Gender & Reporting

General information and guidance about Reporting in WFP:

**SPR Guidance**
**COMET Manual**
**Get Started in Operational Reporting**

## WHAT

Reporting – strategic, annual, progress, terminal – is the process of providing timely narrative and financial information during the implementation, and following the completion of, a programme, project or other intervention.

**Gender-responsive reporting** involves documenting and explaining the situation, actions, outputs and results of a WFP programme for women, men, girls and boys AND the contribution to gender equality outcomes.

Gender should be integrated throughout the reporting process and in all reports.

## WHY

WFP produces reports because it is a key means of providing internal and external stakeholders with an overview of our work; including outlining the relevance, value for money (economical, efficient, effective, equitable) and sustainability of our actions.

As gender equality is a prerequisite for a world of zero hunger, it is essential that WFP reports provide information about how and why we are addressing the particular food security and nutrition needs, interests and priorities of women, men, girls and boys.

### 3 key reasons for timely, accurate & gendered reporting

There are three core reasons for timely, accurate and gendered reporting.

**Accountability:** Reporting is a key means of being transparent with all stakeholders about what we do and for whom, as well as accounting for how we use our resources to achieve particular results. WFP has committed to advancing gender equality, as a goal in itself and to achieve a world of zero hunger. Through reporting we account for the implementation of our commitments to advancing gender equality and achieving a world of zero hunger – for all persons.

**Informed & Strategic Decision-making:** Reporting is a key means of providing comprehensive data about (a) the diverse women, men, girls and boys that WFP serves, and (b) the different elements of WFP’s programmes and operations, needed to make informed decisions that support economical, effective, efficient and equitable programming that advances gender equality and leads to a world of zero hunger.

**Communication & Knowledge Management:** Reporting provides the information and knowledge that enables WFP to meet its internal and external communication obligations and advocacy needs, which include gender equality messaging. Reporting is also a means of sharing information and knowledge, including of successful strategies, innovative tools and good practices in gender transformative programming.
Gender should be integrated throughout the reporting process and in all reports. This requires considering gender-related issues in determining, gathering, analysing and presenting data and information.

**WHEN & WHERE**

Gender Analysis → Reporting → Stakeholder Analysis

Evaluation → Monitoring → Implementation → Resource Allocation → Programme Design

**WHO**

All WFP staff are connected to reporting; whether directly through drafting or reviewing, or indirectly through providing information or sharing a report.

Programme staff in a country office manage operational and performance data and manage it in COMET. A Reports Officer then uses the data for reporting purposes. Please see below sections on COMET and SPRING.

Reporting officers should have the skills and competencies to produce gender-sensitive reports. The members of the Gender Results Network can support gender-sensitive reporting, whether through direct review or referral to guidance materials.

**HOW**

*Remember:* Through the language we use, and our wider communication, we include or exclude, and assign value or importance, to different women, men, girls and boys. In a report, always specify who is being discussed/mentioned – which individuals, types of households, members of communities, leaders etc.

1. **Reporting Fundamentals**

**Disaggregated Data:** All data about people should be disaggregated by sex and age (and, ideally, disability). It is essential that our reports indicate who we are talking about; so that we know who WFP is partnering with and who we are serving, and so whose needs and priorities are being addressed. Sex- and age-disaggregated data can be obtained from WFP VAM and monitoring activities, national statistical offices and other sources. Always cite the source of the data that is included in a report.

**Quantitative & Qualitative Information:** All reports should present figures and descriptions, explaining the nature of a programme and the results as experienced and valued by partners, participants and beneficiaries – disaggregated by sex and age. While numbers indicate gender parity, descriptions are needed because they reveal transformative changes (or not) in the lives of women, men, girls and boys. Reports should reflect qualitative gender analysis to illuminate the gender dynamics of, for example, decision-making and access in a food security intervention. Make sure to gather sufficient information from a range of reliable sources.

**Gender-Sensitive Language:** The language in a report should be gender-sensitive, referring specifically to women, men, girls and boys (as well as noting other demographic ‘markers’, such as age, disability, ethnicity, economic status, literacy). In accounting for our work, promoting learning and supporting
informed decision-making, it is essential that WFP reports describe the beneficiaries, partners, participants and stakeholders.

**Vulnerabilities & Capacities:** Given limited resources, our work targets individuals and groups who are identified as being most in need or the ‘furthest behind’. This does not mean, however, that ‘the people we serve’ should be defined by their ‘vulnerability’. Women and men, in their diversity, have knowledge, skills, ideas, ambitions and constructive coping strategies. Alongside vulnerabilities, reports should also consider the different capacities of women and men and how they contribute to transformative programme outcomes.

**Integrated, not Separate:** Gender should be integrated throughout a report. Discussion of gender issues relevant to a programme should not be confined to a few paragraphs at the end of a report. Rather, disaggregated data and consideration of gender should be evident in each section of a report; from the background and rationale, through implementation, outputs, outcomes, challenges, lessons learned and budget. Specific reference should, however, be made to gender equality, in terms of both programme processes and results.

**Key Questions to Ask:**

- **Who** are the people we are reporting on? Women? Men? Girls? Boys? Which women/men/girls/boys?
- **What** are their particular situations? needs? priorities? capacities? challenges?
- **Why** are their differences between (particular) women and men (or girls and boys)?
- **What** is WFP doing to address the gender inequalities?
- **How** well is WFP doing at addressing the needs and priorities of the women, men, girls and/or boys?
- **What** else is needed?

**Good Examples**

- Households headed by women were more likely to be poor, than male-headed households; with 30 percent of female headed households occupying the lowest income quintile, compared to 16 percent of male headed households. Only 55 percent of female-headed households include two or more income earners compared to 84 percent of male-headed households.

- The adult literacy rate is 77 percent for men and 69 for women; reflecting chronic gender inequalities which are magnified in remote areas and in some ethnic communities. Inequalities in access to education for rural ethnic females mean that in many communities women cannot read or speak the national language.

- In rural areas, women tend to work in lower-end value chains with less predictable incomes, compared to men. Women engage in unpaid productive work and women outside of the labour force account for 72 percent of the total working age population living below the poverty line. The burden of unpaid care work, inadequate childcare facilities, lack of affordable government social provisioning and decent work opportunities are among key structural barriers to women’s participation in the labour force.

- Although no legal or formal barriers to women’s property ownership exist, 80 percent of smallholder agriculture land is registered to men, limiting women’s active participation in decisions related to the management of this productive asset.

- Approximately half a million children under five are stunted, while wasting remains unacceptably high at 9.6 percent; there is no substantial difference between boys and girls.

- Monitoring is being conducted via a call centre, where all the operators are women. As women operators are able to speak to both men and women respondents, this enables WFP to efficiently reach female beneficiaries, ensuring their inputs are reflected in WFP programmes.
One in four women engaged in agricultural work are paid in-kind or through a combination of cash and in-kind; 68 percent are paid in cash only and 8 percent are unpaid. This compares to 97 percent of women employed in the non-agricultural sector being paid in cash. Among women working in the agricultural sector, 81 percent are seasonal workers, as compared with only 10 percent of those working in the non-agricultural sector. The December 2016 resilience survey found that, despite considerable gender disparities, women make decisions about daily and large expenditures in 82 percent and 66 percent of households respectively.

**NOT Good Examples**

- Some 14 percent of the population are still food insecure and the prevalence is expected to rise during the recurrent lean season.
- The national prevalence of food insecurity is at 18 percent, with 3 percent affected by severe food insecurity, and greater prevalence in the agro-pastoral southern regions (21.3 percent) as compared to the urban areas (15.3 percent).
- While poverty may affect a higher number of urban dwellers in absolute terms (3,017,500 people) corresponding to 14.5 percent of the population, it is more prevalent in rural areas where it affects 45.2 percent of the population (2,984,000 people).
- During the year, WFP reached more beneficiaries than planned through its FFA interventions, despite the fact that planned beneficiaries in the northern region could not be supported. The food-based FFA intervention exceeded its planned targets due to the short duration of activities to keep pace with the IDP return process.
- A total of 932,000 people—most of them internally displaced, in camps or in host communities—benefited from in-kind distributions.

2. **COMET – Supporting Performance & Operational Reporting**

**COMET** = Country Office Tool for Managing (programme operations) Effectively

COMET is the organisation-wide online tool for designing, monitoring and reporting on WFP’s programmes. In COMET it is possible to create log-frames and project plans, enter operational data during implementation, and monitor progress towards project targets.

COMET supports both performance reporting and operational reporting. For performance reporting, data entered into COMET are linked to SPRING, which is the reporting tool for preparing Standard Project Reports (SPRs).

For operational reporting, it is possible to extract data from COMET (such as numbers of beneficiaries) that can be included in operational reports.

Logframes, including both corporate gender equality indicators (CRF indicators C.3.1, C.3.2, C.3.3) and project-specific gender equality indicators, can be entered into the COMET system. You can also record answers to additional questions, complementing the corporate indicators, in the Notes field in COMET. With support from the HQ COMET Team ([hq.cometsupport@wfp.org](mailto:hq.cometsupport@wfp.org)), data specifically on the gender equality cross-cutting indicators can be extracted from COMET.

3. **Performance Reporting**

Each year, WFP reports on its performance, describing the work that has been undertaken and the achievements made against specific objectives.
For Country Offices, performance reporting involves completing a Standard Project Report (SPR). At Headquarters, the Annual Performance Report (APR) is prepared based on data and information provided in the SPRs. SPRING is the web-based application that is used to prepare, review and approve SPRs. Country office reports are shared with donors, and other stakeholders, to account for the use of resources and results achieved in the stated year.

Country office reports are central for accountability, advocacy and informed action. It is thus essential that gender is integrated in all reports. Omitting gender means that a report may contain incomplete, partial or biased information, which is problematic, because it:

- is not transparent in terms of the allocation of resources and who has benefitted
- obscures challenges and areas for strengthening a programme
- impedes learning
- can damage WFP’s reputation, as we are not accounting for our commitment to achieving food and nutrition security and equality for all persons
- can alienate our supporters, especially those who are particularly committed to gender equality

General guidance for preparing an SPR is available at http://spr.manuals.wfp.org, including a Gender Functional Area Review Checklist. Specific guidance to integrate gender into SPRs is provided in the following sections.

**SPR Template**

**Country Context & WFP Objectives**

<table>
<thead>
<tr>
<th>Achievements at Country Level</th>
<th>Highlight WFP’s contribution to advancing gender equality in food security and nutrition.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Context &amp; Response of the Government</td>
<td>As gender equality is essential to achieving zero hunger, state the main gender issues in the country. Present person-related data disaggregated by sex and age; such as formal education, livelihoods, nutrition status. Mention the main national gender policy / strategy / action plan.</td>
</tr>
<tr>
<td>WFP Objectives and Strategic Coordination</td>
<td>Clearly state the gender equality component on WFP’s strategic orientation; across outcomes, activities, partnerships, transition etc.</td>
</tr>
</tbody>
</table>

See the Gender Analysis section of the WFP Gender Toolkit for guidance on sex- and age-disaggregated data and gender analyses.

**Information Sources**

In addition to the information collected by WFP (VAM, Monitoring etc.), sources of gender-related data include:

- the National Statistics Office
- the databases of the United Nations Statistical Division (UNSD)
- International Labour Organization’s database ILOSTAT
- World Bank Open Data
- UNICEF Statistics
- Global gender equality indices and databases, such as:
  - Social Institutions and Gender Index (SIGI)
  - OECD Gender, Institutions and Development Database
  - SDG Indicators Global Database
  - UNDP Gender Development Index (GDI)
  - UNDP Gender Inequality Index (GII)
  - FAO Gender and Land Rights Database

Information, particularly qualitative information, can also be obtained from:

- women’s rights, or social justice-focused, civil society organisations
## Country Resources and Results

### Resources for Results
State what resources were allocated to what gender equality activities; and with what results.
Summarise the existing and potential resourcing – by governments, private sector, foundations etc. – of gender-transformative food and nutrition initiatives.

### Supply Chain
Describe actions taken to integrate gender equality considerations in procurement processes.
List actions taken to ensure that gender considerations informed ‘the last mile’.
Note any initiatives to promote women’s economic empowerment through supply chain contracting and market engagement.

### Implementation of Evaluation Recommendations & Lessons Learned
For any gender-related evaluation recommendations, note actions taken.
List the lessons learned in relation to integrating gender into, and advancing gender equality through, WFP’s work.

## Project Results

### Activities & Operational Partnerships
Indicate how gender was integrated into the activities, describing who was involved, what was done and the results.
Describe the gender equality activities.
Indicate which partnerships supported implementation of the gender equality activities; and how.

### Results
Present information disaggregated by sex and age (group); and explain any differences between women and men, girls and boys.
(See the document “Gender & the CRF“ for further guidance.)
Summarise the gender equality-related results; noting intended and unintended outcomes.

### Performance Monitoring
Note that monitoring was gender-responsive; indicating how women and men (and girls and boys, as applicable) were equitably engaged in monitoring activities.
Explain any data gaps; such as the lack of sex-disaggregated data in relation to a particular activity.

### Progress Towards Gender Equality
Provide information against the applicable corporate (CRF) gender equality cross-cutting indicators: C.3.1, C.3.2, C.3.3.
Describe the outcomes of the gender equality activities; i.e. the gender equality achievements.

### Protection & AAP
Provide information against the applicable corporate (CRF) protection (C.2) and AAP (C.1) cross-cutting indicators.
Summarise how protection issues – for women, men, girls and boys – were addressed.

## Remember
Throughout an SPR, person-related data should be presented disaggregated by sex and age.
The corporate age group categories as of 2018 are: 0-2 years, 6-11 years, 18-59 years, 3-5 years, 12-17 years, 60+ years.

For all indicators, it is essential that numbers be accompanied with narrative – description and analysis of WFP's gender equality performance. Use information gathered during programme monitoring and evaluations, as well as from secondary sources, to draft the narrative component of the report. Discuss the draft content with programme, monitoring and evaluation colleagues.

4. Operational Reporting

Operational reporting is also referred to as ‘OIM Reporting’, where OIM stands for Operational Information Management.

WFP has a range of internal and external operational reporting products.

<table>
<thead>
<tr>
<th>External operational reporting</th>
<th>Internal operational reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency dashboard</td>
<td>Daily ED operational brief</td>
</tr>
<tr>
<td>Snapshot</td>
<td>Weekly emergency overview</td>
</tr>
<tr>
<td>External situation report (e.g. weekly)</td>
<td>Internal situation report (e.g. weekly)</td>
</tr>
<tr>
<td>Country brief (e.g. monthly)</td>
<td>Executive brief (e.g. monthly)</td>
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</table>

Many of the operational reporting tools restrict the amount of text that can be provided. This does not mean, however, that there is insufficient space for mentioning gender and age in the narrative. Ignoring gender and age can negatively impact WFP's operations; hindering the efficiency and efficacy of our programmes for the women, men, girls and boys we serve. For reasons of accountability, strategic decision-making, quality programming and effective advocacy, explicit references to gender – sex- and age-disaggregated data, discrimination, gender equality matters, risks of harm etc. – should be made in all reports.

**In operational reports, ensure inclusion of:**
- sex- and age-disaggregated data
- data about applicable gender equality indicators
- qualitative information
  - Review (i) programme monitoring reports; (ii) evaluation reports; (iii) complaints and feedback reports
  - Consult with colleagues, including your office’s Gender Results Network members
  - Use the standard gender analysis questions to identify essential information to include in the report

Go beyond numbers and provide concise accounts of gender equality issues. Case studies can be instructive ways of conveying information about:
- the lives of women, men, girls and boys
- issues of inequality that need to be addressed to enable successful operations
- how gender equality outcomes can be achieved

For further guidance, see:
- Integrating the Gender Policy into Operational Reporting
- Quick Gender Guidance for Operational Reporting
5. Cooperating Partner Reporting

As a ‘good partner’ and for our own reporting purposes, it is important that we support our cooperating partners in meeting their obligation to provide timely, accurate and gendered reports. As well as meeting with cooperating partners, providing a narrative report template can assist partners in completing their necessary reports.