

CAPACITY DEVELOPMENT MODULE

MANUAL FOR FACILITATORS:  
GENDER-RESPONSIVE UNITED NATIONS  
SUSTAINABLE DEVELOPMENT  
COOPERATION FRAMEWORK  
ENGAGEMENT



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GENDER-RESPONSIVE UNITED  
NATIONS SUSTAINABLE  
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FRAMEWORK ENGAGEMENT



**UN WOMEN**

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# TABLE OF CONTENTS

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<b>ACKNOWLEDGEMENTS</b>	<b>3</b>
<b>MANUAL OVERVIEW</b>	<b>5</b>
<b>TRAINING OVERVIEW</b>	<b>7</b>
<b>DAY 1</b>	
MODULE 1: OPENING	11
MODULE 2: INTRODUCTION	15
MODULE 3: THE RATIONALE	22
ADDITIONAL MATERIAL: DAY ONE	33
<b>DAY 2</b>	
REVIEW OF THE PREVIOUS DAY	35
MODULE 3: THE RATIONALE (CONTINUED)	37
MODULE 4: GENDER-RESPONSIVE UNSDCF ENGAGEMENT	40
ADDITIONAL MATERIAL: DAY TWO	58
<b>DAY 3</b>	
REVIEW OF THE PREVIOUS DAY	60
MODULE 5: WRAP-UP AND CLOSING	69
ADDITIONAL MATERIAL: DAY THREE	72
<b>ABBREVIATIONS</b>	<b>73</b>

# MANUAL OVERVIEW

This manual is meant to provide guidance to facilitators (and organizers) on how to plan, prepare for, and conduct training on gender-responsive United Nations Sustainable Development Framework (UNSDCF) engagement. This manual is solidly grounded in the UNSDCF Guidance, and related final companion package (May 2020).<sup>1</sup>

## Purpose

The purpose of this manual is twofold. On one hand, the manual is intended to guide facilitators and organizers (most likely UN Women staff) in the planning and delivery of training on gender-responsive United Nations Sustainable Development Framework engagement.

On the other, by combining the training material and content necessary to build the understanding and capacity of relevant staff from across the UN system and partners to ensure gender-responsive UNSDCF engagement by all, this manual serves as a means to advance the 2030 Sustainable Agenda, the SDG 5 and gender related targets across the other SDGs, and the gender equality and the empowerment of women (GEWE) agenda at the country level.

## Who is this manual for?

This manual is geared primarily to UN Women and other UN agencies' staff that will be required to deliver training on gender-responsive UNSDCF engagement to UN and partners' staff. These can include donors, civil society organizations (CSOs), government stakeholders as well as others who may be involved in the design and implementation of the UNSDCF to enhance their capacity to do so in a gender responsive manner. It provides ready-to-use material and guidance, including facilitation notes and tips useful for the delivery of a three-day training on gender-responsive UNSDCF engagement.<sup>2</sup>

This manual speaks directly to the facilitators, thus all the instructions for delivery, discussion points and use of the training materials contained here are targeted to them. In the few instances where the target are individuals other than the facilitators, for example the organizers, this is

explicitly indicated. A minimum of two facilitators is recommended for this training.

## How the manual is organized

This section describes how the manual is structured, and the logic behind it. The idea is to provide a suite of well-integrated, self-sufficient modules, and allow users to easily locate, and navigate through them as needed. For example, should participants already have some basic understanding of gender equality issues, facilitators can decide to concentrate on the more practical aspects of integration of gender issues in each stage of the UNSDCF process.

For each module the following information is provided:



**Suggested time** offers an idea about the expected duration of the module and each activity therein. Time can differ significantly depending on the number of participants, their knowledge and familiarity with the topics discussed, and their eagerness to contribute to the discussion taking place during the training. Effective time management is needed to be able to go through all the activities in the days allocated to the training. For this reason, time for reflection and discussion both in plenary and in small groups has been adequately built in. However, it is also important to adjust time to the needs and pace of the specific audience, especially when critical discussions emerge. The time suggested in this manual is based on an estimate of maximum 20-25 participants.



**Brief overview** of the module covering both the content and the methods that will be used.



**Module Objectives** provide an overview of the end results of the module. They provide a useful reference for facilitators to gauge the effectiveness of their intervention and should be shared with participants at the beginning of each module. In addition, **Expected Outcomes** define what participants are expected to gain from each module and

<sup>1</sup> The newly released package can be found at: <https://un-women.sharepoint.com/Policy-Programming/ProgrammeDiversity/CF/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2FPolicy%2DProgramming%2FProgrammeDiversity%2FCF%2FShared%20Documents%2FCompanion%20package%2FCooperation%20Framework%20Companion%20Package&FolderCTID=0x012000A5A8826B2234DF42A2BF5240206E6540>

<sup>2</sup> For countries in need of this training before the end of 2020, a more compressed timeframe and the option of delivering this training online will be envisaged.

serve facilitators and organizers as evidence that the objectives have been achieved.



**Facilitators' notes and tips** introduce the topic and guide facilitators in the conduction of the module. These include the notes at times offered at the beginning of the section, as well as the more detailed explanatory notes and instructions for delivery accompanying PowerPoint slides, flipcharts and handouts.



**Participants' handouts**, where applicable, are listed in the agenda in relation to the specific session, and further referred to in the quick guide at the beginning of each module. Handouts can serve to deepen the content discussed during the module, to guide exercises, or to provide participants with a summary overview of what was presented. Typically, handouts are shared with participants while conducting the activity they refer to or at the end of the session. In the present manual handouts are

only listed, while the actual documents are provided in a separate folder.



**PowerPoint slides** and accompanying facilitation notes are provided throughout. Each set of slides is clearly marked with the number and title of the module and colour coded to facilitate navigation and referral to the module they belong to. The present manual offers only an overview of the slides, and related facilitation notes, while the complete set in PowerPoint is provided in a separate folder. In general, it is recommended to share slides with participants only at the end of the training in electronic format to avoid distraction and ensure active participation.



**Multimedia** such as videos and other visuals are included where available and relevant. Both links and the actual files in .mp4 format are provided in case internet connection is poor.

# TRAINING OVERVIEW

## Training Objectives

A list of key objectives the training is intended to achieve is provided below. These objectives (or a summary of them) should be shared with the participants in advance, for example in the invitation letter/email, and be reiterated at the beginning of the training.

By the end of this training participants are expected to:

- Understand centrality and importance of the Gender Equality and Women Empowerment (GEWE) as part of the UN Reform and of the common country analysis (CCA) and UNSDCF;
- Recall the basics of GEWE as one of the guiding principles of the UNSDCF together with leave no one behind, human rights-based principles, intersectionality/multidimensionality, resilience, sustainability and accountability;
- Refer to the key elements of the normative framework on gender equality and the empowerment of women across the international legal standards and agreements as reflected in national law, the UN Framework and the 2030 Sustainable Agenda and the Sustainable Development Goals (SDGs);
- Integrate key elements of the GEWE assessment and analysis in CCA, including through use of Country Gender Equality Briefs/Profiles;
- Contribute to engendering the theory of change;
- Translate gender analysis into collective gender-responsive results and joint work plans and joint programmes;
- Identify gender-responsive indicators, outputs and outcomes;
- Rely on the gender analysis framework and tools for gender responsive UNSDCF engagement.

## Training structure

The suggested format of this training is as follows:

- DAY ONE provides an introduction to the UN Reform, the UNSDCF and the rationale for integrating a GEWE perspective throughout the UNSDCF process.

- DAY TWO and THREE accompany participants along the key phases of the CCA and UNSDCF process and how to mainstream gender equality and empowerment of women

## Methodology

The methods used in this manual are based on the principles of adult and experimental learning, are participatory, and are intended to accommodate participants' experience and needs by allowing flexibility and adaptations to the various contexts and the needs of various participants therein.

The methodology presents a combination of preparatory work to be done remotely by participants, and face-to-face training delivery. The former includes the UN Women online course 'I Know Gender' as well as other additional resources<sup>3</sup> on gender equality relevant to the context and the participants.

## Participants

Participants include staff from the UN including UN Women and partner organizations with practical and theoretical proficiency in UN development system processes, but lack expertise on GEWE. In general, the maximum number of participants suggested for this training across offices and countries is 25.

To the extent possible it would be important to strive for gender balance within the training itself by encouraging participation of male as well as female colleagues.

## Preparation

This section outlines the basic preparation that is required for facilitators and participants prior to the training.

Planning normally starts way ahead of the training activity and may include the following:

**Facilitators** should:

- Review and adapt the agenda based on the needs and specificities of the context and target audience;

<sup>3</sup> A list of resources, both on the UNSDCF in general and on gender more specifically, of relevance to this training accompanies this toolkit.

- Review and adjust the training material accordingly-using country and region-specific examples as considered relevant;
- Become familiar with the training structure and material and be ready to deliver;
- Ensure the availability of all the needed equipment (see the list below), and test their functioning of the equipment prior to the commencement of the training;
- Make sure all relevant material (handouts, visuals, etc.) is ready the day the training begins;
- Liaise with the organizers for the identification of priorities and/or issues specific of the context that may be relevant to integrate.

- Big version of the training map (either printed or to be drawn by the facilitators)
- Blue tack or paper tape to stick things on the wall.

**Participants:** at a minimum all participants are required to undertake the “I Know Gender” training on-line prior to the commencement of the training.

This preparatory work is meant to leverage the existing resources and understanding of gender equality and the empowerment of women (GEWE) and encourage participants to start a learning journey that will continue with the practical application of the learning acquired during the training into their daily work.

Training material should include:

- 1 Projector
- 1 Laptop
- 2 Loudspeakers
- 2/3 Flipcharts
- 2 large tables for the training material (in addition to the participants’ ones)
- 1 notebook/participant
- 1 folder/participant containing: list of global and regional GEWE frameworks, outline of the steps in the development and implementation of the UNSDCF, national level data fact sheets, and so on.
- Pens and coloured markers
- Coloured post-its, big and small size, and different shapes if available

## Agenda

This section contains a ready-to-use training agenda detailing the timing, duration, methods, and handouts of each session, over the three-day training. With the necessary adaptations, it could serve as both participants’ and facilitators’ agenda. In particular, for facilitators the agenda helps thinking through the programme and adjusting it as needed to best suit the context, needs and background of participants. A simpler version of the agenda, without indications of the methods, is provided as a handout in Module 1.

The training is intended to last a maximum of three days.

DAY ONE				
	Timing <sup>4</sup>	Sessions	Duration	Observations
	<b>9.00</b>	<b>M1: Opening</b>	<b>105'</b>	
		Opening remarks	15'	
		Participants and facilitators’ Introduction	60'	
		Overview of the training objectives, agenda and ground rules	30'	
	<b>10.45</b>	<b>Coffee break</b>	<b>15'</b>	

预览已结束，完整报告链接和二维码如下：

[https://www.yunbaogao.cn/report/index/report?reportId=5\\_21838](https://www.yunbaogao.cn/report/index/report?reportId=5_21838)

