General Information and Guidance about Emergency Operations in WFP
Emergency Preparedness and Response Package
http://opweb.wfp.org/hp/default.aspx
http://www.wfp.org/operations/database
http://newgo.wfp.org/topics/emergency-preparedness-and-response

WHAT

Emergencies – humanitarian crises and natural disasters – create or aggravate food insecurity and malnutrition. They can also worsen gender inequalities. And they can be opportunities for transformative change that benefits women, men, girls and boys.

Gender (and age and other factors like social and health status, disability and chronic illness) influence how women, men, girls and boys experience emergencies. While there are commonalities, different people have different needs, concerns, priorities, vulnerabilities and coping strategies.

For many women and girls, the time spent each day on unpaid care and domestic work increases during times of emergency. Finding and preparing food for themselves and their families can become riskier and more arduous. Due to customs that restrict women’s movements and activities, women may be unable to access food distribution sites. In other emergencies, women may be forced to leave their shelters to find fuel and food, exposing them to physical and sexual violence. Women (and girls) may reduce their food intake so that their children have more (but still inadequate) food. Reducing food intake can be particularly damaging for women, and girls, who are pregnant or breastfeeding. Within the household, sons may be prioritised over daughters when sharing food. Girls may be at increased risk of early, forced and child marriage, as parents attempt to cope with the hunger, poverty and safety threats. Where men die, acquire injuries or are recruited into armed groups, women can become the sole providers for their families.

Men and boys separated from their families can be at risk of under-nutrition if they do not know how to cook or access food. Where women die, acquire injuries or are recruited into armed forces, men can find themselves solely responsible for the care of their children and/or other relatives. Where traditional, and discriminatory, gender roles have meant that men have not learnt how to manage a household – the cleaning, cooking, caring etc. – food insecurity can worsen.

As gender influences every person’s experience of an emergency, gender must be integrated in every WFP emergency response. Gender is relevant to each stage of the humanitarian programme cycle – from emergency preparedness, through analysis, planning, deployment and support of personnel, delivery of food assistance and relief operations, to leadership of humanitarian clusters, monitoring and conducting and learning from evaluations.

WHY

All persons affected by emergencies – regardless of sex and age – have an equal right to humanitarian assistance that meets their immediate needs. With an understanding of the distinct needs, vulnerabilities, capacities, and resiliencies of women, girls, boys, and men, WFP can respond economically, efficiently, effectively and equitably to emergencies – saving lives and reducing hunger. WFP can provide food assistance that meets the basic needs and concerns of women, men, girls and boys, and that creates the foundations for human rights-based recovery and development. Integrating gender issues from the outset of an emergency is also critical to ensuring that an emergency response protects women, men, girls and boys from further harm.
Considering gender is important so that we do not mistakenly assume that women’s and men’s, and girls’ and boys’, experiences and needs are the same and so respond with a ‘one size fits all’ approach. Attending to gender also means that we actively try to understand the particular nature of each emergency, rather than rolling out exactly the same response to different emergencies.

By attending to gender, we listen to the different women, men, girls and boys affected by an emergency and ensure their active participation in the response. By ensuring equal and meaningful involvement of women and men (girls and boys as relevant) in each stage of an emergency response, we:

- emphasise empowerment over disempowerment (each person is an actor, rather than passive recipient);
- promote resilience and self-reliance; and
- recognise, value and apply the particular knowledge, skills and strengths of the women and the men in the affected population.

WFP has committed to integrating gender in all emergency responses because doing so is essential for delivering on our mandate of saving lives and ending hunger for all persons. More specifically, integrating gender in emergency responses means:

- understanding the situation and diverse needs of different women, men, girls and boys in the affected population, which is fundamental to making the most out of scarce resources (human, technical, financial);
- ensuring that we protect and are accountable to all persons within an affected population;
- helping to build connections between emergency responses and longer-term development work; and
- transforming discriminatory and oppressive gender roles in favour of human rights-based outcomes (essential for emergency responses, relief and recovery operations to end and for crisis cycles to be broken).

**WHEN & WHERE**

Wherever and whenever WFP responds to an emergency – a humanitarian crisis, a natural disaster – gender and gender equality must be understood and addressed.

In 2016, WFP responded to L3 emergencies in, for example, Afghanistan, Iraq, the Lake Chad Basin, Lesotho, Madagascar, Malawi, Mozambique, Nigeria, South Sudan, Swaziland, Syria, Yemen and Zambia, Zimbabwe. Gender was applicable to all of those emergency responses and at each stage of the humanitarian programme cycle: needs assessment and analysis, strategic planning, resource mobilization, implementation and monitoring, operational review and evaluation.

**WHO**

All WFP employees, and partners and contractors, involved in an emergency response are responsible for being aware of, understanding and addressing gender in their particular roles; and of contributing to achieving the four objectives of the WFP Gender Policy (2015-2020).

Key persons who should actively address gender in their roles include:

- Regional Preparedness and Response Officers
- members of the Crisis Management Team / Operational Task Force
- WFP’s Operations Centre staff
- members of the humanitarian clusters, most notably the Food Security, Logistics and Emergency Telecommunications Clusters
- Staff deployed to support the emergency response across a range of functions, such as planning and oversight, VAM, supply chain, food distribution
- Protection, Humanitarian and Gender Advisers
- Area Security Coordinators, Field Security Officers, Wardens etc.
- Monitoring Officers
- Reporting (OIM) Officers
- Evaluation Team members and L3 Lessons Learned Team members
1. Assess & Analyse

**Before an Emergency**: Collect and analyse sex and age-disaggregated data on food security, nutrition, protection risks, coping strategies and other issues key to WFP’s areas of work.

Do this by:
- including questions in existing surveys
- conducting interviews with key informants – women and men (and girls and boys as appropriate) of different ages, such as community leaders, midwives, nurses, teachers, business owners
- running focus group discussions with women and men of different ages, and with female and male youth (same-sex and mixed-sex groups, as appropriate)

Review existing materials – studies, reports, policies, legislation, customary law etc. – to understand the beliefs, customs and practices that support gender equality and those that are a source of gender (and age) discrimination.

**At the time of an Emergency Response**: Do a gender (and age) analysis developing upon existing (sex and age-disaggregated) information and analyses.

The degree of comprehensiveness of a gender analysis will be influenced by security and safety issues, access, time and available resources – human, financial and technical. As a minimum, a ‘rapid gender and age analysis’ should be conducted.

Or (if adequate), use the information from a gender analysis conducted by a humanitarian cluster member, a partner or other emergency response actor. The gender analysis can be integrated into a broader assessment of the emergency or be a separate activity.

WFP can conduct the gender analysis or WFP can contribute to an interagency gender analysis.

**When conducting a gender analysis, before or during an emergency, remember:**
- Use information that is already available.
- Collect data from a range of sources.
- If time is limited – just a few hours or a day – still make sure that women and men, of different ages and different functions in the community, are consulted. If you do not have direct access to individuals in the affected population, and if telecommunications are functioning, communicate with women leaders and women’s organizations who are present via email and/or telephone.
- For women, men, girls and boys, collect information on:
  - roles and responsibilities within the home and in the community
  - control of and access to resources
  - decision-making at household and community level
  - vulnerabilities, resiliencies, coping strategies
  - protection risks, including GBV
  - priority needs
- Be inclusive and participatory.
Ensure an adequate number of women and men are involved, and trained, in collecting information from the women, men, girls and boys in the ‘affected population’. Diverse assessment (and monitoring) teams are critical to reaching the different groups in affected populations. (Gender Analysis)

If staff on the assessment team are all men, find women leaders in the community who are willing to accompany the assessment team to facilitate access to the women affected by the disaster or crisis.

Utilise the expertise of gender specialists – in Country Offices and Regional Bureau, from other humanitarian actors, from standby partners.

Refer to the IASC Gender and Age Marker tip sheets.

Analyse the information to understand:
- who (gender, age, ethnicity, disability etc.) is affected by the emergency
- what (food-related) assistance is required by the different women, men, girls and boys
- what resources are available among the women, men, girls and boys affected by the emergency and how they can be best utilised
- how the emergency situation has changed the physical, social, economic and political context for women, men, girls and boys
- how the emergency has impacted on gender roles, responsibilities and relations (and what that means for meeting food assistance needs, ensuring protection and delivering empowering and equitable outcomes)

2. Integrate Gender in the Design of the Emergency Response

Ensure that the gender analysis informs:

1. **Who participates** in designing and making decisions about the emergency response

2. The **type of food assistance** that is to be provided.
   
   Will food, cash, vouchers or a combination be most effective? Does the assistance meet the priority needs and concerns of the diverse women, men, girls and boys?

3. **Other assistance** that is to be established or adapted from activities that are already underway; such as asset creation programmes.


5. **How** the food assistance is provided. Where are distribution sites located? When is the food assistance distributed?

6. **Who provides** the food assistance? Are both women and men deployed across the different functions and stages of the emergency response? Are there both women and men logisticians? Is there gender expertise among the emergency personnel?

3. Be Participatory

WFP emergency responses should be inclusive and participatory. (Participation)

At all stages of the emergency response, ensure that women and men are involved in decision-making, design, implementation, monitoring and review. For example, training of cooperating partners and government officials before an emergency unfolds can include gender and should involve women and men as trainers and trainees.

A general aim – through advocacy and actions – is for equal representation of women and men on food assistance committees (and any other decision-making body).
4. Coordinate

To ensure a holistic response to the different needs of the women, men, girls and boys in the affected population, work with other members of the humanitarian clusters – particularly Logistics, Emergency Telecommunications, Food Security, Global Nutrition and Protection.

Support Cluster Coordinators in fulfilling their responsibility to ensure that gender equality considerations are mainstreamed throughout Cluster operations.

Maximise scarce resources and limited time by coordinating:
- the collection and use of sex- and age-disaggregated and of gender analyses
- referrals and responses to protection-related issues, including GBV
- complaints and feedback mechanisms
- the integration of gender in Humanitarian Response Plans
- mobilisation of humanitarian funding
- advocacy for gender transformative responses
- application of the UN’s policy of zero tolerance for sexual exploitation and abuse (such as ensuring all staff understand the policy and know what to do)
- monitoring and evaluation of the humanitarian response

5. Partner for gender-transformative responses and gender equality outcomes

Identify and partner with organizations – international NGOs, community-based organizations, cooperatives, unions, collectives etc. – which have the commitments and capacities to deliver WFP’s emergency response that:
- is based on a gender analysis
- addresses the particular needs and priorities of the different women, men, girls and boys in the affected population
- contributes to gender equality outcomes

As needed, strengthen the gender competencies of government counterparts, cooperating partners and other partners. Where other humanitarian actors have solid gender knowledge and experience, draw upon their capacities to support emergency food assistance goals.

6. Implement

When implementing the emergency response, ensure that:
- WFP’s minimum standards for gender mainstreaming and gender-targeted programming are applied.
- all ‘beneficiaries’ – the different women, men, girls and boys – receive information about the emergency response
- the knowledge, skills and networks of the diverse women and men in the affected population are recognised and utilised
- the response strengthens the capacities and resilience of the diverse women, men, girls and boys
- complaints and feedback mechanisms are established at the start of an emergency response
- women and men (and girls and boys as applicable) have equitable access to the food.
- measures are in place to address protection, including GBV, risks (as indicated by the protection analysis conducted WFP, another UN entity, the Protection Cluster or other humanitarian actor)
Food Distribution

- Ensure that women points of contact are available to women food entitlement holders (and men for men), in accordance with safety concerns and cultural norms.
- Ensure that the women and men distributing the food
  (a) have been sensitised to gender and inclusion
  (b) can explain and refer people to the complaints and feedback mechanisms
  (c) understand the obligation and procedures for responding to protection, including GBV, risks and incidents of abuse
- Where food is not being distributed to every woman, man, girl and boy in the community, ensure that the community is informed, and understands, the reasons for targeting the assistance to particular women, men, girls and/or boys.
- Include women and men equally in choosing sites, dates and times for food distribution. Remember to choose sites as close to where women (and men) reside to minimise travel time and costs, protection risks, and increase in domestic workload.
- Before distributions begin, provide information about the food distributions to women and men (through their communication channels) so that they can make arrangements to collect the food (without putting themselves or others at risk and minimising additional workload).
- At distribution sites, and as culturally appropriate, establish separate queues, waiting areas and toilet facilities for women and men.
- Distribute food during daylight hours, taking into account women’s and men’s existing commitments, workloads and schedules, including domestic work and care of children, elderly persons and sick relatives. Finish distribution early enough in the day so that women have time to reach their homes / shelters before the sun sets.
- Package food into safe and manageable loads and weights so that all recipients – women and men of different ages, abilities etc. – are able to receive and transport it. During the registration process, identify means of assisting recipients who do not have the physical capacity to carry packaged food. Alternatively, an in accordance with the gender and protection analyses, replace with cash-based transfers.
- Prioritise food distribution to pregnant and breastfeeding women; women and men with children under 5 years; elderly persons; persons who are unwell and/or malnourished; and persons with disabilities.
- Monitor distribution to ensure that it is delivered as intended.

Cash Based Transfers

Ensure that selection of beneficiaries – women, men, women and men – is based on:
- the gender analysis
- the protection analysis
- opportunities to empower women

7. Monitor & Report

- Collect, analyse and routinely report sex- and age-disaggregated data.
- Monitor food assistance – process of delivery, participation and impacts – for women, men, girls and boys.
- Monitor, and revise as necessary, the complaints and feedback mechanisms to:
  o ensure that they are understood, accessible to and used by the different women, men, girls and boys in the community
  o strengthen understanding of needs and issues in the ‘affected population’ and so strengthen the emergency response
Use, and adapt as necessary, the gender-responsive monitoring process and outcome questions.

- Regularly check, and ensure alignment with, the WFP Protection, Accountability to Affected Populations (AAP) and GBV guidelines.

- Be transparent – share the information about the emergency response with the women and men in the affected population.

8. Evaluate & Learn

- Integrate gender in reviews and evaluations of emergency responses

- Integrate gender and gender equality considerations in what is evaluated – activities, outputs, results, impacts.

- Use the gender analysis guidance to check that key gender equality issues are addressed.

- Ensure that gender equality is explicitly discussed – observations, analysis, recommendations – in the evaluation report.

- From the Evaluation and WFP Emergency Lessons Learned Exercises:
  - list the actions that supported efficient and effective responses to the distinct needs of the different women, men, girls and boys in the affected population
  - list the gender gaps, or oversights, in the emergency response
  - include what worked well in future emergency responses, adapting to the particular context
  - consciously identify measures needed to ensure that the gender oversights are not repeated in future emergency responses (integrate into emergency preparedness work)
**ADDITIONAL RESOURCES**

- Interagency Standing Committee (IASC), (2006). *Gender Handbook in Humanitarian Action*