UN-HABITAT

United Nations Human Settlements Programme

2007 Gender and Rights-Responsive Sustainable Cities in Asia and the Pacific

Theme:

Mainstreaming Gender and Human Rights in Post-Disaster, Post-Conflict Reconstruction and Disaster Preparedness

About this Guide

This guide provides detailed information on how to submit Innovative and Excellent Practices on Gender and Rights-Responsive Sustainable Cities with a focus on Mainstreaming Gender and Human Rights in Post -Disaster, Post-Conflict Reconstruction and Disaster Preparedness. Specifically, the users will find information on the following:

1. Introduction
2. The Award for Gender and Rights-Responsive Sustainable Cities in Asia and the Pacific
3. Criteria for Innovation and Excellence in Mainstreaming Gender and Human Rights in Post-Disaster, Post-Conflict Reconstruction and Disaster Preparedness
4. Submission Process
5. Selection Process
6. Time-Table for the Year 2007 Award
7. Reporting Format used to document a Innovative and Excellent Practice (Annexe 1)
8. Evaluation Format (Annex 2)

Please copy, forward by email and distribute these guidelines as necessary. Downloadable formats are available from http://www.fukuoka.unhabitat.org/.

Complete information on the award, including submission guide, is available at http://www.fukuoka.unhabitat.org/

Introduction

In 2004, the UN-Habitat Regional Office for Asia and the Pacific launched its first award process for Women-Friendly Cities, which awarded local governments for excellence in women-friendly policies and programs. Building on the gains of the 2004 award and in recognition of substantive efforts being made throughout Asia and the Pacific at this time, this comprehensive program for 2007 will recognize excellence and innovation in community-based initiatives sustained by city authorities, civil society organizations and individual leaders.

The 2007 program has been intentionally broadened from the 2004 view on 'women' to take a look at the whole scope of 'gender', in an effort to look at the way that any programs, initiatives or policies impact different people differently. The scope of 'gender' does still include those programs and policies which make sustained and substantive efforts in promoting the rights, involvement and empowerment of women specifically. However, the newly expanded scope allows room for programmes and initiatives which have, for example, integrated the use of gender disaggregated statistics, or other such approaches which acknowledge the importance of noting gender based distinctions and perspectives in planning and developing sustainable communities in Asia and the Pacific.

Additionally, the 2007 award will invite applications not only from cities/municipalities, but also from civil society and individual leaders. This is in recognition of the importance of engaging various levels of social structure in this multi-stakeholder process of building sustainable cities.

This award process for the 2007 Gender and Rights-Responsive Sustainable Cities is anchored on the following international policy mandates on gender and human rights:

- The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), approved by the UN General Assembly in 1979 and enforced internationally since September 03, 1981, serves as a global human rights treaty that should be incorporated into national law as an apex standard for human rights. Its mandates 185 states parties to set in place the mechanism and measures to fully recognize women's human rights, to eliminate gender discrimination and to promote the maximum participation of women on equal terms with men in all fields. It also requires states parties to give special attention to the health needs and rights of women belonging to vulnerable and disadvantaged groups, such as refugee and internally displaced women (General Recommendation 24).

- The Beijing Platform for Action of 1995 (A/52/231) is a consensus document that has a provision on addressing the situation of women in armed conflict and the important role they can play in the peace process.

- Security Council Resolution 1325 (Women, Peace, Security, 2000) expands on CEDAW provisions on peace and conflict situation, and mandates all member states to engage women in all aspects of peace building and to incorporate gender perspectives into peace keeping operations.

The Beijing Platform for Action launched a gender mainstreaming strategy which was defined as making both women's and men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programs in all political, economic, societal spheres so that men and women benefit equally and inequality is not perpetuated. The ultimate goal is to achieve gender equality (UN-ECOSOC, 1997). It is further described as a strategy to advance women's rights by infusing gender analysis, gender-sensitive research, women's perspectives and gender equality goals into mainstream policies, project and institutions (AWID, 2004). Such strategy addresses gender inequality at a structural level and achieves fundamental transformation by eliminating gender biases and power imbalances between men and women (Joanne Sandler of UNIFEM in AWID, 2004).

The Award Objectives and Categories

2004 was the dawn of a new movement at the intersection of human settlements and gender in the Asia-Pacific region, as the UN-HABITAT Regional Office for Asia and the Pacific launched its first award process for Women Friendly Cities upon recommendations made by the Expert Group Meeting on Gender and Women's Issues in Human Settlements held in Nairobi, Kenya in February 2003. The recommendation was a call for replication of the best practice, initiated by the UN-HABITAT office for Latin America and the Caribbean who, in partnership with regional and local partners, had successfully completed several awards processes at that time. Through their success, the value of the regional awards on gender and human settlements was demonstrated.

The award process is a learning experience and a form of benchmarking by encouraging cities, civil society organizations and individuals to become involved in post-disaster, post-conflict reconstruction and disaster preparedness, to enhance documentation and internal recognition of efforts. Further, the award competition is an advocacy strategy that promotes the awareness and application of gender and human rights principles in urban governance. It acts as an incentive for other cities and organizations to mainstream gender and human rights in their policies and programmes, while empirically demonstrating the tangible benefits of gender mainstreaming. It additionally promotes strategic links between women's organizations, civil society organizations, local governments, and individual leaders; and contributes to the establishment of a unique documentation of participating cities.

For this year, the award will recognize innovation and excellence in gender- and rights-responsive community development with focus on the theme `Mainstreaming Gender and Human Rights in Post-Disaster, Post-Conflict Reconstruction and Disaster Preparedness". A total of 6 awardees will be chosen - a set of three winners on `innovation' and another set on `excellence' at three levels- the individual, city and civil society organization.

Innovation means relatively new ways of thinking and acting to address an old or existing problem. Included therein are those implementations that do not express a fully original idea; hence, innovation can also include adaptation of methods that worked well in another context and then are modified to apply to the present context. Overall, innovation translates into creative ways and dynamic mix of solutions to persisting or emerging problems and generates positive impact by involving women in transforming their own lives as well as societal structures. Achievers of innovation will be recognized through the following award categories:

1. Individual Award for Innovation in Mainstreaming Women's Human Rights in Post-Disaster, Post-Conflict Reconstruction and Disaster Preparedness
2. Civil Society Award for Innovation in Mainstreaming Women's Human Rights in Post-Disaster, Post-Conflict Reconstruction and Disaster Preparedness
3. City Award for Innovation in Mainstreaming Women's Human Rights in Post-Disaster, Post-Conflict Reconstruction and Disaster Preparedness

Excellence means outstanding quality and successful initiatives that have proven progressive results and these are sustained and enhanced with time. Excellence involves a systemic and holistic transformation that may have started with a single initiative in one unit but has gradually permeated and transformed most areas of the organization or community. Excellence in gender and rights-based sustainable cities may involve either or a combination of achievements in gender-responsive policy, plans, programs, budgets, partnerships, and results on women's lives and gender relations and structures in the community. Achievers of excellence will be recognized through the following award categories:

4. Individual Award for Excellence in Mainstreaming Women's Human Rights in Post-Disaster, Post-Conflict Reconstruction and Disaster Preparedness
5. Civil Society Award for Excellence in Mainstreaming Women's Human Rights in Post-Disaster, Post-Conflict Reconstruction and Disaster Preparedness
6. City Award for Excellence in Mainstreaming Women's Human Rights in Post-Disaster, Post-Conflict Reconstruction and Disaster Preparedness

The Individual Award will recognize individual leaders who were either drivers of change, champions and advocates who effectively influenced others to adapt or evolve innovative strategies and sustain successful initiatives that eventually led to enhancing women's participation and promoting gender-responsiveness in planning, implementing and managing results for post-conflict or post-disaster reconstruction, or disaster preparedness projects, programmes or policies at the community level.

The Civil Society Award will recognize a non-government organization or people's organization that innovates and excels in its policies, programs, plans, implementation process, members' practices and organizational results. These initiatives bring about the empowered participation of women as claim holders and co-duty bearers and their advocacy for gender-equality goals in projects and programs for community development, in the post-conflict, post-disaster or disaster preparedness context.

The City Award will recognize a city government that innovates and excels in fulfilling its state obligations to women's human rights by enacting policies, designing plans, implementing programs and delivers of services and monitoring results based on a substantial understanding of gender issues and application of women's rights and gender-equality principles in the post-conflict, post-disaster or disaster preparedness context. An outstanding city empowers women and facilitates their participation in governance as claim holders and as co-duty bearers towards the creation of sustainable cities and good local governance.

Conceptual Map of Awards Categories, Criteria, Submission Requirements, Evaluation Tool

Award Category	Criteria	Data Requirements	Evaluation Process / Tool[1]
1. Individual award for Innovation	1. Lead initiative in recognizing gender and human rights issues in post-disaster, post -conflict reconstruction and disaster preparedness and introducing strategies that involve and benefit women in responding to these 2. Ability to empower and mobilize numbers of men and women to participate and support the change process 3. Initial results in terms of change in awareness and capacities of women and institutions, change in policy and change in practices towards women and gender issues	1. Completed questionnaire for nomination/ application form 2. Curriculum Vitae of the individual nominee 3. List and short profile (date, what was organized, by whom, including objectives and key activities / services) of organization / s where the nominee plays a key role 4. Summary accomplishment report of at least two organizations or projects that the nominee has / had a lead role 5. List of three referees (who are knowledgeable about the nominee), their email addresses and contact phone numbers	First Screening 1. Desk review of documents submitted 2. Rating sheet based on the documents reviewed 3. Short-list to at least three top nominees Final Screening 4. Email request to referees and/or the UN Country Office for collateral information about the short listed nominees 5. Final rating sheet based on the documents reviewed and feedback from referees
2. Civil Society Award for Innovation	1. Creativity in raising community / public awareness on gender equality gaps and human rights issues, and of international gender and human rights standards 2. Number and quality of participation of men and women generated in the civil society organizations, in projects and community structures in active claim-making of women's human rights	1. Completed questionnaire for nomination / application form 2. Institutional Framework - vision, mission, goals, leaders, members, programs and services, list of project implemented, fund sources, networks affiliated with, audited financial report 3. Project Case Study of most relevant project activity(ies) completed or being implemented - objectives, target partners, outputs/ annual accomplishment report , budget 4. Profile of partners benefited preferably with comments	First Screening 1. Desk review of documents submitted 2. Rating sheet based on the documents reviewed Final Screening 3. Email request to referees and/or the UN

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[1] Dependant on the number of applications received, one of two screening processes will be assumed: if there will be a manageable number of nominees (approximately not more than ten per category) one set of screeners may do both first and second screening. If there will be more than ten nominees per category, two sets of screeners, one for each of the two stages may ease the work load and lend more objectivity to the process. The first screening may be done by a team of six (6) gender and peace/ post conflict / disaster preparedness specialists working as two teams - three on innovation and three on excellence. They may come from the UN agency partners in the region who should declare their involvement in any of the projects if any, and desist from rating that particular project. They will review and rate the electronic copies of the documents by email.

The second screening may be done by prominent personalities including those from UN Habitat, from other UN agencies, and from the women's movement who may review the short-list of nominees and give submit their initial rating by email. Should there be wide discrepancy in their choices and issues arise in their choices, an e-discussion or teleconference may be arranged.

	3. Effective influence in local and/or national policy to ensure duty bearers' commitment and support to the implementation of state obligations women's rights commitments 4. Active monitoring and feedback regarding compliance of government policies, programs and services to women's and human rights standards	from those served by the organization 5. List of three referees with email addresses and contact numbers	Country Office for collateral information and feedback about the nominees. 4. Final rating sheet based on the documents reviewed and feedback from referees
3. City Award for Innovation	1. Clear analysis of gender and human rights issues using baseline and monitoring data by sector and sex; 2. Policy statements indicate recognition of gender and human rights issues, of human rights obligations and gender and rights-responsive goals. 3. Plans, programs, services and implementation mechanisms and systems are consistent with gender- and rights responsive standards and goals	1. Completed questionnaire for nomination / application 2. Socioeconomic profiles (sex-segregated statistics, poverty analysis, gender analysis) 3. City development plan esp. on peace and conflict, disaster preparedness and urban development 4. City development annual accomplishment report 5. Organizational chart – indicating women's participation in specific units/ departments. 6. Project case study on either or the following: gender and peace, gender and post-conflict , gender and disaster preparedness	First Screening 1. Desk review of documents submitted 2. Rating sheet based on the documents reviewed Final Screening 1. Email request to referees and/or the UN Country Team for collateral information and feedback about the nominees. 2. Final rating sheet based on the documents reviewed and feedback from referees
4. Individual Award for Excellence	1. Lead advocacy in generating awareness among civil society organization and LGUs in d support for gender and human rights issues in post-disaster, post -conflict reconstruction and disaster preparedness 2. Influence in CSO and LGU policy to adopt gender- and rights responsive policies and programs 3. Developed participatory leadership and implementation structures within organizations 4. Impact in capacity development of CSOs and LGUs to work in partnership on gender and human rights	1. Filled out questionnaire for nomination/ application form 2. Curriculum Vitae of the individual 3. List and profile of organizations where the nominee plays a key role 4. Summary accomplishment report of organizations or projects that the nominee has / had a lead role 5. List of three referees with email addresses and contact numbers	First Screening 1. Desk review of documents submitted 2. Rating sheet based on the documents reviewed Final Screening 1. Email request to referees and/or to the UN Country Team for collateral information and feedback about the nominees. 2. Final rating sheet based on the documents reviewed and feedback from referees
5. Civil Society Award for Excellence	1. Creativity in raising community / public awareness on gender equality gaps and human rights issues, and of international gender and	1. Filled out questionnaire for nomination / application 2. Institutional Framework - vision, mission, goals, leaders,	First Screening 1. Desk review of documents submitted

	human rights standards

2. Number and quality of participation of men and women generated in the civil society organizations, in projects and community structures in active claim-making of women's human rights

3. Effective influence in local and/or national policy to ensure duty bearers' commitment and support to the implementation of state obligations women's rights commitments

4. Active monitoring and feedback regarding compliance of government policies, programs and services to women's and human rights standards | members, programs and services, list of project implemented, und sources, networks affiliated with, audited financial report

3. Project Case Study of most relevant project activity(ies) completed or being implemented - objectives, target partners, outputs, annual accomplishment report

4. Profile of partners benefited - case study of beneficiaries and comments of

5. List of three referees with email addresses and contact numbers | 2. Rating sheet based on the documents reviewed

<u>Final Screening</u>

1. Email request to referees and/or the UN Country Team for collateral information and feedback about the nominees

2. Final rating sheet based on the documents reviewed and feedback from referees |
| 7. City Award for Innovation | 1. Clear analysis of gender and human rights issues using baseline and monitoring data by sector and sex;
2. Policy statements indicate recognition of gender and human rights issues, of human rights obligations and gender and rights-responsive goals.
3. Plans, programs, services and implementation mechanisms and systems are consistent with gender- and rights responsive standards and goals
4. Increasing benefits to women in terms of improved numbers and higher levels of women's participation as decision-makers, leaders, managers, affordable and equitable access to programs and services | 1. Completed questionnaire for nomination / application
2. Socioeconomic profiles (statistics, poverty analysis, gender analysis)
3. City development plan esp. on peace and conflict, disaster preparedness and urban development
4. City development annual accomplishment report
5. Organizational chart – indicating women's participation in specific units/ departments.
6. List of programs and services involving women
7. List of three referees with email addresses and contact numbers | <u>First Screening</u>
1. Desk review of documents submitted

2. Rating sheet based on the documents reviewed

<u>Final Screening</u>
3. Email request to referees and the UN Country Team for collateral information and feedback about the nominees

Final rating sheet based on the documents reviewed and feedback from referees |

[Eligibility](#). We are interested in receiving experiences and innovations, small and large, as well as to encourage participation as a form of benchmarking. Accordingly, the award is open to:

a)   Cities, local authorities or their associations
b)   Non-governmental organizations (NGOs)
c)   Community-based organizations (CBOs), including women's organizations
d)   Private sector
e)   Research, training and/or academic institution
f)   Media
g)   Public or private foundation
h)   Individuals who are affiliated with one or more of the groups above

The initiators and /or managers should be able to submit written and/or visual or audio-visual documentation of its process and results (in English or with English translation or English language synopsis)

Awards Criteria

The following basic set of criteria will be applied across all types of awards. There will be variations appropriate to specific to awards categories:

Criteria	% Rating of total score
Positive Impact - Progressive Realization of Women's Human Rights and Transformed Social and Gender Relations Significant changes in awareness and practices among individuals, organizations and communities and change in policy that eliminate gender discrimination and promote women's human rights and achieve gender equality	35 %
Women's empowerment and participation in innovative program implementation mechanisms and processes	30 %
Partnerships for sustainability and up-scaling forged among and between women's organizations and networks, local and national governments and other civil society sectors	20 %
Transparency and Accountability - check and balance mechanisms in the management of results and resources, documentation and reporting of cost-effective process and results	15 %
Total	100 %

TIME-TABLE for the Awards Process

2007

04 September 2007	Formal re-launch and announcement of the awards nomination
04 Sept. - 30 Nov.	Information campaign and submission period; Selection and orientation of volunteer Technical Advisory Committee
30 November	Final Deadline for Applications
01 – 04 December	Short-listing of candidates by Technical Advisory Committee
04 – 14 December	Referees of short-listed contacts will be asked for recommendation
14 Dec.07 – 14Jan.08	Final Screening by International Jury

2008

14 January	Submission of Final Report, List of Winners by the International Jury
11 Jan. - 28 Feb.	Winners notified; preparation for the awards ceremony
01 - 08 March	Formal announcement of winners and awards ceremony

Evaluation Format: Core checklist for evaluating documents of nominees

Dimension and Question	Present or done?			Result
	No (0)	Partly (1)	Yes (2)	
Participation of women in project identification (max. score: 2)				
Each item can have a maximum of 0.67 point: ▪ Has the project consulted and involved women, women's groups or NGOs on the problem or issue that the intervention is to solve and in the development of the solution? ▪ Have women's inputs been considered in the design of the project? ▪ Are both women and men seen as stakeholders, partners or agents of change?				
Collection of sex-disaggregated data and gender-related information prior to project design (max. score: 2)				
Conduct of gender analysis and identification of gender issues (max. score: 2)				
On the project design				
Gender equality goals, outcomes and outputs (max. score: 2; each question can have a maximum of 0.67 point)				
▪ Do project objectives explicitly refer to women and men, as partners or beneficiaries of the project? of civil society programs? Of local government programs?				
▪ Does the project have gender equality outputs or outcomes?				
▪ Does it explicitly identify and analyse what gender and human rights issues are being addressed?				
Matching of strategies with gender issues (max. score: 2)				
▪ Do the strategies match the gender issues and gender equality goals identified? That is, will the activities or interventions reduce gender gaps and inequalities? Eliminate discrimination?				
Gender analysis of the designed project (max. score: 2)				
Gender division of labor (max. score: 0.67; for each question: 0.33)				
▪ Has consideration been made to women's productive, reproductive and community service and management/political roles prior to the program interventions? ▪ Will the project provide opportunities for women to take on non-traditional roles, e.g peace negotiations as well as leadership in organizations?				
Access to and control of resources (max score: 0.67; for each item: 0.33)				
▪ Have appropriate strategies been identified to ensure that both women and men equally participate in and benefit from capacity building and/or service delivery? ▪ Does the project design include measures to mitigate the adverse effects on women's livelihood or access to resources?				
Constraints (max. score: 0.67; for each item: 0.33)				
▪ Has consideration been given to how social, cultural, religious, and economic factors influence gender relations in humanitarian relief and longer-term rehabilitation activities?				

Dimension and Question	Present or done?			Result
	No (0)	Partly (1)	Yes (2)	
▪ Does the project design have measures to address constraints to both women and men's participation?				
Monitoring targets and indicators (max. score: 2)				
▪ Does the project include gender equality and human rights targets and indicators? Examples of gender differences that can be monitored are: -- Recipients of humanitarian and other forms of assistance --Participation in peace negotiations and similar activities -- Membership and leadership in organizations to be created by the project -- Employment generated by the project -- Loss of livelihood as a result of the project				
Sex-disaggregated database (max. score: 2)				
▪ Does the project require sex-disaggregated data to be collected?				
Resources (max. score: 2; each questions below can have a maximum score of 1 point)				
▪ Is the budget allotted by the project sufficient for gender equality/ human rights promotion or integration?				
▪ Does the project have the expertise to integrate GAD and human rights or to promote gender equality and women's empowerment? OR Is the project committing itself to invest project staff time to build capacity to integrate promote gender equality and women's human rights?				
Relationship with the agency's GAD efforts (max. score: 2; each item below can have a maximum score of 1 point)				
▪ Will the project build on or strengthen the civil society and local government's commitment to the empowerment of women?				
▪ Will it build on the initiatives or actions of other organizations in the area*?*				
TOTAL GAD SCORE FOR THE PROJECT DESIGN (Add the score for each of the 10 elements; Maximum score is 20.)				

Interpretation of the GAD Score

0 to 5.0   Gender and human rights are invisible in the project / program implementation. The nominee is de-listed from the competition.

6.0 to 12.0   Project implementation has promising gender-responsive prospects but needs more improvement on GAD in some areas

13.0 to 16.0   Project implementation is gender- and rights-responsive and may be in the considered in the long-list.

17.0 to 20   Project / program implementation is to be commended for being gender and -rights responsive and short-listed for the competition.

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Call for Nomination/ Submission, City Award

Summary and Description of the Best Practice

1. What are the <u>policy mandates, laws or legal framework</u> and <u>substantial actions</u> undertaken that:
   - effectively respond to women's human rights issues, eliminate gender discrimination and promote gender equality in urban governance; and
   - promote women's empowerment and participation in decision-making and management of local governments and its programs and services

2. What percentage of the total <u>local government budget</u> and <u>other institutional resource</u> <u>is utilized</u> for programs and services that support the policies and substantial actions mentioned in no. 1?

3. What are the <u>results and benefits</u> in women's lives, in community and institutional practices from the implementation of no. 1 and 2.

4. Explain the origin of the Best Practice and its key actors.

Narrative of the Best Practice
(Please provide qualitative and quantitative data to describe your programme experience in terms of the following)

1   Situation before the initiative began (300 words)
   1.1   Explain the previous situation in comparison to the current socio-economic and cultural context, particularly about women's situation and gender relations in the community
   1.2   What are the characteristics of the local government politics, including the level and quality of women's participation

2   Formulation of Objectives and Strategies
   2.1   What types of changes are targeted by the program? Who will benefit from the results?
   2.2   What are the set of activities undertaken to achieve the objectives?

3   Implementation Process
   3.1   Who are the lead implementers? How many men and women are in decision-making?
   3.2   What are the major activities conducted and how many men, women and other types of sectors were involved?

4   Results Achieved
   4.1   What changes in awareness, attitudes, behavior, and practices towards women are observed at the individual, organizational, sectoral and community levels?
   4.2   What change/s in policy was made? Who will be benefited?
   4.3   What change in capacity are demonstrated among individuals and organizations?

5   Sustainability and Replication
   5.1   What strategy and institutional mechanism is in place to follow-up this initiative explain the dissemination strategy and its impact;
   5.2   What dissemination strategies were done and what are the results? Give an example other cities or places in which the experience is carried out and the mechanisms is used?

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Call for Nomination/ Submission, City Award

6 Partnerships
    6.1 Are there agreements forged between actors of different sectors? Name the agreements and respective actors. Highlight the key objectives and agenda of the agreement.

    6.2 How did different CSO groups participate in the design and definition on policies and initiatives and/or are direct beneficiaries? What are the mechanisms for CSO participation?

7 Resources
    7.1 What are the sources and amounts of financial resources (total in dollars) and other <u>in kind</u> resource counterparts?
    7.2 How much budget was spent? What in-kind counterpart contributions were provided by partners?

Applications must include electronic files of the following:

1. Completed questionnaire for nomination / application
2. Socioeconomic profiles (sex-segregated statistics, poverty analysis, gender analysis)
3. City development plan esp. on peace and conflict, disaster preparedness and urban development
4. City or project annual accomplishment report
5. Organizational chart – indicating women's participation in specific units/ departments.
6. Project case study on either or the following: gender and peace, gender and post-conflict , gender and disaster preparedness
7. Map to locate the experience submitted
8. Two to 3 photos depicting the problem or issue addressed; women participants in action. Tips: high definition / clear quality for publication, `photo-essay' quality; variation of close up, full-length and field shots

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Call for Nomination / Submission - Civil Society Organization (CSO) Award

Summary and Description of the Best Practice

1. What are the <u>key issues</u> did the civil society organization advocate with regards to gender and urban governance?

2. What key program initiatives did the CSO undertake to:
   - respond to women's human rights issues, eliminate gender discrimination and promote gender equality in urban governance; and
   - promote women's empowerment and participation in decision-making and management of local governments and its programs and services

3. What are the <u>results and benefits</u> in women's lives, in community and institutional practices from the implementation of no. 1 and 2.

4. Explain the origin of the civil society organization and its key actors. Who, when and how was it founded? Why did it embark on this initiative? Who manages the program and how will it be sustained?

Narrative of the Best Practice
(Please provide qualitative and quantitative data to describe your programme experience in terms of the following)

1 Situation before the initiative began (300 words)
   1.1 Explain the previous situation in of the community and/or the population sector that is addressed by the CSO initiative in comparison to the current socio-economic and cultural context. What are the key development and governance issues to be addressed by the CSO initiative? Highlight with sex-disaggregated data and analysis of gender relations in the urban community
   1.2 What are the characteristics of the local government politics, including the level and quality of women's participation, that the CSO work with
   1.3 Explain the objectives, the composition/ membership, and activities of the civil society group.

2 Formulation of Objectives and Strategies
   2.1 What types of changes are targeted by the CSO? Who will benefit from the results?
   2.2 What are the set of activities undertaken to achieve the objectives? Whom will it involve?

3 Implementation Process
   3.1 Who are the lead implementers? How many men and women are in decision-making?
   3.2 What are the major activities conducted and how many men, women and other types of sectors were involved?

4 Results Achieved
   4.1 What changes in awareness, attitudes, behavior, and practices towards women are observed at the individual, organizational, sectoral and community levels?
   4.2 What change/s in policy was made? Who will be benefited?
   4.3 What change in capacity are demonstrated among individuals and organizations?

5 Sustainability and Replication
   5.1 What strategy and institutional mechanism is in place to follow-up this initiative explain the dissemination strategy and its impact;

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Call for Nomination / Submission - Civil Society Organization (CSO) Award

5.2   What dissemination strategies were done and what are the results? Give an example other cities or places in which the experience is carried out and the mechanisms is used?

6   Partnerships
6.1   Are there agreements forged between actors of different sectors e.g. local governments, national government agencies, business sector, academe, mass media, etc. Name the agreements and respective actors. Highlight the key objectives and agenda of the agreement.

6.2   What are the mechanisms for CSO participation?

7   Resources
7.1   What are the sources and amounts of financial resources (total in dollars) and other <u>in kind</u> resource counterparts?
7.2   How much budget was spent? What in-kind counterpart contributions were provided by partners?

Applications must include electronic files of the following:

1. Completed questionnaire for nomination / application form
2. Institutional Framework - vision, mission, goals, leaders, members, programs and services, list of project implemented, fund sources, networks affiliated with, audited financial report
3. Project Case Study of most relevant project activity(ies) completed or being implemented - objectives, target partners, outputs/ annual accomplishment report , budget
4. Profile of partners benefited preferably with comments from those served by the organization
5.   List of three referees with email addresses and contact numbers
6. Map to locate the experience submitted
7. Two to 3 photos   depicting the problem or issue addressed; women participants in action. Tips: high definition / clear quality for publication, `photo-essay' quality; variation of close up, full-length and field shots

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Call for Nomination/Submission, Individual Award

Summary Description of the Outstanding Contribution of Individuals to Gender-Friendly Cities

1. What are specific roles and contributions did the individual nominee play in either a programme and/or an organization, a local community that contributed to:
    *   Initiating and managing an effective response to women's human rights issues, elimination of gender discrimination and promotion gender equality in urban governance; and
    *   Promoting women's empowerment and participation in decision-making and management of local governments and its programs and services

2. What specific women's rights, gender and urban governance issue/s did the individual nominee address? What are the <u>results and benefits</u> in women's lives, in community and institutional practices, and to oneself?

3. What specific strategy and/or activity did the individual nominee introduce, implement and manage? Name or list the programs. How did s/he link gender issues, women's human rights and urban governance?

Narrative on the Outstanding Individual Contribution:

(Please provide qualitative and quantitative data to describe your programme experience in terms of the following)

1   Personal background of the individual nominee (300 words)
    1.1   Personal data: full name, age, sex, nationality, education and training background / disciplinal training, key job positions held prior to the project.
    1.2   What job designation/s and role/s did the individual take on the project /programme/ community undertaking? Is it paid / volunteer? Part-time or full-time?
    1.3   What are his/her other involvements outside the program/s highlighted?

2   Project / Community Involvement
    2.1   When did he/she start involvement in the program? In what capacity?
    2.2   What innovation and/or combination of initiatives did she introduce, manage and sustain? Why? Whom did she work with? How did she mobilize people? Other resources?
    2.3   What results did he/she catalyze? What changes in awareness? Attitude? Policy and/or practices were transformed? Who were benefited?
    2.4   How will the project/ community sustain the program without him/her? How many are trained and are competent to take on his/her job?
    2.5   Has he/she received commendation from the community and other partners? What are these? When and Why?

Applications / Nominations should submit the following:

1. Completed questionnaire for nomination/ application form
2. Curriculum Vitae of the individual nominee
3. List and short profile of organization / s (date and who organized, objectives and key activities / services) where the nominee plays a key role
4. Summary accomplishment report of at least two organizations or projects that the nominee has / had a lead role
5. List of three referees (who are knowledgeable about the nominees), their email addresses and contact numbers