

**REFERENCE MATERIAL
FOR GENDER MAINSTREAMING
IN THE URBAN AND REGIONAL
DEVELOPMENT SECTOR**

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Reference Material for Gender Mainstreaming in the Urban and Regional Development Sector

The Japan International Cooperation Agency (JICA) aims to achieve gender equality and women's empowerment through gender mainstreaming in its development projects. Gender mainstreaming in development projects refers to the incorporation of a perspective that promotes gender equality and women's empowerment in all stages of a project (i.e., planning, implementation, and monitoring and evaluation). Gender mainstreaming enhances the effectiveness of the JICA's projects by addressing different issues and needs of the people of any gender and hence contributes to the realization of an inclusive society, where everyone can fulfill their potential. Public spaces that make life and activities easier in cities and villages are critical for supporting the livelihood of all members of society, including women and girls, and for promoting sustainable development. It is therefore important to take a diversity and social inclusion perspective and incorporate activities responding to diverse gender-based needs for "sustainable cities and communities" into projects of the urban and regional development sector.



Gender is a term that refers to socially and culturally constructed attributes associated with being female or male. Many societies not only categorize humans as "female" or "male" based on biological features but also give specific values to each and prescribed their respective roles and behaviors. Thus, gender not only refers to "sex" in a biological sense but also associates sex with specific roles and behaviors expected to women and men by society.



A perspective of gender (or gender perspective) is a perspective that focuses on gender issues, needs, and impacts arising from the different social roles and power relations of women and men in all spheres of the society, including policies, programs, institutions, and organizations. In development projects, this perspective is indispensable to deliver equitable benefits to women, girls and all other beneficiaries regardless of their gender.

Purpose of Reference Material

The Reference Material serves as a guide for all stakeholders of JICA's projects to understand gender issues, the importance of gender mainstreaming in the urban and regional development sector, and sample methods of how to incorporate a gender perspective into each stage of a project cycle.ⁱ The Material especially focuses on the following two sub-sectors selected in accordance with JICA's project strategies and priority issues.

ⁱ It must be noted that involvement of men is important for addressing gender issues, and also gender issues faced by men must be addressed in the efforts for transforming patriarchy. Capturing and addressing gender issues faced by other genders (other than 'women' and 'men') are also important in gender mainstreaming.

(1) **Urban development**

Examples of major activities: urban management, city planning, master plans for urban planning, smart cities, sustainable urban development, development and utilization of G-spatialⁱⁱ information, and Transit Oriented Development (TOD)

(2) **Regional development**

Examples of major activities: integrated regional development, and corridor developmentⁱⁱⁱ (creating new growth opportunities by improving regional connectivity)

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ⁱⁱ The "G" in G-spatial stands for geotechnology. G-spatial information is data that combine location information with other types of information. The foundation for the use of G-spatial information (i.e., positional reference), such as information and satellite observation information, will be developed and used. Such foundation also includes cm-level high-precision positioning data, which will be widely used by government agencies and the private sector. Promoting digital utilization of G-spatial information will benefit urban management and help create new businesses and innovations. (Reference: ECFA presentation material, JICA FY2021 Work Implementation Policy "Urban and Regional Development," presented on June 4, 2021)

ⁱⁱⁱ JICA views a region as a community, and is committed to (1) strengthening connectivity (contributing to the realization of the East-West and Southern Economic Corridor Concept and providing support in the customs sector), (2) promoting trade and investment for economic growth (power grid development, investment promotion, and support in the intellectual property sector), and (3) ensuring human security and environmental sustainability (such as disaster prevention and infectious disease control) to reduce the negative impacts of inter-regional exchanges as the main pillars of the project. (Reference: JICA (2015) Corridor Development https://www.jica.go.jp/publication/pamph/issues/ku57pq00002izsm8-att/japanbrand_07.pdf) (Accessed January 11, 2022)

Chapter 1. Major gender issues and their causes in the urban and regional development sector

This chapter outlines four major gender issues and their causes that must be understood for gender mainstreaming in the urban and regional development sector.

- (1) Reduced convenience of space prevents a healthy and active lifestyle
 - (1)-1 Women's land tenure rights are restricted
 - (1)-2 Inadequate public health infrastructure places health burden on women
 - (1)-3 Women are vulnerable to disasters
- (2) Women have limited access to public space and mobility
- (3) Women are at high risk of sexual and gender-based violence (SGBV)

(1) Reduced convenience of space prevents a healthy and active lifestyle

In the urban and regional development sector, one of the requirements^{iv} for sustainable cities and villages is "user-friendly space," or, "ease of living and activities." When public space becomes less convenient, people tend to be less able to lead healthy and active lifestyles, leading to a lower sense of well-being. In particular, women tend to be placed in unequal and discriminatory social environments owing to gender gap. For example, globally, 32% of adult women are unable to lead an active lifestyle, partly owing to a lack of "comfort" in public spaces (compared to 23% of men).¹ Below is an overview of gender issues related to user-friendly space in terms of land, public health, and disasters.

(1)-1 Women's land tenure rights are restricted

Land is an important asset for production and a necessary resource for convenient and comfortable living spaces. However, women are discriminated against in many land tenure systems^v and customs, including formal and informal ones, and tend to have more limited land tenure rights than men do. In particular, female heads of household, women with disabilities, elderly women, and indigenous women are more likely to be marginalized by land tenure systems and practices.² In addition, people living in informal settlements often lack legal protection and are constantly threatened by eviction. Furthermore, it has been reported that women, vulnerable groups, and the poor are significantly more likely to experience abuse and exploitation if they do not have land tenure rights, and they also tend to be less involved in household decisions.³

(1)-2 Inadequate public health infrastructure places health burden on women

Clean water, sanitation, and hygiene (WASH) infrastructure is essential for creating healthy and comfortable public spaces in cities and villages. Women have specific needs related to menstruation, pregnancy, and childbirth, making WASH infrastructure especially important. For

^{iv} The requirements for a sustainable city are to be (1) fair and equitable, (2) safe and secure, (3) environmentally friendly, (4) user friendly/competitive, and (5) creative. (Reference: JICA (2017) Issue-Specific Guidelines for Urban and Regional Development, 2nd Edition, https://www.jica.go.jp/activities/issues/urban/ku57pq00002cu424-att/guideline_urban.pdf) (Accessed January 11, 2022) (Japanese only)

^v Land rights are defined primarily at the country level and nearly 40% of the world's countries have at least one legal restriction on women's land tenure, limiting their right to own, manage, and inherit land. (Reference: World Bank (2020) Handbook for Gender-Inclusive Urban Planning Design <https://www.worldbank.org/en/topic/urbandevelopment/publication/handbook-for-gender-inclusive-urban-planning-and-design>) (Accessed January 11, 2022)

example, WASH infrastructure includes toilets, which are often unavailable in impoverished urban areas and villages, not only within each household but also in public spaces.^{vi} Even where toilets are available, they are sometimes unsanitary, not gender-separated, not fully private, and unsafe. WaterAid noted that many toilet designs do not address the specific needs of women and girls.⁴ This increases the burden on women by restricting their use of the toilet, causing irregular menstrual periods and bladder infections. This also makes women drink as little water as possible to reduce the number of times to use the toilet, which exerts a mental and physical burden on them and makes them more susceptible to physical illnesses. In addition, women and girls are often forced to deal with toilet waste owing to the gender division of roles and are therefore, more exposed to the risk of infection than men.⁵ Women (and men) with disabilities who are more susceptible to physical barriers face more serious health risks because their access to sanitation services, including toilets, is severely limited.

(1)-3 Women are vulnerable to disasters

When examining the number of deaths resulting from natural disasters by gender, women often account for a higher percentage of deaths than men, regardless of whether they are in developed or developing countries. For example, in a survey of 141 countries conducted between 1981 and 2002, more women than men died owing to natural disasters.⁶ In Aceh, Indonesia, which was hit by the 2004 Sumatra earthquake and Indian Ocean tsunami, the number of women who died was four times that of men.⁷ The poor and socially vulnerable, such as women and female-headed households having low income often live in informal settlements, which are vulnerable to natural disasters, such as floods, landslides, and storms, partly owing to land tenure issues.^{vii} Moreover, in Kibera, Nairobi, rents are often lower along flood-prone rivers, and there tend to be many female-headed households with low incomes who has no choice other than risking their lives and assets to stay in the city.⁸

(2) Women have limited access to public space and mobility

Spatial divisions are deeply rooted in gender divisions. Typical spatial planning and land use policies tend to be formulated by dividing space into two zones that are "industrial" or "production" zones for commerce, income, and public life, generally considered as the domain of men, and "residential" or "reproduction" zones for unpaid domestic and care work and private life, generally considered as the domain of women.⁹ This is because cities and villages have been planned, designed, and built in ways that reflect the stereotyped gender division of roles^{viii} and social

^{vi} In 2019, WHO and the United Nations Children's Fund (UNICEF) stated that 26% of the world's population (more than two billion people), equivalent to one in four people, lack access to basic sanitation services such as toilets. (Reference: WaterAid website Universal access to even basic water, sanitation and hygiene services will not be achieved by 2030 at current rates of progress: new Data from UNICEF and WHO, 18 June 2019 <https://www.wateraid.org/uk/Over-2-billion-people-still-without-decent-toilets-according-to-new-JMP-data>) (Accessed January 11, 2022)

^{vii} For example, in informal settlements in India, there are 1.5 times more women over 50 years old than men of the same age. In Manila's Tondo district, which is vulnerable to floods and typhoons, 80% of the residents are women. (Reference: Business Insider, Yoko Okura, "In some cases, women accounted for 80% of the deaths. What's behind the high number of women among disaster fatalities," September 1, 2019, <https://www.businessinsider.jp/post-197813>) (Accessed October 10, 2021).

^{viii} Gender role is a stereotyped view of the roles of women and men, in which men are the heads of households, men make important decisions, and women are responsible for household chores.

conventions (gender norms/social norms),^{ix} including the division of labor between women and men. In other words, this is because women have not been able to participate in the decision-making process and many women's needs are not being addressed in urban planning. Therefore, cities and villages tend to be more friendly for men.

People's needs and patterns of urban and village mobility also differ according to gender. Men are more likely to travel between home and work during peak rush hours, whereas women tend to travel shorter distances more frequently and outside peak rush hours, such as to and from children's school, to accompany children to the hospital, and to shop at the market. In transportation planning, however, male demand, particularly with respect to commuting patterns, has taken precedence over female demand. Thus, transportation routes are designed primarily to move men from their homes, which are "residential" zones, to their workplaces, which are "industrial" zones, during peak hours coinciding with the working days. In addition, transportation plans, such as timetables, tend to prioritize commuting patterns, such as the number of trains in the morning and evening, and do not reflect the needs of women, who often travel during the day owing to the gender division of roles.

Women often travel on foot. However, sidewalks and pedestrian facilities are often inadequate, including uneven pavement and lack of crosswalks and curbs, and this lack of infrastructure has limited women's mobility. In addition, women often walk with children and elderly persons, creating additional difficulties when using infrastructure, public transportation, and walking.

One of the factors contributing to these challenges is the lack of women's participation in the decision-making process on important issues related to the built environment owing to the stereotyped gender division of roles.^x In addition, many urban planning and design professionals, project managers, and practitioners, do not recognize the importance of a gender perspective in the urban design process and often do not have the specific knowledge and tools to effectively implement gender mainstreaming activities at the site.¹⁰

(3) Women are at high risk of sexual and gender-based violence (SGBV)

Women and girls are vulnerable to sexual and gender-based violence (SGBV) in public spaces.^{xi} For example, in both cities and villages, SGBV occurs in public spaces such as streets, public transportation, schools, workplaces, public toilets, water and food distribution centers, and parks, thus depriving women and girls, who try to avoid such risks of freedom of movement and adversely affecting their health and wellbeing.¹¹

^{ix} Social conventions are rules and customs that are supposed to be followed in social life, but are often formed based on the male perspective.

^x For example, the report found that of the 100 largest architectural firms in the world, three are represented by women, two have more than 50% of their management team comprised of women, and 16 have no women at all in senior positions. (Reference: Dezeen website, Survey of top architecture firms reveals "quite shocking" lack of gender diversity at senior levels, 16 November 2017, <https://www.dezeen.com/2017/11/16/survey-leading-architecture-firms-reveals-shocking-lack-gender-diversity-senior-levels/>) (Accessed January 11, 2022)

^{xi} For example, in surveys conducted in the Middle East and North Africa, 40-60% of women reported experiencing sexual harassment in the streets. (Reference: UN Women, Facts and figures: Ending violence against women, <https://www.unwomen.org/en/what-we-do/ending-violence-against-women/facts-and-figures> (Accessed January 27, 2022))

In addition, 90% of female users of Mexico City's transportation system, which is used by four million people a day, have experienced harassment, including physical touching. (Reference: World Bank (2020) Handbook for Gender-Inclusive Urban Planning Design, <https://www.worldbank.org/en/topic/urbandevelopment/publication/handbook-for-gender-inclusive-urban-planning-and-design>) (Accessed January 11, 2022)

SGBV in public spaces can also be caused by physical factors, such as the built environment. For example, poor lighting, deserted areas, and enclosed spaces increase the risk of SGBV. Women are at substantial risk of violence, especially at night and in toilets located far from dwellings. Sexual harassment in public transportation can also be caused by physical and external factors such as poor train and bus design, lack of routes and timetables that incorporate women's needs, and overcrowding in public transportation systems.

Women tend to choose not to use public transportation whenever possible to avoid the risk of violence and sexual harassment on public transportation.^{xii} Women are afraid to move, which limits their access to important social, educational, and economic opportunities.^{xiii}

In addition, inadequate preventive measures and support systems for SGBV against women and girls in public spaces are also factors contributing to the occurrence of SGBV. Support for victims from a women's perspective, such as counseling, support for women regarding SGBV in cities and villages, and the establishment of hotlines and contact centers for reporting and consulting SGBV incidents in public transportation, is inadequate. Moreover, laws, institutions, and systems for SGBV prevention are not being reviewed with a gender perspective in many cases.

^{xii} For example, a survey of nearly 1,000 people in Mexico City reported that 70% of women had no choice but to stay late for work or school, move to a different location, or change their daily routines to avoid sexual harassment. (Reference: NPR website, "Apps Let Women Say #MeToo About Street Harassment," January 11, 2018, <https://www.npr.org/sections/goatsandsoda/2018/01/11/577154367/apps-let-women-say-metoo-about-street-harassment>) (Accessed January 11, 2022)

^{xiii} For example, the International Labour Organization (ILO) reports that lack of transportation access and safety has reduced women's labor market participation in developing countries by 16.5 percentage points. (Reference: ILO (2017) World Employment and Social Outlook: Trends for Women 2017, <https://www.refworld.org/pdfid/594236824.pdf>) (Accessed January 11, 2022)

Chapter 2. Importance of gender mainstreaming in the urban and regional development sector

Following the gender issues and their causes presented in the previous chapter, this chapter explains the importance of a gender perspective in development projects from two aspects: realization of gender equality and women's empowerment, and increase of development effectiveness. It also outlines international frameworks for achieving gender equality in the urban and regional development sector.

2-1 Why is gender mainstreaming important in the urban and regional development sector?

(1) Gender perspectives can help create inclusive urban spaces and communities that are equitable and respectful of diversity

Women and men are responsible members of urban and regional communities with equal rights and obligations¹² and are expected to benefit equally in the process of urban and regional development. When women have the same rights as men, they engage in the same level of participation and have access to all public spaces and transportation.¹³

The "usability" and accessibility of space is also response to individual human rights issues, not only for women, but also for diverse groups such as children, the elderly, persons with disabilities, LGBTQIA+,^{xiv} indigenous peoples, and migrant workers, and is an important initiative to increase the effectiveness of societal development from a social inclusion perspective. Promoting universal design^{xv} by including diverse perspectives in the design process of urban and regional development contributes to the creation of a built environment that works to the greatest extent possible.¹⁴ Community development based on the concept of universal design, which is equitable, inclusive, and respectful of diversity, encourages diverse people to feel safe and connected within cities and villages, results in the physical and mental health of all members of society and creates social networks to cope with the daily stresses of urban and community life.

(2) Developing public spaces that prevent and do not tolerate violence will help create a safe and secure society.

Violence and sexual harassment against women can be considered human rights violations that threaten their physical and mental health and significantly reduce their agency, freedom, and economic opportunities. As indicated in the aforementioned issues, protecting the safety of women in public spaces is an urgent necessity. From the perspective of crime prevention, it is extremely important to promote the development of public spaces and transportation systems with structures and facilities that prevent SGBV. Additionally, to identify cities and villages that prevent and do not

^{xiv} LGBTQIA+ is an umbrella term for lesbian, gay, bisexual, transgender, queer, intersex, asexual, and others who have different variations of gender identity, gender expression, sexual orientation, and sex characteristics, which are often different from those of the majority in a society. The acronym for the umbrella term can be different, such as 'LGBT,' 'LGBTI,' and 'LGBTQ,' but we use 'LGBTQIA+' in this reference material, aligning OECD (Reference: OECD, '[Gender Equality and the Empowerment of Women and Girls: Guidance for Development Partners](#),' accessed on Jan 23, 2023)

^{xv} The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) defines universal design as "the design of products, environments, programmes and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design." (Reference: UN website, <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities/article-2-definitions.html>) (Accessed April 21, 2022).

tolerate violence and to prevent the occurrence of violence against women, it is important to improve not only the hard component, but also the soft component to promote community safety and strengthen crime prevention measures such as strengthening patrols, holding workshops to prevent violence, and providing community safety information. Enhancing such measures will not only lead to the creation of a safe and secure community for women, but also the formation of a safe and secure society for all members of society, including diverse populations such as children, elderly persons, and persons with disabilities.

(3) Creating an environment that reflects the needs of women will increase the economic impact in the urban and regional community

The number of women participating in economic activities in urban areas,¹⁵ especially in the service sector, is increasing.¹⁶ However, in the economic and labor sectors, women tend to be more involved in the informal sector and in economic activities through informal employment owing to the gender division of roles.¹⁷ According to a World Bank survey of 141 countries, women earn less than men and have lower human capital wealth (the economic value of a worker's experience and skills) than men.^{xvi}

Urban and regional development initiatives like the promotion of decentralized urban development instead of centralized urban development and the development of public transportation reflecting women's needs, will reduce the time and effort spent by women on transportation, allowing them to spend more time and effort on other activities like economic activities. Furthermore, if accessible facilities are provided in public spaces and public transportation, they will be more "user-friendly" for diverse populations, including elderly persons and persons with disabilities, and people will move more actively, thereby increasing their economic benefits.

The development of urban and regional environments that are more conducive to women's work will lead to increased employment opportunities for them in both formal and informal sectors. Gender equality boosts economic growth, contributes to reducing income inequality, and diversifies the economy.¹⁸ For example, the employment of women in urban and village water supply maintenance projects has resulted in improved water supply systems designed to be user-friendly for women, as they are important customers of water and sanitation projects, and better understand the concerns, needs, and satisfaction of women customers.¹⁹

Thus, promoting gender mainstreaming in the urban and regional development sector will lead to increased participation of women in economic activities as workers or business owners and increased income-earning opportunities for women, thus increasing the economic value for cities and villages as a whole, as well as economic growth at the national level.^{xvii}

^{xvi} This inequality has resulted in a global loss of human capital wealth of USD 160.2 trillion. (Reference: World Bank Group (2019) Women in Water Utilities, Breaking Barriers

<https://openknowledge.worldbank.org/bitstream/handle/10986/32319/140993.pdf>) (Accessed January 11, 2022)

^{xvii} A 2015 study points out that closing the gender gap in the labor market could increase global annual GDP by 26% (an increase of USD 28 trillion) by 2025. (Reference: McKinsey Global Institute (2015) The power of parity: How advancing women's equality can add \$12 trillion to global growth, September 1, 2015, <https://www.mckinsey.com/featured-insights/employment-and-growth/how-advancing-womens-equality-can-add-12-trillion-to-global-growth>) (Accessed January 11, 2022)

(4) Promoting women's participation will improve the social environment with regard to community infrastructure, livelihood, and health.

Enabling women to participate in the decision-making processes of urban and regional development will lead to improvements in the community's infrastructure as well as the social environment, including livelihood and health. It has been pointed out that women tend to focus on community infrastructure^{xviii} related to their livelihoods and have more knowledge related to it, as they are often responsible for livelihood-related responsibilities such as family food and health owing to the stereotyped gender division of roles, and that male-centered approaches tend to leave out the needs of community infrastructure for livelihoods.²⁰ For example, A joint report of Food and Agriculture Organization (FAO), International Fund for Agricultural Development (IFAD) and International Labor Organization (ILO) provides examples of how a gender focus has improved the outcomes of community infrastructure projects.²¹ The use of women's knowledge with a gender focus and the promotion of women's empowerment and social participation in the urban and regional development sector are important initiatives to improve the environment at the household and community levels.

2-2 International frameworks to achieve gender equality in the urban and regional development sector

(1) The 2030 Agenda for Sustainable Development and Sustainable Development Goals (SDGs) (2015)

Gender equality and women's empowerment are considered a prerequisite for achieving the Sustainable Development Goals (SDGs) of the 2030 Agenda for Sustainable Development. In other words, gender equality and women's empowerment are the means to realize all 17 goals and 169 targets, and actions for achieving gender equality and women's empowerment are required.

Among the 17 goals, Goal 5, which addresses gender equality and women's empowerment, aims to empower women and eliminate gender-based discrimination and build a society in which all people equally enjoy their rights and opportunities, and share responsibilities. The following is a list of targets of Goal 5, which is related to the urban and regional development sector. Relevant points are highlighted in orange.

- 5.1. End all forms of discrimination against all women and girls everywhere
- 5.2 Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation.
- 5.4 Recognize and value unpaid care and domestic work through the provision of public services, infrastructure and social protection policies and the promotion of shared responsibility within the household and the family as nationally appropriate.
- 5.5 Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life.

^{xviii} Community infrastructure refers to low-cost, small-scale basic structures, technical equipment, and systems built primarily at the community level. These small-scale infrastructures are deeply connected to community livelihoods and are seen as essential lifelines for the community. (See: Global Facility for Disaster Reduction and Recovery (GFDRR) (2017) Post-Disaster Needs Assessments Guidelines Volume B, Community Infrastructure, <https://www.gfdr.org/en/publication/post-disaster-needs-assessments-guidelines-volume-b-1>) (Accessed April 30, 2022)

- 5.a Undertake reforms to give women equal rights to **economic resources**, as well as access to ownership and control over land and other forms of property, **financial services**, inheritance and natural resources, in accordance with national laws.
- 5.b Enhance the **use of enabling technology**, in particular information and communications technology, to promote the empowerment of women
- 5.c Adopt and strengthen **sound policies and enforceable legislation** for the promotion of gender equality and **the empowerment** of all women and girls **at all levels**

The table below shows other Goals, Targets and Global indicators relevant to both the urban and regional development sector and gender equality and women’s empowerment, except for Goal 5.

Goal	Target	Global indicator
Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	9.1 Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all	9.1.1 Proportion of the rural population who live within 2 km of an all-season road 9.1.2 Passenger and freight volumes, by mode of transport
Goal 11: Make cities and human settlements inclusive , safe, resilient and sustainable	11.1 By 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums	11.1.1 Proportion of urban population living in slums, informal settlements or inadequate housing
	11.2 By 2030, provide access to safe, affordable, accessible and sustainable transport systems for all , improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons	11.2.1 Proportion of population that has convenient access to public transport, by sex, age and persons with disabilities
	11.3 By 2030, enhance inclusive and sustainable urbanization and capacity for participatory, integrated and sustainable human settlement planning and management in all countries	11.3.1 Ratio of land consumption rate to population growth rate 11.3.2 Proportion of cities with a direct participation structure of civil society in urban planning and management that operate regularly and democratically
	11.5 By 2030, significantly reduce the number of deaths and the number of people affected and substantially decrease the direct economic losses relative to global gross domestic product caused by disasters, including water-related disasters, with a focus on protecting the poor and people in vulnerable situations	11.5.1 Number of deaths, missing persons and directly affected persons attributed to disasters per 100,000 population 11.5.2 Direct economic loss in relation to global GDP, damage to critical infrastructure and number of disruptions to basic services, attributed to disasters
	11.7 By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities	11.7.1 Average share of the built-up area of cities that is open space for public use for all, by sex, age and persons with disabilities 11.7.2 Proportion of persons victim of physical or sexual harassment, by sex,

		age, disability status and place of occurrence, in the previous 12 months
	11.b By 2020, substantially increase the number of cities and human settlements adopting and implementing integrated policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters, and develop and implement, in line with the Sendai Framework for Disaster Risk Reduction 2015-2030, holistic disaster risk management at all levels	11.b.1 Number of countries that adopt and implement national disaster risk reduction strategies in line with the Sendai Framework for Disaster Risk Reduction 2015–2030 11.b.2 Proportion of local governments that adopt and implement local disaster risk reduction strategies in line with national disaster risk reduction strategies

* Highlights in orange indicate relevance to achieving gender equality and women's empowerment.

Reference: Prepared based on the information <https://www.mofa.go.jp/mofaj/gaiko/oda/sdgs/statistics/index.html> (Accessed April 20, 2022)

(2) United Nations Conference on Human Settlements (1976, 1996, 2016) and New Urban Agenda (2016)

In 1976, the first United Nations Conference on Human Settlements^{xix} (Habitat I) was held in Vancouver, Canada, wherein issues such as excessive urbanization were recognized as international challenges. The second United Nations Conference on Human Settlements (Habitat II) was held in Istanbul, Turkey, in 1996 and adopted the Habitat Agenda, a global action plan to provide adequate living conditions for all, including women.

In 2016, the third United Nations Conference on Human Settlements (Habitat III) was held in Quito, Ecuador, wherein the New Urban Agenda based on the achievements of countries in the 20 years since Habitat II was formulated as an international policy to address a wide range of human settlement issues by linking rapid urbanization to growth.²² The New Urban Agenda includes the following gender-related policies.²³

- Achieve gender equality and empower all women and girls
- Ensure women's full and effective participation and equal rights in all fields and leadership at all levels of decision-making
- Ensure decent work and equal pay for equal work, or work of equal value, for all women
- Prevent and eliminate all forms of discrimination, violence and harassment against women and girls in private and public spaces
- Promote age- and gender-responsive planning and investment for sustainable, safe and accessible urban mobility for all

(3) Global Initiative (2011)

UN Women's Global Flagship Programme Initiative "Safe Cities and Safe Public Spaces for Women and Girls" works with women's organizations, local governments, UN agencies, and other partners to develop, implement, and respond to comprehensive approaches to prevent and respond to sexual harassment against women and girls in public spaces in different settings. The

^{xix} The United Nations Conference on Human Settlements (UNCHS) is a UN conference that brings together representatives of national governments, local governments, NGOs, international organizations, and others to resolve issues related to human settlements, including those associated with the rapid urbanization that is occurring in developing countries.

effort began in Quito (Ecuador), Cairo (Egypt), New Delhi (India), Port Moresby (Papua New Guinea), and Kigali (Rwanda) and has spread to over 50 cities including Sakai, Japan.²⁴ Partner cities have implemented four main activities²⁵.

1. Identify gender-responsive locally relevant and owned interventions.
2. Develop and effectively implement comprehensive laws and policies to prevent and respond to sexual violence in public spaces.
3. Investments in the safety and economic viability of public spaces.
4. Change attitudes and behaviors to promote women's and girls' rights to enjoy public spaces free from violence.

Chapter 3. Mainstreaming gender perspective in project cycle

Gender mainstreaming in a project means integrating a gender perspective in all the stages of the project: planning, implementation, monitoring, and evaluation. This Reference Material presents the following five practical steps to mainstream a gender perspective in a project.

- **Step 1 “Social and gender analysis”**: Conduct a social and gender analysis. Specifically, identify gender issues through analyzing related policies, structures, organizations, and different experiences, challenges and needs of women and men in the region, in view of promoting gender equality and women’s empowerment.
- **Step 2 “Formulation of an activity plan”**: Formulate a plan of activities to address the gender issues identified at Step 1.
- **Step 3 “Setting gender indicators”**: Set quantitative and qualitative indicators to objectively measure the effects of the activities.
- **Step 4 “Implementation and monitoring with a gender perspective”**: Establish a gender-responsive implementation structure. With a gender perspective, implement activities, and monitor the progress, results, and impacts (unexpected positive and negative effects of project implementation).
- **Step 5 “Evaluation with a gender perspective”**: Evaluate implemented activities that had incorporated a gender perspective, and their results and impacts.

The table below shows the five steps for gender mainstreaming applied in three project phases: project formulation phase, project implementation phase, and after project completion. Step 1 to 3 fit into the project formulation phase, Step 4 is the project implementation phase, and Step 5 is the phase after project completion. Although a gender perspective must be incorporated throughout all phases, it is particularly important to mainstream a gender perspective in the project formulation phase (Step 1 "Social and gender analysis" to Step 3 "Setting gender indicators").

Project formulation phase			Project implementation phase	After project completion
Step 1 Social and gender analysis	Step 2 Formulation of an activity plan	Step 3 Setting gender indicators	Step 4 Implementation and monitoring with a gender perspective	Step 5 Evaluation with a gender perspective

The following table indicates where to refer in the Reference Material according to the project cycles of technical cooperation, Official Development Assistance (ODA) loan and ODA grant.

Scheme	Project cycle	Where to refer in the Reference Material
Technical Cooperation	At the time of preparing the Terms of Reference (TOR) for the data collection survey, detailed design study and basic design study	Step 1 (Analysis)
	At the time of drafting Main Point Discussed in the Record of Discussion (R/D) (activities related to gender), PDM, and Ex-Ante Evaluation document	Step 2 (Activity planning), Step 3 (Indicators)
	At the time of preparing the TOR of the project, implementing the project, and reviewing a monitoring sheet	Step 4 (Implementation and monitoring)
ODA loan	At the time of preparing the TOR for the data collection survey and Preparatory Survey, and drafting Project Planning Documents (1)	Step 1 (Analysis)

	At the time of preparing Minutes of Discussion (M/D), Project Planning Document (2)/(3), Records of hearings, and drafting Ex-Ante Evaluation document	Step 2 (Activity planning), Step 3 (Indicators)
	At the time of supervising the project and reviewing Project Status Report	Step 4 (Implementation and monitoring)
ODA grant	At the time of preparing the TOR for the data collection survey and Preparatory Survey, and drafting Project Planning Record (1)	Step 1 (Analysis)
	At the time of preparing Minutes of Discussion (M/D), Project Planning Document (2)/(3), and Ex-Ante Evaluation Document	Step 2 (Activity planning), Step 3 (Indicators)
	At the time of supervising the project and reviewing Project Monitoring Report	Step 4 (Implementation and monitoring)


Details of Steps 1 to 5 are explained in the following sections.

Step 1. Social and gender analysis


The first thing to perform in gender mainstreaming of a project is to identify gender issues through social and gender analysis. Specifically, a survey is to be conducted to collect and analyze gender-disaggregated data and related information in the target countries and areas to understand the current situation and issues of each gender. It is especially important to understand 1) behaviors and actions of people of different genders and their beliefs and values, 2) social and cultural norms and practices affecting those people, and 3) issues that they face based on their gender.


The table below is a "List of Survey Items and Contents for Social and Gender Analysis" to be referred to when preparing a survey. It shows exemplary survey items with respective survey questions. The list also includes 'Basic information' that helps better understand the current situation and issues related to gender in the sector and the sub-sectors. Furthermore, since every project is expected to contribute to Goal 5 of the SDGs, including the elimination of sexual and gender-based violence (SGBV), it is desirable to collect and analyze a wide range of data; thus, the survey items include those related to Goal 5. It should be noted that these survey items and contents are examples. Thus, in accordance with the purpose and scope of the project, survey items and contents should be modified or added.

List of survey items and contents

Survey items	Survey contents
Policies and systems	
<ul style="list-style-type: none"> Urban and regional development and gender-related laws, systems and policies Positioning of gender equality and women's empowerment on relevant policies and plans 	<ul style="list-style-type: none"> <input type="checkbox"/> Are there any items/contents in laws and systems related to urban and regional development with a gender perspective? <input type="checkbox"/> How is the promotion of gender equality and women's empowerment positioned in policies and plans in the urban and regional development sector? <input type="checkbox"/> What laws and policies ensure gender equality, women's rights, and respect for diversity, including for children, elderly persons, persons with disabilities, LGBTQIA+, indigenous people, and migrant workers? <input type="checkbox"/> Is there a difference in land tenure and use rights between women and men?^{xx} How are they defined by law? <input type="checkbox"/> Are there any unequal contents in the customary laws (land tenure and inheritance, authority of the head of a household, freedom of movement, etc.), such as discrimination or prejudice based on gender and other attributes (ethnicity, disability, etc.)?
 It should be noted that, even if the codified law states the right to gender equality, there could still be discrimination based on customary law.	
Organizational structure	
<ul style="list-style-type: none"> Degree of women's participation in the decision-making structure Decision makers' experience of 	<ul style="list-style-type: none"> <input type="checkbox"/> What is the number and percentage of personnel (general, technical, and managerial) by gender in the implementing agency? <input type="checkbox"/> Are steps being taken to increase the number of female personnel? What are the steps being taken? What are the results that have been achieved? <input type="checkbox"/> Are the recruitment criteria gender-neutral? <input type="checkbox"/> To what extent do women participate in decision-making in the implementing agencies?

^{xx} Examples of land tenure include government ownership, community ownership, indigenous ownership, and individual ownership, and it is necessary to check whether both women and men have ownership and use rights to those lands.

<p>participating in gender awareness training</p> <ul style="list-style-type: none"> • Level of understanding regarding gender among stakeholders • Existence or absence of gender focal point • Gender mainstreaming activities 	<ul style="list-style-type: none"> <input type="checkbox"/> Does the implementing agency have a gender focal point? If so, what is their role? <input type="checkbox"/> What is the number and percentage of participants of advocacy training on gender equality and women's empowerment, by gender? <input type="checkbox"/> Have decision makers in the implementing agency participated in gender awareness training? <input type="checkbox"/> What is the level of gender understanding of the gender awareness training participants and stakeholders? (e.g., results of post-training tests on understanding and gender awareness, good practices in using lessons learned in training and at work, changing behavior, and sharing lessons learned with others) <input type="checkbox"/> Are any gender mainstreaming activities conducted in the implementing agencies and their regional offices? If so, what are they?
<p>Diverse stakeholders (collaboration)</p>	
<ul style="list-style-type: none"> • Existence or absence of gender-related ministries and agencies (e.g., Ministry of Women's Affairs) • Possibility of collaboration with gender competent authorities, international and regional organizations, NGOs, etc. 	<ul style="list-style-type: none"> <input type="checkbox"/> Are there any institutions (e.g., Ministry of Women's Affairs, Ministry of Social Development) that promote gender equality and women's empowerment and respecting diversity, including children, elderly persons, persons with disabilities, LGBTQIA+, indigenous people, and migrant workers? If so, what policies, strategies, and action plans do they have? <input type="checkbox"/> Is there any collaboration between the government agencies responsible for gender equality? If so, what kind of collaboration is it? <input type="checkbox"/> Are there any organizations working in the urban and regional development sector, such as international organizations (such as the World Bank, ADB, United Nations Human Settlements Programme [UN-HABITAT]), bilateral aid agencies (such as the United States Agency for International Development [USAID] and the Foreign, Commonwealth and Development Office [FCDO]), civil society organizations (such as international NGOs and advocacy groups), academic institutions, foundations, and private companies (such as social enterprises and financial institutions)? If so, how do they collaborate with the implementing agencies and relevant ministries? Among them, are there any collaborations with a gender perspective? <input type="checkbox"/> Are there any organizations engaged in gender mainstreaming, such as international organizations (such as UN Women and United Nations Population Fund [UNFPA]), bilateral aid agencies (such as USAID and FCDO), civil society organizations (women's groups, rights advocates, etc.), academic institutions, foundations, and private companies? If so, how do they work with the implementing agencies and relevant ministries? Among them, are there any collaborations in the urban and regional development sector?
<p> It is important to conduct interviews with relevant government ministries and regional offices, international organizations, bilateral aid agencies, experts and NGO members who are familiar with the local situation, key local people (e.g., women's group leaders, community leaders, union leaders, and religious leaders), and key informants (women and men) to deepen the understanding of the gender situation in the target country or region, especially the current situation and issues faced by women, and the factors behind them.</p>	
<p>Basic information</p>	
<ul style="list-style-type: none"> • Population distribution by gender and vulnerable groups • Gender-specific indicators on education, employment/ economic activity, and health 	<ul style="list-style-type: none"> <input type="checkbox"/> What is the population distribution by gender (urban and rural)? <input type="checkbox"/> What is the population distribution of vulnerable groups with respect to the use of land, public space, and public transportation (e.g., female heads of household, elderly persons, persons with disabilities, people living in informal settlements, and migrant workers)? <input type="checkbox"/> What is the status of improvement in school enrollment and literacy rates, labor force participation rates, and unemployment rates by gender (due to increased convenience of space and reduced burden of unpaid domestic and care work for women)? <input type="checkbox"/> What are the infection rates of infectious diseases by gender?

	<input type="checkbox"/> What is the situation regarding access to health care facilities by gender? <input type="checkbox"/> What are the numbers of architects and civil engineers by gender?
	Depending on the diverse attributes of women (age, class, ethnicity, religion, disability, education level, gender of the head of the household, marital status, number of children, income level, etc.) the situation, issues faced, needs, and impacts of the development projects are different. Therefore, it is important to understand what types of women live in the project target area.
Space usability, public space and mobility	
<ul style="list-style-type: none"> • Women's access to resources • Usability, comfort, safety, and accessibility in the built environment, public spaces, and public transportation • Women's access to general resources (finance, transportation, etc.) 	<input type="checkbox"/> Do women have access to the built environment and public transportation? If not, why? <input type="checkbox"/> Do women have access to the resources they need for urban and regional development (e.g., land and other economic resources, means of transportation, access to information, education, and employment)? If not, why? <input type="checkbox"/> Do cultural and religious norms influence women's and vulnerable groups' access to (ownership and use of) land in the household and community? <input type="checkbox"/> Do women have access to and participate in urban and regional development-related information and activities (e.g., seminars and training on urban planning, and community development)? <u><Specific checklist items for the built environment and public spaces></u> <input type="checkbox"/> Do women feel inconvenienced or anxious about using the built environment and public spaces (such as streets, squares, and toilets)? <input type="checkbox"/> Can women easily access public spaces from their residences? <input type="checkbox"/> From the perspective of women's safety, is the public space in a location and situation with good visibility (can the interior of the public space be seen from the street or entrance)? <input type="checkbox"/> From the perspective of women's safety, are police boxes established in public spaces that are considered unsafe? (Are female police officers assigned? Is there a patrol system? Are there neighborhood watch groups?) <input type="checkbox"/> Are public spaces well-lit? (Is lighting evenly distributed to ensure everything is well-lit? Are the lights functioning properly?) <input type="checkbox"/> Are there separate and clean public toilets for women and men? (Are there "all-user toilets" in addition to separate toilets for women and men?) <input type="checkbox"/> Is the public built environment designed to incorporate the health and hygiene needs of the women who use it? (Are there places to sit and rest, adequate shade, and trash cans?) <input type="checkbox"/> Are accessibility/universal designs in place for persons with disabilities, elderly persons, pregnant women, persons with children, etc.? Are reasonable accommodations ^{xxi} provided? (Are ramps, handrails, "all-user toilets," non-slip flooring, elevators, information accessibility [braille, sign language interpretation, voice guidance, etc.], lighting, sign boards with large letters, multilingual signage, written communication, etc., available?) <u><Specific checklist items regarding public transportation></u> <input type="checkbox"/> Do women feel inconvenienced or anxious about traveling by public transportation (such as bus and train)? <input type="checkbox"/> Can women easily and safely access public transportation from their residences? <input type="checkbox"/> Does the public transportation system provide services from the perspective of women's safety? (Are railroad police officers assigned? Are female police officers assigned? Are route maps and timetables designed to reduce congestion during peak hours?)

^{xxi} Reasonable accommodation means "necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms." (Reference: Convention on the Rights of Persons with Disabilities, <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities/article-2-definitions.html>) (Accessed April 22, 2022)

	<ul style="list-style-type: none"> <input type="checkbox"/> Are public transportation facilities (including stations and bus stops) well-lit? (Are lights evenly distributed to ensure that all places are well-lit? Are the lights functioning properly?) <input type="checkbox"/> Are there separate and clean public toilets for women and men at the station? (Are there "all-user toilets" in addition to separate toilets for women and men?) <input type="checkbox"/> Does the design incorporate the health and hygiene needs of women using public transportation? (Are there places to sit and rest at stations and bus stops? Is there adequate shade? Are trash cans provided?) <input type="checkbox"/> Are accessibility/universal designs in place for persons with disabilities, elderly persons, pregnant women, persons with children, etc.? Are reasonable accommodations provided? (Are ramps, handrails, "all-user toilets," non-slip flooring, elevators, information accessibility [braille, sign language interpretation, voice guidance, etc.], lighting, sign boards with large letters, multilingual signage, written communication, etc., available?) <input type="checkbox"/> Do women have access to a cars, motorcycles, or other means of transportation?
Gender division of labor	
<ul style="list-style-type: none"> • Gender division of roles and behavior patterns • Comparison of patterns of women and men and diverse populations in use of public space and public transportation 	<ul style="list-style-type: none"> <input type="checkbox"/> Who is responsible for the unpaid domestic work, childcare, and unpaid care work for elderly persons, persons with disabilities, and sick individuals? <input type="checkbox"/> How do diverse populations such as women, children, elderly persons, persons with disabilities, LGBTQIA+, indigenous people, and migrant workers use community resources and infrastructure (e.g., public facilities, utilities, public services, information, and human resources in cities and villages)? (What are the differences in terms of time of day, location, and purpose of use? Are there different patterns of use depending on gender division of roles?)
Participation in decision-making	
<ul style="list-style-type: none"> • Women's participation and decision-making in the urban and regional development sector • Existence or absence of a mechanism to reflect women's opinions 	<ul style="list-style-type: none"> <input type="checkbox"/> Do women proactively participate in the formulation of urban and regional development plans and in their management within their communities and households? If so, what roles do women play? If not participating, what are the reasons for not participating? <input type="checkbox"/> Is there a mechanism to reflect women's opinions in urban planning master plans, sustainable urban development, regional comprehensive development, and corridor development master plans? If so, what kind of mechanism are they? What women's opinions have actually been reflected in the past? <input type="checkbox"/> How many women participate in community gatherings and to what extent do women have a voice?
Safety and violence	
<ul style="list-style-type: none"> • Frequency of occurrence of SGBV in public spaces and public transportation • Existence or absence of counsellors and contact points for prevention and reporting of SGBV 	<ul style="list-style-type: none"> <input type="checkbox"/> How often does SGBV occur in public spaces and public transportation? <input type="checkbox"/> Are police boxes and patrols placed in public spaces and public transportation? If so, are there any criteria for their establishment and placement? (e.g., standard/rule based on day/night population, number of households, area size, administrative divisions, frequency of incidents and accidents, and security situation) <input type="checkbox"/> Are counselors assigned to deal with individuals affected by SGBV? Are they accessible? <input type="checkbox"/> Have contact points been established for reporting SGBV?
Construction sites (for infrastructure only)	

Employment and working environment of construction workers	<input type="checkbox"/> What is a percentage of construction workers by gender? <input type="checkbox"/> What are the reasons if female workers are fewer than male? e.g., gender norms, including fixed gender division of labor, specification of eligibility for men only in recruitment and/or any requirements that look neutral but exclude women indirectly in the local contexts, and risks of SGBV for engaging in construction. <input type="checkbox"/> Do female construction workers face challenges? What are they? e.g., restrooms/toilets and/or changing rooms set up only for men use, gender harassment to the women by their co-workers and/or residents near the sites, and lack of a reporting system for those issues. <input type="checkbox"/> Is there any culture or custom for paying less to women even if they engage in same work as men? (wage discrimination)
SGBV risks	<input type="checkbox"/> Have female construction workers and/or local women near the construction sites experienced SGBV?



[Tips on survey methodology]

Social and gender research methods include literature review, interviews (including Key Informant Interviews and Focus Group Discussions), field observations, and inspections. It is also useful to use "gender analysis tools" (referred to the attached list of reference materials at the end of the document) specifically developed to gain more accurate understanding of gender relations, such as gender division of roles and labor, and access and control over resources. Other points to be considered in conducting surveys are as follows.

- * Interview both women and men to see if there are differences in their perceptions.
- * When forming groups for interviews or discussions, carefully assess if target groups should be gender-mixed or single-gender. It depends on the cultural practices and social norms of the target country/area as well as the content and purpose of the information to be gathered. If women have difficulties expressing their opinions in front of men, it is desirable to interview women and men separately. On the other hand, mixed group discussions may provide the participants with an opportunity to deepen their discussions while understanding each other's perceptions.
- * Girls and boys may also have different needs and perspectives, thus make an effort to collect their voices.
- * For sensitive contents such as SGBV, it is preferable that staff of local NGOs with experience and expertise conduct individual interviews rather than group interviews. Carefully protect anonymity and confidentiality of the respondents.

In order to identify gender issues based on the collected data and information, the following points should be taken into account during the analysis.

- Division of labor: Are there any stereotyped gender division of labor?
- Access: Are there any gender disparities in the access to resources, services and the benefits derived?
- Control: Who manages and owns resources and services? Who controls benefits (are there any gender-based biases)?
- Decision making: Are there any gender-based biases in participation in decision-making?
- Organizational capacity: Do relevant institutions have policies, experience, and capacity to promote gender equality and women's empowerment?

- Sexual and Gender-Based Violence (SGBV): Are there any SGBV within the scope of the urban and regional development sector?
(Example: risk of SGBV owing to long distances to fetch water and lack of toilets in safe locations)

In addition, to ensure the project help the promotion of gender equality and women's empowerment, consider the following points:

- Will the benefits from the planned project be equally enjoyed by all beneficiaries regardless of gender? If there are any possibilities that they may not be equally beneficial to all, what are the reasons? What should be done to make them equally beneficial?
- What are the entry points for eliminating inequalities, such as gender-based prejudices, and social, cultural, and institutional constraints, and further promoting gender equality in a society?

Against the gender issues identified in Step 1, Step 2 and the subsequent Steps propose effective activities and present some points to keep in mind during implementation: Step 2 lists up gender-responsive activities for helping develop Activities section of a Project Design Matrix (PDM) (see "List of Effective Activities for Solving Gender Issues" in Step 2), and Step 4 introduces tips for the implementation of the activities set in Step 2.

Step 2. Planning gender-responsive activities

In order to address gender issues identified in the previous Step, an activity plan needs to be developed and reflected in the PDM. In planning activities, it is important to take into account all three of the following aspects.

(1) Actions to strengthen agency of women and girls (Agency)

Actions to empower women and girls to overcome their relatively disadvantaged positions through strengthening their capabilities and increasing their opportunities.

(Examples: strengthening the capacity of women by training them to be leaders in community development, having women acquire skills and knowledge on the maintenance and management of facilities, and training women engineers)

(2) Actions to change people's mindset, attitudes and behaviors (Relations)

Actions to transform gender power relations by addressing patriarchal social norms, people's attitudes and behaviors.

(Examples: activities to raise awareness and promote understanding among influential people in cities and villages (such as holding discussions and training sessions), and conducting awareness-raising activities for the elimination of SGBV in public spaces)

(3) Actions to transform policies and institutional mechanisms (Structure and systems)

Actions to review and develop relevant policies and institutional mechanisms to promote gender equality and women's empowerment.

(Examples: incorporation of women's needs and gender perspectives into policies and institutions related to urban and regional development such as the smart city concept, TOD, comprehensive regional development, and special economic zone development; and formulation of policies and improvement of organizational structures to promote the increase of female administrative officers, professionals, and engineers; introduction of a quota system^{xxii} for women at executive levels in organizations)




These three aspects are interrelated, and it is necessary to work on all these three when promoting gender mainstreaming activities to address the identified gender issues. For example, given the absence of women and the lack of gender perspectives in decision-making groups for city planning, human resource development to increase the capacity of women should be undertaken by providing leadership training. Simultaneously, it is necessary to educate decision-making group members, their families, local communities, and others on the importance of gender equality and women's participation in decision-making groups, to reduce aversion and opposition to women's participation in decision-making groups, and to encourage their positive acceptance of such participation. It is also important to promote women's participation from an institutional perspective, for example, by introducing rules such as a quota system for women in decision-

^{xxii} A quota system is one of the methods to achieve equal opportunity by fixed allotments such as providing special openings within a certain range to those who are disadvantaged owing to social or structural discrimination. For example, gender quotas in the political arena are a system to allocate the ratio of women or men to women on the basis of gender, with the aim of correcting gender disparities in parliament. (Reference: Cabinet Office website https://www.gender.go.jp/research/kenkyu/pdf/gaikou_research/2020/05.pdf) (Accessed January 11, 2022)

making groups. By working from these three directions to resolve issues, the project must reflect women’s voices in the decision-making process of urban and regional development and make the process sustainable.

Below are the examples of effective activities to tackle gender issues.


List of useful measures to tackle gender issues

Identified gender issues	Useful strategies and measures (example)
Policies and systems	
<ul style="list-style-type: none"> Promotion of gender equality and women's empowerment is not positioned in policies and plans in the urban and regional development sector. 	<ul style="list-style-type: none"> Conduct advocacy activity and training on gender equality and women’s empowerment as an effort to change mind-set and behavior of the implementing agencies, related organizations, and regional offices in the urban and regional development sector (e.g., introduce policies, plans, and good practices in Japan and other countries through training). Conduct public consultation on urban and regional development-related policies and plans for local communities, NGOs, and businesses, including diverse populations such as women (including women's groups, women heads of households, etc.), poor people, persons with disabilities, and LGBTQIA+ people. In cooperation with the Ministry of Women's Affairs and women's groups, prepare, implement, and monitor a gender action plan that clarifies the responsibilities of the monitoring officers within the implementing agencies in the urban and regional development sector.
 While advocating for policies and systems, it is important to secure a budget from the viewpoint of feasibility. It is necessary to fully understand the financial situation and budgeting possibilities within the partner government and relevant ministries and agencies, and to discuss budget allocations.	
 Training contents of gender training include what is gender, the impact of gender bias on organizational operations and systems, the significance of gender mainstreaming (e.g., sound organizational operations, higher project results and sustainability), creating action plans to promote gender mainstreaming, and response to harassment and SGBV.	
 It is not easy to set quantitative indicators such as the number or percentage of women participating in the training, but this could be set based on the scale of the project and anticipated benefits. It would be helpful to refer to the reports of the projects implemented in the countries targeted by other projects or those in the vicinity of the target region, if available.	
Organizational structure	
<ul style="list-style-type: none"> System and structure to promote gender equality and women's empowerment in the urban and regional development sector is not in place. 	<ul style="list-style-type: none"> Establish systems and structures to promote gender equality and women's empowerment at the national and local levels. (e.g., assignment of gender officers and formation of working groups and task forces composed of focal people and representatives from implementing agencies, relevant agencies, Ministry of Women's Affairs, regional offices, women's groups, NGOs, and local communities) Through training and working group activities, promote the development of employment, promotion conditions, and workplace environments from the perspective of gender equality and vulnerable groups. (e.g., develop and provide separate toilets for women and men, "all-user toilets," break rooms, and changing spaces in the workplace; create a code of conduct; conduct awareness-raising activities against sexual harassment; promote the employment of women in technical and professional posts such as urban planning and design specialists; provide workplace training; and fix the percentage of women among employees and in management positions)
Land tenure/illegal settlements	
<ul style="list-style-type: none"> Women have limited access to and control over resources such as land and property. 	<ul style="list-style-type: none"> Create mechanisms to support women and vulnerable groups in the community (e.g., establish women's groups, work with men's groups motivated to promote gender equality and women's empowerment, and work with community leaders and ethnic and religious leaders).

<ul style="list-style-type: none"> Without land tenure, they face abuse, exploitation, evictions, etc. 	<ul style="list-style-type: none"> Work with the Ministry of Women's Affairs and Social Development, women's groups and men's groups to help improve the system of land ownership and use. Encourage improved access to public services (e.g., subsidies and other poverty reduction and social protection programs) for women and vulnerable groups, especially the poor living in urban slums and informal settlements.
Public health	
<ul style="list-style-type: none"> Women face health hazards due to limited access to WASH infrastructure. 	<ul style="list-style-type: none"> Install toilets that reflect the needs of women and girls. (e.g., separate toilets for women and men to ensure hygiene and safety, and "all-user toilets") Restore contaminated waterways and water areas in cities and villages with the goal of reducing the health risks to which women and vulnerable populations are exposed. Provide recreation and opportunities in public places (e.g., green spaces, and parks) that can be utilized by people of different genders and ages. Plan for appropriate residential density with adequate green space.
Disaster	
<ul style="list-style-type: none"> The proportion of female deaths is higher than that of males. Poor women often live in informal settlements that are vulnerable to disasters. 	<ul style="list-style-type: none"> Build accessible and safe urban and village spaces to reduce the impact and adverse effects of climate change and air pollution, especially on women and vulnerable groups. Develop climate action plans^{xxiii}, disaster risk management plans, and recovery plans from the perspective of women and vulnerable groups. In slums and informal settlements that are vulnerable to natural disasters such as flooding, the project will combine hard components of physical infrastructure with soft components that promote social and economic inclusion, such as ensuring land tenure for women and vulnerable groups.
Public space and mobility	
<ul style="list-style-type: none"> Spatial planning and land use policies tend to be formulated by dividing space into two zones, which does not reflect the needs of women. 	<ul style="list-style-type: none"> Promote community development that meets the needs of women and diverse populations. (e.g., decentralize employment, industry, etc. from the center ["industrial" areas] to surrounding areas ["residential" areas] to ensure availability of educational and economic opportunities and basic goods and services are near residential areas without the necessity for traveling long distances to the center, avoid concentrated urban development, and promote diversification of opportunities) Expand public transportation systems to peri-urban areas to facilitate the participation of women and vulnerable groups in slums and informal settlements in decision-making. Develop partnerships with the Ministry of Women's Affairs and women's groups to integrate a convenient, safe, accessible, and affordable transportation system into the plan to enhance the compatibility of women's reproductive and productive activities. (Develop a mobility and transportation plan^{xxiv} with a women's perspective) Design and develop accessible public spaces and public transportation that meet accessibility standards from the perspective of women, persons with disabilities, and elderly persons. Build road infrastructure such as sidewalks, bicycle lanes, and crosswalks based on women's needs. (e.g., build sidewalks that are wide enough and paved enough for

^{xxiii} Climate Action Plans are intended to incorporate climate resilience and complement the city's socioeconomic and environmental goals, and may be incorporated into existing master plans, urban development plans, etc. Climate action plans include both adaptation and mitigation measures, as well as strategies such as monitoring, evaluation, communication, and education to address the disproportionate climate risks and stresses faced by women. (Reference: World Bank 2020)

^{xxiv} In addition to improving the quality of life, mobility and transportation plans also aim to solve problems such as air pollution, noise, greenhouse gas emissions, and energy consumption. However, transportation plans often do not adequately reflect gender-responsive issues such as women's mobility for care, access to basic services, and inefficient mobility. In addition, when new railroads and roads are installed without adequate community input, informal settlements are relocated, with disproportionate impacts on women. (Reference: World Bank 2020)

	<p>pedestrians to pass safely [ideally at least 2 meters wide], consider building shared streets^{xxv})</p> <ul style="list-style-type: none"> • Include the importance of gender-responsive activities in the TOD concept and develop related systems, design plans and guidelines.
Gender division of labor	
<ul style="list-style-type: none"> • In cities, villages, slums and informal settlements, women are considered to be responsible for domestic work, such as collecting water and food, and care work for children, elderly persons, and persons with disabilities. 	<ul style="list-style-type: none"> • Conduct gender awareness training on gender equality and women's empowerment at the community level. • Work with women's groups and men's groups motivated to promote gender equality and women's empowerment to educate the local community about gender equality and the important role of women. • Develop partnerships with the Ministry of Women's Affairs and the Ministry of Social Development to help improve the policies and systems that discriminate against women and vulnerable groups and restrict their participation in productive activities.
 Advocacy for men on the important role of women can also be effectively carried out by men's groups motivated to promote gender equality and women's empowerment.	
Participation in decision-making	
<ul style="list-style-type: none"> • Women are not included in the decision-making process for urban and regional development planning. 	<ul style="list-style-type: none"> • Promote the participation of women and vulnerable groups in the policy formulation and decision-making processes for land use planning, land readjustment, urban development plan^{xxvi}, community development plans^{xxvii}, as well as in the review and adjustment of land management systems.^{xxviii} • Promote joint decision-making by people of various genders at all stages of design, development, and implementation of urban and regional development projects through gender awareness training on gender equality and women's empowerment for managers and stakeholders in the urban and regional development sector.
Safety and violence	
<ul style="list-style-type: none"> • SGBV occurs in public spaces and public transportation. 	<ul style="list-style-type: none"> • Create safer public spaces and infrastructure for women in urban and village areas to improve visibility in poorly lit, deserted, and enclosed spaces. (e.g., install streetlights on streets that are dark at night, construct pedestrian tunnels and underground passageways with lights) • Provide women-only spaces, such as women-only buses and rail cars, in all public transportation systems as a short-term improvement measure. • Strengthen systems and mechanisms for reporting SGBV. (e.g., establishing police boxes, assigning female police officers, and introducing a patrol system)

^{xxv} Shared streets aim to create a shared streetscape by eliminating the traditional separation of pedestrians, bicycles, and automobiles. Shared Streets typically have the following characteristics: 1. paved surfaces without curbs: no street elevation changes; 2. signage: minimal street signage; 3. reduced traffic speeds: visual street narrowing, street trees, different materials and colors. (Reference: <http://2030palette.org/shared-streets/>) (Accessed January 11, 2022)

^{xxvi} Urban development planning has a wide range of components, including land use, transportation and mobility, open space, environment, communication, water resources, and housing, as well as economic development and resilience, and the active participation of women in the formulation process is essential to comprehensively address cross-cutting gender issues. (Reference: World Bank 2020)

^{xxvii} Community development plans provide guidelines on a variety of issues, including land use and development, housing, local economic development, environmental protection, community development, and public transportation development. Usually, they specify housing types and layouts, building materials to be used, transportation, and social and public infrastructure. (Reference: World Bank 2020)

^{xxviii} It is important to avoid using existing urban planning standards that do not take a gender perspective and to ensure that new plans do not follow discriminatory models. (Reference: World Bank 2020)

	<ul style="list-style-type: none"> • Create a monitoring system to support women in the community (e.g., establish women's groups or neighborhood watch organizations). • Develop systems and structures, such as the One-Stop Support Center,^{xxix} to respond to SGBV.
Construction of infrastructure	
<ul style="list-style-type: none"> - Employers tend to hire men over women for construction work of infrastructure. - Women face challenges in the working environment. 	<ul style="list-style-type: none"> • Promote women's employment as construction workers through, for example, setting a percentage of women among all employees (a quota system). • Promote/arrange a female-friendly working environment, such as <ul style="list-style-type: none"> ➢ equal pay for equal work regardless of their gender, ➢ ensure privacy and safety for women through different ways, including setting up separate toilets for women and men (and possibly all-user toilets), separated break space for women and men, and lighting for nighttime work; and ➢ write down above in an agreement with a contractor.
<p>Risks of SGBV increase among female construction workers and local women around the site during a period of construction.</p>	<ul style="list-style-type: none"> • Take safety measures at the sites, including education of gender equality and women's empowerment as well as human rights to construction workers. • Write down prevention and responding to Sexual Exploitation, Abuse, and Harassment (SEAH) in an agreement with a contractor.

Good practices in gender mainstreaming

The following shows good practices in gender mainstreaming relating to two or three of the above aspects.

Example of JICA's projects 1: Nepal "Project on Participatory Rural Recovery," FY2019, Technical cooperation

Project Summary: As part of the recovery and reconstruction in response to the 2015 Nepal earthquake, targeting the worst-affected areas for a period of four years, starting in September 2019, the project supported the development of a reconstruction and disaster risk reduction plan that is inclusive of vulnerable groups, including women, and the creation of a Community Recovery Project (CRP)^{xxx} mechanism to promote economic and social recovery.

Gender-responsive activities

- **Promoting the participation of vulnerable groups in training by setting criteria for selecting training participants and improving access to information**

The project conducted a focus group discussion and training on recovery planning for women, elderly persons, persons with disabilities, Dalits,^{xxxi} etc., and identified the issues and priorities of each vulnerable group and established criteria for prioritizing them. In

^{xxix} A one-stop support center is a base in a hospital or clinic to support victims of sexual violence, and has the function of providing centralized consultation on problems faced by victims of sexual violence, providing necessary medical care, referring victims to related organizations, and providing necessary information and advice, or has these functions with related organizations. (Reference: Proposed Law on Support for Victims of Sexual Violence, https://www.shugiin.go.jp/internet/itdb_gian.nsf/html/gian/honbun/houan/g19001038.htm) (Accessed January 11, 2022)

^{xxx} The CRP's livelihood-enhancing activities include vegetable cultivation, goat raising, and tourism (production and sale of souvenirs).

^{xxxi} Dalit is a group of people at the bottom of the caste system in India and Nepal, also known as the discriminated caste or the untouchables, who are treated as "unclean" beings. (Reference: <http://www.phd-kobe.org/2018/07/25/dalit/>) (Accessed April 11, 2022)

addition, by announcing CRP activities in person and through local radio, the project devised ways to reach people who tend to have limited access to information. As a result, 85% of all CRP participants were women, and 84% were from vulnerable groups, mainly Dalits, including Dalit men.

- **Gender training and awareness-raising for harassment prevention (mind-set and behavior change) for implementing agencies**

By using the opportunities for people to come together through CRP activities as a platform for discussing social issues and disaster risks within the community, the project helped strengthen "mutual aid" mechanisms.

- **Activities to promote employment of women (organizational structure)**

Activities to develop policies and organizational structures included awareness-raising on gender mainstreaming to deputy mayors, village leaders, Gender Equality and Social Inclusion (GESI) officers in city and village offices, representatives of ward committees, and representatives of women and vulnerable groups. It also collaborated with the GESI department to disseminate the good practices from the targeted areas to other areas.

Examples of other donor's project 1: South Africa, "Violence Prevention through Urban Upgrading (VPUU) Program", 2005, City of Cape Town and KfW (German Finance Corporation for Reconstruction)

Project Summary: This program supported the creation of sustainable, multifunctional public spaces through road improvements to provide safe pedestrian routes for women in the crime-ridden Khayelitsha neighborhood of Cape Town, South Africa, in 2005.²⁶

Gender-responsive activities

- **Reflects women's needs regarding participation and safety**

In this program, women were involved in the design of the project along with local leaders and municipal officials, and proposed the plantation of trees, installation of lighting, and introduction of easy-to-maintain materials, which contributed to the development and sustainability of the outcomes.

- **Creating a safe and secure environment for women through a resident-participatory mechanism to ensure their safety**

In this program, small community centers called "active boxes" were installed approximately every 500 meters along major pedestrian routes. These are managed and operated by a group of residents, with volunteer citizen patrols stationed at these locations. As a result of these activities, the number of pedestrians has increased by 30% and the murder rate has decreased by one-third.

Examples of other donor project 2: Study on "Gendered Spaces" in Argentina, 2018, Kounkuey Design Initiative (KDI), Mendoza City, Ministry of Interior, Public Works, and Housing, Harvard University Graduate School of Design, and World Bank.

Project Summary: This study aims to develop a common regional understanding of gender issues in urban planning and identify gender challenges faced in urban environments and their solutions.²⁷

Gender-responsive activities

- **Proposal for public space design through understanding the characteristics and needs of women's mobility**

Through the survey, it was found that many women make multiple trips back and forth to the city to perform domestic and care work, such as buying groceries and taking children to and from school, and that they spend most of their day walking to get around, which led to the creation and proposal of a new public space design. For example, the research team developed the following proposals for the redevelopment of the town square: 1. creation of a multipurpose facility that could be used for a variety of purposes, including a Zumba class where women could safely participate; 2. creation of a field that could be used for a variety of purposes, not just for soccer; 3. a raised seating area for women and caregivers to watch their children in a playground; 4. establishment of a marketplace where women can stop by; 5. establishment of a bus stop where women can safely wait for the bus.

- **Support for improving gender mainstreaming policies through the involvement of government officials**

An important outcome of the project was that the recommendations made by the women in the community were incorporated into the plan, and there was an agreement among government officials on the importance of a gender-responsive process. The city of Mendoza has decided to utilize a similar gender-inclusive process in future planning, and the Argentine government intends to incorporate this approach into national policy.



Step 3. Setting gender indicators

After considering activities with a gender perspective, indicators (gender indicators) will be set to measure expected results (changes) of such activities. When setting indicators, set quantitative indicators as much as possible to objectively assess the status of the changes. If it is difficult to set quantitative indicators, qualitative indicators can be set to measure the progress of change. Examples of gender indicators are indicated below.

List of gender indicators

Policies and systems
<input type="checkbox"/> Number of activities relating to gender training, awareness-raising, training in Japan and a third country, and public consultations held, number and percentage of participants by different genders (including number and percentage of participants from poor, female-headed households, and women with disabilities), and their level of understanding and satisfaction <input type="checkbox"/> Number of urban and regional development policies, plans, guidelines, etc. formulated with a gender perspective <input type="checkbox"/> Existence or absence of Gender Action Plan <input type="checkbox"/> Number of urban and regional development-related projects of the partner government that incorporate gender-responsive activities, outcomes, indicators, targets, and budgets, as well as project evaluation results <input type="checkbox"/> Number of monitoring activities and evaluations with a gender perspective, and their results
Organizational structure
<input type="checkbox"/> Existence or absence of working groups or task forces promoting the empowerment of women and vulnerable groups in the urban and regional development sector, and the number and percentage of members and leaders by gender <input type="checkbox"/> Number and percentage of staff and managers by gender in ministries and agencies in charge of urban and regional development, existence or absence of quota system <input type="checkbox"/> Conditions of employment, promotion, and workplace environment of ministries and agencies in charge of urban and regional development <input type="checkbox"/> Number and percentage of trained professionals on urban and regional development by gender <input type="checkbox"/> Existence or absence of women's groups, self-help groups involving women and vulnerable groups, and men's groups motivated to promote gender equality and women's empowerment, and the number and percentage of members and leaders of these groups by gender
Gender division of labor
<input type="checkbox"/> Number of trainings and awareness-raising activities conducted to promote division of labor between women and men and change in attitudes and behaviors so that the burden is not placed only on certain gender groups; number and percentage of male, female, and vulnerable adult participants; and their level of understanding and satisfaction. <input type="checkbox"/> As a result of training and awareness-raising activities, the number and percentage of respondents by gender who indicated in the monitoring and evaluation process that there was a change in attitudes and behaviors (e.g., unpaid domestic and care work were shared between women and men). <input type="checkbox"/> Number and percentage of people by gender who are able to go to school and start economic activities as a result of reduced unpaid domestic and care work <input type="checkbox"/> Number/percentage of people by gender who experienced an increase in income as a result of urban and regional development (e.g., participation in economic activities, and land tenure stability) <input type="checkbox"/> Number and percentage of people by gender within households and communities who have taken on a greater role in urban and regional development than in the past
Land tenure/illegal settlements
<input type="checkbox"/> Number and percentage of land plots registered in the name of women and vulnerable groups in urban and rural areas <input type="checkbox"/> Number and percentage of people by gender with formally registered rights to own and use land

<input type="checkbox"/> Number and percentage of housing subsidies allocated to women and vulnerable groups <input type="checkbox"/> Number and percentage of land transactions by gender <input type="checkbox"/> Existence or absence, number, and content of newly formed local support mechanisms for women and vulnerable groups to address issues on land <input type="checkbox"/> Existence or absence, number, and description of systems for land tenure and use that have been improved through the project
Public health
<input type="checkbox"/> Number and percentage of people by gender with access to toilets and other health and sanitation facilities in public spaces and public transportation <input type="checkbox"/> Number and percentage of people by gender living in housing improved by the project (e.g., housing with basic amenities such as safe water and sanitary toilets) <input type="checkbox"/> Number and percentage of women by gender who have improved their informal settlements and other insecure urban living conditions
Disaster
<input type="checkbox"/> Number and percentage of deaths (direct and related) and missing persons among women and vulnerable groups due to disasters <input type="checkbox"/> Number and percentage of people benefiting from disaster preparedness by gender <input type="checkbox"/> Number and percentage of people by gender using shelters <input type="checkbox"/> Number and percentage of people by gender utilizing temporary housing <input type="checkbox"/> Number and percentage of people (general and managerial) by gender in departments in charge of disaster prevention and crisis management, disaster response headquarters, emergency relief teams, evacuation center management, recovery planning committees, etc.
Public space and mobility
<input type="checkbox"/> Number, content, and accessibility of new and renovated urban and village public infrastructure (e.g., public buildings, public transportation, sidewalks, and roads) <input type="checkbox"/> Number and percentage of people by gender using public infrastructure in urban and village areas, and their level of satisfaction <input type="checkbox"/> Number and percentage of people engaged in productive activities in urban and village public spaces by gender
Participation in decision-making
<input type="checkbox"/> Number and percentage of leaders/people responsible for design, development, and implementation of urban and regional development related activities and projects, by gender <input type="checkbox"/> Number and percentage of respondents who indicated that women's opinions were incorporated in the design, development, and implementation of urban and regional development-related activities and monitoring and evaluation of such activities, by gender <input type="checkbox"/> Number and percentage of professionals, by gender, responsible for urban and regional development <input type="checkbox"/> Number and percentage of people by gender who can decide on how income is spent in the household <input type="checkbox"/> Existence or absence and number of women's groups and men's groups motivated to promote gender equality and women's empowerment that have participated in urban and regional development-related planning consultations, and have details of consultations and collaboration
Safety and violence
<input type="checkbox"/> Number and description of urban and village public infrastructure (e.g., public buildings, public transportation, sidewalks, and roads) newly built or renovated from a safety perspective <input type="checkbox"/> Number and percentage of people by gender who feel safer in public spaces and public transportation (compared to before) <input type="checkbox"/> Number and percentage of SGBVs against women in public spaces and public transportation <input type="checkbox"/> Number and percentage of cities, public transportation systems, and villages with complaint centers against SGBV <input type="checkbox"/> Existence or absence, number, and content of systems and structures in place to prevent and report SGBV <input type="checkbox"/> Number and percentage of people by gender who feel that reported/registered grievances by women have been more adequately resolved (compared to previous years) <input type="checkbox"/> Change in attitude affirming SGBV
Impact
[Gender division of labor] <input type="checkbox"/> Number and percentage of women who feel respected by their husbands or partners

- Number and percentage of people by gender recognize women's competence
- Number and percentage of people by gender participating in unpaid domestic and care work
- Percentage of income inequality between women and men corrected
- Number and percentage of people who were able to borrow from financial institutions, by gender
- Number and percentage of small savings and loan group members and leaders by gender
- Number and percentage of respondents who have a bank account in their name or have opened a new bank account, by gender

[Women's participation and decision-making]

- Number and percentage of people by gender who feel that the participation of women and vulnerable groups in decision-making in cities and villages has improved (compared to previous years) in sectors other than urban and regional development
- Number and percentage of participants/leaders in community activities, by gender
- Number and percentage of respondents who reported active participation in community activities, by gender
- Number and percentage of community activities led by women
- Number and percentage of civic forums that achieved the goal set for the percentage of women participants.
- Percentage of women going on for higher education
- Number and percentage of people employed by gender
- Number and percentage of workshops on gender issues in the workplace

[Safety and violence]

- Number and percentage of occurrences of SGBV, including domestic disputes and domestic violence (DV) (other than violence in public places)

Construction of infrastructure

- Percentage of women among construction workers
- Satisfactory levels of construction workers on working environment (by gender)
- Number of trainings on gender equality and women's empowerment and human rights, targeting to construction workers
- Number of participants of the trainings (by gender)
- Changes in understanding of gender equality and women's empowerment (comparison of answers to questionnaires before and after the trainings)
- Incorporation of an article on prevention and responding to SEAH into an agreement with a contractor
- Equal pay for equal work regardless of any gender (only for cases where gender-based wage discrimination have been observed)

Step 4. Gender responsive project implementation and monitoring

A project should also include actions to respond to situations of the stakeholders of different gender, including their gender issues and needs identified in Step 1.

In monitoring, gender-disaggregated data and gender indicators set in Step 3 help understand the implementation status of the activities, including the participation rates of women and men, and assess if the expected results are being achieved.

If unexpected gender issues have been identified during the monitoring, effective solutions should be formulated, assessed on the compatibility with the project scope and progress, and added in the project as new activities. Where the situation allows, it is desirable to revise project plans, such as Project Design Matrix (PDM) and Plan of Operation (PO) accordingly.

The table below illustrates points to keep in mind during project implementation and monitoring.

Points to remember for gender-responsive project implementation and monitoring

Category	Points to remember
Implementation structure	<ul style="list-style-type: none"> ● Except where there is a specific reason, check the gender balance of the Counter Part (C/P) and consider measures to achieve balance if there is a bias. ● Conduct gender training for C/Ps, project staff, and Japanese experts prior to and during implementation. If, at the time of training, it is found that there is a lack of understanding and awareness of gender, continuously consider ways to change attitudes and behaviors. ● When hiring project staff, clearly communicate clauses prohibiting sexual harassment and sexual exploitation of beneficiaries and have them sign a consent form. ● In view of the culture and customs of the target countries/regions and the responses to sexual exploitation, abuse, and harassment in the field of international cooperation, Japanese experts should exercise caution and remind each other not to unintentionally engage in discriminatory language or behavior. ● Set up a consultation window and route that can be used by all parties concerned, including the project team and beneficiaries, to respond to cases of SGBV and harassment. ● Assign international and local gender experts as needed. ● Encourage discussion and collaboration with women's groups and men's groups motivated to promote gender equality and women's empowerment when developing urban and regional development plans. ● Create a community support system for women and socially vulnerable groups who lack means of transportation and information gathering (e.g., create a mechanism for women's groups and men's groups motivated to promote gender equality and women's empowerment to share information with women, and a mechanism for lending or sharing means of transportation).
Implementation of activities	<ul style="list-style-type: none"> ● Ensure that consideration is given to the time and place of activities so that women, who are busy with unpaid care and domestic work, can easily participate in activities. Moreover, check to see that participation in activities does not increase the burden on particular persons/groups ● If the literacy rate of women is low, devise ways to convey information and skills through training and technical guidance (e.g., explanations using illustrations and photographs rather than text, group learning), and continuously monitor participation to ensure that those who need the information and skills are attending the training. ● Create an environment in which it is easier for women to participate and speak out, paying attention to factors such as the composition of members and the way meetings

	<p>are conducted, so that women always participate in the decision-making process and their voices are reflected.</p> <ul style="list-style-type: none"> ● Pay attention to diversity among women, as their circumstances, challenges, needs, and impacts from development projects differ according to gender, age, social class, ethnicity, disability status, education level, family/household type, and other factors. ● Engage and promote understanding among boys, men, and community members. (Where gender norms and discrimination are strong at the project site, the understanding and cooperation of influential community leaders, religious leaders, and others is especially important.)
Monitoring	<ul style="list-style-type: none"> ● If participation in urban and regional development project activities and benefits from the project are biased toward either men or women without justifiable reasons, identify the causes and factors and consider implementing necessary measures. (e.g., lower proportion of women in training and employment compared to men) ● Monitor if the time and place of activities so that women, who are busy with unpaid care and domestic work, can easily participate in activities. Moreover, check to see that participation in activities does not increase the burden on particular persons/groups. ● If differences in the practice and retention of introduced skills owing to gender or other reasons are found, identify the contributing factors and address them. ● Check for any positive or negative impacts that were not anticipated at the planning stage. If they do exist, consider ways to maximize positive impacts and minimize negative impacts. (Positive: women's participation in community development activities has strengthened awareness throughout the household. Negative: women's participation in activities related to city planning has increased domestic violence by men who do not want women to stay away from home.)

Step 5. Gender mainstreaming evaluation

In the evaluation phase, project achievements, implementation process, outcomes, and impacts should be assessed with a gender perspective, while evaluating the project in accordance with a prescribed project evaluation framework (ex-post evaluation) and evaluation methodology (DAC six evaluation criteria). When identifying the outcomes and impacts, attention needs to be paid to signs of emerging outcomes and impacts as well as already achieved outcomes and impacts. If there is difference in benefits received by women and men, details of the difference and its causes should be analyzed.

It should be noted that during the evaluation, whether be it quantitative or qualitative, gender-disaggregated data and information should be collected, whenever possible, and analyzed. When conducting interviews, attention should be given to gender balance and attributes of the survey participants. Group formation (either single-gender or mixed-gender) will be decided depending on the content of the interview. Gender composition of an evaluation team should also be decided after thorough consideration.

The following shows gender-responsive evaluation questions listed in accordance with the DAC six evaluation criteria.

Check points for gender-responsive evaluation

OECD DAC 6 evaluation criteria	Check points
Relevance	<p>Development policies and needs of the target country</p> <ul style="list-style-type: none"> - Are the gender-responsive activities of the project consistent with priorities of gender equality policies and urban and regional development policies? <p>Inclusion of people with special needs</p> <ul style="list-style-type: none"> - Do specific gender or groups occupy the majority of beneficiaries? - Prior to beneficiary selection, was information collected from women and women's groups? - Did the project promote the participation of female-headed households, women with disabilities, and elderly women? <p>Appropriateness of the plan and approach</p> <ul style="list-style-type: none"> - Have methods been taken that do not exclude certain gender groups? - Did the project take an approach to benefit diverse people? - Have methods been taken that ensure no increase in the workload of a particular gender group? - Did the project made any revision based on the monitoring results?
Coherence	<p>Coherence between global goals and initiatives such as SDGs and global norms and standards</p> <ul style="list-style-type: none"> - Did the gender-responsive project activities align with global initiatives? - Did the aforementioned activities contribute to achievement of global goals such as SDGs?
Efficiency	<ul style="list-style-type: none"> - Did the project apply knowledge and experiences of various women (groups) for enabling effective project implementation? (e.g., did the project try to reach women with disabilities through groups of women and/or groups of persons with disabilities?) - Are the training participants in Japan and the third countries gender-balanced?
Effectiveness	<ul style="list-style-type: none"> - Did the gender-responsive activities achieve the expected results? - Did the aforementioned activities contribute to achievement of the project objectives and outcomes?
Impact	<ul style="list-style-type: none"> - Did the gender-responsive activities facilitate positive impacts? (e.g., women's leadership,

	<p>equal participation in all decision-making processes, and supporting government review systems)</p> <ul style="list-style-type: none"> - If there are any negative impacts, are there any differences in impacts depending on people's attributes such as gender and age? (e.g., women's workload increased, increase in domestic violence and SGBV against women, etc.)
Sustainability	<ul style="list-style-type: none"> - Will women and girls be able to continue their activities without difficulty? - Will women and girls be able to participate in urban and regional development-related activities continuously and contribute to the sustainability of project effectiveness? - Will the role and contribution of women and girls in the community and households be recognized and will there be continued cooperation between women and men in urban and regional development-related activities? - Will relevant agencies keep implementing gender mainstreaming? - Will relevant agencies keep facilitating women's participation in decision-making? - Will the voices of women and girls continue to be reflected in policies, measures, and institutions of the urban and regional development sector? - Will activities with gender perspective be reflected in the urban and regional development sector policies and plans? - Will activities with gender perspective be reflected in the budget of the urban and regional development sector?

Regarding effectiveness (outcomes), impact, and sustainability, identify how gender-responsive activities have contributed to the promotion of gender equality and women's empowerment, taking into account the three aspects of agency, relations, and structure and systems (see Step 2). Specifically, "agency" refers to what women have become able to do as a result of the implementation of the activities (including not only their own abilities but also changes in the external environment surrounding the women). "Relations" refers to how the activities have helped transform the gender relations among stakeholders and in societies. As for "structure and systems," the scope of evaluation includes how the activities have been integrated into policies and systems, as well as operational policies and plans of the implementing agencies, and how gender equality has been promoted in the organization. If a negative impact is identified, lessons learned should be extracted as much as possible for reflecting in future projects.

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