**Gender Marker Training - Country Office
Session Plan**

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Learning objective

By the end of the session, participants will be able to: specific

- Describe the purpose of CARE's Gender Marker;
- Use the CARE Gender Marker to rate gender sensitivity of strategies, proposals, and response.

Timing and methods

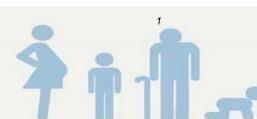| Session Activities	Content	Time
1. Introduction to Session	Plenary Presentation	5
2. Introduction to the Gender Marker	Plenary Presentation	15
3. Using the CARE Gender Marker	Individual work	20
4. Reflecting on the grading	Plenary discussion	10
5. Wrap Up	Plenary Presentation + Q&A	10
Total		60

Resources needed

- Print-outs of ppt slides and materials, Flipcharts, Post-it notes, markers, tape (for the flip chart), boxes and pens;
- Gender Marker pack for each participant – 2 x Vetting Flowcharts, Guidance Note, 2 Proposals to grade;
- 4 copies of the 'marked' proposals to share around the room.

Key messages

1. This training is an opportunity for participants to become familiar with CARE's Gender Marker;
2. The Gender Marker helps us to monitor how successfully we're using gender tools in our work;
3. CARE Gender Marker helps us to track the gender sensitivity of the whole project cycle, and places work on the Gender Continuum to help assess whether we are meeting our own commitments as an organisation;
4. Using the Gender Marker is easy and will not significantly add to your existing workload;
5. Donors are taking notice of the Gender Marker as a tool, and we expect more interest over time.
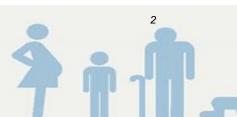
Tips for the facilitator

- Before the session, prepare two proposals for the participants to grade – with an untouched version, and a version that has "grading notes" highlighted to indicate how it should be graded. Think about including proposals that have quite distinct grades (for example, a 1 and a 3);
- Running through the practical application of the tool helps to alleviate concerns about the difficulties and burden of using the tool – ensure you are available to answer questions throughout;
- Remember to highlight the capacity to learn from using the Gender Marker, and that achieving a "high" grade is not necessarily the aim in every situation.

Session Instructions

Introduction	Use the powerpoint slides: Gender Marker Training COs Introduce the session, and highlight that this will be a practical session that not only introduces the Gender Marker, but that they will be using the GM to grade. Ask the participants if they have experience using the Gender Marker from IASC, ECHO or from CARE.	5
Introduction to the Gender Marker	Background on the development of CARE Gender Marker. Briefly explain the other Gender Markers in use (IASC, ECHO) and why CARE has this new version. Explain that the Gender Marker is a tool to help understand whether the organisation is meeting its own gender commitments. It provides a simple grading system that places you along the CARE Gender Continuum.	5
Explanation of how the Gender Marker works	Briefly present how the CARE Gender Marker works, explaining the process of each of the components (Relationship to Gender Norms, Gender Analysis, Adapted Activities, Participation in Project Processes, Gender in Monitoring Systems, plus the Grade box) and steps in the tool. Bring the attention of the participants to the package of documents. Take them through the different documents in their pack: the guidance note, the vetting forms, and the proposals.	10
Gender Marking	Ask the participants to use the gender marker to grade the proposals by themselves. Instruct them to fill in the comments on the second page as well as the grades. Offer to assist with any questions they may have. Set a deadline of 20 minutes to review the proposals. As some finish earlier, get those participants into small groups to discuss their grading with each other.	20
Grades discussion	In plenary, ask participants to share their grades with the group. Then reveal the 'real' grades given to each proposal. Send around the 'answer' sheet.	10

Wrap Up	Reiterate the purpose of the tool, and the learning component.	10
	Using the Gender Marker can help us to see what we are and are not doing in terms of meeting our gender in emergencies commitments. The PIIRS global monitoring system records gender marker grades by project and programme, but is only the first way of many to use the Gender Marker. Invite ideas on how to use the Gender Marker to improve programming. Invite Q&A before closing the session.	
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