CHECKLIST FOR MAINSTREAMING GENDER in Urban Projects based on a Participatory Approach
Checklist for Mainstreaming Gender in Urban Projects based on a Participatory Approach

WOMEN’S PARTICIPATION WITHIN URBAN PROJECTS

WHY DOES IT MATTER? WHY THIS CHECKLIST?

Cities for the most part are built according to men’s needs. This outdated approach fails to acknowledge the reality that women use the city differently from men. Women thus have different priorities and demands for urban planning. When these are not accounted for, the result is de facto gender-based inequalities in terms of services, infrastructure delivery and more. These inequalities in urban planning often become even more evident in informal settlements. Therefore, in projects addressing the needs of marginalized communities and groups, the use of gender-sensitive participatory planning is imperative for overcoming unequal gender-based power relations that prevent the development of decent and fair urban settings for both women and men.

Participatory processes themselves are also marked by gender inequalities, however. Existing gender biases often prevent women’s effective and equal engagement in these processes. While citizen participation comes with various benefits, such as democratizing urban governance and planning and making these processes more sustainable and effective, too often urban participatory processes are not achieving their full potential because women’s voices are being excluded. As a result, the needs, priorities and knowledge of women do not find their way into urban planning projects, diminishing the projects’ impacts and preventing women from exercising their rights as urban citizens.

Along with a series of gender-mainstreaming recommendations throughout the project cycle (design and planning, implementation, closure), this checklist suggests different steps towards an inclusive participatory approach within urban projects. Implementing the checklist can help prevent the reproduction of unequal societal power relations between women and men in the development of cities and informal settlements. The checklist steps can be implemented by municipalities and urban project managers.

Acknowledgments: This study was produced by Cities Alliance in collaboration with the Womenability Association. The publication was funded by the Swedish International Development Agency (SIDA).

The views expressed in this publication are those of the authors and do not reflect the corporate policies or viewpoints of Cities Alliance Secretariat, its members, or UNOPS.

Design and Layout: Formato Verde

First published in 2022
Cities Alliance
UN House - Boulevard du Regent 37
1000 Brussels, Belgium
Copyright: © Cities Alliance
info@citiesalliance.org

This material/production has been financed by the Swedish International Development Cooperation Agency, Sida. Responsibility for the content rests entirely with the creator. Sida does not necessarily share the expressed views and interpretations.
### CONTENTS

| 1 | FIRST STAGE: PROJECT DESIGN AND PLANNING | 04 |
| 1.1 | Gender-Sensitive Assessment | 04 |
| 1.2 | Gender-Sensitive design of the project | 05 |
| 2 | SECOND STAGE: PROJECT IMPLEMENTATION | 08 |
| 2.1 | Implementing the gender-sensitive communication plan | 08 |
| 2.2 | Implementing the Gender Action Plan | 09 |
| 3 | THIRD STAGE: PROJECT CLOSURE | 10 |
| 3.1 | Evaluating the project and the implementation of the Gender Action Plan | 10 |
| 3.2 | Communicating the results of the project | 10 |
| 3.3 | Managing post-implementation activities | 11 |
| 4 | GENDER MAINSTREAMING THROUGHOUT THE PROJECT CYCLE | 12 |
| ANNEX 1. | PARTICIPATORY AND SOCIOLOGICAL DATA COLLECTION TOOLS | 18 |

---

### FIRST STAGE: PROJECT DESIGN AND PLANNING

#### 1.1 GENDER-SENSITIVE ASSESSMENT

Mainstreaming gender in an urban planning project ensures that the diverse needs, interests and realities of all genders are being considered and integrated across the whole project cycle. Therefore, an assessment to analyse whether and how the urban project affects women and accounts for their needs should be introduced first during the planning phase of the project. This gender-sensitive assessment of the planning project includes a participatory gender-analysis component during which women and other relevant actors are encouraged to co-design the planning of the project and provide recommendations. The results of the participatory component together with the gender sensitive assessment form the basis for the design, implementation and evaluation of the project.

**1.1.1 WHY CONDUCT A PARTICIPATORY GENDER ANALYSIS FOR AN URBAN PROJECT?**

A participatory gender analysis is necessary to systematically explore the following, with respect to the project:
- Existing gender roles and the distribution of responsibilities between men and women.
- Specific vulnerabilities of women and men, girls and boys.
- Social variables such as ethnicity, culture, age and social class; may also include sexual orientation.
- Existing opportunities for women and men, girls and boys.

**1.1.2 STEPS IN CONDUCTING A PARTICIPATORY GENDER ANALYSIS FOR AN URBAN PROJECT ARE AS FOLLOWS:**

- Identify participatory and sociological data collection tools to be implemented (see Annex 1).
- Identify and Engage women and other participants and stakeholders who will share their experiences and collect the sex-disaggregated data.
The Gender Action Plan (GAP) is the guiding document that ensures successful gender mainstreaming across the urban project. It includes gender-sensitive objectives and aspired outcomes of the project, as well as the activities to achieve these. In order to monitor the progress of these objectives and activities, the GAP also includes respective gender-sensitive indicators (see baseline data set and monitoring plan).

A Gender Action Plan is used to:

- Plan gender-sensitive activities within the project and support their implementation.
- Monitor the impact of gender-sensitive activities.
- Communicate and advocate for gender equality in urban projects.

The steps in the development of a Gender Action Plan are as follows:

- Identify the main needs and recommendations expressed by women through the gender assessment and participatory analysis. Determine how the results of the gender assessment, including the recommendations expressed by participants, can be integrated into the urban project. The results will indicate whether women prioritise public space design, for example, or mobility, leisure activities or services. These indications can then be included within the Gender Action Plan.
- Develop gender-sensitive objectives for the project.
- Develop specific activities to achieve these objectives and mainstream gender across the project.
- Determine intended results, i.e., outputs and outcomes, of the gender-related activities.
- Develop indicators for monitoring based on the objectives and activities (see 1.2.2).

### 1.2.2 SETTING UP A MONITORING PLAN

To guarantee the effective implementation of the Gender Action Plan, i.e., the successful integration of the gender dimension in the project, a monitoring plan needs to be set up, based on the assessment.

- Create a monitoring plan with gender-disaggregated targets and SMART (specific, measurable, achievable, relevant, time-bound) indicators to monitor progress of the GAP.
- Among these gender-sensitive SMART indicators, include indicators to measure the financial and time resources that need to be invested in gender-sensitive activities.

### 1.2.3 DEVELOPING A GENDER-SENSITIVE BUDGET FOR THE PROJECT

Budgets are not neutral: choices made to direct funding impact both women and men. Adopting a gender-sensitive approach enables a fair portion of funds between both genders. Gender-sensitive budgeting is an approach designed to mainstream the gender dimension into all stages of the budget cycle. This process does not involve creating separate budgets for women or aim solely to boost spending on women’s programmes. Instead, it helps participants understand how to adjust project priorities and reallocate resources toward achieving gender equality. (Note that it is important to keep track of material and time resources spent for gender-sensitive activities, as compiling data on the gender-responsive budget will be needed for the Project Closure stage.)

The four steps for conducting a gender-sensitive budget are:

- Check to ensure that project financial resources are equally allocated to women and men.
- Check to be sure that adequate budget is allocated to implement the GAP you have developed.
- Monitor whether the money is being spent as planned, what has been delivered, and to whom.
- Examine whether the project resources are being used to improve the lives of women.

### 1.2.4 SETTING UP A GENDER-SENSITIVE PROJECT COMMUNICATIONS PLAN

Communications can reinforce or challenge gender inequalities. Gender-sensitive communications can raise awareness, challenge gender inequalities and allow for more impact on a diverse group of recipients. Project communications must affirm and validate women’s experiences and respectfully represent women.
The project communication plan calls for:

- Facilitating deeper engagement with women and girls as co-designers of communication and messaging in the city.
- Identifying the messages and project information that will be communicated, as well as suitable communications channels for outreach to and dialogue with women who may participate.
- Planning the timing and frequency of communication activities in relation to potential participants’ needs, interests and availability.
- Identifying social activities and settings that will encourage engagement of women and present opportunities to communicate information and collect feedback.

When engaging with women from informal settlements, it is important to devote specific attention to overcoming existing language barriers, understanding cultural sensitivities and building legitimacy and trust.

The communication plan must ensure that the communicated information is gender-sensitive. This requires taking these actions:

- Ensure that women and men are represented: e.g., by ensuring that quotes from both men and women are included in press releases, stories and other communications.
- Avoid the reproduction of gender stereotypes in the messages.
- Avoid exclusionary forms: e.g., if using pronouns, it is preferable to use both “he” and “she” together, rather than one or the other, to be inclusive, or else use the plural “they” to avoid using gendered pronouns.
- Be aware of cultural, religious and individual specificities of the audience.
- Use concise, clear language in addition to visual and audio communication tools to ensure understanding among audiences with lower levels of literacy and differing capabilities of communication.

1.2.5 ENSURING GENDER-INCLUSIVE GOVERNANCE OF THE PROJECT

An inclusive gender-sensitive participatory urban project also accounts for the involvement of women in the management of the project. A planning project should thus ensure that women are involved in the governance of the project, including its decision-making. They might more readily bring a gendered approach to the project, and also ensure women’s representation and visibility among the workforce and management. For instance, when contracting external expert bodies or companies, including a gender-equitable employment clause in the public procurement requirements may ensure that they assemble a gender-equal team.

The implementation of urban projects requires identifying precisely both the activities to be carried out and the necessary resources, planning for the implementation of the activities, and determining the roles of the different project stakeholders. The design and planning phase and the GAP need to remain flexible in order to adapt to realities of the field and to women’s expressed needs. However, during the implementation phase, the GAP still needs to be thoroughly followed and respected in order for gender-sensitive activities to be implemented.

2.1 IMPLEMENTING THE GENDER-SENSITIVE COMMUNICATION PLAN

To build upon the mobilization and exchange started during the design and planning phase, the gender-sensitive communication plan must be put into action. Implementing the communication plan in an inclusive way, as well as keeping public outreach high throughout the project, allows women and other interested stakeholders to stay informed about the progress of the project and enables them to provide suggestions and feedback throughout the implementation phase. Women will then be able to shape the urban project based on their needs and responsibilities.

Successfully implementing the gender-sensitive communication plan requires:

- Providing a physical or digital space, such as an ‘info point’, to continuously inform women about the project’s progress.
- Organizing community fora or focus groups to follow-up with women mobilized in the project design phase. Such fora allow participants to communicate on the project’s implementation, adjust the project if needed, or set in place temporary urban experimentation practices. Such experimental urban planning practices may be temporary physical interventions in the public space, generally as a prelude to permanent planning.
- Organizing participatory site visits to create social interactions and enable women to reaffirm their right to the city and to the project.
2.2 IMPLEMENTING THE GENDER ACTION PLAN

The Gender Action Plan is the framework within the project that will reference gender-sensitive activities. However, it is crucial to think of it as an evolutive framework of the project. A GAP can, for example, be adjusted if new stakeholders integrate the urban project’s implementation or according to the indicators provided by activities. It is the document that will direct and steer gender-mainstreaming activities and help project decision-makers adjust their actions. The GAP is a strategic tool which covers the planning activities for the whole length of the project.

To implement the Gender Action Plan, it is necessary to:

- Use the Gender Action Plan elaborated during the design phase as a leading tool to track the implementation of activities.
- Carry out gender-sensitive procurement: ensure that partner companies and suppliers are sensitive and respectful of gender equality issue.
- Provide capacity building for beneficiaries and staff on gender-mainstreaming in urban projects: increased knowledge for the implementing team facilitates smooth implementation.
- Ensure gender-responsive workforce management: guarantee that the project's team is as gender fair as possible. It is up to management to ensure that gender equality is respected.
- Implement project monitoring using SMART and gender-sensitive indicators and targets. Sex-disaggregated data should be collected in order to keep track of activities and results.

For the best implementation of the GAP, identifying a gender focal point among the project’s implementing staff is necessary. The role of the gender focal point within the project’s implementation is to:

- Monitor gender-mainstreaming components through the GAP.
- Monitor data collection stages and the quality of selected indicators.
- Bring relevant stakeholders together to discuss the progress of the project and potential scaling-up opportunities.
- Keep track of women’s recommendations.

The project closure includes the project evaluation, which draws a general picture of the project’s successes, difficulties, and lessons learned, as well as its outcomes in terms of the empowerment and development of women. It also encompasses the communication of the project results and the dissemination methods used. Finally, it includes ensuring the implementation of maintenance operations and long-term management activities to facilitate the sustainability of the projects implemented.

3.1 EVALUATING THE PROJECT AND THE IMPLEMENTATION OF THE GENDER ACTION PLAN

- Analyse the collected data from the project’s implementation. The data should be analysed based on gender-sensitive and SMART indicators and targets identified and included in the GAP. It is important to compile data on the gender-responsive budget (1.2.1) to keep track of material and time resources spent for gender-sensitive activities. This way, an initial quantitative picture of the project’s success and impact on gender equality can be drawn.
- Evaluate the project and identify lessons learned. Objectives set during project design are assessed in relation to quantitative and qualitative inputs from evaluation to identify whether the objectives were completed. The evaluation must focus on the project’s outputs and outcomes on gender inequalities. Those inputs can be collected through interviews and/or by gathering stakeholders or women beneficiaries for a workshop. The evaluation, along with identified lessons learned and issues encountered, should be logged and collected throughout the whole project implementation process. In the closure phase, this material should be incorporated into the evaluation.
3.2 COMMUNICATING THE RESULTS OF THE PROJECT

The communication of the results is important for both project beneficiaries and stakeholders. This can be an empowerment tool in that it promotes the work carried out in terms of gender inclusion and women's part in it. Steps in communicating the project results are as follows:

- Define objectives for the communication of the results. The project results can be targeted at its beneficiaries and/or at institutional stakeholders:
  - Communication towards beneficiaries implies using the same channels used during the project (social media, local and national media, town hall communications channels, community centres and school communications channels, etc.).
  - Communication towards institutional stakeholders and/or city network means exploring other channels of communication, such as workshops or panel discussions within networks of local authorities in order to improve learning and share information and experiences. This may also enable participants to learn from each other and build capacities based upon what has been shared.

- Define content to be communicated. Project evaluation creates content to be used for communications. Depending on the communications objectives, the following information can be communicated:
  - New gender dynamics produced by the project's implementation.
  - The project's influence on gender inequality.
  - Carefully curated stories of women's experiences, which can create an authentic emotional connection to the audience.
  - Data visualization to effectively influence policies and public behaviours.

- Identify which communication channels to use. To reach out to project's beneficiaries, the chosen communication tools should be similar to those used during the design and implementation phases.

3.3 MANAGING POST-IMPLEMENTATION ACTIVITIES

Managing post-implementation activities includes ensuring the sustainability of the project and the future management of the achievements. Gender-sensitive maintenance activities need to be planned and budgeted for in order to ensure the project's long-term inclusive impact. Considering the long-term needs of women with respect to the project and fostering women's participation in maintenance activities should be guaranteed. Further, the evaluation identifies the results of the project. Among these, lessons learned (involving successes and failures) need to be disseminated to other projects in order to fuel future project designs. Possible next steps to ensure the sustainability of the projects' achievements include the following:

- Transmitting the ownership of the project to, e.g., the local authorities, civil-society organisations, and citizen groups.
- Identifying additional sources of funding for prolonging the project or for new projects pursuing similar objectives.
- Adopting a gendered angle in these steps to ensure long-term inclusive urban planning.

1.1 Conducting a participatory gender analysis

- What kind of data is required?
- What resources and timeline are required for data collection and analysis?
- Is there in-house capacity for gender analysis?
- Is it possible to create one or several participatory data collection tools?
- Has every way to mobilize activity participants been considered?
- Has the process been built in an inclusive way, in its communication with stakeholders?
- Is it possible to mobilize a diverse range of women for participatory activities?
- Is there a sufficient range of data to understand the main gendered dynamics in the project's scope?

Task owners
- Project manager
- Data analysts / research specialists
- Moderators / mediators for participatory data collection

Involved actors
- Women-led organizations
- Local government officials
- Community leaders / representatives
- Research institutions

Necessary resources
- Staff with an understanding of gender issues in relation to urban projects.
- Time and mobilization resources for implementing participatory or sociological data collection tools.
- Low-cost material resources for participatory and sociological data collection tools.

Timeline
- Phase 1 2 to 3 months or even much more, depending on speed of activities: Implementation of participatory gender analysis depends on mobilization resources and on the number of implemented tools. Implementing 2 to 3 participatory tools and mobilization can take a long time.
1 PROJECT DESIGN AND PLANNING

1.2 GENDER-SENSITIVE DESIGN

1.2.1 Designing the Gender Action Plan (GAP) of the project

- What are the gender-sensitive objectives to achieve?
- Will the gender-sensitive objectives contribute to improving gender equality and women’s empowerment?
- Are the potential benefits and possible negative impacts of the project intervention identified for women and men?
- Do activities reflect gender roles and differences in access and control over resources?
- Are there activities aimed at creating gender change in urban settings?
- Are women’s needs in urban settings taken into account in the activities?
- Are sufficient financial resources committed to gender mainstreaming?
- Have the project proposal, reports, and documents been checked to ensure that no sexist language has been used?
- Is the language also gender-sensitive and inclusive?

Task owners: Project manager, Data analysts

Involved actors: Local government officials, Community leaders / representatives

Staff with an understanding of gender issues in relation to urban projects.

Phase 1 – mid-phase

1 month, minimum: Gender participatory analysis and the creation of an agreement among stakeholders might take some time.

1.2.2 Setting up a monitoring plan

- Will the project yield sex-disaggregated results and achievements?
- Is the baseline gender-sensitive?
- Are sex-disaggregated beneficiary data and relevant measures of gender equality integrated into the project baselines?
- Have gender-related indicators been developed for outputs and outcomes?
- What are the anticipated risks for gender-equitable results?
- Will the project have any adverse impact on women, men, boys or girls? If so, what mitigation measures will be implemented?

Task owners: Project manager, Monitoring and evaluation specialist

Involved actors: Local government officials, Community leaders / representatives

Staff with an understanding of gender issues in relation to urban projects.

Phase 1 – closure

2 to 4 weeks: Allow ample time to set up a monitoring plan with SMART indicators and targets. It is crucial to the sustainability of a gender-inclusive urban project, as it will help evaluate its impact and create useful data for the next data set.

1.2.3 Developing a gender-sensitive budget of the project

- Are financial resources equally allocated between men and women?
- What are the potential adverse effects of the budget’s gendered allocation on gender equality?
- Which of the project’s resources can be used in order to improve gender equality?

Task owners: Project manager, Finance officer, Grant manager

Involved actors: Local government officials, Community leaders / representatives, Women-led organizations

1.2.4 Setting up a gender-sensitive project communication plan

- Were the women involved in the gender participatory assessment interested in knowing more about the project’s development?
- Is it beneficial for the project to maintain women’s engagement during project implementation?
- Which channels are better adapted to the audience (physical or digital space)?
- Which frequency shall be used to communicate to women?

Task owners: Project manager, Communications officer

Involved actors: Local government officials, Community leaders / representatives, Women-led organizations, Local media

1.2.5 Ensuring gender-inclusive governance of the project

- Will both women and men be involved in similar capacities during planning, implementation, and monitoring?
- Will inputs from female staff be taken into account within the project’s management decision-making?
- What actions, if any, should be taken to encourage more women to take part in the project’s team?

Task owners: Project manager / project team, Monitoring and evaluation specialist, Auditors

Involved actors: Local government officials, Community leaders / representatives
# Checklist for Mainstreaming Gender in Urban Projects based on a Participatory Approach

## 2 PROJECT IMPLEMENTATION

<table>
<thead>
<tr>
<th>Activities</th>
<th>Leading questions</th>
<th>Responsible actors &amp; involved/addressed stakeholders</th>
<th>Necessary resources</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Implementing the gender-sensitive communication plan</td>
<td>• Does the project include planned social activities likely to attract women?</td>
<td>Task owners</td>
<td>Material and financial resources of a project info point or other infrastructures are considered.</td>
<td>Phase 2</td>
</tr>
<tr>
<td></td>
<td>• Are there opportunities to create a project info point?</td>
<td>Involved actors</td>
<td>Necessary financial or human resources staff (depending whether it is in-house staff or from a contracted expert body) to implement social activities and maintain women engaged (communication, translation, mobilization etc.).</td>
<td>1 month to 1 year or more, depending on project's scale.</td>
</tr>
<tr>
<td></td>
<td>• Can regular focus groups or other communities be organized in order to assess beneficiaries' feedback?</td>
<td>Task owners</td>
<td>Operating a project house, maintaining women's engagement in the project, and getting their feedback is rather a long-term process and is an effort that is maintained throughout the project.</td>
<td>Phase 3</td>
</tr>
<tr>
<td></td>
<td>• Are there some participatory site visits to be implemented?</td>
<td>Involved actors</td>
<td>Are the women who were mobilized in the project informed about the results?</td>
<td>1 month to 1 year or more during activities' implementation, depending on project's scale.</td>
</tr>
</tbody>
</table>

## 3 PROJECT CLOSURE

<table>
<thead>
<tr>
<th>Activities</th>
<th>Leading questions</th>
<th>Responsible actors &amp; involved/addressed stakeholders</th>
<th>Necessary resources</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Evaluating the project and the implementation of the Gender Action Plan</td>
<td>• Are sufficient gender disaggregated data available for evaluation?</td>
<td>Task owners</td>
<td>Staff with monitoring and evaluation skills, e.g., gender focal point or gender expert, together with monitoring and evaluation experts.</td>
<td>Phase 3</td>
</tr>
<tr>
<td></td>
<td>• Is evaluation designed to consider the project's impact on gender inequalities in an urban setting?</td>
<td>Involved actors</td>
<td>Operating a project house, maintaining women's engagement in the project, and getting their feedback is rather a long-term process and is an effort that is maintained throughout the project.</td>
<td>From 2 weeks to 3 months</td>
</tr>
<tr>
<td></td>
<td>• Are the participatory gender analysis and all design processes sufficiently taken into account in the evaluation?</td>
<td>Task owners</td>
<td>Are the women who were mobilized in the project informed about the results?</td>
<td>Phase 3 – closure</td>
</tr>
<tr>
<td></td>
<td>• Are all perspectives of gender sensitivity in an urban setting taken into account in the evaluation (project governance, gender sensitivity in the implementation of the activities, mobilization of women, etc.)?</td>
<td>Involved actors</td>
<td>Is it more suitable to use project figures or testimonies in communications tools?</td>
<td>From 2 weeks to 3 months</td>
</tr>
</tbody>
</table>

## Checklist for Mainstreaming Gender in Urban Projects based on a Participatory Approach

- **2.1 Implementing the Gender Action Plan**
  - Is gender perspective maintained during the implementation of the activities?
  - Has a gender referee been appointed?

- **2.2 Implementing the Gender Action Plan**
  - Is gender perspective maintained during the implementation of the activities?
  - Has a gender referee been appointed?

- **3.1 Evaluating the project and the implementation of the Gender Action Plan**
  - Are sufficient gender disaggregated data available for evaluation?
  - Is evaluation designed to consider the project's impact on gender inequalities in an urban setting?
  - Are the participatory gender analysis and all design processes sufficiently taken into account in the evaluation?
  - Are all perspectives of gender sensitivity in an urban setting taken into account in the evaluation (project governance, gender sensitivity in the implementation of the activities, mobilization of women, etc.)?
## ANNEX 1.
Participatory and sociological data collection tools

### PARTICIPATORY GENDER ANALYSIS

#### PARTICIPATORY DATA COLLECTION TOOLS

<table>
<thead>
<tr>
<th>Activities and results</th>
<th>Steps</th>
<th>Necessary resources</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exploratory walks</strong></td>
<td>1. Identify what zone is to be studied depending on the project’s scope. 2. Conduct 2-3 field visits of the project area. 3. Gather information about the community in order to define a walk path mixing general positively perceived areas (appropriated and appreciated by women) and negatively perceived areas (not appreciated by women). 4. Choose or designate a moderator and walk leaders. 5. Mobilize women for the walk. 6. On the day of the walk: organize women in discussion groups of 5 or less. 7. At each stop, they will jointly discuss a series of questions about the place. 8. The atmosphere of the group will be positive to foster debate and for each woman to express opinions. 9. The moderator will be in charge of asking questions, making sure every woman participates and recording answers if writing is not an option.</td>
<td>Preparation work  • Time and contact with the targeted communities are necessary in order to mobilize women.  • Preparation requires a certain understanding of the neighbourhood, which might necessitate 2 to 3 field visits.</td>
<td>1 to 3 weeks of preparation</td>
</tr>
<tr>
<td><strong>Focus group discussions</strong></td>
<td>1. Identify what zone is to be studied depending on the project’s scope. 2. Gather information about the community in order to already identify positive areas (appropriated and appreciated by women) and negative areas (not appreciated by women) in the neighbourhood. 3. Create a set of questions to be answered. 4. Mobilize women for the workshop. 5. On the day of the workshop: organize women in discussion groups of 5 or less. 6. They will be discussing the questions asked about the neighbourhood by the moderator. 7. The atmosphere of the group talk will be positive to foster debate and for each woman to express opinions. 8. The moderator is in charge of asking the questions, making sure all women participate and recording answers if writing is not an option.</td>
<td>Preparation work  • Time and contact with the targeted communities are necessary in order to mobilize women from the community.  • Apart from this some preparatory work is necessary.  • Moderators animate discussions during the workshop (about 1 person for 5 participants).</td>
<td>1 to 3 weeks of preparation</td>
</tr>
</tbody>
</table>

#### Material needed
- Questionnaire and writing material, or recording devices (if writing is not an option).
### Participatory Co-design Workshops

1. Compile information about the neighbourhood and its challenges, and analyse them.
2. Create a set of urbanistic or social activity recommendations to answer the identified challenges.
3. Mobilize women and experts for the workshop.
4. On the day of the workshop: one moderator per brainstorming workshop (1 person for 5 people). Recording devices or writing material to keep notes.

#### Preparation Work
- Time and contact with the targeted communities are necessary in order to mobilize women from the community and interview experts.
- Some preparation work is necessary, specifically in compiling data and providing elements to discuss for recommendations. It might be necessary to appoint moderators to facilitate the discussions during the brainstorming part of the workshop (about 1 person for 5 participants).
- One of the moderator’s missions is to make sure women from the community feel legitimate in talking.

#### Material Needed
- Writing material or recording devices, and pictures to illustrate urban recommendations.

### Sociological Observation Work

- Sociological observation can help provide more details on how men and women use public space. It is less likely to be included in the design of an urban project but could be useful.

#### Preparation
- Delimitation of a portion of public space and identification of the area where the experts will settle to observe.
- Definition of what will be observed: who do they want to observe, what activities? Observation can take place during specific moments (market grocery shopping, for example).
- Elaboration of an observation framework. It does not have to be densely elaborated; one can have only a few ranges of observation topics noted. This kind of observation can help better understand the specific needs and experiences of women.

#### Material Needed
- Observation grid.
- Writing material.
- Person to record observations.

### Activities and Results

#### Counting Men and Women in the Public Space

- Counting men and women in specific public spaces in order to know how this space is used by men and women.

#### Preparation
- Delimitation of a portion of public space.
- Identification of the area where the experts will settle to observe.

#### Elaboration of a Counting Grid

- Is the person a woman/man? What is his/her age?
- Observation time frames including different uses of the space: weekends, week day, peak hours, morning, night, market times...

#### Recording Observations

- During the defined time span, experts fill this grid. From that grid, they establish statistics that can highlight gender differences in the uses of that specific space.
- Ideally, counting will be made before the urban project implementation and after, in order to track the differences in the space’s uses and to assess progress.

#### Material Needed
- Counting grid.
- Writing material.
- Excel will help transform results into statistics.
Checklist for Mainstreaming Gender in Urban Projects based on a Participatory Approach

UN House,
Boulevard du Regent 37
1000 Brussels, Belgium

www.citiesalliance.org
@CitiesAlliance
gender@citiesalliance.org