TOOLKIT

AGENTS FOR CITIZEN-DRIVEN TRANSFORMATION (ACT)

GENDER AND SOCIAL INCLUSION (G&SI)

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ACKNOWLEDGEMENTS

PURPOSE

This Gender and Social Inclusion (G&SI) Toolkit has been developed in three Parts to support CSOs to adopt G&SI routinely, through applying the G&SI Lens (Part I) to adopt a G&SI Mainstreaming approach (Part II), and by using the G&SI Analysis (Part III) to disaggregate and document G&SI. It is relevant to the context of CBOs, CSOs and CS Networks across Nigeria. This is not a training manual or handbook, but endeavours to provide direction to those CSOs who have some knowledge of planning particpatory change with their constituent communities. The term 'Gender and Social Inclusion', is one that includes all people - it is not possible to list all excluded groups in society, often based on beliefs and tradition, this differs across and within States. Depending on the sectoral and contextual environment in which each CSO is operating, it is anticipated that the CSOs will identify those groups which are excluded from within their sector's development activities, these could include, but are not limited to: women, girls, people with disabilities, youth, older people, ethnic minorities, indigenous groups, refugees and displaced people, religious groups, migrants, street children, etc.

Within these groups, gender identity is often not recognised, and women's exclusion from decision-making and policy development is recurrent. CSOs have the potential to engage in platforms that amplify the voice of women and marginalised groups – and can use their legitimacy by ensuring accountability to their constituents and creating channels for diverse groups to build power. The EU's Gender Action Plan 2020-25 calls for a Gender Equal World, and states that *"Gender[1] equality is a core value… and a universally recognised human right, as well as an imperative to well-being, economic growth, prosperity, good governance, peace and security."* Thus, as a rights-focused programme, it is important that ACT supports CSO partners to commit to Gender and Social Inclusion, in line with this statement.

Definitions (for the purpose of this How To Guide)

Gender refers to the social attributes associated with being male and female and the relationships between both sexes. These attributes, opportunities and relationships are socially constructed and are learned through socialization processes.

Sex refers to the biological aspect of an individual as determined by their anatomy, generally male or female, something that is assigned at birth.

Social Inclusion when all individuals, regardless of sex, gender, disability, age, ethnicity, religion, sexual orientation, HIV status, refugee status, etc, are able to participate equally in the economic, social, political and cultural life of their society.

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[1] Gender' means the socially constructed roles, behaviour, activities and attributes that a given society considers appropriate for women and men.

PART I
The G&SI Lens

In Part I we will look at the G&SI Lens. This looks at how different genders are socially conditioned to occupy different roles, facing different expectations and challenges. The G&SI Lens looks at broader biases - gender + other traditionally excluded groups, like People with Disabilities (PWDs), older people, youth, refugees, indigenous groups, etc. Biases can differ between States, are often subtle or invisible, and are often not intentional. In order to be fair and to influence sustainable change, we believe that CSOs should be prepared to recognise these differences across society positively by removing barriers and encouraging inclusion. Applying a 'G&SI Lens' to internal processes, programmes and projects, and external relations helps us all to think about our own, often unconscious, bias to create a culture of inclusion and to build a strong CSO team.

Equity and Equality

If you wear glasses, then you know how difficult it is to see detail clearly without them. The road signs, words in a book, e-mails on a computer screen, WhatsApp messages – all the information is there, but without your glasses the detail is confused.

If your vision is good and you don't wear glasses - then think how difficult it is to see clearly underwater without goggles.

Looking at the world without a G&SI Lens can be a bit like swimming without goggles, or reading without glasses.

From this illustration we can see that treating all people equally, does not necessarily result in equal outcomes. All people are different, and they need their diverse needs to be met before they can be treated equally (from wearing glasses - to a step, an access ramp, a wheelchair, a hearing aid, Sign language, local language, large print, information in Braille or in diagrammatic form, etc).

This picture illustrates the concepts of equality on the left and equity, on the right.

Equality Versus Equity

In this first image, it is assumed that everyone will benefit from the same supports. They are being treated equally.	In the second image, individuals are given different supports to make it possible for them to have equal access to the game. They are being treated equitably.	In the third image, all three can see the game without any support or accommodations because the cause of the inequity was addressed. The systemic barrier has been removed

This picture illustrates the concepts of equality, equity and justice.

When it comes to gender, both women and men often have blurry vision - men and women are socially conditioned to see things in a certain way. Women and men are conditioned to occupy different roles; they face different expectations and challenges – the biases are often subtle or invisible.

> " The concept of gender applies to both men and women. It refers to our different socially constructed roles, our behaviours, our activities, the way we relate, share resources, make decisions, plan for the future and participate in our community. It is different from sex, which merely defines us in a biological and physiological way. "
>
> Australian Woman Donors network

In order to be fair and inclusive, ACT and its CSO partners should be prepared to consider the needs of men and women, and men and women with disabilities, differently (as well as other traditionally marginalised people, based on their context) in order to achieve equal outcomes. By mainstreaming G&SI, CSOs must challenge and remove barriers to encourage inclusion in all their activities. We can do this by applying a G&SI Lens to all of our activities.

The 'default' G&SI related assumptions that underlie our thinking are likely to remain invisible to us and our planning and, therefore, mislead us – even without us realising it – unless we can bring them to our attention, question them and look objectively at precisely what lies in front of us.

A rights-based approach to G&SI

Adopting a rights-based approach is the best way for a CSO to ensure that their demands for G&SI are met by the service-providers and policy makers. This approach provides legitimacy to the demands of constituents, as the rights are embedded in the Nigerian Constitution, State, National and International human rights instruments. (See also the ACT CSO Toolkit on the adoption of a Rights-based Approach.)

Selection of Nigeria-specific Human Rights Instruments that legitimise the demands of CSOs to mainstream Gender and Social Inclusion

Legislation and policies relevant to social exclusion broadly

Examples include national development policies, along with national education, health, employment and social protection laws and policies, and legislation to prohibit violence. They also include a range of laws and policies at state level.

Gender equality legislation policies

At State level several pieces of legislation that are potentially favourable to women and girls have been passed but, to date, have had little positive impact due to low awareness, enforcement and implementation. Nigeria's Gender Equality Policy aims to eradicate gender inequality and poverty, and promote women's empowerment. However, at the time of writing, the Gender and Equal Opportunities Bill, first introduced in 2010, has been voted down twice in the National Assembly.

The Nigerian Government ratified the UN Convention on All Forms of Discrimination Against Women (CEDAW) in 1985, signed its Optional Protocol in 2000 and ratified it in 2004. Nigeria has a national Gender Policy that focuses on the empowerment of women and advocates against any form of discrimination on the basis of sex. According to Ngozi Odiaka, there has been improvement in terms of gender equality in education, however, there is still disparity when it comes to the women's participation in the labour force and representation in government.

Disability legislation and policies

The Discrimination against Persons with Disabilities (Prohibition) Act was signed into Nigerian law in January 2019. It represents an important opportunity to advance the rights of PWDs in Nigeria, but concerns remain that the Bill is not accompanied by genuine political will or a framework for its implementation. Four of Nigeria's 36 States have state-level disability laws. However, compliance of these state laws is reported to be low. At the Global Disability Summit in 2018, Nigeria made a number of policy commitments which, if implemented, will increase access to services and opportunities for PWDs.

Legislation relevant to ethnicity and religion

Nigeria's constitution contains general non-discrimination provisions on the grounds of belonging to a particular community, ethnic group, place of origin or religion. However, there do not appear to be national policies or legislation in place which focuses specifically on prejudice and hostility towards some ethnic groups, including from indigenes towards non-indigenes. The Constitution also

2 Jenny Birchall, 2019, Helpdesk Report, DFID K4D

provides for freedom of thought, conscience and religion. Nonetheless, there do not appear to be national policies or legislation in place focusing specifically on discrimination against religious minorities.

Legislation and policies on migration and displacement

Legislative frameworks to domesticate the African Union Convention for the Protection and Assistance of Internally Displaced Persons in Africa (Kampala Convention) are not in place in Nigeria. A national policy on internally displaced persons has been drafted but not yet been adopted. Nigeria has incorporated the International Convention on the Protection of All Migrant Workers and Members of their Families into domestic legislation to a large degree, and in 2014 a National Labour Migration Policy was created, followed by a National Migration Policy in 2015.

Legislation and policies on children and young people

The Child Rights Act (2003) (CRA) was intended to domesticate and implement the principles enshrined in the UN Convention on the Rights of the Child. However, the CRA has not yet been implemented in 12 of Nigeria's 36 States. The National Employment Policy (2017) has specific objectives around employment creation for Nigerian Youth.

Legislation impacting on sexual minorities

The Same Sex Marriage (Prohibition) Act (2014) prohibits same sex marriage, but its actual scope is much wider. Critics argue that the act, and authorities' responses to it, criminalises all LGBT people on the basis of sexual orientation and gender identify, excluding them from services and opportunities.

Legislation and Policies on HIV

The HIV/AIDS (Anti-discrimination) Act (2014) prevents discrimination based on real or perceived HIV status and aims to ensure access to health care and other services for all citizens. The Revised National HIV and AIDS Strategic Framework (2019-21) commits to addressing stigma and discrimination against all people living with, presumed to be living with, at risk of, and affected by HIV.

Protecting the Rights of Older People in Nigeria

In Nigeria, the most populous nation in Africa, there is potential of a rapid growth rate of the older population in the coming years. This vulnerable group is often marginalised, but currently there are no specific rights written into legislation explicitly for this group. However, there are certain provisions within the 1999 Constitution of Nigeria that seem to ascribe some rights to older people, eg: as part of the economic objective of the country it is provided that the country shall direct its policy towards ensuring that suitable shelter, food, old age care, pension and unemployment, sick benefits and welfare of the disabled are provided for all citizens. Nigeria's ratification of the Universal Declaration of Human Rights (UDHR) imposes duties on the state to ensure fair and appropriate treatment of its subjects, and Article 25 of the UDHR makes reference to the right to security in the event of old age.

In addition, at Federal level, Nigeria is a signatory to relevant UN HR Instruments, such as UNESCR; CEDAW; UNCRPD, CRC, etc, which have been domesticated by some States.

Why does adopting a G&SI Lens matter?

Here are two of many reasons.

Firstly, it will mean that the work of the CSO is fairer (because all constituents are being considered and included).

Secondly, there is an expectation by both citizens and donors that the CSO can demonstrate that it is taking into account the biases that persist across society – in time, funding may depend on getting this right. Using a G&SI Lens when analysing, planning and making decisions means examining all the implications of the work that we do in terms of G&SI.

When CSOs are **inclusive**, they consider the different needs and circumstances of all people within their constituent group, regardless of gender, disability, ethnicity, age, etc.

When focusing our work through a G&SI Lens, consider the following:

When we talk about Gender, do we mean just women? No, we mean looking at different issues arising out of our **experiences** of being women or men, girls or boys, women with disabilities, men with disabilities, older woman, older man, etc; it is not about being born male or female (sex).

When we talk about Social Inclusion we need to consider challenging discrimination against many traditionally marginalised groups. CSOs must ask themselves what other groups are there in their location and context, in addition to women and girls, who face barriers to participating in their projects - eg: youth, older people, people with disabilities, ethnic minorities, religious groups, migrants, displaced people, street children, etc.

Effective G&SI Analysis (Part III) requires engaging with the G&SI Lens to assess the impact for people from across the broad spectrum of gender, disability and other socially marginalised groups in diverse circumstances, and disaggregating data on each of those groups.

EU-ACT's approach to G&SI mainstreaming (Part II) aims to ensure that the G&SI Lens focuses on Gender and other groups that are socially and traditionally excluded.

As referred to on Page 5, equity of access means that a project provides women, girls, PWDs and other excluded groups with opportunities to participate. A project will not achieve equity of access simply by saying that the project is open to everyone. 'Levelling the playing field' is more than simply opening more doors – it is transforming the

³ World Politics Review, 10.6.20
⁴ Protecting the Rights of Old People in Nigeria: Towards a Legal Reform; Araromi, Marcus Ayodeji, PhD. Department of Public Law, Faculty of Law, University of Ibadan
⁵ Section 16(2)(d) of the 1999 Constitution of the Federal Republic of Nigeria (FRN).

way we look at gender and disability and other excluding factors as it relates to those groups, and provides an enabling environment for them all. It can be empowering and can address the negativity that power relations can bring.

CSO G&SI Lens Checklist

CONSIDER YOUR OWN DIVERSITY - Recognizing diversity within ourselves and others can help us to understand how multiple factors influence the way we think, provide services, design projects and programmes, or interact with staff and constituents.

CHECK ASSUMPTIONS - When we question our own ideas, we can open up to new ways of understanding. Keep in mind that each of us can identify with more than one group, and that individual personalities make each person unique.

ASK ABOUT INCLUSION - By always asking three simple questions, we can thread equity and inclusion throughout our work.

- Who is not included in/by our CSO, our constituents and our stakeholders?
- What could contribute to this exclusion?
- What can we do differently to ensure inclusion?

APPLY INCLUSION TO YOUR WORK - To help us apply equity and inclusion, we can ask some practical questions and learn from examples of how others have applied the G&SI Lens. Here are areas of work where you can enhance equity and inclusion:

- Communications
- Engaging with the Community/Constituents/Stakeholders
- Gathering Information/Inclusive Research
- Leading and Supervising
- Monitoring, Evaluation and Learning
- Planning: Inclusive Policies, Programmes, Projects and Learning Events

BE AN ALLY, TAKE ACTION in -

- Governance
- Policy Development
- Stakeholder Management
- Recruitment and Volunteer Management
- Strategic and Project Planning
- Advocacy Action
- Training

When we are allies, we commit ourselves to using the language of inclusion, and advocate for all those with

whom we work. It is not a one-time action. Being an ally is a lifelong learning process of asking questions to apply (and re-apply) insights into action.

The following more detailed list below provides examples what can be used to tailor your own questions to your circumstances and aims, across the organisational spectrum of Internal Systems, Projects and Programmes and External Relations:

Organisational Culture – do you (the CSO) represent diversity - gender, people with disabilities, age, ethnicities, etc, for example

Does the Board Membership include: women, men and people with disabilities?

Are Board and staff meetings held at a time when all women, men and people with disabilities can attend and participate fully (eg: evening may be a problem, depending on gender-related responsibilities)?

- Is there training for Board Members and staff to recognise and address discrimination, equity and language bias, regarding: gender, disability, age, ethnicity?
- Does the CSO adequately address sexual harassment and equal opportunities through having policies in place for: safeguarding, whistleblowing, conflict of interest, discrimination and protection for those expressing grievances?
- Does the CSO offer benefits to women and men, PWDs, such as family leave, job sharing, part-time work, equal pay for equal work?
- Does the CSO seek appropriate gender, disability-related, etc, expertise or collaboration to develop skills to improve their inclusive approach?
- Does the CSO take into account the ways which ethnic and cultural dynamics affect the interests and needs of women and girls, people with disabilities, others?

Governance – do you (the CSO) include women, girls, people with disabilities, etc, as active decision-makers by…

- Ensuring they are represented in staff and board leadership positions?
- Encouraging their participation in strategic planning, programme planning, staff development and monitoring, learning and evaluations?

Projects and Programmes – when working with constituents and other stakeholders at community level, do you (the CSO) consider gender and disability equity when developing projects and programmes, by…

- Participatory planning and implementing projects that encourage the active participation, leadership and non-traditional roles for women, girls and people with disabilities?
- Using a 'G&SI Analysis' to ensure inclusion and to collect disaggregated data?

- Ensuring staffing and project planning accounts for the needs, interests and experiences of women, girls and people with disabilities in projects?

- Using images and language that depict gender and disability in appropriate ways (guarding against using degrading language)?

- Promoting your project work in places that will ensure you reach women, girls and people with disabilities, and will influence other stakeholders to be inclusive?

- Holding your activities in locations, and at times, that are accessible to women, girls and people with disabilities?

- Providing a setting and an environment in which women, girls, people with disabilities and other marginalised groups feel comfortable voicing their opinions, and engaging with planning and monitoring processes?

- Identifying other possible barriers to participation by women, girls or people with disabilities - or barriers to men or boys? Considering how these can be minimised or eliminated?

Outcomes, Monitoring, Evaluation and Learning –

- Do you (the CSO) expect different outcomes from your work for different genders or for people with disabilities? If intervention X leads to outcome Y for men, is it the same for women, girls and people with disabilities?

- How will you monitor and evaluate the impact of your project or programme on men, women and people with disabilities? How will you report on it?

- How do you make sure that women, girls and PWDs participate (jointly with other constituents) in developing project indicators, and measuring outcomes?

Gender Lens reporting for grant funding applications and reports – As a CSO seeking grants, you may face questions in application forms and progress reports that ask you specifically how you are applying a G&SI lens to your work. The above checklist provides a good starting point in considering what you need to do, but you will need to tailor your thinking to your specific CSO and for specific projects. Here are some tips to help you answer those questions appropriately:

- **Demonstrate that you understand what a G&SI Lens is and how you apply it:** If you bring to the surface hidden barriers to participation or inclusion, gender and disability must be included, at the very least.

- **Demonstrate that you will monitor the results of your actions:** You will be asked to show how you will measure the gender and disability reach of your project. The simplest way for you and your funders to measure whether your CSO's efforts are inclusive is to collect disaggregated data of the people who will access, deliver, participate in or benefit from your project, from the start. Then monitor this data regularly, and monitor the changes in the lives of all constituents over the timespan of the project.

- **Demonstrate that you have thought through what worked, what didn't work and why not:** Funders require information and evidence on what has worked through the creation of a project that has included all. Funders also want to learn from what has not worked. If you are asked why you succeeded or failed to reach gender and disability parity, you should make an attempt to identify the influences and not to cover up what has not worked, all learning is useful. A good place to start is by identifying barriers in the checklist above, but carefully look at the design and management of all aspects of your project. Take time to reflect on, to discuss and to overcome any unconscious bias and examine your activities carefully. I stress - be honest, even if it is negative, it displays the CSO's willingness to learn.

- **Demonstrate your commitment to continual improvement:** Unless you have achieved G&SI inclusion in your project's reach, your funder may want to know how you will address this imbalance in future projects. You should try to identify potential changes to your programme as a result of your learning that would ensure that your projects reaches women, girls, people with disabilities, and others who are traditionally marginalised, more equitably in the future. This should help to inform future designs, implementation and monitoring, and show the funder that you can learn from experience and are committed to mainstreaming G&SI.

You can do it – **for equality and sustainable development, you must!**

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[6] Consider other traditionally excluded groups, as appropriate. Gender and Disability are areas to focus on for all CSOs' projects, whereas other specific groups may also be more relevant to a particular sectoral theme, project/location.

PART II
G&SI Mainstreaming

Part II has been developed to support CSOs in Nigeria to improve their effectiveness and legitimacy by focusing on sustainable change through Mainstreaming G&SI. It aims to encourage diversity and inclusion within CSOs' governing bodies, staff and volunteers, as well as to influence the inclusive design of organisational strategies, programmes and project plans and monitoring procedures. The EU is a global front-runner in promoting gender and disability equality. ACT believes that G&SI is an integral component to sustainable change. This Toolkit provides an outline of definitions and processes which we hope CSOs will find helpful; however, this is by no means all-encompassing, there is more detailed material available on the web on gender mainstreaming in general, and increasingly on how to mainstream wider G&SI. The ACT programme aims to support CSOs' capacity to become productive, effective and accountable organisations and these ACT Toolkits endeavour to provide supplementary guidance towards this.

G&SI includes women, girls, people with disabilities, indigenous groups - regardless of age, cultural or religious identity, in fact those who are traditionally excluded from many development opportunities. The ACT Programme encourages more inclusive policies and mindsets to ensure that the voice of all groups of people, particularly those who are often excluded from decision-making, are integral to the achievement of project outcomes and influencing change. It is not anticipated that CSOs will seek to include a list of all potentially excluded groups – but will be able to identify key marginalized groups within their sector and context, and commit to their inclusion.

The ACT programme applies G&SI as cross-cutting to its CSO Capacity Development support. Terminology evolves, and currently the following approaches are adopted:

• The G&SI **mainstreaming approach** recognises that all traditionally marginalised groups should actively benefit from the capacity development support provided by the programme.

• The **human rights-approach** focuses on the fundamental rights of all citizens to inclusion (based on legal and policy frameworks at national and state levels).

• The **transformative approach** examines, questions and transforms inequitable gender norms and power dynamics positively, to strengthen gender equality – improving access to rights and services equitably.

• **Intersectionality** refers to the way in which multiple forms of discrimination, based on gender, race, disability, ethnicity, etc, overlap and interact with each other and shape how different individuals and groups experience discrimination differently.

When supporting the capacity development of CSOs, the ACT programme encourages CSOs to lead by example and to develop organisational strategies and operational plans that mainstream G&SI in all that they do - within their CSO internally, and with external stakeholders across their programmes and projects. Within its grant programme, there is the expectation that CSO Applicants can demonstrate their commitment to G&SI mainstreaming across their activities.

How to mainstream Gender and Social Inclusion

1 Gender

An often misunderstood concept is that gender is another word for 'women'; this is not the case. It is necessary for CSOs to understand the differences between sex and gender:

- **Sex** refers to physiological attributes that identify a person as male or female

- **Gender** refers to widely shared ideas and expectations concerning women and men.

These include ideas about typically feminine and masculine characteristics and abilities in addition to commonly shared expectations about how women and men should behave in various situations.

A CSO that mainstreams gender, therefore, is one that ensures that women and men, and girls and boys, have equal access to the opportunities provided by that CSO's projects, regardless of any assumptions being made on their (gender) roles.

Gender equality means that women and men enjoy the same status. They share the same opportunities to realise their human rights and the potential to contribute and benefit from all spheres of society (economic, political, social and cultural). Gender equality is connected to the human rights agenda and has been used to indicate the final goal in the struggle for women's rights. It refers to women's empowerment, non-discrimination and equal rights.

Gender equity is the process to enable equal opportunities for both women and men, for example: a policy that demands secondary education attendance for girls and boys up to 16 years of age will contribute towards girls equality in education (in the absence of this policy, there may be minimal expectations that girls should attend or complete their secondary education). This is a term often used to refer to the struggle for women's rights, but the focus is on fairness and justice regarding the needs all people have. During planning, an analysis is carried out to assess the needs that should to be addressed to enable full participation by all, which will be different for women and men, disabled women and men, children, older people, refugees, etc. (See diagrams on P5.)

If we explore how gender can affect a CSO project's outcomes we need to look more closely at how gender is addressed by CSOs. At one end projects can promote gender inequity (1), but the continuum moves towards actively promoting both equality and equity for all (4):

1. **Gender Exploitative:** CSO projects that exploit gender inequities and stereotypes in pursuit of its outcomes.

2. **Gender Neutral (Blind):** CSO projects that do not attempt to address gender at all.

3. **Gender Sensitive (Accommodating):** CSO projects that accommodate gender differences in pursuit of their outcomes.

4. **Gender Transformative:** CSO projects that seek to transform gender relations to promote equity as a means to achieve their outcomes.

In addition to Gender, the transformative approach recognises the need to incorporate women and men (and girls and boys), as well as women, men, boys and girls from all identified marginalised groups, into the development process as equal and active participants.

An increase in a CSO's women and girl-focused projects has come about as a direct result of their exclusion, as traditionally women and girls have been omitted from development projects. A CSO may feel proud to have increased the gender balance in its small business development projects, for example. However, we have to ask the question why this has been necessary – if all development projects promoted equality and equity it would lead to G&SI transformation organically, which contributes to changes in attitudes, behaviours and expectations of everyone (including policy-makers) – resulting in improved equality of opportunity for all.

Gender mainstreaming is an approach that takes into account both women's and men's interests and concerns and addresses them. If CSOs do not build (mainstream) gender into projects, this will lead to negative long-term and sustainable outcomes. The concept of gender mainstreaming was first introduced at the 1985 Nairobi World Conference on Women. It was established as a strategy in international gender equality policy through the Beijing Platform for Action, and adopted at the 1995 Fourth UN World Conference on Women, in Beijing, and subsequently as a tool to promote gender equality at all levels. The Platform for Action was adopted by 189 countries – Nigeria was one of those countries.

Decisions made by CSOs which do not take into account the needs and situations of women will exclude 51% of their community. Gender mainstreaming is an inclusive strategy aimed at integrating the needs of all people. It is also based on the fact that women are not a vulnerable group (as they are often referred to) as they represent at least half of the population.

Mainstreaming means integrating gender equality and equity perspectives at all stages and levels of policy development, strategic, programme and project planning. Women and men have different needs and circumstances – they have unequal access to, and control over, power, resources and fundamental human rights. The aim of gender mainstreaming is to take into account these differences when designing, implementing, monitoring and evaluating policies, programmes and projects – so that they benefit women and men (and girls and boys) and do not increase inequality but enhance gender equality and equity.

Mainstreaming gender is a strategy to improve the quality of a CSO's long-term programme and project planning and policy development, ensuring a more efficient use of resources, which improves the potential for long term, sustainable change. Successful results mean increased well-being for society as a whole.

Every human being has the right to live a life free from all forms of violence. But this is far from being the reality and gender-based violence against women and girls (and often men and boys) persists in every country. Women and girls with disabilities, from minority groups, migrant women and girls, LGBTQI, are among the groups particularly at risk.

2 Social Inclusion

Social inclusion is the process of improving the terms on which individuals and groups take part in society-improving the ability, opportunity, and dignity of those disadvantage on the basis of their identity. (World Bank)

Social Inclusion is an area where there continues to be misunderstanding. Social inclusion is not limited to poverty, even though poverty is an important dimension of exclusion; social inclusion involves more than just improving economic resources for poor people. As with Gender, people may be excluded on the basis of discriminatory or stigmatised attitudes, beliefs or perceptions. Their exclusion robs them of dignity, security and the opportunity to lead a better life. Unless the root causes of their exclusion and discrimination are addressed, CSOs will be challenged in supporting inclusive and sustainable development.

The EU's Global Action Plan states: "Women and girls with disabilities are at heightened risk due to inaccessible information on prevention and assistance and acute barriers to accessing health or basic water, sanitation and hygiene services. Sustained funding of universal health coverage, including SRHR services, is more important than ever."

The concepts of 'equality' and 'equity' above, are critical requirements to mainstream Gender and Social Inclusion. Promoting equity to access opportunities leads to inclusive transformation which contributes to changes in attitudes, behaviours and expectations of those people who have been traditionally excluded as well as their families and communities, resulting in improved opportunities for all – and thus an improved quality of life for all.

We have established that the situations of women and men differ according to country, region, disability, age, ethnicity, social origin, attitudes, and other factors, and in Nigeria

gender expectations can differ between States. Women and men, therefore, are not homogenous groups with single aims and needs. It is necessary to take into account their multiple identities in terms of disability, age, ethnicity, social status, religion, etc.

Social inclusion can be summarised as:

* The ways we improve the terms for individuals and groups to take part in our CSO's projects/society.

* The ways we improve the ability, opportunity and dignity of people, disadvantaged on the basis of their identity, to take part in our CSO's projects/society.

* Promoting social inclusion involves CSOs' concerted efforts to influence laws, policies and institutions to address discriminatory attitudes that sustain the isolation of many.

Social inclusion is... the process of improving the terms of participation of everyone in society, with a specific focus on those who are disadvantaged through lack of opportunities, access to resources, voice and respect for their human rights - in relation to their disability, age, ethnicity, etc.

3 Gender and Social Inclusion

G&SI is enshrined in the 2030 Agenda for Sustainable Development – that every person should enjoy minimum standards of wellbeing. The ACT programme is committed to the 2030 Agenda, and appreciates that these goals are difficult to achieve unless all institutions and organisations support sustainable change for those in poverty and those who are most marginalised.

The principle of 'leave no-one behind' is a commitment central to the Sustainable Development Goals (SDGs). In part 'leave no-one behind' is an anti-discrimination agenda, but it also goes beyond this. It is recognition that expecting progress to 'trickle down' is naïve, and that explicit attempts are needed to ensure those at risk of exclusion are identified and included from the start. The SDG Outcomes provide an illustrative list of the groups who are left behind:

* Children
* Youth
* Persons with disabilities (of whom more than 80% live in poverty)
* People living with HIV/AIDS
* Older persons
* Indigenous People
* Refugees
* Internally displaced persons
* Migrants
* Women and income poor (appear separately as people who are marginalised)
* LGBTQI+

Mainstreaming G&SI speaks directly to the 'leave no-one behind' agenda

The approach captures three concepts that are critical to improving the welfare of societies: ending poverty (in all its forms); reducing inequalities, and addressing discriminatory barriers, which could arise from geography or aspects of social identity. In order for a CSO to truly achieve its Goal, tackling all three concepts require the identification, prioritisation and fast tracking of action for those who are disadvantaged as a result of their exclusion from development programmes.

G&SI equality needs to be mainstreamed at all stages of strategic and project planning; it is important to take it into account when the problems, concerns and needs of the CSO's constituents are being identified and the ways to address them are being defined through setting goals, objectives and activities. Other factors are equally important to ensure proper G&SI mainstreaming, such as political will, commitment to and awareness of G&SI issues, knowledge, resources and availability of information – CSOs are in a strong position to influence this.

To achieve G&SI mainstreaming, CSOs must encourage G&SI equitable behaviours, these include joint decision-making about issues that affect everyone in the CSO's constituent group; respect for the rights of women, children, people with disabilities, older people, youth, etc; settling differences through discussion and shared responsibility for the project's activity planning, monitoring and outcomes.

It is important for CSOs to be aware of specific Human Rights Frameworks that support G&SI, at both State and Federal levels. These legal frameworks provide legitimacy for G&SI mainstreaming activities and for the demands of their constituents, but the CSOs also have an important role to raise awareness of human rights to G&SI equality and equity.

In summary, G&SI mainstreaming is a long term strategy which, when properly addressed, is a transformative approach with great potential for social change. It may take some time before it is fully integrated into policy-making, but the CSO should not lose heart or reduce its advocacy action. A twin-track approach is worth considering – combining G&SI mainstreaming with specific activities for the empowerment of women and other excluded groups, alongside rights awareness-raising activities with key stakeholders and advocacy targets. In line with this, the EU pursues a three-pronged approach, combining gender mainstreaming, targeted actions and political dialogue.

4 How can a CSO mainstream G&SI across its work practices and programmes?

Priority checklist

1. The CSO has a clear vision for G&SI mainstreaming that is anchored in the strategic plan (or as a separate G&SI strategy).

2. The CSO has made a clear assessment of where it stands in relation to its goals for G&SI mainstreaming and which interventions it needs to achieve its vision.

3. The CSO has a results-orientated strategy to achieve its G&SI vision, with the commitment of board of trustees, ED, senior management, staff and volunteers, and this has been developed through consultation with stakeholders.

Actions required

• Ensure the capacity is in place within the CSO to develop, implement and monitor G&SI mainstreaming (one person can lead, with the objective of everyone committed to and sharing mainstreaming responsibilities)

• Develop a short but compelling Vision statement for G&SI mainstreaming that connects to the lives of citizens and includes a specific result for change (and include the Governing Body's buy-in and commitment to this)

• Encourage all staff and volunteers to understand the importance of planning and monitoring through adopting a 'G&SI Lens' (see Part I)

• Ensure that the statement aligns with international human rights frameworks; SDGs, national policies and legal frameworks, and development objectives – anchoring the statement in specific human rights frameworks (e.g.: CEDAW; UNCRPD) that align with government and development policies contributes to sustainable change

• Ensure the G&SI vision has a clear focus and provides direction for the CSO

• Lead by example, ensure that the CSO adopts G&SI mainstreaming in board/staff/volunteer recruitment and in all work practices

• Ensure systems and policies in place to address potential G&SI discrimination in the workplace

• Incorporate part-time/other flexible working options in the CSO to ensure that employees who need to be more flexible (e.g.: with family responsibilities, staff/volunteers with disabilities) are included

- Address the gender pay gap - ensure equal pay for equal work

- Widely disseminate and communicate the G&SI equality vision with stakeholders at community, donor and policy making levels (State and National)

- Undertake a G&SI analysis (see Part III) to identify evidence-based priorities and to track the CSO's progress in G&SI – conduct broad stakeholder consultations

- Ensure disaggregated data is available and updated regularly to ensure effective planning for G&SI mainstreaming

- In addition to hard quantitative data, gather qualitative data as experiences, opinions and attitudes are useful in explaining gender bias and gathering evidence of change

- Define an action plan with measurable objectives with indicators, and activities to achieve G&SI priorities – with a clear set of priorities and timelines

- Incorporate G&SI mainstreaming in all the CSO's programme and project planning, implementation, monitoring, evaluation and learning

- Encourage all staff to integrate G&SI in their daily activities

- Include feedback/discussion/sharing of G&SI progress and challenges at all CSO team reflection meetings

- Learning and stories of change are shared widely with constituents and stakeholders, and used to advocate for, and influence, change at policy-making level

- G&SI analysis informs the development of the strategic/programme/project budgets – Project Managers should ensure that they allocated budget resources in a way that supports G&SI mainstreaming

Pitfalls

- Responsibility for G&SI mainstreaming is set at a low level within the CSO, is under-resourced and is not regarded as a development priority

- G&SI expertise is not available within the CSO, thus failing to provide guidance to colleagues and CSO partners

- Insufficient recognition of G&SI biases in the CSO's recruitment and selection processes

- Be careful not to formulate a narrow objective that is not focused on the final 'inclusive' outcome

- Be careful not to define a vision that is not in line with relevant G&SI national legislative frameworks/policies

- Don't rely on outdated data, or unverifiable data sources when carrying out the G&SI Analysis

- Don't define G&SI objectives that are unrealistic or vague

- Don't copy another G&SI strategy that is not based on your geographic location, sector or constituent group, it needs to reflect the CSO's own context

- Don't forget to involve a diverse group of stakeholders in the development and dissemination of the CSO's G&SI strategy

- Sex-disaggregated and G&SI sensitive data, should not be women-only focused

5 G&SI mainstreaming is not about…

- 'Adding women and other excluded groups into projects': Ensuring equal participation by all in decision-making, planning and monitoring is necessary - the presence of women and other excluded groups alone does not mean G&SI mainstreaming, it does not automatically lead to qualitative change.

- Including an introductory paragraph into a document or funding proposal and stating that G&SI will be integrated means nothing alone; demonstrating the process of how this will be done and how it will lead to change is crucial.

- Women and men are not homogeneous groups with single aims and needs. It is necessary to take into account their multiple identities in terms of disability, age, ethnicity, refugee status, religion, etc, as related to their context.

6 Some pre-conditions for a gender and socially inclusive CSO

Consider how these pre-conditions relate to your CSO:

How does your CSO embody these principles of G&SI?

- Do your CSO's staff/volunteers demonstrate a positive understanding of, and commitment to, G&SI inclusion?

- Does your CSO's internal policy and external communication promote positive narratives of a G&SI inclusive society at organisational and activity level?

- Does your CSO help to ensure equal access to information by translating information into accessible formats, or in other languages to reach otherwise excluded groups?

- How can your CSO further promote a culture that celebrates G&SI?

- What are some other inclusion-promoting strategies your CSO could devise?

Barriers to PWDs participation in civil and political life

Discriminatory laws and policies prevent people with intellectual disabilities from participating in political and public life.

It is still common across African, MENA (Middle East and North Africa region), Latin American and Asian countries to prevent people with an intellectual disability from voting under "unsoundness of mind" provisions.

Lack of accessibility. Many built environments and transport systems are inaccessible to people with a disability, severely restricting movement.

Little information is available in accessible formats, and communication needs of people with disabilities are unmet. PWD's may be unable to access even basic products and services such as bank accounts, telephones, television, and the Internet.

Lack of comparable data, disaggregated by disability, and lack of monitoring mechanisms at the national level.

The lack of rigorous and comparable data on disability makes it difficult to fully understand the numbers of people with disabilities and their circumstances. This also means that disability issues are not factored into policy and programme design.

Disabled peoples organisations (DPOs)/organisations of disabled people (OPDs) require strengthening.

Partly because of the sustained exclusion experienced by PWD's, the capacity requirements of DPOs/OPDs is sometimes greater than other CSOs, thus requiring additional resources and a longer term commitment.

The 7 Pillars of Inclusion

Although these were originally developed by 'The Inclusion Club' to ensure inclusion and diversity in sports, modification of the 7 pillars provides a guide and a checklist for CSOs to develop inclusive practices. It can be regarded as 'a helicopter view' of an inclusion framework to encourage greater levels of project participation. Each pillar focuses on habits - the things we do to enable inclusion or not. By identifying these habits we can begin to make changes that enable and promote G&SI – it provides a starting point to address how we can achieve inclusion.

Access

Does the CSO demonstrate G&SI/diversity in its Board, Staff, and Volunteers? Does the organisational culture enable G&SI participation across its projects? It is important to explore what access really means in terms of the physical and non-physical environment, as well as how accessible is their communication to reach its focus group, including those traditionally excluded groups within it.

Attitude

How willing is the CSO to mainstream G&SI? There may be a gap in identifying where the gaps are – as well as the gap in wanting to be inclusive and actually doing something about it. It's much more than a positive attitude, but the CSO needs to be willing to take positive action to fully mainstream G&SI and be prepared to fund this.

Choice

Choice is the friend of inclusion. If you identify those who are excluded and offer opportunities for all to engage at project level, then it is more likely that diverse groups of people will want, and feel able, to be involved in the CSO's project activities.

Partnerships

Partnerships look at how the CSO's relationships are formed, and how effective they are. It can be informal – just connecting with community groups other stakeholders and agreeing collaboration. It could be formal with agreements in place – but partnerships are what bind CSOs with communities, with other CSOs, with decision-makers and with donors.

Communication

Communication examines the way we let people know about the options to participate and benefit from the CSO's projects, and about their G&SI culture. It is important that CSOs think about who to engage most effectively with, what needs to be shared and how to share information with them to suit their communication needs.

Policy

Policy shows how a CSO commits to and takes responsibility for G&SI mainstreaming. It is about how the CSO holds itself accountable to its constituents and stakeholders. It's about saying that G&SI mainstreaming is important – and also saying this is how we address it and this is what it means for us, and then having mechanisms in place to actually deliver on those statements.

Opportunities

Opportunity explores what options are available for traditionally excluded groups. It is similar to 'Choice', but not the same – it is about the CSO adopting a participatory approach to finding out what their constituents actually want. If, for example, a woman or a girl with a hearing impairment would like to engage in decision-making but is unable to hear the inputs of others, then the choice is there but, in the absence of sign language interpretation, the opportunity is not.

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Although these were originally developed by 'The Inclusion Club' to ensure inclusion and diversity in sports, modification of the 7 pillars provides a guide and a checklist for CSOs to develop inclusive practices. It can be regarded as 'a helicopter view' of an inclusion framework to encourage greater levels of project participation. "

PART III
Gender Analysis and Social Inclusion

Part III of this Toolkit has been developed as a guide to support CSOs to mainstream G&SI by improving their programme and project planning, data collection and monitoring processes. It is relevant for CSO partners in Nigeria, regardless of their level of experience or of their sector. It aims to share a systematic process with those CSOs who are endeavouring to disaggregate data and to monitor their inclusive approach within communities in which they work.

It is recommended that prior to following this G&SI Analysis tool, the CSO should be familiar with the content of Part I (Gender Lens) and Part II (Gender Mainstreaming) above.

The G&SI Analysis aims to identify and address the gender and inclusion inequalities, by:

- Acknowledging differences between women and men, PWDs, based on the unequal distribution of resources, opportunities, constraints and power

- Ensuring that the different needs of women, men and women and men with disabilities are clearly identified and addressed at all stages of the policy and project cycle

- Recognising that policies, programmes and projects can have different effects on women, men and women and men with disabilities

- Seeking and articulating the viewpoints of women, men and women and men with disabilities, and making their contributions a critical part of developing policies, programmes and projects

- Promoting women and women and men with disabilities' participation and engagement in community, political and economic life

- Promoting better informed, G&SI responsive and effective interventions

Introduction

G&SI Analysis will provide the CSO with the necessary information to integrate a G&SI perspective into policies, programmes and projects. As a starting point for G&SI Mainstreaming and Transformation, the G&SI Analysis identifies the differences among women and men, PWDs, and other marginalised groups (relevant to the sector and context of the CSO), in terms of their position in society and the distribution of opportunities and power in a given context. Conducting a G&SI Analysis allows for the development of interventions that address inequalities and meet the different needs of women and men, boys and girls, across the relevant groups that face exclusion.

The EC defines gender analysis as *'the study of differences in the conditions, needs, participation rates, access to resources and development, control of assets, decision-making powers, etc, between women and men in their assigned gender roles'.* The G&SI analysis is this, and more – to ensure the inclusion of all relevant groups (ie: if it's a project focusing on youth empowerment – it should be inclusive of youth (girls and boys) with disabilities, from indigenous groups, etc, but in this case older women and men, and young children in those groups would not be relevant).

G&SI Analysis involves acknowledging the historical and social inequalities faced by women and women and men with disabilities, and aims to inform the design of policies, programmes and projects to address these inequalities. This includes the consideration of their experiences, roles and responsibilities, and their level of access to resources and decision-making.

Process description

- CAVEAT - The G&SI Analysis tool cannot define all those that the CSO may deem to be excluded, so will focus on Gender and Disability – but the CSO should determine other relevant marginalised groups and their inclusion - within their own context.

The key function of the G&SI Analysis tool is to guide the CSO through a series of questions, and it is the responses that will lead to their effective G&SI mainstreaming. It will be necessary to carry out a G&SI Analysis for each programme and/or project being planned.

The information gathered from the analysis will determine what action your CSO needs to plan to ensure that G&SI is mainstreamed across all programme and project activities. The data gathered can be used as baseline information; it should be updated regularly and used to monitor the effectiveness of programme and project activities. When monitoring change, quantitative data should not be used in isolation. It is important to gather qualitative information to verify change, and the effectiveness of the CSO's projects, and to be able to attribute change directly to the CSO's activities.

In the Project Planning G&SI Analysis tool below, the CSO needs to identify a G&SI baseline (numbers broken down into gender of non-PWDs and gender of PWDs (+ gender of other groups, as defined by the CSO). It is important to gain an understanding of how each group will benefit from the project, to ascertain that there are equal opportunities and that the assumed benefits for each group are not being guided by 'traditional gender attitudes, roles or stereotypes'.

During Step 1 below, if it is found that there is a significant difference in the numbers of women/men; disabled women/men involved, or that the benefits to each group are considered to be unequal or inequitable, then it will be necessary to carry out Step 2: full G&SI analysis. However, although unlikely, if the numbers and the benefits are found to be equal, with minimal difference between numbers and benefits across each of the groups, then the data collected at this stage is sufficient for the CSO to continue with its quantitative and qualitative monitoring, continuing to gather and build on the baseline, to compare and contrast this data throughout the lifespan of the project and to document learning.

Where there are discrepancies in numbers and in benefits, a full G&SI analysis should be carried out. A step-by-step guide is available below.

In order to carry out the G&SI Analysis, the authority of the constituents, the resources to carry out the exercise, and, very importantly, the capacity, sensitivity and understanding by the CSO of why this exercise is necessary, is required. All questions should be answered in collaboration with constituents, and policies, programmes and projects should be planned based on

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9 In each case, any other excluded groups identified by the CSO

the answers to those questions; there is a question guide below. When your CSO has agreed its planned response to the G&SI analysis, it will be necessary to develop an appropriate M&E plan in line with this.

Based on the contextual environment in which each CSO operates, it is anticipated that CSO partners will identify those groups who are excluded from their sectoral support. These could include, but are not limited to:

women, girls, youth, older people, people with disabilities, ethnic minorities, indigenous groups, religious groups, migrants, displaced people, street children, etc. Without doubt, the voices of women, girls and people with disabilities often face exclusion from CSO projects, but it is highly probable that there will also be other marginalised people within the CSO's area of activity who face exclusion from development activities.

G&SI ANALYSIS FRAMEWORK:

Data collection, planning and analysis - Step by Step

STEP 1:
Project Planning: G&SI ANALYSIS

(i) How many women and men/disabled women/men are involved in the Project/Activity?
Will women, men and disabled women and men benefit differently from the Project/Activity? - look at the levels of involvement (e.g. roles, impact, constraints, attitudes, balance of power, etc)
If answer to (ii) is Yes: (iii) will that difference impact negatively on women or men/disabled women or men?

If there is a significant difference in the numbers in favour of either men or women, and disabled women or men, or if the answer to either (ii) or (iii) is 'Yes' then Step 2: Full Analysis should be conducted by the CSO.

If there is no significant difference in numbers, disabled people (+ other marginalised people) are included equally, and if the answer to (ii) is 'No' then there may be no need to conduct a full analysis, but you should justify and explain this.

STEP 2:
What You Need to Conduct a Full G&SI Analysis:

- **Gender disaggregated data**
- **Disability disaggregated data**
- **Other disaggregated data**
- **All disaggregated data**

- **Based on the level of participation of targeted women and men**
- **Based on the level of participation of disabled women and men**
- **Based on the level of participation of other identified marginalised people**
- **Analysis of benefits/negative effects of project on each of the specific groups**

- **Authority and resources to gather the data**
- **Authority and resources to gather the data**
- **Authority and resources to gather the data**

- **Capacity, sensitivity and understanding within the CSO**
- **Capacity, sensitivity and understanding within the CSO**
- **Capacity, sensitivity and understanding within the CSO**

Questions To Ask In Full G&si Analysis:

Why is there such a difference in the numbers of women/ men, disabled women/men engaging in the project?

How will we address this?

What positive change will the project bring to the lives of women and men/disabled women and men?

Do women and men/disabled women and men have equal access to resources and capacities to benefit from the respective activity?

How will traditional beliefs, attitudes, values, policies and regulations affect the impact of the respective activity on women and men/disabled women and men?

Will the community life of women or men/disabled women or men be affected positively or negatively by the project?

HOW TO CONDUCT A FULL G&SI ANALYSIS – FIVE STEPS:

1 Establish baseline information for the project on women, men, disabled women and men, etc
2 Assess the potential impact of the project on the CSO's direct constituent group of women and men/disabled women and men (+ other specific marginalised constituents)
3 Assess the impact on others who may be indirectly affected by the project - positively or negatively (again with disaggregated data)
4 Identify potential changes that need to be made to the project intervention/activity to mitigate negative impacts (develop a risk and mitigation assessment to address potential risks)
5 Develop/revise project options, prioritising the positive impact on women and men/disabled women and men

AT PROJECT OPTIONS STAGE (STEP 5) - TAKE THE FOLLOWING QUESTIONS INTO ACCOUNT IN CHOICE OF OPTION

What benefit (financial, human) will each option bring to women and men/disabled women and men (other disaggregated groups)?

What cost (financial, human) will each option inflict on women and men/disabled women and men (other disaggregated groups)?

How do both female and male stakeholders (disabled and non-disabled and other groups) perceive the option in terms of its costs, benefits, acceptability, and practicality?

DETERMINE THE MEANS OF ASSESSMENT FOR SELECTED DESIGN OPTION

Decide on indicators that reflect impacts on women and men/disabled women and men.

Is another specific indicator needed to draw out anticipated differences in impact?

How will you measure impact on women and men/disabled women and men? Ensure all data is disaggregated, and that the means of measurement is equally relevant to women and men/disabled women and men.

Establish a baseline that reflects gender and disability differentials (disaggregated), and set targets for women's and men's/disabled women's and men's participation, benefits, etc.

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[10] Women and Men/PWDs can also be represented in different categories, eg: Girls and Boys, older people, youth, indigenous groups, religious groups, ethnic groups, street children, migrants, refugees, etc. The CSO should include in this Analysis all those that are traditionally excluded from within their sector in their project location(s).

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