This ensures that the interests of both are adequately represented within specific community proposals, as well as in the crafting of the prioritization criteria.

### **1.4 Project Implementation**

- 1.4.1 The option of an apprenticeship scheme for women in addressing both the training and labor requirements during sub-project implementation shall be explored with the communities.
- 1.4.2 The Project will ensure that women and men are able to participate in the implementation and monitoring of community projects, including addressing possible unintended negative effects on health, safety and security and tracking of benefits and outcomes of community sub-projects to both men and women.
- 1.4.3 The Project shall take affirmative action to prepare women for leadership roles in the volunteer committees and in their community. The Project shall ensure equal representation in gender and development, procurement, financial, community planning and other appropriate trainings. It will link these efforts with the overall GAD strategy and plan of the barangay and municipal local government units.

## **2. Monitoring and Reporting**

### **2.1 Monitoring**

- 2.1.1 The Project shall improve the data collection and reporting system to capture gender-disaggregated information and enhance the monitoring of gender-related issues, including;
  - 2.1.1.1 Baseline data, as captured in the Social Investigation Report of the ACTs, and PSA Data, which will describe the overall demographic characteristic in each barangay and gender –specific responsibilities of men and women, ownership of assets, access to resources and basic services, and gender-based factors that constrain men and women in the home and in social and economic spheres of their life.
  - 2.1.1.2 Participation in other CEAC activities which would include attendance to and participation/inputs to key CEAC activities.
  - 2.1.1.3 Profiles of volunteers and leaders including presence in important local posts
  - 2.1.1.4 Results of community-based evaluation and other special FGDs on gender topics
  - 2.1.1.5 Access to, and risks and benefits from sub-projects.

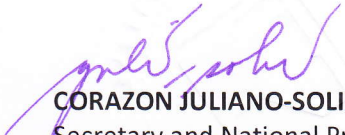
### **2.2 Reporting**

- 2.2.1 The Project shall include in the quarterly and annual reports gender-disaggregated data and other gender-related information for submission to oversight agencies, development partners, and the DSWD.

#### IV. EFFECTIVITY AND REPEALING CLAUSE

This circular shall take effect immediately and shall rescind previous order(s) inconsistent with the provision in this memorandum. Let copies of this memorandum circulate to all Regional Offices, and all concerned Bureaus/Units of the Department.

Issued this 27<sup>th</sup> day of May 2011, Quezon City, Philippines.

  
**CORAZON JULIANO-SOLIMAN**  
Secretary and National Project Director  
KALAHI-CIDSS Project

*49* *for* *Quint* *g*  
*see -*