

# Gender Equality and Social Inclusion Operational Guidelines 2017

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**Government of Nepal**  
**Ministry of Physical Infrastructure and Transport**  
**Singha Durbar, Kathmandu**

2017

Government of Nepal

Hon'ble Bir Bahadur Balayar

Minister

Ministry of Physical Infrastructure and Transport  
Singhdurbar, Kathmandu, Nepal



Tel. : 01-4211670(Office)  
01-5523933 (Res.)  
Fax No.: 01-4211884  
web : [www.mopit.gov.np](http://www.mopit.gov.np)  
email : [bbbalayar@gmail.com](mailto:bbbalayar@gmail.com)



## Foreword

It is a matter of great pleasure that the Ministry of Physical Infrastructure and Transport (MoPIT) is publishing "Gender Equality and Social Inclusion (GESI) Operational Guideline, 2017". MoPIT is implementing various projects and programs for management of strategic road network, railways and transport management sector programs in Nepal. I wish every success for the effective implementation of the GESI operational Guidelines by the Ministry in the course of mainstreaming and institutionalizing GESI in its overall performance and operations.

I would like to express my sincere thanks to the personnel of the ministry and departments, GESI consultant team and others who were directly involved in preparing, reviewing, updating and publishing the Guidelines. I believe that the direction provided by this guideline will be a milestone in implementing GESI process in the ministry and its institutions.

Bir Bahadur Balayar

Minister

Ministry of Physical Infrastructure and Transport

Government of Nepal

**Hon'ble Sita Gurung**

State Minister

Ministry of Physical Infrastructure and Transport  
Singhdurbar, Kathmandu, Nepal



Tel. : 01-4211613(Office)

Fax No.: 01-4211720

web : [www.mopit.gov.np](http://www.mopit.gov.np)

email : [sitagurung1@yahoo.com](mailto:sitagurung1@yahoo.com)



**Government Of Nepal**

**Ministry of Physical Infrastructure and Transport**

**Foreword**

4211880 (Secretary)

Phone 4211699

4211655

4211782

Fax 4211720

4226899

I am very happy that the Ministry of Physical Infrastructure and Transport is publishing "Gender Equality and Social Inclusion (GESI) Operational Guideline, 2017".

Singhdurbar, Kathmandu

URL: [www.mopit.gov.np](http://www.mopit.gov.np)

email: [info@mopit.gov.np](mailto:info@mopit.gov.np)

As United Nations declared the year 1975 to 1985 as the "Decade for Women" to have the active participation of Women in development activities, Nepal also started to address the participation issues of women since fifth yearly plan (1975-1980 A.D.). In this context, I believe that this guideline will play the important role for mainstreaming the gender and social inclusion issues for the empowerment of the societies as well as nation too. My best wishes are there for the effective implementation of this guideline within the Ministry and its institutions.

Sita Gurung

State Minister

Ministry of Physical Infrastructure and Transport



Government Of Nepal

## Ministry of Physical Infrastructure and Transport



4211880 (Secretary)

4211699

4211655

4211782

Phone

4211720

4226899

Fax

URL: [www.mopit.gov.np](http://www.mopit.gov.np)

email: [info@mopit.gov.np](mailto:info@mopit.gov.np)

### Best Wishes

It is my utmost pleasure that the Ministry of Physical Infrastructure and Transport is going to publish "GESI Operation Guidelines, 2017" for Mainstreaming and Institutionalizing GESI in its portfolios and operations in an integrated manner. The Ministry of Physical Infrastructure and Transport is implementing roads, transport and railways sector programs in the country for the socio-economic development of the nation. It is the need of the day to integrate GESI approach in these sectoral programs of the Ministry.

Gender inequality and social exclusion are issues of global concern. Since last decade, Nepal has been stepping forward by fulfilling all commitments made in the international arena towards non-discrimination, gender equality and social justice. The main objective of this guideline is to provide guidance on implementation of gender equality and social inclusion in all aspects of MOPIT policies, institutions and in its program/project implementation processes at an integrated manner. It is my belief that the operation of this GESI Guideline will be instrumental in creating GESI friendly environment in the portfolios and operations of the Ministry.

I expect effective implementation of this "GESI Operational Guidelines, 2017" in all operations of the Ministry and would like to thank the concerned personnel of the Ministry, Experts of GESI consultant team and others who were directly involved in preparing, reviewing, updating and publishing the Guideline.

Er. Devendra Karki

Secretary

Ministry of Physical Infrastructure and Transport



Government Of Nepal

## Ministry of Physical Infrastructure and Transport

Phone 4211880 (Secretary)  
4211699  
4211655  
4211782

Fax 4211720  
4226899

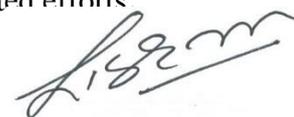


Singhadarbar, Kathmandu  
URL: [www.mopit.gov.np](http://www.mopit.gov.np)  
email: [info@mopit.gov.np](mailto:info@mopit.gov.np)

### Few Words

Gender Equality and Social Inclusion (GESI) Operational Guideline, 2017 has been prepared in the context of mainstreaming and institutionalizing GESI in various portfolios and operations of the Ministry of Physical Infrastructure and Transport (MoPIT). The operational guideline is prepared by the task force of Ministry with technical support of Asian Development Bank. The GESI Operational Guideline, 2017 was ultimately finalized by the concerted efforts of the different division, branches and sections of ministry, Department of Roads (DoR), Department of Railways (DoRW), Department of Transport Management (DoTM) and the other stakeholders through intensive discussions and extensive consultation processes.

I am very much indebted to my seniors for their invaluable suggestions and encouragement in the course of preparing and finalizing this operational guideline and would like to extend my sincere thanks to them. I would also like to thank the personnel of the ministry, departments and institutions who provided their critical comments and feedbacks in the course of preparing and finalizing this GESI operational Guideline. I would also like to thank Ms. Shova Bhandari, Sociologist of Environment and Social Unit of the ministry and Ms. Subha Shrestha, Sociologist of DoR and the core team, as it would not have been possible to prepare and finalize this operational Guideline without their concerted efforts



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Joint Secretary

Planning, Monitoring and Evaluation Division  
Ministry of Physical Infrastructure and Transport

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## List of Acronyms

CBOs	Community Based Organisations
CoC	Conditions of Contract
DOR	Department of Road
DOTM	Department of Transport Management
EA	Environmental Assessment
ESMF	Environment and Social Management Framework
GESI	Gender Equality and Social Inclusion
GESU	Geo-environment and Social Unit
GoN	Government of Nepal
GRB	Gender Responsive Budgeting
LGBTI	Lesbian, Gay, Bisexual, Transgender and Intersex
M&E	Monitoring and Evaluation
MOPIT	Ministry of Physical Infrastructure and Transport
MOWCSW	Ministry of Women, Children and Social Welfare
NGOs	Non Governmental Organisations
NPC	National Planning Commission
NTFPs	Non Timber Forest Products
O&M	Operation and Maintenance
PPR	Public Procurement Rules
PWD	Public Works Directives
SDE	Senior Divisional Engineer
TOR	Terms of Reference
VDC	Village Development Committee

# 1. Preliminary

## 1.1 Preamble

The Constitution of Nepal guarantees the right to equality for all its citizens. Nepal, being signatory to various international conventions, is also legally committed to gender equality and social inclusion (GESI). In line with these mandates, various initiatives have been taken by the Government of Nepal (GoN) in addressing gender equality and social inclusion. Seven (agriculture, education, forest, health, local development, urban development, water supply and sanitation) major sectoral ministries have issued and are implementing GESI policies and guidelines.

Ministry of Physical Infrastructure and Transport (MoPIT) of Government of Nepal has been executing strategic roads, railways and transport management sector programs throughout the country. It has recognized that these sectors have inadequately incorporated gender mainstreaming and other social development concerns in their policies, programs, services and institutional arrangements so far. The Ministry realized that infrastructure sectors need practical guidance for addressing gender equality and social inclusion issues. In this context, MoPIT has developed the “Gender Equality and Social Inclusion Operational Guidelines” for mainstreaming and institutionalizing GESI in its overall portfolio and operations.

## 1.2 Name of the Guideline and Commencement

The name of these Guidelines is “Gender Equality and Social Inclusion Operational Guidelines, 2017” intended for mainstreaming Gender Equality and Social Inclusion (GESI) under the Ministry of Physical Infrastructure and Transport. These guidelines shall be effective from the date of approval or endorsement.

## 1.3 Definitions

Following terms used in the guideline have been defined as follows:

- (1) **“Guideline”** refers to Gender Equality and Social Inclusion Operational Guidelines, 2017.
- (2) **“Ministry”** refers to Ministry of Physical Infrastructure and Transport, Government of Nepal.
- (3) **“Gender”** refers to the socially constructed roles and identities of men and women as well as the relationship between them. The definition of gender has now been expanded to include transgender or third gender categories, that is those individuals who do not identify with some (or all) of the aspects of gender that are assigned to their biological sex of being a woman or a man.

Gender identity is one's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

- (4) **“Poor”** refers to households or persons who consume an average of less than 2,220 calories of food per person per day. The poverty line for Nepal, in average 2010-11 prices, has been estimated at Rs. 19,261; the food poverty line is Rs. 11,929 and the nonfood poverty line Rs. 7,332. (according to Nepal Living Standard Survey, 2010/11).
- (5) **“Excluded Groups”** refer to women, Dalit, Indigenous ethnic groups, Madhesi, Muslim, persons with disabilities, elderly people and people living in remote areas. who have been structurally excluded over a long time due to economic, caste, ethnic, gender, disability, and geographic

reasons and include *sexual and gender minorities (i.e. Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI))*. Transgender is an umbrella term for people whose gender identity and/or expression is different from cultural expectations based on the sex they were assigned at birth. Being transgender does not imply any specific sexual orientation. Therefore, transgender people may identify as straight, gay, lesbian, bisexual, etc.

- (6) **“Vulnerable Groups”** refer to groups of people whose disadvantage or risk of disadvantage is situational rather than structural.
- (7) **“Gender Equity”** refers to the process of being fair to women and men. Gender equity means steps taken to achieve fairness and justice in the distribution of benefits and responsibilities between women and men.
- (8) **“Gender Equality”** refers that all human beings are free to develop their personal abilities and make choices without the limitations set by strict gender roles. The different behaviours, aspirations, and needs of women and men are considered, valued and favoured equally.
- (9) **“Gender Equality and Social Inclusion (GESI)”** refers to a concept that addresses unequal power relations between women and men and between different social groups. It focuses on the need for action to re-balance these power relations and ensures equal rights, opportunities and respect for all individuals regardless of their social identity.
- (10) **“GESI Mainstreaming”** refers to the process whereby barriers and issues of women and poor and excluded people are identified and addressed in all functional areas of infrastructure development system: policies, institutional systems, work environment and culture, programme and budget formulation, service delivery, monitoring and evaluation, and research.
- (11) **“Gender Impact Analysis/Assessment”** examines policies and practices to ensure they have beneficial effects on women and men. It identifies the existence and extent of differences between women and men and the implications of these differences for specific policy areas.
- (12) **“Social Exclusion”** describes the experience of groups that are historically disadvantaged because of discrimination based on income, gender, caste, ethnicity or religion or location.
- (13) **“Social Inclusion”** refers to a process that ensures that those at risk of poverty and social exclusion gain the opportunities and resources they need to participate fully in economic, social and cultural life and to enjoy a standard of living and well-being that is considered normal in the society in which they live. It ensures that they participate more in decision making on matters that affect them and on access to resources, opportunities and services to enjoy their fundamental rights.
- (14) **“Empowerment”** refers to the enhancement of assets and capabilities of diverse individuals and groups to function and to engage, influence and hold accountable the institutions that affect them. It is about the people - both women and men - taking control over their lives, setting their own priorities, gaining skills, building self-confidence, solving problems, and developing self-reliance.
- (15) **“Gender Responsive Budget”** refers to government planning, programming and budgeting that contributes to the advancement of gender equality and the fulfillment of women’s rights. It entails identifying and reflecting interventions to address gender gaps in sector and local government policies, plans and budgets.
- (16) **“Public Auditing”** is a tool taken up for the purpose of enhancing governance, particularly for strengthening accountability and transparency of service providers towards beneficiaries/stakeholders by publishing the program including financial information. It values the

voice of stakeholders, including marginalized/poor groups whose voices are rarely heard. Public Audit is not only an event but also a process to ensure beneficiaries/stakeholders right to know of the activities of their concern.

- (17) **“Social Auditing”** is a process that enables an organisation to assess and demonstrate its social, economic, and environmental benefits and limitations. It is a way of measuring the extent to which an organisation lives up to the shared values and objectives it has committed itself to.
- (18) **“Disaggregated Data”** refers to distinguishing men and women, ethnic minorities, people with a disability, people with HIV and other excluded/vulnerable people in the data to reveal quantitative differences between them.
- (19) **“Poverty Mapping”** refers to the methodology for providing a detailed description of the spatial distribution of poverty and inequality within a country. It combines individual and household (micro) survey data and population (macro) census data with the objective of estimating welfare indicators for specific geographic area as small as village or hamlet.
- (20) **“Social Mapping”** is a method to identify households based on predefined indicators relating to socio-economic conditions (e.g. status, skills, property, education, income, etc.). It results in information about households’ relative well being, rather than an absolute assessment.
- (21) **GESI sensitive:** Being GESI sensitive means that the different needs of women and men (and people of third gender), unequal power relations and inequalities are addressed to ensure that women, poor and the excluded have access to sector resources and opportunities

#### **1.4 Objectives of the Guideline**

The main objective of the guideline is to provide guidance on implementation of gender equality and social inclusion in all aspects of MoPIT policies, institutions and in its program/ project implementation processes in an integrated manner. The specific objectives are to:

- (1) ensure that a gender and social inclusion responsive approach is adopted and monitored in MoPIT to improve the access of women, poor and the excluded to resources, opportunities and benefits from the programs/ projects and services of the Ministry.
- (2) ensure GESI issues are addressed both in programmes and in institutions.

#### **1.5 Core Requirements for Mainstreaming Gender Equality and Social Inclusion**

Essential elements for mainstreaming GESI are:

- (1) concepts of gender, gender equality, empowerment and social exclusion/inclusion will have to be clearly defined in simple language so as to make these understandable to the staff at all levels;
- (2) a cadre of staff will have to be trained to develop their analytical skills on gender equality and social inclusion issues in the course of providing technical support to others;
- (3) adequate time must be allocated at all management levels to identify issues, design processes and implement activities;
- (4) resources need to be identified and made available timely;
- (5) an empowerment/inclusion perspective needs to be integrated into all policies, and enforced in all activities and regular functions in the operations of the MoPIT and its departments, with

appropriate management structures in place, followed by monitoring and evaluation methods that are responsive to empowering women, poor and the excluded; and

- (6) institutional arrangements, work culture and staff performance need to recognise gender/caste/ethnicity differentiated needs and promote GESI sensitivities.

Additional core requirements for mainstreaming GESI are:

- (1) all data should be disaggregated by sex, age, caste, ethnicity, religion, education, class, economic status, place of residence, and any other relevant variables (e.g. disability, minority community outside of caste and ethnic groups, urban poor, people displaced due to development activities, where required);
- (2) characteristics of division of labour, access to productive resources and decision-making power (who does what, where and why; who has access to what productive resources, who has the ultimate authority to make decisions) will have to be assessed before planning the programs and projects that may have differential impact on women and men of different social strata and economic groups; and
- (3) assessment of policies, programming and budgeting, institutional arrangements, human-resources issues and M&E system should be done from a GESI perspective of MoPIT and its departments for programs/projects, partner organizations and community groups.

## **2. Institutional Arrangements for GESI Implementation**

There should be appropriate institutional arrangements at all levels starting from the Ministry and Department at the Central level to Regional, Divisional/Sub-Divisional Offices. For the effective implementation of the Guidelines, it is also imperative to improve and build up the existing institutional arrangements and their capacities from the ministry to the division/sub-division levels respectively. Furthermore, it also requires common understanding about GESI and its operationalization process between the MoPIT and other stakeholders. Specific responsibilities with Scope of Work should be provided to all levels. To get the desired level of priority at the institutional level, allocation of resources for GESI implementation should be adequate enough. In addition, the institutional arrangements should have sufficient resources. Regular enforcement and monitoring should be done.

### **2.1 Ministry Level**

At the Ministry level, an Environment and Social Section has been working under the Planning, Monitoring and Evaluation Division. This section is headed by a Senior Divisional Engineer (SDE), and includes a sociologist and different officers. This section is responsible for all Gender Equality and Social Inclusion based activities of the Ministry.

The Scope of Work of the Environment and Social Section which is responsible fully for GESI issues will include following activities:

- Conduct orientation and training as required
- Coordinate with the Departments, other line Ministries and Stakeholders (MOWCSW, NPC, Donors, Contractors) and monitor the progress of implementation of GESI Operational Guidelines.
- Review the progress, monitor and report the operational status of GESI guidelines on regular trimesterly and annual basis.
- Revise checklists, forms and formats for all levels based on GESI Operational Guidelines.

- Facilitate the Ministry for GESI issues related changes in policies, acts, regulations and directives, etc.
- Formulate short term and long term implementation plan for operationalization of GESI related activities.
- Facilitate strengthening or establishment of GESI related working teams/sections/units in the Department of Roads, Department of Railways and Department of Transport Management
- Facilitate to make the NPC monitoring forms and formats GESI responsive.
- Make arrangement for the collection of disaggregated data and information. Develop additional M&E and reporting formats for including GESI related monitoring and reporting in Department and Ministry processes.
- Coordinate with MoF regarding gender responsive budgeting (GRB). (Refer annex 1 for suggestions regarding GRB sub-indicators relevant for MOPIT and its departments)

All the central level projects and the organizations which are directly implemented and supervised by the Ministry i.e. Road Board and other offices will each establish a GESI Unit for the operationalization and mainstreaming of GESI related activities. Provision of a sociologist will be made and mobilized in respective GESI Units. These sociologists will be the GESI focal points with GESI responsibilities included in their job description. If there is no sociologist, the concerned Unit can outsource as required. The scope of work for these GESI Units will include, but will not be limited to the following activities:

- facilitate in the implementation of GESI related terms and conditions as reflected in the contract agreements made between projects and the contractors;
- provide briefings on GESI mainstreaming issues to the contractors and other relevant people at the time of making contract agreements;
- monitor the progress of GESI mainstreaming activities in compliance with the contract made in Special Contract documents, and
- prepare and submit the reports containing GESI based disaggregated data and description of the progress made in GESI related issues.

Apart from this, all committees, sub-committees, commissions etc. to be formed under the ministry should be inclusive in nature with proper representation of women, sexual and gender minorities, persons with disability and people of different caste/ethnic groups. Similarly, selection process of participants for trainings, exposure visits and scholarships (both in and outside the country) should support participation and learning of women and people from excluded social groups..

## **2.2 Department Level**

Geo-environment and Social Unit (GESU) will be responsible for the implementation and overseeing of GESI related activities of the Department of Roads.

An Environment and Social Section/Unit will be established in both the Department of Railways and in the Department of Transport Management. This section should have a sociologist, who should be designated as the GESI focal point with GESI responsibilities in the job description. Till the section is formed, a GESI Working Team under the Planning Division Chief with two members including an M&E officer and a sociologist (where available) will be formed to work on GESI issues.

The responsibility of this Section/GESI working team in the Departments will be to implement and oversee the GESI related activities of the department. Their responsibilities will include:

- Prepare the short term, medium term and long term plans for implementing the GESI Operational Guidelines of the Departments.
- Facilitate in mainstreaming GESI in all the work of the Departments.
- Review progress and report operational status of GESI guidelines.
- Make arrangements for the collection of GESI disaggregated data in the prescribed formats of NPC and additional formats developed by the Ministry.
- Monitor projects status and construction sites for the enforcement of GESI related provisions, analyze the gaps, identify problems and provide suggestions for further improvements.
- Provide orientation to staff for common understanding of GESI concepts and mainstreaming GESI in programs/projects.
- Ensure monitoring (by Sociologist and Engineer) of all projects from a GESI perspective. Monitoring outcomes must be included in the regular reports of the sociologist and engineer.
- Prepare GRB guidelines in consultation with MoPIT.

### **2.3 Regional/Zonal Level**

The Regional Director/Head of Office will be the GESI Focal Person. S/he will be responsible for ensuring the implementation of GESI guidelines in offices and other GESI related activities.

The responsibilities of the GESI Focal Persons at this level will include the following activities:

- Ensure the implementation and monitoring of the GESI Guidelines
- Review and report the operational status of the GESI Guidelines.
- Ensure incorporation of GESI perspective in the reporting formats provided.
- Implement the GRB guidelines.

### **2.4 Divisional/Project Level/Service Office**

A GESI Working Team will be formed, where possible, under Division Chief/Head of Office with two other members in each division/project/service offices as relevant. The GESI Working Team thus formed will comprise of Division/Sub-division Chief, Engineer and Sociologist. The respective Division/Project/Service Officer/ Chief will coordinate the functions of such teams.

The Division/Sub-division can hire a GESI Specialist on a short term basis if the need arises. The responsibilities of the working team will include following activities:

- Coordinate with the concerned district line agencies and district based other stakeholders (NGOs, donors, private contractors) and monitor the progress status of GESI mainstreaming in the project cycle.
- Progress review and reporting of operational status of GESI guidelines.
- Ensure a GESI sensitive working environment in the offices
- Ensure GESI mainstreaming in the project cycle (planning and implementation) in accordance with the GESI guidelines.
- Capacity development of Division/Sub-division staff on concept of GESI, the process of implementation of GESI guidelines in project cycle and on GESI monitoring checklists.

- Develop capacity development plan of Division/Sub-division on GESI mainstreaming and allocate the resources accordingly.
- Prepare ToR for hiring the GESI Specialist and monitor the performance of such specialists accordingly.
- Ensure the incorporation of GESI related activities in the reports to be submitted to the respective regional offices and the department.

### 3. Guidelines for mainstreaming GESI in Ministry of Physical Infrastructure and Transport

The key functions of the Ministry of Physical Infrastructure and Transport are to provide guidance to the sectors under it (roads, railways and transport management), formulate policies, enforce their implementation, manage human resources, do annual planning and budgeting, conduct monitoring and submit reports.

This section presents measures for mainstreaming GESI in the different responsibilities of the Ministry.

#### 3.1 Policy Formulation

During policy formulation or revision, it is important to recognize the following overall points:

- The abilities of and constraints faced by women, poor, vulnerable and excluded people to access and use services related with the sectors under the Ministry.
- The impact of gender, income, caste/ethnicity, religion and location on women, poor and the excluded which constrain them from access and use of the sector's resources.
- The differentiated strategies and approaches needed to promote access and use by women, poor, vulnerable and excluded people.
- Recognize that women, poor and the excluded are key actors, with certain skills and capacities and that their rights are to be protected and promoted.

Specific measures to integrate GESI in policies are provided in Table 3.1.

**Table 3.1 Measures for integrating GESI in policies**

Activity/Task	Tools/Methods/Measures
Policy development	The concept note or ToR for the development of any policy should adequately address GESI issues in the objectives, scope of work and tasks and should direct the team to consciously identify and work on issues impacting women, poor and the excluded
Policy formulation team	Policy development teams should/will include a sociologist if possible (also someone with GESI expertise) who can recognize and respond to the constraints experienced by women, the poor and people from different excluded and vulnerable groups. All team members should receive a basic orientation on GESI.
Literature review	Literature reviews for policy development must review related GESI issues and identify good practices and lessons learned.
Policy formulation process	The policy team should hold consultations and discussions with: 1) groups of women, poor, vulnerable and excluded people to identify their perspectives and priorities; 2) GESI experts to ensure that all GESI related issues are well covered; and 3) responsible government and non-government officials in the sector.

Activity/Task	Tools/Methods/Measures
Contents of policy documents	<p>All parts of the policy document (including the methodology and document review) should clearly specify guidance on GESI mainstreaming. The context and situation analysis should specify the reason for formulating the policy and give disaggregated data on the situation of women, poor, vulnerable and excluded people. The challenges and opportunities should describe the barriers women, poor, vulnerable and excluded groups face in accessing and using services. The opportunities to address these challenges should be discussed.</p> <p>Clearly define target groups.</p> <p>Review who will benefit from the policy (with gender, caste, class, location, ethnicity disaggregation). Who is likely to have/not have access to the benefits from these policies? What are the strengths and gaps from a GESI perspective,</p>

### 3.2 Policy implementation

To ensure that the GESI provisions of a policy are being implemented, the Ministry has to direct the GESI unit/team and the GESI Focal Persons to review the policy provisions and monitor the implementation. It has to ensure that the time needed for such review and monitoring is provided to the GESI team/Focal Persons.

A consultative process has to be followed of discussions, meetings and focus groups discussions with community people, including women, poor and the excluded; with local stakeholders; with district and department level officers and other staff to identify how the policy provisions are being implemented.

Reports, data and statistics need to be reviewed to identify who women, poor and the excluded are benefiting from the policies being implemented.

An internal report of how the policy provisions are being implemented needs to be submitted to the Ministry by the GESI team/Focal Person for necessary action.

### 3.3 Annual Work-Plan and Budgeting Process

The Ministry follows certain processes in the preparation of its annual plan and budget. The steps and the measures required for addressing GESI issues in the planning and budgeting are presented in Table 3.2:

**Table 3.2 Measures for GESI responsive planning and budgeting**

Planning Steps	GESI measures
Demand (application by politicians and public)	<ul style="list-style-type: none"> <li>▪ Community consultations to work with women, poor and the excluded for identifying their needs and priorities so that they can also submit their demand to the Ministry through regional, division and departments</li> </ul>
Selection of demands by the Ministry to forward to Departments	<ul style="list-style-type: none"> <li>▪ The review of the received demand application by the Ministry should assess whether the application has inputs of women, poor and the excluded; whether the potential project has the capacity to benefit women, poor and the excluded (e.g. employment increased economic opportunities)</li> <li>▪ Ministry must direct Departments to direct their Divisional/Zonal level offices to identify unreached groups and underserved areas, their constraints to accessing services, the measures taken to address these constraints and interventions that have increased access to and the use of sector services</li> </ul>

Planning Steps	GESI measures
Selection of projects by the Departments to forward to subordinate Offices	<ul style="list-style-type: none"> <li>▪ Review by Departments of forwarded demands for sending to divisional/zonal offices need to assess whether the potential project has the capacity to benefit women, poor and the excluded improve their livelihoods (e.g. employment increased economic opportunities), enhance their capacity to influence decisions (e.g. participation in committees and other decision making forums) and provide opportunities which would reduce discriminatory practices (e.g. promote women contractors, women-led consultant design team, skills enhancement of women, poor and the excluded for benefiting from employment opportunities etc).</li> <li>▪ Departments should direct subordinate offices to consider above issues while detailing project design</li> <li>▪ The GESI Focal team responsible in the Departments (e.g. GESU in DOR) should review and provide guidance for integrating GESI in the project development (as per the guidance in these guidelines)</li> </ul>
Development of project details by Divisional Offices to submit to Department	<ul style="list-style-type: none"> <li>▪ Development of project should assess needs of women, poor and excluded in the project area and inform the project preparation by providing sufficient disaggregated details about existing situation, priorities and needs of the excluded group. The design of the interventions must address the specific barriers of women, poor and of the excluded and design interventions so that they can access resources and benefit from the project.</li> <li>▪ The GESI Focal Persons in the Divisional/Zonal Offices should provide support to ensure that GESI aspects are integrated in the project (these guidelines provide some guidance)</li> </ul>
Review by Department before submission to Ministry	<ul style="list-style-type: none"> <li>▪ Department has to ensure that GESI provisions are addressed in the project design, implementation and monitoring. The GESI team has to actively review and ensure GESI is integrated</li> </ul>
Review by Ministry before submission to NPC and MoF	<p>Ministry has to ensure that the project fulfils the GESI related criteria sent earlier. MOPIT needs to ask:</p> <ul style="list-style-type: none"> <li>▪ What was the level of engagement of women, poor and excluded in the design of the project? Were there mechanisms and processes which enabled these groups to voice their interests and views regarding the design of the project?</li> <li>▪ How well has the project recognized the existing situation of women, poor and the excluded?</li> <li>▪ What steps have been identified to address the barriers and build on the strengths of women, poor and excluded to access the project's resources and opportunities and benefit from the project?</li> <li>▪ What are the policy mandates and institutional arrangements to address gender equality and social inclusion issues?</li> <li>▪ What interventions have been designed to address the socio-cultural barriers, constraining women, poor and excluded from accessing project resources and opportunities, for building their capacity to influence and enjoy benefits from the project, for enhancing the capacity of service providers to be GESI responsive?</li> <li>▪ Does the M&amp;E and reporting mechanisms require disaggregated data and are results monitored for their impact on women, poor and excluded?</li> </ul>
Budget Ceiling set by NPC/MoF to MoPIT and Departments	<p>While preparing directives and budget allocations to Departments, MOPIT must give direction about:</p> <ul style="list-style-type: none"> <li>▪ the necessity of allocating sufficient budget for reaching the unreached;</li> <li>▪ budget for capacity building required to address GESI mainstreaming across the sector from the ministry to local level and for targeting services to reach unreached populations</li> </ul>
Allocation of project budget	<ul style="list-style-type: none"> <li>▪ The decisions at the Ministry level (Secretary, Finance Division Head, Planning Chief) about budget allocation for specific projects should be based on an understanding of the gaps in services to women, poor and the excluded and what interventions can improve their access to resources, employment and other opportunities because of improved roads, railway connections and better transport management.</li> </ul>
Allocation of budget for Ministry	<ul style="list-style-type: none"> <li>▪ The Ministry has to direct the different divisions and sections (e.g. Planning, Construction, Administration, Foreign) to ensure GESI aspects are addressed in the annual program they prepare within the budget provided to them. The Ministry must assess whether any division/section requires a higher budget for ensuring that GESI related activities are effectively implemented.</li> <li>▪ Ministry should follow the GRB Guidelines of MoF while allocating the budget in order to ensure that sufficient funds are for activities supporting women, poor and the excluded.</li> </ul>

### 3.4 Monitoring, evaluation and reporting

The Ministry has the authority and responsibility to monitor and evaluate the performance of its staff and its Departments. The Monitoring and Evaluation Section under the Planning Division of the Ministry has the overall responsibility though other related sections area also encouraged to monitor.

NPC has given formats and guidelines for monitoring which all Ministries follow. But these do not require disaggregated evidence systematically about how women, poor and the excluded have benefited from the sectors. Thus certain reporting and monitoring and evaluation formats will have to be developed by MoPIT in addition to the ones issued by NPC. Trimesterly and annual formats will be used for reporting on gender equality and social inclusion issues. Ministry and all Departments will need to complete these as a routine attachment to the other reports submitted trimesterly and annually. A section in the annual report on GESI will be mandatory.

Suggested measures for GESI responsive monitoring, reporting and evaluation are provided in Table 3.3:

**Table 3.3 Measures for GESI Responsive Monitoring, Reporting and Evaluation**

Activity/Tasks	Tools/Methods/Measures
<b>Monitoring</b>	<ul style="list-style-type: none"> <li>▪ Include integration of GESI in Ministry's internal evaluation activity (periodic samiksha),</li> <li>▪ GESI section should monitor the implementation of the GESI guideline and report on it</li> <li>▪ Project and program assessments should assess whether women, poor and the excluded have benefited or not from the project/program and how to improve their access to resources and benefits</li> <li>▪ Outcome indicators, how they will be measured and level of disaggregation need to be clearly identified in the Ministry's plan.</li> <li>▪ The tasks of monitoring should include GESI tasks.</li> <li>▪ The monitoring mechanism, process and the format should include GESI issues</li> <li>▪ Monitoring and evaluation system with participation of concerned groups should be established.</li> <li>▪ Joint monitoring should be promoted with local stakeholders and target groups</li> <li>▪ Disaggregated data and evidence issues affecting women, poor, vulnerable and the excluded should be collected and used to inform decisions</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>▪ Reporting format should be reviewed /revised using a GESI perspective. Disaggregated data on benefited households with data on the relevant outcome indicators should be included. Comparisons of the relevant outcomes indicators for different social groups over time should be prepared periodically.</li> <li>▪ Reports should include good practices, challenges, lessons learned and suggestions from a GESI perspective. Case studies with voices of women, poor and excluded about their level of benefit from the entire project should be prepared to identify good practices and lessons.</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>▪ The ToR of the evaluation team should include GESI as a key responsibility</li> <li>▪ Include a GESI expert in the evaluation team</li> <li>▪ Design and use instruments that clearly capture disaggregation and issues impacting women, poor, vulnerable and excluded people</li> <li>▪ Use both quantitative and qualitative methods</li> <li>▪ Prepare disaggregated data and an evaluation report that captures benefits to women, poor, vulnerable and excluded people and also notes remaining issues.</li> <li>▪ Include explicit documentation of the implications and impact on women, the poor, vulnerable and excluded people</li> </ul>

### 3.5 Institutional Arrangements for GESI

At the Ministry level, the Environment and Social Section is responsible for all Gender Equality and Social Inclusion based activities of the Ministry. But the extent to which GESI policy commitments are formulated and effectively implemented depends on the understanding, skills and commitment of the

staff in policy-making, planning and implementation roles. Thus it is important that the Ministry establishes institutional systems and processes that can address GESI issues effectively.

Guidance for GESI responsive institutional arrangements are presented in Table 3.4:

**Table 3.4 Measures for GESI Responsive Institutional Arrangements**

Task/Activity	Tools/Methods/Measures
<b>Institutional Arrangements</b>	<p><b>GESI Section/Unit</b>  <b>GESI responsibility in Ministry:</b> The Environment and Social Section of the Planning Division should be declared as the GESI specialist section. It will be responsible to provide technical support on GESI to the Ministry.</p> <p><b>GESI in regular HR Functions of Ministry</b>  <b>Recruitment, Promotion, transfer:</b> Positive discrimination, as far as possible, should be followed during recruitment of staff in consultation with the Ministry of General Administration and Public Service Commission.  A diverse social profile should be promoted at each level through positive recruitment practices. Diversity in staff must be promoted to ensure different experiences and perspectives are available to the Ministry.  Gender sensitive criteria should be included for posting and transfer of staff e.g. considering spousal location, career development of women staff. Policy of positive discrimination to be considered while making such decisions.</p> <p><b>Support for gender specific responsibilities:</b> To institutionalize women's participation in the Ministry and Departments, additional arrangements need to be clearly communicated and followed, e.g. facilities for childcare, breastfeeding time and flexible timing. Paternity leave, as per government's rules, should also be followed.</p> <p><b>Grievance and redressal mechanisms:</b> Grievance and redressal mechanisms should be developed in consultation with staff. Special mechanisms for handling sexual harassment and language/cultural/caste discrimination issues should be developed and made functional.</p> <p><b>Working culture</b> should to be GESI supportive with zero tolerance of any discriminatory behaviour, use of discriminatory language or gestures. A positive environment that appreciates the perspectives of a diverse group of staff should be promoted.</p> <p><b>ToRs:</b> Job descriptions and ToRs should have GESI issues in objectives, responsibilities and required qualifications.</p> <p><b>Capacity building:</b> Enhancing of capacities and skills on mainstreaming GESI should be planned and implemented. Establish quotas for for women in training and exposure visits Women and people from excluded groups may have higher capacity strengthening requirements that need to be considered, due to less exposure/experience.</p> <p><b>Staff performance evaluation:</b> Staff performance should include evaluation of efforts to address GESI related issues and GESI sensitive behaviour/actions.</p>

## 4. Guidelines for Mainstreaming GESI in the Strategic Roads Sector

This section presents the guidelines for gender equality and social inclusion mainstreaming in strategic and feeder roads sector. The project cycle steps (as outlined in the PWD directives) provide operational guidance for mainstreaming GESI.

### 4.1 Policy level

Policies (in the form of criteria/guidelines, regulation or guidance) are necessary at each stage of the project cycle (Table 4.1):

**Table 4.1 Required policy directives for GESI mainstreaming in the project cycle**

S.N.	Stage	Required policy directives
1	Project Identification	<ul style="list-style-type: none"> <li>▪ Identify specific priorities and needs of women, poor and excluded through separate consultations/discussions with them and secondary data review.</li> </ul>
2	Appointment of consultants	<ul style="list-style-type: none"> <li>▪ Include GESI issues in ToR (e.g.to identify the excluded and their barriers, to consult with women, poor and the excluded, to ensure minimum participation of women, poor and the excluded in key meetings, to report with disaggregation etc)</li> <li>▪ Use GESI sensitive criteria (i.e the consultants have an .inclusive team, women in decision making positions, plans for capacity strengthening of community women, poor and the excluded and other such aspects) and scoring.</li> </ul>
3	Pre-feasibility stage	<p>Policy directives for</p> <ul style="list-style-type: none"> <li>▪ Participatory tools to identify the poor, requirements and implications of planned project on WPE and for the use of disaggregated data.</li> <li>▪ Mandatory labor survey with disaggregation and level of available skills.</li> <li>▪ Consultation and coordination with local groups, representative organizations and local government bodies.</li> <li>▪ Revisions in the functions of committees and for representation women and excluded in the committees.</li> <li>▪ Include GESI issues in the pre-feasibility study</li> <li>▪ Reporting findings and recommendations with disaggregation, addressing issues experienced by women, poor and excluded and for recommendations to include GESI related activities.</li> <li>▪ Identify appropriate technology to enhance GESI.(e.g, technology which makes best use of local materials, construction technology that can be used by women, poor and excluded and does not need outside experts only, strengthen skills of women, poor and the excluded to use construction equipment).</li> </ul>
4	Feasibility stage	<p>Policy directives for</p> <ul style="list-style-type: none"> <li>▪ Socio-economic analysis and baseline survey to include issues from a GESI perspective.</li> <li>▪ Affirmative action in consultant and contractor selection with priority to women consultants and contractors where possible</li> <li>▪ Develop and revise formats/questionnaires/checklists used during primary data collection to include information requirements regarding GESI issues.</li> <li>▪ Cost estimates, of at least 5 percent to include constructions as relevant for the women, poor and the excluded in the project area (e.g. child care spaces, toilets, market spaces for local produce, connecting side roads), gender specific support during implementation (work sites closer to home, safe and secure work environment, paid breast feeding time, child care support, sanitary facilities, skill strengthening for higher skilled jobs in construction and maintenance) and for social mobilization kind of activities (mobilizing women to inform them of employment opportunities, motivating family members and gate keepers to enable women to learn skills for typical “male” jobs, convincing socially excluded groups to taken on non-traditional skills and occupations) .</li> <li>▪ Involvement of a social officer in study team.</li> </ul>
5	Project appraisal and budget approval	<ul style="list-style-type: none"> <li>▪ Revised appraisal criteria to include GESI related criteria (e,g, targets for women, poor and the excluded in employment, GESI responsive workign conditions etc).</li> <li>▪ At least 5 percent of total cost as budget allocation for GESI related and environmental activities, as reflected in the fesibility study report</li> </ul>
6	Project implementation plan	<ul style="list-style-type: none"> <li>▪ GESI responsive logframe objectives and outputs and indicators where possible.</li> <li>▪ Civil Society Organizations (CBOs/NGOs/Women’s groups etc) working for GESI issues in projects</li> </ul>

S.N.	Stage	Required policy directives
7	Engineering design	<ul style="list-style-type: none"> <li>▪ GESI sensitive design criteria (e.g. design has to be women and disabled friendly, take into account the differences that women and men have in accessing and using technology, also considering differential needs of women and men and people of different social groups for products) and standards (e.g. the process of design has to build on knowledge of both women and men engineers, recognize differentiated needs for technology and information)</li> <li>▪ Identify technologies to enhance GESI aspects (machines/equipments which women, poor and excluded can learn to operate, organizing construction work in ways that can promote more equitable distribution of work opportunities e.g. by dividing roads into shorter sections so that women can work closer from home, disabled friendly road design so that physically handicapped, visually impaired people can also use them)</li> </ul>
8	Pre-construction activities	<ul style="list-style-type: none"> <li>▪ GESI sensitive compensation payment process.</li> <li>▪ Authority to divisions for agreements with other institutions for the temporary use of right of way land.</li> <li>▪ There should be arrangements to ensure GESI when appointing labors or contracted staff.</li> </ul>
9	Procurement of works	<ul style="list-style-type: none"> <li>▪ Affirmative action (e.g. lower years of experience for women suppliers, contractors etc) for awarding works to women contractors.</li> </ul>
10	Construction phase	<ul style="list-style-type: none"> <li>▪ Affirmative action for selection and promotion of women contractors (as stated in the ToR of consultants)</li> <li>▪ Targeted employment of women, poor and the excluded</li> <li>▪ Gender specific facilities for labour workers.</li> <li>▪ Ensure equal wages for women and men</li> <li>▪ Specialized training to women for skilled employment opportunities (e.g. mason, heavy machine operator training, driving to women).</li> <li>▪ Training for risk mitigation (e.g. on HIV AIDS, trafficking, child labour)</li> </ul>
11	Post-construction activities	<ul style="list-style-type: none"> <li>▪ Project completion report with disaggregation and about benefits to and impacts on women, poor and excluded.</li> <li>▪ Commissioning local people, especially women and poor for routine maintenance works.</li> <li>▪ Target to achieve fifty percent women engagement as length workers and supervisors.</li> <li>▪ Road sides (right of way) to be temporarily used by women and poor for planting fodder and other NTFPs esp in the last 10 metres..</li> </ul>
12	Reporting, monitoring and evaluation procedures	<ul style="list-style-type: none"> <li>▪ Feedback mechanism with women and excluded groups' involvement.</li> <li>▪ Inclusive monitoring team.</li> <li>▪ Responsibility to social officer to monitor the health, safety, security and welfare of workers.</li> <li>▪ Disaggregation in reporting, M&amp;E formats and for information on GESI issues.</li> <li>▪ Verification of implementation of GESI provisions in the Conditions of Contract (CoC)</li> <li>▪ GESI audit to be conducted</li> <li>▪ GESI issues to be integrated in Impact assessment studies</li> </ul>

Source: Guideline team, 2017

## 4.2 Institutional level

At the department level, GESU will be fully responsible for GESI issues. When required, a GESI working team to support GESU will be formed with the SDE/engineer of planning section, sociologists, gender specialists and head of monitoring and evaluation section of the department as members. If there are no gender specialists, such expertise can be externally contracted.

At the regional level, the Regional Director will be responsible for ensuring that GESI is mainstreamed in the project cycle of selected projects.

At the divisional level, a GESI desk will be formed with the division chief, relevant officer/s, sociologist (if available) as part of the team. The sociologist could be designated as the GESI focal point with GESI responsibilities in the job description. The concerned division chief will coordinate the functions of the desk.

At the project level, the project manager will be responsible for the mainstreaming of GESI in the project cycle, especially in planning and implementation.

Capacity of existing human resource will be strengthened on GESI. Senior policy makers need to be provided basic orientation on concepts while more advanced and skill based training is necessary for other staff especially those in the GESI teams/desks. Awareness program for internalization of GESI concepts is required for all. Staff diversity must be promoted and government's policy of 33 percent women staff implemented.

Provisions for gender specific supportive facilities like child care, safety and security, privacy for breastfeeding and other such issues to address the caring responsibilities of women needs to be arranged so that women can work in remote areas without hesitation and the environment necessary for them to do other jobs beside desk jobs is provided by the institution.

### 4.3 Annual Planning, Programming and Budgeting

The annual plan, programme and budget needs to mainstream GESI. A key consideration has to be that the planning process enables women, poor and the excluded to voice their priorities and requirements, uses disaggregated evidence of the existing situation for the planning and that the plan itself is with comprehensive activities to ensure women, poor and the excluded benefit from the strategic roads sector. Adequate budget allocations for direct benefits to women, poor and the excluded and for creating an enabling environment for women, poor and the excluded to benefit are needed. GESI related guidance for the planning and programming steps followed by DOR is provided in Table 4.2:

**Table 4.2 Required measures for GESI mainstreaming in planning and budgeting**

S.N.	Steps	Measures to Mainstream GESI
1	Local level meetings/ consultations	<p>Identify the needs and priorities of women and poor and excluded people to enable them to benefit from the strategic roads through discussions with community women and men (of different social groups) and other stakeholders.</p> <p>Identify skill strengthening requirements of women, poor and the excluded for skilled labor/services during construction and post-construction.</p> <p>Identify options for supplementary infrastructure works linked to the SRN construction which would respond to requirements of women, poor and the excluded (e.g market place, trails, school building, women community centers)</p>
2	Divisional/Project level planning meetings	<p>Divisional/Project offices should identify priorities and requirements of unreached groups and underserved areas and to motivate them to submit demand applications.</p> <p>Divisional offices should hold consultations with representative organizations, local government bodies and other stakeholders to identify priorities and constraints of women, poor and the excluded to benefit from SRN projects</p> <p>Divisional offices should prepare a progress update for presentation in planning meetings with disaggregated data of who benefited from SRN projects in terms of employment, who is using the roads, who has been able to access economic resources due to the roads etc in order to inform the performance reviews and further planning</p>

S.N.	Steps	Measures to Mainstream GESI
3	Regional performance review of present year and planning for next year workshops	<p>Divisional/project offices should present their annual achievements and issues and constraints identified in their last year's review, including progress and bottlenecks in reaching unreached populations and providing opportunities to women, poor and the excluded to benefit from SRN projects.</p> <p>Ensure the annual plan includes objectives, indicators and activities that will support implementation of the GESI Guideline provisions.</p> <p>GESI Focal Person/team should provide support for integrating GESI in the planning and the draft plans</p>
4	Discussion on preparation of budget/annual program for next year	<p>Based on the presentations of divisional offices, key priority programmes and activities should be identified which would ensure some direct benefits to women, poor and the excluded.</p> <p>Ensure disaggregated evidence is shared and data used in reviews and planning meetings.</p> <p>Use lessons and good practices of GESI related initiatives to identify effective activities for the annual workplan.</p> <p>Ensure specific budget is allocated for activities such as skill strengthening of women, poor and people of excluded groups as skilled construction workers, heavy equipment operators and for other employment in the sector; for auxiliary works supportive of women, poor and the excluded; for training DOR staff on GESI analysis and mainstreaming in the sector's work.</p>
5	Ceiling set by NPC/MoF to Ministry and on to its divisions and centres	<p>While preparing directives and budget allocations to divisional offices based on Ministry directives, DOR should address:</p> <ul style="list-style-type: none"> <li>▪ the necessity of ensuring benefits for women, poor and the excluded;</li> <li>▪ the distribution of resources and services to increase equitable access to services in remote areas;</li> <li>▪ key evidence to address gaps in service use and the socio-economic outcomes for women and poor and excluded persons;</li> <li>▪ new initiatives to address the provisions of the guidelines for reaching unreached populations;</li> <li>▪ capacity building required to address GESI mainstreaming across the sector from the ministry to local level;</li> <li>▪ the priorities, requirements, and opportunities for achieving GESI objectives identified by the GESI Secretariat.</li> </ul>
7	Preparation of Programme by divisions/projects	<p>The guidance provided in these guidelines should be followed for the preparation of the programmes.</p> <p>Directors of divisions and projects should include costed GESI plans into their plans.</p> <p>GESI focal persons should identify the GESI related activities required and work with their divisions and sections to incorporate these into the programme.</p> <p>Directors of divisions and projects must hold meetings to discuss GESI related activities planned by different sections.</p> <p>Division and project directors should ensure that GESI related instructions from DOR and MOPIT are followed .</p>
8	Implementation of program	<p>GESI related planned activities need to be implemented effectively.</p> <p>Implementation should follow the guidance provided below (under 4.4).</p>
9	Monitor by Department	<p>Monitoring by DoR should review disaggregated evidence and data about benefits being accessed by women, poor and the excluded. Monitoring has to be done by an inclusive team which should have a basic understanding of GESI, have clear responsibilities to monitor GESI progress and report with disaggregation. Refer sections below for further guidance.</p>

S.N.	Steps	Measures to Mainstream GESI
10	Completion and evaluation	Completion of GESI related activities have to be ensured. Evaluation has to be done by an inclusive team, mandated with GESI responsibilities and have to prepare reports with disaggregated data.
11	Re plan/program for improvement in next time	Re-planning has to consider the lessons from the implementation of the programme. Measures to address the challenges experienced need to be included in the next plan.

Source: Guideline team, 2017

#### 4.4 Guidelines for mainstreaming GESI in project cycle stages of strategic roads development

Guidance for mainstreaming GESI in the project cycle followed in the SRN sector is presented in Table 4.3:

**Table 4.3 Provisions for GESI mainstreaming in SRN project cycle steps**

S.N.	Stage	Guidance to mainstream GESI
<b>1. Pre-feasibility stage</b>		
1.	Project identification team	<ul style="list-style-type: none"> <li>▪ Include gender and inclusion specialist/sociologist in project identification team</li> <li>▪ Consult women, poor and excluded groups to identify needs</li> </ul>
2.	Initial definition of the project	<ul style="list-style-type: none"> <li>▪ Collect requests from networks/organizations of women, poor and excluded to identify the needs and priorities of women, poor and the excluded</li> </ul>
3.	Use of existing data	<ul style="list-style-type: none"> <li>▪ Use disaggregated data and available secondary data to identify who (which women and men of which social groups) are excluded and why; assess how these barriers will affect their access to services/benefits from the project.</li> </ul>
4.	Site visit	<ul style="list-style-type: none"> <li>▪ Collect disaggregated data; and inputs/views of women, poor and excluded groups.</li> </ul>
5.	Additional data collection	<ul style="list-style-type: none"> <li>▪ Collect disaggregated data about potential users of services and who will access benefits.</li> <li>▪ Validate additional disaggregated data</li> </ul>
6.	Technical assessment of alternatives	<ul style="list-style-type: none"> <li>▪ Assess socio-economic issues; consult gender expert and sociologist.</li> </ul>
7.	Environmental and Social screening	<ul style="list-style-type: none"> <li>▪ Assess who will be affected and how, by the environmental impacts. Identify damages/losses to the properties of women, poor and the excluded for adequate compensation.</li> </ul>
8.	Initial environmental and social assessment	<ul style="list-style-type: none"> <li>▪ Disaggregate road groups and project affected people by income/ sex/ caste/ ethnicity/ regional identity to assess what additional socio-economic barriers they may experience.</li> <li>▪ Identify social risks e.g. of HIV and AIDS, human trafficking.</li> <li>▪ Conduct labor availability survey (with disaggregation) and identify required gender-specific support and support for extreme poor labor.</li> <li>▪ Identify project affected people from women, poor and the excluded group and make appropriate provisions for them.</li> <li>▪ Identify women, poor and the excluded group through poverty mapping and include appropriate indicators for the same.</li> <li>▪ Identify children who are vulnerable and explore support for them to prevent/control child labour</li> </ul>
9.	Consultation with other agencies	<ul style="list-style-type: none"> <li>▪ Consult with Women and Children Office of the district, Integrated Planning Committee of VDC/Municipalities and representative organizations of the excluded groups such as women, Dalits, Madhesis and Janajatis.</li> </ul>

S.N.	Stage	Guidance to mainstream GESI
10.	Institutional requirements	<ul style="list-style-type: none"> <li>▪ Map women's groups, youth clubs and other non-traditional agencies and their capacities to partner in the project; assess ability to operate and maintain works and potential to strengthen capacity for such responsibilities.</li> <li>▪ Identify possible inclusion of representatives of women and the excluded in different committees;</li> <li>▪ Ensure GESI responsibilities are included in functions of the committees.</li> </ul>
11.	Benefit and cost estimates	<ul style="list-style-type: none"> <li>▪ Include socio-economic issues in benefits and cost estimates</li> <li>▪ Disaggregate beneficiaries for the different benefits e.g. Who will benefit from increased land value? Who will get more opportunities to use the transport services? Who will get more business opportunities? Whose land will be acquired? Will s/he have easy access to full compensation for the land acquisition?</li> </ul>
12.	Implementation arrangements	<ul style="list-style-type: none"> <li>▪ Plan for funds to cover GESI issues; include provision for a GESI expert.</li> </ul>
13.	Reports and recommendations	<ul style="list-style-type: none"> <li>▪ Present findings and recommendations with disaggregation in the reports, addressing issues experienced by women, poor and excluded; recommendations to include suggestions for key GESI related activities.</li> </ul>
<b>2. Feasibility stage</b>		
<ul style="list-style-type: none"> <li>▪ <i>Central level projects:</i> covering technical, financial, economic, institutional feasibility.</li> <li>▪ <i>District level projects:</i> limited to a definition of parameters such as the project objective, impacted population, alternatives, cost estimate, funding requirements and proposed administrative arrangements; economic and financial evaluation not required.</li> </ul> <p>Environmental and Social Assessment required for both.</p>		
1.	Preparation of ToR	<ul style="list-style-type: none"> <li>▪ Include responsibility to specify GESI related issues (e.g. consult women, poor and the excluded for their local knowledge of, map existing gender and social groups disaggregated access to resources and decision making authority, existing discriminatory practices which will impact) in detail:</li> <li>▪ Include task for economic analysis to capture issues of displacement of professions/ occupations with disaggregation.</li> </ul>
2.	Appointment of feasibility study consultants	<ul style="list-style-type: none"> <li>▪ As per PPR, where possible</li> <li>▪ Promote consultant groups with professional women staff; Give priority to women consultants, to women led consulting/contractor firms (with certain percentage of women participation). and consultants from excluded social groups;</li> <li>▪ Develop evaluation criteria for evaluation of proposals of consultants to include i. consultant's experience in identifying issues impacting women, poor and the excluded in sector; ii. Include in methodology to consult with women, poor and excluded and to analyze disaggregated evidence.</li> </ul>
3.	Development of project objectives and scope	<ul style="list-style-type: none"> <li>▪ Include language and address issues related with women, poor and the excluded in project objectives;</li> <li>▪ Include language reflecting issues of women, poor and the excluded in the results/output statements. Include disaggregated indicators in the logframe to capture progress for women, poor and the excluded</li> </ul>
4.	Data collection	<ul style="list-style-type: none"> <li>▪ Collect available data for women, poor and excluded related with project benefits and impacts; and identify data gaps;</li> <li>▪ Formats/ questionnaires/ checklists for primary data collection to include information requirements regarding issues affecting women, poor and the excluded..</li> </ul>
5.	Development of project work	<ul style="list-style-type: none"> <li>▪ Ensure that issues affecting women, poor and excluded are assessed in the concept</li> </ul>
6.	Stakeholders participation	<ul style="list-style-type: none"> <li>▪ Stakeholders to include women, poor and excluded. Women of the project area, women property owners, wives of property owners should also be consulted; effort must be made to identify people of excluded groups and the poor affected or those who could be potentially impacted by the project.</li> </ul>
7.	Preliminary engineering	<ul style="list-style-type: none"> <li>▪ Consult women, poor and the excluded regarding availability and quality of local materials</li> </ul>

S.N.	Stage	Guidance to mainstream GESI
8.	Preliminary cost estimates	<ul style="list-style-type: none"> <li>▪ Cost estimates of labor must be equal for both women and men;</li> <li>▪ Gender specific facilities like toilets, child care etc should be included in cost estimates;</li> <li>▪ GESI related activities like social mobilization, skill development of women for skilled jobs etc to be included in cost estimates. Additional cost should also be provided for social infrastructure related works.(e.g. market places, link tracks, separate toilets)</li> </ul>
9.	Economic and financial analysis	<ul style="list-style-type: none"> <li>▪ Analysis should try to disaggregate and include benefits and cost of occupational displacement/opportunities</li> </ul>
10.	Identification of institutional and training requirements	<ul style="list-style-type: none"> <li>▪ Structure and staffing must ensure that GESI responsibilities are clearly stated and a unit is made responsible to provide technical support on GESI.</li> <li>▪ Train all involved actors on GESI concepts and provide advanced training to GESI focal persons/unit members for skill strengthening to mainstream GESI.</li> </ul>
11.	Proposed implementation modalities	<ul style="list-style-type: none"> <li>▪ Assessment of implementing agencies for GESI criteria; different committees to include representation of agencies working on GESI issues; representation of women, poor and excluded in users' committees, as far as possible.</li> </ul>
12.	Proposed funding modalities	<ul style="list-style-type: none"> <li>▪ Ensure GESI aspects in budgeting and auditing procedures (e.g. review by GESI focal person and team of the budget, revision according to recommendations, inclusion of GRB processes etc) are identified and addressed</li> </ul>
13.	Assessment of project risk	<ul style="list-style-type: none"> <li>▪ Identify risks and measures to address the risks with local stakeholders including women, poor and excluded; governance related risks must be identified and addressed.</li> </ul>
14.	Initial implementation plan and schedule	<ul style="list-style-type: none"> <li>▪ Include human and capital resources required to address GESI issues (e.g. resources needed for consultations with women, poor, the excluded and for skill training etc) and include them as milestones.</li> </ul>
15.	Feasibility report	<ul style="list-style-type: none"> <li>▪ Include disaggregated information and evidence regarding women, poor and excluded.</li> </ul>
16.	Detail project report (DPR)	<ul style="list-style-type: none"> <li>▪ DPR should integrate all the GESI analysis, design standards and data</li> </ul>
<b>3. Environmental assessment</b>		
EA can be conducted either as an integral part of the project identification and feasibility study, or as a separate study. In either case the EA should be carried out in close coordination with the feasibility study, the social assessment, the engineering design work and construction activities.		
1.	Linked to different stages of the project cycle (refer PWD for details)	<ul style="list-style-type: none"> <li>▪ Ensure views and issues of women, poor and excluded are recognized and indigenous coping mechanisms to deal with environmental impacts strengthened; ensure during the discussion women, poor and excluded also participate; specific attention to issues of cultural rights of Adibasi Janajatis must be considered; health, cultural and bio-physical impacts must be sex, caste/ ethnicity/ regional identity location disaggregated</li> </ul>
<b>4. Social assessment (SA)</b>		
Identify all major stakeholders; Ensure that project objectives and incentives for change are appropriate for the range of intended beneficiaries including gender and other social differences. Assess the social impact of investment projects, including evaluation of the adequacy of mechanisms for involving the poor and vulnerable groups. Awareness of social dimensions and issues is required in all projects regardless of size.		
1.	Linked to different stages of the project cycle (refer PWD for details and also ESMF)	<p>Social assessment must include</p> <ul style="list-style-type: none"> <li>▪ assessment of what capacities women, poor and the excluded have for participating in the project processes, access resources and benefit from different employment opportunities that the project will bring</li> <li>▪ identify specific barriers of these groups in accessing resources. and benefits from the project</li> <li>▪ identify the priorities of women, poor and the excluded</li> </ul>
2.	Incorporate social dimensions in project design	<ul style="list-style-type: none"> <li>▪ Identify how the project impacts and benefits will affect the livelihoods and social status of women, poor and excluded.</li> </ul>
<b>5. Project appraisal and budget approval</b>		
Overall GoN budget formulation: Project request, Project appraisal, Project approval and programming, Budget authorization and release.		

S.N.	Stage	Guidance to mainstream GESI
1.	Review of all project cycle steps	<ul style="list-style-type: none"> <li>Review and ensure issues affecting women, poor and the excluded are addressed in the project cycle steps</li> </ul>
2.	Feasibility report with estimated model budget	<ul style="list-style-type: none"> <li>Provide auxilliary/social facilities (e.g. service centers). Allocate sufficient budget for social facilities (e.g. child care centre, tracks/trails, market place, storage spaces) out of the five percent budget allocated for GESI and social activities (e.g. campaigns on HIV AIDS, trafficking, increased control of women over use of income)</li> </ul>
3.	Appraisal team and modification and appraisal	<ul style="list-style-type: none"> <li>. Consult with women, poor and the excluded during field visit.</li> </ul>
4.	Budgeting	<ul style="list-style-type: none"> <li>Ensure budget allocation for social activities (e.g. for travel/health/education priorities of women, poor and excluded in project area); and budget for GESI related activities linked to project implementation (e.g. skill training for women, labor welfare, child care etc.).</li> </ul>
<b>6. Project implementation plan</b>		
<b>6.1 Project description</b>		
1.	Project objectives and scope	<ul style="list-style-type: none"> <li>Objectives/sub-objectives should include GESI aspects.</li> </ul>
2.	Detailed project description	<ul style="list-style-type: none"> <li>Include activities which would support women, poor and the excluded in accessing the resources and benefits of the project in the project description</li> </ul>
3.	Financial and economic analysis	<ul style="list-style-type: none"> <li>Economic analysis should include analysis of occupational displacements, market opportunities etc. with disaggregation.</li> </ul>
4.	Assumptions and risks	<ul style="list-style-type: none"> <li>Include governance related risks.</li> </ul>
5.	Detailed financing plan	<ul style="list-style-type: none"> <li>Financing plan should include social mobilization, supporting micro-finance schemes for labor, gender-specific supportive activities including child care, skill-building of women, poor and excluded for construction and post-construction activities</li> </ul>
<b>6.2 Implementation arrangements</b>		
1.	Plan and schedule for each component	<ul style="list-style-type: none"> <li>Include activities to address barriers of women, poor and excluded</li> </ul>
2.	Specific actions	<ul style="list-style-type: none"> <li>Include actions to address barriers constraining equal participation and access to benefits of women, poor and excluded.</li> <li>Include actions to strengthen capacity of women, poor and the excluded</li> </ul>
<b>6.3 Monitoring and evaluation</b>		
1.	Project impact indicators	<ul style="list-style-type: none"> <li>M&amp;E indicators must include services and benefits to women, poor and excluded; disaggregated indicators are needed to capture impacts.</li> </ul>
2.	Project progress and financial indicators	<ul style="list-style-type: none"> <li>Project performance and progress indicators to include progress against the social inputs, building skills of women, poor and excluded, strengthening their capacities to access benefits from improved roads.</li> </ul>
<b>7. Engineering design</b>		
1.	The design work may be done by the in-house staff of the implementing agency or, more normally, by employing engineering and architectural consultants. The design work involves field surveys, materials investigations, analysis of design options and interaction with end users (that is those who will be using the roads especially women, poor and the excluded amongst them) and other groups who may be affected by construction activity and the operation of the works. The design work also identifies the requirements for land acquisition and other approvals and clearances which will need to be completed before construction can begin.	
2.	Preparation of ToR for engineering design	<ul style="list-style-type: none"> <li>Include in ToR that the design will be based on a GESI analysis of what gender/caste/ethnicity differentiated requirements and needs are of the people who will use the infrastructure</li> </ul>
3.	Appointment of engineering design consultant	<ul style="list-style-type: none"> <li>Include selection criteria that will promote women and the excluded as engineering design consultants</li> </ul>

S.N.	Stage	Guidance to mainstream GESI
4.	Field surveys and investigation	<ul style="list-style-type: none"> <li>▪ Disaggregate the population to be served, what service they will receive and who uses the existing roads. Do well-being ranking to categorise road affected population into different income groups.</li> </ul>
5.	Design criteria and standards	<ul style="list-style-type: none"> <li>▪ Provide gender and disabled-specific standards</li> </ul>
<b>8. Pre-construction activities</b>		
1.	Land acquisition	<ul style="list-style-type: none"> <li>▪ Consult relevant stakeholders of target groups (at least one woman per household).</li> <li>▪ Notice to be in national/local (if necessary) languages and public to be informed through different mediums (e.g. FM, radio, wall newspaper); survey and compensation to be estimated with disaggregation and process facilitated for women, poor and the excluded;</li> <li>▪ Conduct awareness program for people affected by land acquisition: inform them of the process and their rights, explain government's constraints;</li> <li>▪ Ensure resettlement plan for women, poor and the excluded recognizes their constraints and provides specific support to address their barriers.</li> <li>▪ Inform family about compensation amount</li> <li>▪ Promote compensation payment in joint accounts of women and men</li> </ul>
2.	Coordination with other government agencies and utilities	<ul style="list-style-type: none"> <li>▪ Establish communications and coordinate with the other government agencies and utilities and local excluded groups; Map existing agencies and include coordination in condition of contract.</li> </ul>
3.	Management of sources of materials	<ul style="list-style-type: none"> <li>▪ Involve women, poor and the excluded in quarry operation</li> </ul>
4.	Approval of other government agencies	<ul style="list-style-type: none"> <li>▪ Consult local bodies and Women and Children Office for inputs and concurrence.</li> </ul>
5.	Information program	<ul style="list-style-type: none"> <li>▪ Inform local users including women, poor and excluded, using appropriate methodologies ;</li> <li>▪ Organize regular public hearing and public information dissemination, programs and discuss with women and other stakeholders.</li> </ul>
<b>9. Procurements of work</b>		
<ul style="list-style-type: none"> <li>▪ Promote women contractors as far as possible. Give small works to women contractors till they develop their confidence and expertise; start can be made with simple works like earthwork.</li> </ul>		
1.	Type of bidding	<ul style="list-style-type: none"> <li>▪ Roads' committee when used must be inclusive; Mandatory provision for 33 percent reservation of women has to be made.</li> <li>▪ Contractor bidding should include provisions to address GESI issues in Conditions of Contract (CoC)</li> <li>▪ Selection of Design Supervision Consultants should ensure their expertise on GESI</li> </ul>
2.	Procurement Procedure	<ul style="list-style-type: none"> <li>▪ As per PPR where possible</li> <li>▪ Women suppliers to be promoted for procurement of works. (e.g. women led agencies to be given preference and lower work experience accepted)</li> </ul>
<b>10. Construction activities</b>		
1.	General obligations of the employer, contractor and consultant	<ul style="list-style-type: none"> <li>▪ Women to be promoted for works</li> <li>▪ Criteria for contractor selection to include priority to women contractors, number of women employees (33 percent preferably), conditions for their working environment, safety, security of employees and laborers etc. Arrangements should be made to award contracts to those who include women and excluded groups as team members.</li> <li>▪ Allocate budget of at least five percent for auxiliary works etc which can assist women, poor and excluded.</li> <li>▪ Women-led CBOs should be promoted/encouraged to do project works which do not require high technical skill (like E/W, Gabion, maintenance and slope protection etc.)</li> <li>▪ Train women in heavy equipment driving and management</li> </ul>

<b>S.N.</b>	<b>Stage</b>	<b>Guidance to mainstream GESI</b>
2.	Initial notification, contract administration	<ul style="list-style-type: none"> <li>▪ Disseminate information through different media, appropriate for women, poor and excluded.</li> </ul>
3.	Construction supervision, quality control,	<ul style="list-style-type: none"> <li>▪ Include GESI aspects in the Standard Supervision Manual</li> <li>▪ Promote women representation in supervision team and audit team</li> <li>▪ Tasks of supervision and audit should include recognizing and addressing issues impacting women, poor and the excluded</li> </ul>
4.	Progress monitoring, progress payments	<ul style="list-style-type: none"> <li>▪ Monitor regular progress of social activities along with construction activities.</li> <li>▪ Report on construction progress should include progress against the provisions related with women, poor and the excluded in the Conditions of Contract and in project objectives and plan</li> </ul>
5.	Coordination with project stakeholders	<ul style="list-style-type: none"> <li>▪ Regular meetings with women, poor and people of different excluded groups.</li> </ul>
6.	Design modifications	<ul style="list-style-type: none"> <li>▪ Modify design as per site condition to address GESI concerns</li> </ul>
7.	Variations, claims and dispute resolution	<ul style="list-style-type: none"> <li>▪ As per Arbitration act, if possible</li> <li>▪ Women adjudicators/ arbitrators to be given priority, promoted.</li> </ul>
8.	Monitoring of environmental management actions and handing over of works to the employer	<ul style="list-style-type: none"> <li>▪ Joint monitoring by stakeholders, employers and contractors.</li> </ul>
<b>11. Post-construction activities</b>		
1.	Project completion reports	<ul style="list-style-type: none"> <li>▪ Report must include information with disaggregation regarding impacts and benefits on women, poor and excluded and project affected people;</li> <li>▪ Involve/ employ them in all types of maintenance activities (bio-engineering, regular and some types of minor repair works).</li> <li>▪ At least 33 percent women participation (as far as possible) should be ensured in length workers and Supervisors.</li> <li>▪ Road sides to be used by poor for planting fodder and NTFPs.</li> </ul>
2.	As-built drawings	<ul style="list-style-type: none"> <li>▪ .Ensure as-built drawings reflect women and disabled friendly designs</li> </ul>
3.	Settlement of claims and final payments to contractors	<ul style="list-style-type: none"> <li>▪ The final payment to contractor should be made after all GESI conditions in the COC have been completed</li> </ul>
4.	Planning and implementation of operation and maintenance (O&M)	<ul style="list-style-type: none"> <li>▪ Build capacity of local organizations (e.g. women's groups, youth clubs) and of women and people from excluded groups for maintenance work.</li> <li>▪ Division chief/project manager to arrange for O&amp;M with GESI functions and an inclusive team.</li> </ul>
5.	Evaluation of project performance	<ul style="list-style-type: none"> <li>▪ Performance evaluation criteria to include GESI related criteria (e.g. efforts made to address barriers of women, poor and excluded to access services of project; efforts to build capacity of women, poor and excluded in the construction sector; ability to implement affirmative action provisions etc);</li> <li>▪ Impact evaluation of socio-economic aspects of project to include impact on women, poor and excluded.</li> </ul>
<b>12. Reporting, monitoring and evaluation procedures</b>		
1.	Reporting	<ul style="list-style-type: none"> <li>▪ Include progress made on GESI related works in the report in a separate section.</li> </ul>
2.	Monitoring	<ul style="list-style-type: none"> <li>▪ Ensure representation of women and excluded groups' in the monitoring team</li> <li>▪ Consult with women, poor and the excluded during the monitoring.</li> </ul>
3.	Benefit monitoring and evaluation	<ul style="list-style-type: none"> <li>▪ Ensure the GESI indicators of the project log-frame are monitored and evaluation team reviews them</li> </ul>

S.N.	Stage	Guidance to mainstream GESI
4.	Evaluation	<ul style="list-style-type: none"> <li>Include GESI aspects (e.g disaggregated evidence of who benefited and in what, how discriminatory practices were affected), in both kinds of evaluation.</li> </ul>
<b>13. Appointment of consultant</b>		
1.	Preparation of ToR	<ul style="list-style-type: none"> <li>Include responsibilities to address GESI issues as relevant for the project and the phase for which the consultant is being recruited.</li> <li>Objectives, scope of consulting services; timing and staffing requirements and reporting requirements must include GESI issues.</li> </ul>
2.	Advertising	<ul style="list-style-type: none"> <li>E-bidding processes to be promoted; efforts have to be made to reach different locations of Nepal to ensure consultants not in Kathmandu (including women &amp; people from excluded groups) with less access to information also receive the information; Opportunities to be advertised widely and women and excluded groups encouraged to apply.</li> </ul>
3.	Short listing	<ul style="list-style-type: none"> <li>Short listing criteria should include GESI skills and competencies (i.e. previous experience on working with information based on GESI analysis, ability to identify and respond to issues of women, poor and the excluded, capacity to understand the dynamics of different communities etc)</li> </ul>
4.	Bid collection and evaluation	<ul style="list-style-type: none"> <li>Criteria and scoring to include GESI issues; evaluation committee to have people with expertise on GESI issues; budget evaluation to have criteria for scoring budget for social activities and for strengthening skilled capacities of women and excluded in construction sector.</li> </ul>

## 4.5 M&E arrangements

Current trimestrly monitoring and evaluation from Ministry/Department/Regional Directorate do not capture GESI aspects and hence formats need to be reviewed and revised. Apart from NPC format for trimesterly and annual reporting, MoPIT will develop the reporting formats, monitoring process and criteria etc. which reflect GESI disaggregation and information areas; and these will be made mandatory for departments to report on.

Regional offices should be monitored by the Department and regional offices should monitor lower level offices from a GESI perspective.

Incentives/awards need to be given for the projects that have addressed GESI in the best possible manner.

Monitoring should be made more regular in order to assess the implementation of GESI issues in projects.

## 5. Guidelines for Mainstreaming GESI in Railways Sector

This section presents the guidelines for gender equality and social inclusion mainstreaming in railways sector. The project cycle steps (as outlined in the PWD directives) provide operational guidance for mainstreaming GESI.

### 5.1 Policy level

Criteria/guidelines, regulation and guidance are necessary at each stage of the project cycle in the form of directives from the Ministry of Physical Infrastructure and Transport or from the Department of Railways (Table 5.1):

**Table 5.1 Required policy directives for GESI mainstreaming in the project cycle**

S.N.	Stage	Required GESI related policy directives
1	Project Identification	<ul style="list-style-type: none"> <li>Identify specific priorities and needs of women, poor and excluded related with the railways through separate consultations/discussions with them and secondary data review.</li> </ul>

S.N.	Stage	Required GESI related policy directives
2	Appointment of consultants	<ul style="list-style-type: none"> <li>▪ Include GESI issues in ToR (e.g.to identify the excluded and their barriers, to consult with women, poor and the excluded, to ensure minimum participation of women, poor and the excluded in key meetings, to report with disaggregation etc)</li> <li>▪ Use GESI sensitive selection criteria (i.e the consultants have an .inclusive team, women in decision making positions, plans for capacity strengthening of community women, poor and the excluded to benefit from railway related employment and other such aspects).</li> </ul>
3	Pre-feasibility stage	<p>Policy directives for</p> <ul style="list-style-type: none"> <li>▪ Participatory tools to identify the poor, requirements and implications of planned project on women, poor and the excluded and for the use of disaggregated data.</li> <li>▪ Mandatory labor survey with disaggregation and level of available skills of women, poor and the excluded in project area.</li> <li>▪ Consultation and coordination with local groups, representative organizations and local government bodies.</li> <li>▪ Revisions in the functions of committees to include GESI related responsibilities and for representation of women and excluded in the committees.</li> <li>▪ Reporting findings and recommendations with disaggregation, addressing issues experienced by women, poor and excluded with recommendations for activities to benefit women, poor and the excluded.</li> <li>▪ Identify appropriate technology to enhance GESI.(e,g, technology which makes best use of local materials, construction technology that can be used by women, poor and excluded and does not need outside experts only, strengthen skills of women, poor and the excluded to use construction equipments)</li> </ul>
4	Feasibility stage	<p>Policy directives for</p> <ul style="list-style-type: none"> <li>▪ Socio-economic analysis and baseline survey to include issues affecting women, poor and the excluded.</li> <li>▪ Affirmative action in consultant and contractor selection with priority to women consultants and contractors where possible; Assistant and associate positions for strengthening capacity fo women, poor and the excluded</li> <li>▪ Develop and revise formats/questionnaires/checklists used during primary data collection to include information requirements regarding issues related with women, poor and the excluded.</li> <li>▪ Cost estimates, of at least two to five percent (depending on project size) to include constructions as relevant for women, poor and the excluded in the project area (e.g. child care spaces, toilets, market spaces for local produce, connecting tracks/trails), gender specific support during implementation (work sites closer to home, safe and secure work environment, paid breast feeding time, child care support, sanitary facilities, skill strengthening for higher skilled jobs in railway construction and maintenance) and for social mobilization kind of activities (mobilizing women to inform them of employment opportunities, motivating family and community gate keepers to enable women to learn skills for typical “male” jobs, convincing socially excluded groups to take on non-traditional skills and occupations) .</li> <li>▪ Involvement of a social officer in the study team.</li> </ul>
5	Project appraisal and budget approval	<ul style="list-style-type: none"> <li>▪ Revised appraisal criteria to include GESI related criteria (e.g, targets for women, poor and the excluded in employment, GESI responsive working conditions etc).</li> <li>▪ At least five percent of total cost as budget allocation for GESI related and environmental activities, as reflected in the fesibility study report</li> </ul>
6	Project implementation plan	<ul style="list-style-type: none"> <li>▪ Include GESI responsive logframe objectives and outputs and indicators where possible.</li> <li>▪ Engage Civil Society Organizations (CBOs/NGOs/Women’s groups etc) working for GESI issues in projects</li> </ul>

S.N.	Stage	Required GESI related policy directives
7	Engineering design	<ul style="list-style-type: none"> <li>▪ Develop GESI sensitive design criteria (e.g. design has to be women and disabled friendly, take into account the differences that women and men have in accessing and using technology, also considering differential needs of women and men and people of different social groups for products) and standards (e.g. the process of design has to build on knowledge of both women and men engineers, recognize differentiated needs for technology and information)</li> <li>▪ Identify technologies to enhance GESI aspects (machines/equipments which women, poor and excluded can learn to operate, organizing construction work in ways that can promote more equitable distribution of work opportunities e.g. by dividing railways into shorter sections so that women can work closer from home, disabled friendly road design so that persons with disabilities, visually impaired people can also use them)</li> </ul>
8	Pre-construction activities	<ul style="list-style-type: none"> <li>▪ GESI sensitive compensation payment process.</li> <li>▪ Authority to divisions for agreements with other institutions for the temporary use of right of way land.</li> <li>▪ There should be arrangements to ensure GESI when appointing labors or contracted staff.</li> </ul>
9	Procurement of works	<ul style="list-style-type: none"> <li>▪ Affirmative action (e.g. lower years of experience for women suppliers, contractors etc) for awarding works to women contractors.</li> </ul>
10	Construction phase	<ul style="list-style-type: none"> <li>▪ Affirmative action for selection and promotion of women contractors (as stated in the ToR of consultants)</li> <li>▪ Targeted employment of women, poor and the excluded</li> <li>▪ Gender specific facilities for labor workers.</li> <li>▪ Ensure equal wages for women and men</li> <li>▪ Specialized training to women for skilled employment opportunities (e.g. mason, heavy machine operator training, signallers, locomotive driving to women).</li> <li>▪ Training for risk mitigation (e.g. on child labor)</li> </ul>
11	Post-construction activities	<ul style="list-style-type: none"> <li>▪ Project completion report with disaggregation and about benefits to and impacts on women, poor and excluded.</li> <li>▪ Commissioning local people, especially women and poor for routine maintenance works.</li> <li>▪ Sides of railway tracks to be leased to women and poor for planting fodder and other NTFPs</li> </ul>
12	Reporting, monitoring and evaluation procedures	<ul style="list-style-type: none"> <li>▪ Feedback mechanism with women and excluded groups' involvement.</li> <li>▪ Inclusive monitoring team.</li> <li>▪ Responsibility to social officer to monitor the health, safety, security and welfare of workers.</li> <li>▪ Disaggregation in reporting, M&amp;E formats and for information on GESI issues.</li> <li>▪ Verification of implementation of GESI provisions in the Conditions of Contract (CoC)</li> <li>▪ GESI audit to be conducted</li> <li>▪ GESI issues to be integrated in Impact assessment studies</li> </ul>

## 5.2 Institutional level

At the department level, an Environment and Social Section/Unit will be established in the Department of Railways. This section should have a sociologist, who should be designated as the GESI focal point with GESI responsibilities in the job description. Till the section is formed, a GESI Working Team under the Planning Division Chief with two members including an M&E officer and a sociologist (where available) will be formed to work on GESI issues.

At the project level, the project manager will be responsible for the mainstreaming of GESI in the project cycle, especially in planning and implementation.

Capacity of existing human resource will be strengthened on GESI. Senior policy makers need to be provided basic orientation on concepts while more advanced and skill based training is necessary for other staff especially those in the GESI teams/sections. Awareness program for internalization of GESI concepts is required for all. Staff diversity must be promoted and government's policy of 33 percent women staff implemented.

### 5.3 Annual Planning, Programming and Budgeting

The annual plan, programme and budget of DORW needs to mainstream GESI. GESI has to be integrated in the planning process and needs and priorities of women and poor and excluded people be identified through discussions with community women and men (of different social groups) and other stakeholders. The annual plan should include objectives, indicators and activities that will support implementation of the GESI Guideline provisions with adequate allocated for activities such as skill strengthening of women, poor and people of excluded groups as skilled railway construction workers, drivers, signallers, platform managers and for other employment in the sector; for auxiliary works supportive of women, poor and the excluded; for training DORW staff on GESI analysis and mainstreaming in the sector's work. Disaggregated evidence and lessons and good practices of GESI related initiatives are necessary. GESI related guidance for the planning and programming steps followed by DORW is provided in Table 5.2:

**Table 5.2 Measures to mainstream GESI in annual planning, programming and budgeting of DORW**

S.N.	Steps	Measures to Mainstream GESI
1.	Budget discussion	In the Budget Discussion, the GESI working Team should provide evidence for the necessary budget allocations and brief seniors so that influencing for budget related to women, poor and the excluded is allocated.
2.	Ceiling set by NPC/MoF to Ministry and its Departments	While preparing directives and budget allocations to site offices based on Ministry directives, DORW should address: <ul style="list-style-type: none"> <li>▪ the necessity of ensuring benefits for women, poor and the excluded in the full process of railway construction, operation and management;</li> <li>▪ interventions to address the provisions of the guidelines for ensuring access to resources and opportunities and use of benefits by women, poor and the excluded;</li> <li>▪ capacity building required to address GESI mainstreaming across the sector from the ministry to local level;</li> <li>▪ the priorities, requirements, and opportunities for achieving GESI objectives identified by the GESI Focal Person/Team.</li> </ul>
3.	Preparation of Programme	<ul style="list-style-type: none"> <li>▪ The guidance provided in these guidelines should be followed for the preparation of the programmes</li> <li>▪ Directors of projects and site engineers should include costed GESI activities into their plans</li> <li>▪ GESI focal persons should identify the GESI related activities required and work with their counterparts to incorporate these into the programme.</li> <li>▪ Directors of projects should hold meetings to discuss GESI related activities planned with different sections.</li> <li>▪ Project directors should ensure that GESI related instructions from DORW and MOPIT are followed</li> </ul>
4.	Implementation of programme	GESI related planned activities need to be implemented effectively Implementation should follow the guidance provided in the GESI Guidelines and the approved Implementation plan.

S.N.	Steps	Measures to Mainstream GESI
5.	Monitor by Department	<ul style="list-style-type: none"> <li>▪ Monitoring by DORW should review disaggregated evidence and data about benefits being accessed by women, poor and the excluded.</li> <li>▪ Monitoring has to be done by an inclusive team which should have a basic understanding of GESI, have clear responsibilities to monitor GESI progress and report with disaggregation.</li> <li>▪ Refer related sections in the guidelines for further guidance</li> </ul>
6.	Completion and evaluation	<ul style="list-style-type: none"> <li>▪ Completion of GESI related activities have to be ensured.</li> <li>▪ Evaluation has to be done by an inclusive team which is mandated with GESI responsibilities and has to submit reports with diagggregated data</li> </ul>
7.	Re plan/ program for improvement in next time	<ul style="list-style-type: none"> <li>▪ Re-planning has to consider the lessons of working on GESI issues from the implementation of the programme.</li> <li>▪ Measures to address the challenges experienced need to be included in the next plan</li> </ul>

## 5.4 Guidelines for mainstreaming GESI in project cycle stages of strategic railways development

Provisions for GESI mainstreaming in the project cycle steps of railways are given in Table 5.3.

**Table 5.3 Provisions for GESI mainstreaming in project cycle steps of railways**

S.N.	Stage	Additional guidelines
<b>1. Pre-feasibility stage</b>		
1.	Project identification team	<ul style="list-style-type: none"> <li>▪ Include gender and inclusion specialist/sociologist in project identification team</li> <li>▪ Consult women, poor and excluded groups to identify needs</li> </ul>
2.	Initial definition of the project	<ul style="list-style-type: none"> <li>▪ Collect requests from networks/organizations of women, poor and excluded to identify the needs and priorities of women, poor and the excluded</li> </ul>
3.	Use of existing data, Site visit, Additional data collection	<ul style="list-style-type: none"> <li>▪ Use disaggregated data and available secondary data to identify who (which women and men of which social groups) are excluded and why; assess how these barriers will affect their access to services/benefits from the project.</li> <li>▪ Collect and validate disaggregated data; and inputs/views of women, poor and excluded groups.</li> </ul>
4.	Technical assessment of alternatives	<ul style="list-style-type: none"> <li>▪ Assess socio-economic issues; consult gender expert and sociologist.</li> </ul>
5.	Environmental and Social screening	<ul style="list-style-type: none"> <li>▪ Assess who will be affected and how, by the environmental impacts. Identify damages/losses to the properties of women, poor and the excluded for adequate compensation.</li> </ul>
6.	Initial environmental and social assessment	<ul style="list-style-type: none"> <li>▪ Disaggregate project affected people by income/ sex/ caste/ ethnicity/ regional identity to assess what additional socio-economic barriers they may experience.</li> <li>▪ Identify social risks e.g. of HIV and AIDS, human trafficking.</li> <li>▪ Conduct labor availability survey (with disaggregation) and identify required gender-specific support and support for extreme poor labor.</li> <li>▪ Identify project affected people from women, poor and the excluded group and make appropriate provisions for them.</li> <li>▪ Identify women, poor and the excluded group through poverty mapping and include appropriate indicators</li> <li>▪ Identify children who are vulnerable and explore support for them to prevent/control child labor</li> </ul>
7.	Consultation with other agencies	<ul style="list-style-type: none"> <li>▪ Consult with Women and Children Office of the district, Integrated Planning Committee of VDC/Municipalities and representative organizations of the excluded groups such as women, Dalits, Madhesis and Janajatis.</li> </ul>

S.N.	Stage	Additional guidelines
8.	Institutional requirements	<ul style="list-style-type: none"> <li>▪ Map women's groups, youth clubs and other non-traditional agencies and their capacities to partner in the project; assess ability to operate and maintain works and potential to strengthen capacity for such responsibilities.</li> <li>▪ Identify possible inclusion of representatives of women and the excluded in different committees;</li> <li>▪ Ensure GESI responsibilities are included in functions of the committees.</li> </ul>
9.	Benefit and cost estimates	<ul style="list-style-type: none"> <li>▪ Include socio-economic issues in benefits and cost estimates</li> <li>▪ Disaggregate beneficiaries for the different benefits e.g. Who will benefit from increased land value? Who will get more opportunities to use the transport services? Who will get more business opportunities? Whose land will be acquired? Will s/he have easy access to full compensation for the land acquisition?</li> </ul>
10.	Implementation arrangements	<ul style="list-style-type: none"> <li>▪ Plan for funds to cover GESI issues; include provision for a GESI expert.</li> </ul>
11.	Reports and recommendations	<ul style="list-style-type: none"> <li>▪ Present findings and recommendations with disaggregation in the reports, addressing issues experienced by women, poor and excluded; recommendations to include suggestions for key GESI related activities.</li> </ul>
<b>2. Feasibility stage</b>		
<ul style="list-style-type: none"> <li>▪ <i>Central level projects:</i> covering technical, financial, economic, institutional feasibility.</li> <li>▪ <i>District level projects:</i> limited to a definition of parameters such as the project objective, impacted population, alternatives, cost estimate, funding requirements and proposed administrative arrangements; economic and financial evaluation not required.</li> </ul> <p>Environmental and Social Assessment required for both.</p>		
1.	Preparation of ToR	<ul style="list-style-type: none"> <li>▪ Include responsibility to specify GESI related issues (e.g. consult women, poor and the excluded for their local knowledge of, map existing gender and social groups disaggregated access to resources and decision making authority, existing discriminatory practices which will impact) in detail:</li> <li>▪ Include task for economic analysis to capture issues of displacement of professions/ occupations with disaggregation.</li> </ul>
2.	Appointment of feasibility study consultants	<ul style="list-style-type: none"> <li>▪ As per PPR, where possible</li> <li>▪ Promote consultant groups with professional women staff; Give priority to women consultants, to women led consulting/contractor firms (with certain percentage of women participation). and consultants from excluded social groups;</li> <li>▪ Develop evaluation criteria for evaluation of proposals of consultants to include i. consultant's experience in identifying issues impacting women, poor and the excluded in sector; ii. Include in methodology to consult with women, poor and excluded and to analyze disaggregated evidence.</li> </ul>
3.	Development of project objectives and scope	<ul style="list-style-type: none"> <li>▪ Include language and address issues related with women, poor and the excluded in project objectives;</li> <li>▪ Include language reflecting issues of women, poor and the excluded in the results/output statements. Include disaggregated indicators in the logframe to capture progress for women, poor and the excluded</li> </ul>
4.	Data collection	<ul style="list-style-type: none"> <li>▪ Collect available data for women, poor and excluded related with project benefits and impacts; and identify data gaps;</li> <li>▪ Formats/ questionnaires/ checklists for primary data collection to include information requirements regarding issues affecting women, poor and the excluded..</li> </ul>
5.	Development of project work	<ul style="list-style-type: none"> <li>▪ Ensure that issues affecting women, poor and excluded are assessed in the concept</li> </ul>
6.	Stakeholders participation	<ul style="list-style-type: none"> <li>▪ Stakeholders to include women, poor and excluded. Women of the project area, women property owners, wives of property owners should also be consulted; effort must be made to identify people of excluded groups and the poor affected or those who could be potentially impacted by the project.</li> </ul>

S.N.	Stage	Additional guidelines
7.	Preliminary engineering	<ul style="list-style-type: none"> <li>Consult women, poor and the excluded regarding availability and quality of local materials</li> </ul>
8.	Preliminary cost estimates	<ul style="list-style-type: none"> <li>Cost estimates of labor must be equal for both women and men;</li> <li>Gender specific facilities like toilets, child care etc should be included in cost estimates;</li> <li>GESI related activities like social mobilization, skill development of women for skilled jobs etc to be included in cost estimates. Additional cost should also be provided for social infrastructure related works.(e.g. market places, link tracks, separate toilets)</li> </ul>
9.	Economic and financial analysis	<ul style="list-style-type: none"> <li>Analysis should try to disaggregate and include benefits and cost of occupational displacement/opportunities</li> </ul>
10.	Identification of institutional and training requirements	<ul style="list-style-type: none"> <li>Structure and staffing must ensure that GESI responsibilities are clearly stated and a unit is made responsible to provide technical support on GESI.</li> <li>Train all involved actors on GESI concepts and provide advanced training to GESI focal persons/unit members for skill strengthening to mainstream GESI.</li> </ul>
11.	Proposed implementation modalities	<ul style="list-style-type: none"> <li>Assessment of implementing agencies for GESI criteria; different committees to include representation of agencies working on GESI issues; representation of women, poor and excluded in users' committees, as far as possible.</li> </ul>
12.	Proposed funding modalities	<ul style="list-style-type: none"> <li>Ensure GESI aspects in budgeting and auditing procedures (e.g. review by GESI focal person and team of the budget, revision according to recommendations, inclusion of GRB processes etc) are identified and addressed</li> </ul>
13.	Assessment of project risk	<ul style="list-style-type: none"> <li>Identify risks and measures to address the risks with local stakeholders including women, poor and excluded; governance related risks must be identified and addressed.</li> </ul>
14.	Initial implementation plan and schedule	<ul style="list-style-type: none"> <li>Include human and capital resources required to address GESI issues (e.g. resources needed for consultations with women, poor, the excluded and for skill training etc) and include them as milestones.</li> </ul>
15.	Feasibility report	<ul style="list-style-type: none"> <li>Include disaggregated information and evidence regarding women, poor and excluded.</li> </ul>
<b>3. Environmental assessment</b>		
EA can be conducted either as an integral part of the project identification and feasibility study, or as a separate study. In either case the EA should be carried out in close coordination with the feasibility study, the social assessment, the engineering design work and construction activities.		
1.	Linked to different stages of the project cycle (refer PWD for details)	<ul style="list-style-type: none"> <li>Ensure views and issues of women, poor and excluded are recognized and indigenous coping mechanisms to deal with environmental impacts strengthened; ensure during the discussion women, poor and excluded also participate; specific attention to issues of cultural rights of Adibasi Janajatis must be considered; health, cultural and bio-physical impacts must be sex, caste/ ethnicity/ regional identity location disaggregated</li> </ul>
<b>4. Social assessment (SA)</b>		
Identify all major stakeholders; Ensure that project objectives and incentives for change are appropriate for the range of intended beneficiaries including gender and other social differences. Assess the social impact of investment projects, including evaluation of the adequacy of mechanisms for involving the poor and vulnerable groups. Awareness of social dimensions and issues is required in all projects regardless of size.		
1.	Linked to different stages of the project cycle (refer PWD for details and also ESMF)	<p>Social assessment must include</p> <ul style="list-style-type: none"> <li>assessment of what capacities women, poor and the excluded have for participating in the project processes, access resources and benefit from different employment opportunities that the project will bring</li> <li>identify specific barriers of these groups in accessing resources and benefits from the project</li> <li>identify the priorities of women, poor and the excluded</li> </ul>
2.	Incorporate social dimensions in project design	<ul style="list-style-type: none"> <li>Identify how the project impacts and benefits will affect the livelihoods and social status of women, poor and excluded.</li> </ul>
<b>5. Project appraisal and budget approval</b>		
Overall GoN budget formulation: Project request, Project appraisal, Project approval and programming, Budget authorization and release.		

S.N.	Stage	Additional guidelines
1.	Review of all project cycle steps	▪ Review and ensure issues affecting women, poor and the excluded are addressed in the project cycle steps
2.	Feasibility report with estimated model budget	▪ Provide auxilliary/social facilities (e.g. service centers). Allocate sufficient budget for social facilities (e.g. child care centre, rest rooms, tracks/trails, market place, storage spaces) out of the five percent budget allocated for GESI and social activities (e.g. campaigns on HIV AIDS, trafficking, increased control of women over use of income)
3.	Appraisal team and modification and appraisal	▪ Consult with women, poor and the excluded during field visit.
4.	Budgeting	▪ Ensure budget allocation for social activities (e.g. for travel/health/education priorities of women, poor and excluded in project area); and budget for GESI related activities linked to project implementation (e.g. skill training for women, labor welfare, child care, rest room etc.).
<b>6. Project implementation plan</b>		
<b>6.1 Project description</b>		
1.	Project objectives and scope	▪ Objectives/sub-objectives should include GESI aspects.
2.	Detailed project description	▪ Include activities which would support women, poor and the excluded in accessing the resources and benefits of the project in the project description
3.	Financial and economic analysis	▪ Economic analysis should include analysis of occupational displacements, market opportunities etc. with disaggregation.
4.	Assumptions and risks	▪ Include governance related risks.
5.	Detailed financing plan	▪ Financing plan should include social mobilization, supporting micro-finance schemes for labor, gender-specific supportive activities including child care, rest rooms, skill-building of women, poor and excluded for construction and post-construction activities
<b>6.2 Implementation arrangements</b>		
1.	Plan and schedule for each component	▪ Include activities to address barriers of women, poor and excluded
2.	Specific actions	▪ Include actions to address barriers constraining equal participation and access to benefits of women, poor and excluded. ▪ Include actions to strengthen capacity of women, poor and the excluded
<b>6.3 Monitoring and evaluation</b>		
1.	Project impact indicators	▪ M&E indicators must include services and benefits to women, poor and excluded; disaggregated indicators are needed to capture impacts.
2.	Project progress and financial indicators	▪ Project performance and progress indicators to include progress against the social inputs, building skills of women, poor and excluded, strengthening their capacities to access benefits from improved railways.
<b>7. Engineering design</b>		
1.	The design work may be done by the in-house staff of the implementing agency or, more normally, by employing engineering and architectural consultants. The design work involves field surveys, materials investigations, analysis of design options and interaction with end users and other groups who may be affected by construction activity and the operation of the works. The design work also identifies the requirements for land acquisition and other approvals and clearances which will need to be completed before construction can begin.	
2.	Preparation of ToR for engineering design	▪ Include in ToR that the design will be based on a GESI analysis of what gender/caste/ethnicity differentiated requirements and needs are of the people who will use the infrastructure
3.	Appointment of engineering design consultant	▪ Include selection criteria that will promote women and the excluded as engineering design consultants

S.N.	Stage	Additional guidelines
4.	Field surveys and investigation	<ul style="list-style-type: none"> <li>▪ Disaggregate the population to be served, what service they will receive and who uses the existing railways. Do well-being ranking to categorise road affected population into different income groups.</li> </ul>
5.	Design criteria and standards	<ul style="list-style-type: none"> <li>▪ Provide gender and disabled–specific standards</li> </ul>
<b>8. Pre-construction activities</b>		
1.	Land acquisition	<ul style="list-style-type: none"> <li>▪ Consult relevant stakeholders of target groups (at least one woman per household).</li> <li>▪ Notice to be in national/local (if necessary) languages and public to be informed through different mediums (e.g. FM, radio, wall newspaper); survey and compensation to be estimated with disaggregation and process facilitated for women, poor and the excluded;</li> <li>▪ Conduct awareness program for people affected by land acquisition: inform them of the process and their rights, explain government's constraints;</li> <li>▪ Ensure resettlement plan for women, poor and the excluded recognizes their constraints and provides specific support to address their barriers.</li> <li>▪ Inform family about compensation amount</li> <li>▪ Promote compensation payment in joint accounts of women and men</li> </ul>
2.	Coordination with other government agencies and utilities	<ul style="list-style-type: none"> <li>▪ Establish communications and coordinate with the other government agencies and utilities and local excluded groups; Map existing agencies and include coordination in condition of contract.</li> </ul>
3.	Management of sources of materials	<ul style="list-style-type: none"> <li>▪ Involve women, poor and the excluded in quarry operation</li> </ul>
4.	Approval of other government agencies	<ul style="list-style-type: none"> <li>▪ Consult local bodies and Women and Children Office for inputs and concurrence.</li> </ul>
5.	Information program	<ul style="list-style-type: none"> <li>▪ Inform local users including women, poor and excluded, using appropriate methodologies ;</li> <li>▪ Organize regular public hearing and public information dissemination, programs and discuss with women and other stakeholders.</li> </ul>
<b>9. Procurements of work</b>		
<ul style="list-style-type: none"> <li>▪ Promote women contractors as far as possible. Give small works to women contractors till they develop their confidence and expertise; start can be made with simple works like earthwork.</li> </ul>		
1.	Type of bidding	<ul style="list-style-type: none"> <li>▪ Railways' committee when used must be inclusive; Mandatory provision for 33 percent reservation of women has to be made.</li> <li>▪ Contractor bidding should include provisions to address GESI issues in Consitions of Contract (CoC)</li> </ul>
2.	Procurement Procedure	<ul style="list-style-type: none"> <li>▪ As per PPR where possible</li> <li>▪ Women suppliers to be promoted for procurement of works. (e.g. women led agencies to be given preference and lower work experience accepted)</li> </ul>
<b>10. Construction activities</b>		
1.	General obligations of the employer, contractor and consultant	<ul style="list-style-type: none"> <li>▪ Women to be promoted for works</li> <li>▪ Criteria for sub-contractor selection to include priority to women contractors, number of women employees (33 percent preferably), conditions for their working environment, safety, security of employees and laborers etc. Arrangements should be made to award contracts to those who include women and excluded groups as team members.</li> <li>▪ Allocate budget of at least two to five percent (depending on project size) for auxiliary works etc which can assist women, poor and excluded.</li> <li>▪ Women-led CBOs should be promoted/encouraged to do project works which do not require high technical skill (like E/W, Gabionm slope protection, maintenance etc.)</li> <li>▪ Train women in heavy equipment driving and management</li> </ul>

<b>S.N.</b>	<b>Stage</b>	<b>Additional guidelines</b>
2.	Initial notification, contract administration	<ul style="list-style-type: none"> <li>▪ Disseminate information through different media, appropriate for women, poor and excluded.</li> </ul>
3.	Construction supervision, quality control,	<ul style="list-style-type: none"> <li>▪ Include GESI aspects in the Standard Supervision Manual</li> <li>▪ Promote women representation in supervision team and audit team</li> <li>▪ Tasks of supervision and audit should include recognizing and addressing issues impacting women, poor and the excluded</li> </ul>
4.	Progress monitoring, progress payments	<ul style="list-style-type: none"> <li>▪ Monitor regular progress of social activities along with construction activities.</li> <li>▪ Report on construction progress should include progress against the provisions related with women, poor and the excluded in the Conditions of Contract and in project objectives and plan</li> </ul>
5.	Coordination with project stakeholders	<ul style="list-style-type: none"> <li>▪ Regular meetings with women's groups, CBOs and organisations of different excluded groups.</li> </ul>
6.	Design modifications	<ul style="list-style-type: none"> <li>▪ Modify design as per site condition to address concerns and needs of women, poor and the excluded</li> </ul>
7.	Variations, claims and dispute resolution	<ul style="list-style-type: none"> <li>▪ As per Arbitration act, if possible</li> <li>▪ Women adjudicators/ arbitrators to be given priority, promoted.</li> </ul>
8.	Monitoring of environmental management actions and handing over of works to the employer	<ul style="list-style-type: none"> <li>▪ Joint monitoring by stakeholders, employers and contractors, with representation of women and people of excluded social groups where possible.</li> </ul>
<b>11. Post-construction activities</b>		
1.	Project completion reports	<ul style="list-style-type: none"> <li>▪ Report must include information with disaggregation regarding impacts and benefits on women, poor and excluded and project affected people;</li> <li>▪ Involve/ employ them in all types of maintenance activities (bio-engineering, regular and some types of minor repair works).</li> <li>▪ Sides of railway tracks to be used by poor for planting fodder and NTFPs.</li> </ul>
2.	As-built drawings	<ul style="list-style-type: none"> <li>▪ .Ensure as-built drawings reflect women, children, senior citizens and disabled friendly designs.</li> </ul>
3.	Settlement of claims and final payments to contractors	<ul style="list-style-type: none"> <li>▪ The final payment to contractor should be made after all GESI conditions in the COC have been completed.</li> </ul>
4.	Planning and implementation of operation and maintenance (O&M)	<ul style="list-style-type: none"> <li>▪ Build capacity of local organizations (e.g. women's groups, youth clubs) and of women and people from excluded groups for maintenance work.</li> <li>▪ Division chief/project manager to arrange for O&amp;M with GESI functions and an inclusive team.</li> </ul>
5.	Evaluation of project performance	<ul style="list-style-type: none"> <li>▪ Performance evaluation criteria to include GESI related criteria (e.g. efforts made to address barriers of women, poor and excluded to access services of project; efforts to build capacity of women, poor and excluded in the construction sector; ability to implement affirmative action provisions etc);</li> <li>▪ Impact evaluation of socio-economic aspects of project to include impact on women, poor and excluded.</li> </ul>
<b>12. Reporting, monitoring and evaluation procedures</b>		
1.	Reporting	<ul style="list-style-type: none"> <li>▪ Include progress made on GESI related works in the report in a separate section, apart from mainstreaming it throughout the report.</li> </ul>

S.N.	Stage	Additional guidelines
2.	Monitoring	<ul style="list-style-type: none"> <li>▪ Ensure representation of women and excluded groups' in the monitoring team</li> <li>▪ Consult with women, poor and the excluded during the monitoring.</li> </ul>
3.	Benefit monitoring and evaluation	<ul style="list-style-type: none"> <li>▪ Ensure the GESI indicators of the project log-frame are monitored and evaluation team reviews them</li> </ul>
4.	Evaluation	<ul style="list-style-type: none"> <li>▪ Include GESI aspects (e.g disaggregated evidence of who benefited and in what, how discriminatory practices were affected), in both kinds of evaluation.</li> </ul>
<b>13. Appointment of consultant</b>		
1.	Preparation of ToR	<ul style="list-style-type: none"> <li>▪ Include responsibilities to address GESI issues as relevant for the project and the phase for which the consultant is being recruited.</li> <li>▪ Objectives, scope of consulting services; timing and staffing requirements and reporting requirements must include GESI issues.</li> </ul>
2.	Advertising	<ul style="list-style-type: none"> <li>▪ E-bidding processes to be promoted; efforts have to be made to reach different locations of Nepal to ensure consultants not in Kathmandu with less access to information also receive the information; Opportunities to be advertised widely and women and excluded groups encouraged to apply.</li> </ul>
3.	Short listing	<ul style="list-style-type: none"> <li>▪ Short listing criteria should include GESI skills and competencies (i.e. previous experience on working with information based on GESI analysis, ability to identify and respond to issues of women, poor and the excluded, capacity to understand the dynamics of different communities etc)</li> </ul>
4.	Bid collection and evaluation	<ul style="list-style-type: none"> <li>▪ Criteria and scoring to include GESI issues; evaluation committee to have people with expertise on GESI issues; budget evaluation to have criteria for scoring budget for social activities and for strengthening skilled capacities of women and excluded in construction sector.</li> </ul>

Source: Guideline team, 2017

## 5.5 M&E arrangements

Current trimestrly monitoring and evaluation from Ministry/Department/Regional Directorate do not capture GESI aspects and hence formats need to be reviewed and revised. Apart from NPC format for trimesterly and annual reporting, MoPIT will develop the reporting formats, monitoring process and criteria etc. which reflect GESI disaggregation and information areas; and these will be made mandatory for Department of Railways to report on.

Incentives/awards need to be given for the projects that have addressed GESI in the best possible manner. Monitoring should be made more regular in order to assess the implementation of GESI issues in projects.

## 5.6 Operation and Maintenance and Services in the Railways Sector

The following points need to be followed during the operation and maintenance and services phases:

### 5.6.1 Human resource related

- Women engineers, surveyors, construction workers, signallers and drivers need to be encouraged
- Rail apprenticeships to be provided to women and persons from excluded social groups for skill enhancement

### **5.6.2 Service design, operations and management related**

- GESI responsive passengers services
- Platform environment in main stations and interchanges
- Reservation form with column for transgender (M/F/Other)
- Safety and security of women to be ensured through locks on toilet doors to awareness-raising campaigns and better lighting in stations
- Separate Ladies/family coaches
- Customer telephone hotline, surveillance cameras, improving lighting and trained security personnel (both women and men of different social groups) in crowded stations.

### **5.6.3 Service Delivery Related**

- Employ additional security personnel (both women and men of different social groups) on platforms and trains.
- Train new and existing security personnel to be more gender-aware with a focus on preventing sexual harassment in trains and stations.
- Launch a public awareness campaign on train traveller behaviour.
- Distribute leaflets at stations and on trains to raise awareness of how to treat passengers with respect (giving up seats, making less noise and not harassing).
- Introduce fines for inappropriate behaviour and communicate them via message boards on trains and platforms.
- Introduce online ticket sales to reduce crowding – and associated harassment – at station ticket offices.
- Introduce a telephone hotline for security alerts.

### **5.6.4 Infrastructure Related**

- Safe carriages, specifically windows, doors, seats, toilets and lighting arrangements.
- Install toilets (with locks) and when possible, make them gender-segregated.
- Install surveillance cameras on trains and platforms and inform public about them.
- Increase the number of information boards showing locations of complaints offices.
- Provide wi-fi in carriages to offer passengers guaranteed means of communication.
- Introduce ticket machines at the main stations to relieve pressure of crowding at ticket offices

### **5.6.5 Management Related**

- Make a small team responsible within the Department to help implement recommendations and monitor progress, and develop/implement a comprehensive gender training programme for employees.
- Promote campaigns to counter images that this is a “male” sector to improve career opportunities for women employees , or to improve opportunities for employment.

## **6. Guidelines for Mainstreaming GESI in Transport Management Sector**

### **6.1 Policy level**

For any policy development, the Transport Management sector will follow the mandate of the Constitution of Nepal, and existing acts, policy directives, guidelines to address gender equality and social inclusion issues. The Vehicle and Transport Management Act, 2049 and the Code of Conduct for Public Transport 2068 are to be followed.

The Code of Conduct has provisioned for reserved seats for women, senior citizens and persons with disabilities, awareness raising, instructions regarding proper behaviour with women and for giving priority to women employees.

Its objective is to ensure that women, children and persons with disabilities, along-with other passengers, enjoy a safe and easy journey. The Code of Conduct specifies that women, senior citizen and child friendly environment must be maintained in the public transport, passengers should use dignified language, especially when men are talking to women. Owners and managers are to monitor that drivers and other staff follow such provisions of the Code of Conduct. For night journeys, women must necessarily be provided reserved seats. Drivers have to stop for women, senior citizens and persons with disabilities and take them on board, if they require that support. Drinking alcohol and smoking are prohibited in public transport and police action can be taken against such people. Obscene pictures, discriminatory phrases about women cannot be written or used. Messages to reduce violence against women and to promote ethical behaviour need to be used. Recruitment of women drivers and conductors has to be encouraged. Awareness about the Code of Conduct has to be increased. (Section 6 of the Code of Conduct, Jestha 2068, DOTM/GoN)

The priorities and needs of women, persons with disabilities, people experiencing economic and social exclusion has to be considered and special provisions made as required since transport is not gender and inclusion neutral. Women and men and people of different income status and with different occupations have different mobility needs and patterns, which transport management policies need to acknowledge and address. Inadequate transport systems can restrict access to education, economic opportunities and healthcare of women and people of excluded groups.

The policy team should hold consultations and discussions with groups of women, poor, vulnerable and excluded people to identify their needs and priorities. All parts of the policy document should clearly specify guidance on GESI. Targeted groups should be clearly defined.

### **6.2 Institutional arrangements**

At the department level, an Environment and Social Section/Unit will be established in the Department of Transport Management. This section should have a sociologist, who could be designated as the GESI focal point with GESI responsibilities in the job description. Till the section is formed, a GESI Working Team under the Planning Division Chief with two members including an M&E officer and a sociologist (when available) will be formed to work on GESI issues.

At the Transport Service Office level, a GESI Focal Person should be nominated. These GESI Focal Persons will be responsible for the mainstreaming of GESI in the activities, especially in planning and implementation. They need to be trained so that they can provide technical support on GESI issues.

The office infrastructure should be disabled friendly and women friendly with separate toilets for women and men and an all persons toilet (which allows third gender people to use restrooms without

discomfort). Following the affirmative action provision of the Civil Service Act, women should be encouraged during recruitment. Women will be encouraged, as much as possible, in posting and working in each DOTM office. Support for separate rest rooms, breast feeding time etc as per the civil service procedures should be provided in each office.

An information officer has to be appointed in each office and should be trained on GESI related obligations of the department.

Capacity of DOTM officers and staff should be strengthened on GESI analysis and mainstreaming. Many staff (especially of Transport Service Centres) have direct interaction with the public and hence need to be trained on sensitive dealing with women, persons with disabilities, senior citizens and people of excluded social groups. Other appropriate training e.g. psycho-social counselling, understanding of the Code of Conduct, for staff should be identified and implemented.

### **6.3 Annual Planning, Programming and Budgeting**

The annual plan, programme and budget needs to mainstream GESI. The following need to be considered:

- Integrate GESI in the planning process. Identify the needs and priorities of women and poor and excluded people through discussions with passengers, drivers, officers and owners.
- Ensure the plan includes objectives, indicators and activities that will support implementation of the Code of Conduct and of the GESI Guidelines.
- Ensure specific budget is allocated for activities such as skill strengthening of women, persons with disability and people of excluded groups as drivers, mechanics, vehicle maintenance workshop staff and for other employment in the sector; for awareness raising and information dissemination regarding the Code of Conduct; for separate counters for women ; for incentives to driving institutes for promoting women drivers and so on.
- Ensure disaggregated evidence is shared and data used in reviews and planning meetings
- Use lessons and good practices of GESI related initiatives to identify effective activities for the annual workplan.
- Ensure sufficient budget is allocated for activities required for implementation of these guidelines esp those related to improving the access of women, poor and the excluded to transport services, employment in the transport sector, for orientation of company owners and employees, for awareness raising of public and for skill strengthening of DOTM staff on GESI.

### **6.4 Operation and Management of Transport Management Sector**

Guidance to address GESI issues during the operation and management of the transport sector are provided below. Some of these provisions are mentioned in the Code of Conduct and this operational guidance may help in their implementation. Additional provisions, beyond what is included in the Code of Conduct is also discussed as these are necessary steps for GESI mainstreaming in transport management. The working areas in the table below are the functions which the Transport Management offices are responsible for (Table 6.1):

**Table 6.1 Working areas and guidance for GESI integration in transport management**

<b>Working Areas</b>	<b>Guidance for GESI integration</b> <i>Provide all services with appropriate consideration for women, senior citizens and persons with disability (as per government policy mandates)* (*denotes that it is included in the COC)</i>
Vehicle registration, renewal, handover	<ul style="list-style-type: none"> <li>▪ Priority to women, senior citizens and persons with disability for vehicle registration</li> <li>▪ Promote women owners and poor entrepreneurs of public vehicles if possible by reducing fees</li> <li>▪ Special discount for disabled friendly public transportation vehicles*</li> <li>▪ Separate counters for women, senior citizens and persons with disability</li> <li>▪ Promote management of counters by women</li> <li>▪ Waiting spaces should be maintained with separate toilets for women and men</li> <li>▪ Disabled friendly vehicle to have reduced tax*</li> <li>▪ Insurance premiums to be reduced if the owner and driver of the public transportation vehicle is a woman</li> </ul>
Road Permit	<ul style="list-style-type: none"> <li>▪ Road permit fees to be reduced for women entrepreneurs, senior citizens and persons with disability</li> </ul>
Fare	<ul style="list-style-type: none"> <li>▪ Discounted fare for persons with disability, senior citizens*</li> </ul>
Driving License	<ul style="list-style-type: none"> <li>▪ Free training to women of socially and economically excluded groups and people with disabilities for professional license</li> <li>▪ Women of socially and economically excluded groups to be trained free by driving institutes and driving institutes to be given an incentive of reduced fees if women drivers and persons with disability drivers, are promoted</li> <li>▪ Authorised driving institutes to provide free or discounted service to target group</li> <li>▪ Online registration for driving license application*; orientation to public, especially women, poor and the excluded on the on-line application process</li> </ul>
Other services	<ul style="list-style-type: none"> <li>▪ Number of seats reserved for women to be higher</li> <li>▪ Show GESI related messages in the display screens on roadsides and in offices e.g. violence against women is a legal offence; a man is a real man when he is not violent</li> <li>▪ Targeted messaging to school students on traffic rules</li> <li>▪ Train transport workers on overall inter-personal skills and ethical behavioral</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>▪ CoC monitoring to ensure enforcement of its GESI features.</li> <li>▪ Public survey, including women, poor and the excluded as respondents could be promoted as a monitoring tool</li> </ul>
Public vehicles	<ul style="list-style-type: none"> <li>▪ Women to be given employment opportunities in public vehicles*</li> <li>▪ No discriminatory messages to be written on public vehicles</li> <li>▪ Ensure that space in buses are comfortable for commuters, esp women, persons with disability and senior citizens</li> </ul>

## 6.5 Working with private sector and public

Companies providing transport services and vehicle maintenance workshop services need to enter into agreements with DOTM. These agreements require valid official documents and proof of the capacities to provide the required services.

DOTM should now include the following provisions in the agreements with companies providing transport services:

- All companies working with DOTM need to follow the provisions of the Code of Conduct for Public Transportation 2068 especially those related with women, senior citizens and persons with disabilities e.g.
  - Reserved seats for women, senior citizens and persons with disabilities
  - Proper behaviour and use of language with passengers especially women

- Ensuring safety and security of women passengers
- Making conscious effort to support persons with disabilities and providing them the assistance required to travel safely
- Recruitment of women and persons with disabilities as drivers and conductors to be promoted (e.g. reduced years of experience for women)
- Ensuring equal wages for all without gender disparities
- Provide gender specific support to women employees (child care, breast feeding time, maternity leave) and paternity leave to men employees and to third gender employees who adopt children
- Vehicles to be disabled friendly as far as possible
- Orientation of staff on the Code of Conduct

In the agreement with Vehicle Maintenance Workshops, the following provisions should be included:

- Women and persons with disabilities to be provided employment opportunities in the workshops
- Physical space of workshop to be women and disabled friendly (with separate toilets, dustbins etc)

In the agreement with driving institutes, provision to train women with reduced fees should be included.

There have to be regular meetings, dialogues, training, orientation on the Code of Conduct of Public Transportation 2068 and about the provisions in the GESI guidelines with vehicle owners and staff of public transport .

Social messages and messages regarding the provisions in the Code of Conduct have to be disseminated through different mediums such a radio, TV, posters in buses and public events so that there is wide understanding of what vehicle owners and staff are accountable for.

## **6.6 Monitoring of GESI aspects**

The responsibility of traffic management is handed to the traffic police by the DOTM. The police need to monitor to ensure that women, persons with disability and others are provided services as provisioned for and that the behaviour of drivers and conductors is not discriminatory. The GESI Focal Person of DOTM and its offices should regularly monitor whether the GESI provisions of the guidelines are being implemented. Women should be included in the monitoring teams and provided the necessary support (e.g. time and methodology of the monitoring visits should be gender responsive, physical facilities should be as convenient as possible).

## Annex

### Annex 1: Indicators and Sub-Indicators of GRB Guidelines, MOF and suggestions for possible sub-indicators for MoPIT

Indicators and Sub-Indicators <sup>1</sup>	Score	Suggested sub-indicators which can be used for MOPIT's GRB
सूचक १: योजना तर्जुमा तथा कार्यान्वयनमा महिला सहभागिता	20	
उपसूचक १.१: योजना, कार्यक्रम र बजेट तर्जुमा प्रक्रियामा महिलाहरूको सहभागिताको व्यवस्था	4	<ul style="list-style-type: none"> <li>Participation of MOPIT GESI Focal Person and Environment and Social Section in program and budget planning process</li> </ul>
उपसूचक १.२: कार्यान्वयनमा महिला सहभागिताको सुनिश्चितता	12	
१.२.१: कार्यक्रम कार्यान्वयनमा महिला सहभागिताको व्यवस्था (परियोजना तथा जिल्लास्तर)		<ul style="list-style-type: none"> <li>Provisions for inclusion of women contractors</li> <li>Separate consultations with community women during project</li> </ul>
१.२.२: कार्यान्वयनको (निर्णायक तह र सरोकार/उपभोक्ता समिति लगायतमा महिलाको व्यवस्था		<ul style="list-style-type: none"> <li>Participation of women in the survey and design meetings</li> <li>Representation of women in the operation and maintenance committee</li> </ul>
१.२.३: महिलाको अनिवार्य उपस्थितिको व्यवस्था		<ul style="list-style-type: none"> <li>Methodology, timings, language, agenda appropriate for participation of women (especially in community level meetings)</li> </ul>
उपसूचक १.३: अनुगमनमा महिला सहभागिताको सुनिश्चितता	4	<ul style="list-style-type: none"> <li>Inclusion of women officers or GESI Focal Person of MoPIT in the monitoring team</li> <li>Participation of women in public audit of projects</li> </ul>
सूचक २: महिलाहरूको क्षमता अभिवृद्धि	20	
उपसूचक २.१: नीति निर्णय तथा कार्यान्वयन तहका महिलाहरूको क्षमता अभिवृद्धि	6	<ul style="list-style-type: none"> <li>Capacity strengthening of GESI Focal Person/Unit, Social Section of MOPIT to mainstream gender (and inclusion) in MOPIT work</li> <li>Capacity strengthening of women contractors and of women for different jobs in the roads, railways and transport management sectors</li> <li>Capacity strengthening of community women during pre-construction stage in order to benefit from construction activities</li> </ul>
उपसूचक २.२: अन्य क्षमता अभिवृद्धि कार्यक्रममा महिलाको सहभागिता	7	<ul style="list-style-type: none"> <li>Participation of women of MOPIT and its departments in training, exposure visits and other capacity enhancements events</li> </ul>
उपसूचक २.३: कार्यशाला, तालिम, जनचेतना अभिवृद्धि र सीप विकास आदिका कार्यक्रममा लैङ्गिक सम्वेदनशीलता	7	<ul style="list-style-type: none"> <li>Gender aspects (content discusses how issues impact women and men differently, recognizes that different strategies/approaches maybe required etc) integrated in the trainings delivered by MOPIT and its departments</li> </ul>
सूचक ३: कार्यक्रममा महिलाहरूको लागि लाभ तथा नियन्त्रणमा सुनिश्चितता (अन्य लक्षित वर्गका कार्यक्रममा समेत)	30	
उपसूचक ३.१: लैङ्गिक खण्डकृत लाभको (लाभान्वित महिलाको) सुनिश्चितता		<ul style="list-style-type: none"> <li>Women contractors, women employed in managerial and skilled positions, as construction workers</li> </ul>

<sup>1</sup> लैङ्गिक उत्तरदायी बजेट तर्जुमा दिग्दर्शन २०६९, नेपाल सरकार, अर्थ मन्त्रालय, सिंहदरवार

Indicators and Sub-Indicators <sup>1</sup>	Score	Suggested sub-indicators which can be used for MOPIT's GRB
उपसूचक ३.२: लैङ्गिक खण्डकृत लाभको सुनिश्चितताका लागि लैङ्गिक अन्तर (gaps), महिलाका विशेष आवश्यकता र अवरोधहरूको पहिचान र सोको सम्बोधन		<ul style="list-style-type: none"> <li>Measures to enable women (of different social groups) from local to central levels, to take benefit from the resources (information, training, employment, income generating opportunities) that MOPIT projects bring</li> </ul>
उपसूचक ३.३: लैङ्गिक खण्डकृत लाभको सुनिश्चितताका लागि लैङ्गिकमैत्री कार्यान्वयन संयन्त्र तथा वातावरण	7	<ul style="list-style-type: none"> <li>GESI Guidelines of MOPIT endorsed and implemented; Offices of MOPIT and its departments with disabled and women friendly infrastructure (i.e. separate toilets, child care, breast feeding spaces); Construction sites and railway platforms with disabled and women friendly infrastructure</li> </ul>
उपसूचक ३.४: लैङ्गिक खण्डकृत लाभको सुनिश्चितताका लागि बजेटको सुनिश्चितता	2	<ul style="list-style-type: none"> <li>5% budget of MOPIT projects allocated and spent for auxilliary works (e.g. capacity strengthening for women, child care for construction workers, trails, waiting spaces, rest areas on highways) supporting women and social issues.</li> </ul>
उपसूचक ३.५: लैङ्गिक खण्डकृत लाभको सुनिश्चितताका लागि लैङ्गिक अनुगमन तथा प्रभाव मूल्यांकन	2	<ul style="list-style-type: none"> <li>Monitoring and evaluation with disaggregation and analysis of shifts in gender related discriminatory policies, practices and values</li> </ul>
लैङ्गिक खण्डकृत सूचना अभिलेखन		<ul style="list-style-type: none"> <li>Database system for collection and analysis of disaggregated data of MOPIT projects and its departments</li> </ul>
प्रगति समीक्षामा लैङ्गिक समानता र समतासम्बन्धी विवरण		<ul style="list-style-type: none"> <li>Quarterly and annual reports present analysis of progress on gender issues</li> </ul>
अघिल्लो वर्षको सिकाइको आधारमा योजना तर्जुमा भएमा		<ul style="list-style-type: none"> <li>Annual plan informed by lessons of past year project implementation</li> </ul>
सञ्चालित कार्यक्रमको लैङ्गिक प्रभाव मूल्यांकन गर्ने व्यवस्था		<ul style="list-style-type: none"> <li>Plan and budget for gender impact evaluation</li> </ul>
सूचक-४: आय आर्जन तथा रोजगारी	20	
उपसूचक ४.१: महिलाहरूको लागि रोजगारीको अवसरको उपलब्धता		<ul style="list-style-type: none"> <li>Employment in MOPIT and road, railways and transport management sectors for women as engineers, contractors, managers, public transport drivers, locomotive drivers, signallers etc.</li> </ul>
उपसूचक ४.२: आय आर्जनका वैकल्पिक अवसर वा वृत्ति विकासका अवसर सृजना हुने भएमा		<ul style="list-style-type: none"> <li>Economic opportunities for women linked to the strategic road and railways construction/projects</li> </ul>
उपसूचक ४.३: उपलब्ध रोजगारीमा महिला र पुरुषको लागि समान ज्याला हुने भएमा		<ul style="list-style-type: none"> <li>Equal wages for work of equal value for women and men in projects of MOPIT and its departments</li> </ul>
सूचक-५: महिलाहरूको समयको प्रयोगमा गुणात्मक सुधार तथा कार्यबोझमा कमी	10	
उपसूचक ५.१: कार्यसम्पादनमा सहजता र समयको बचत		<ul style="list-style-type: none"> <li>Time saved for women due to nearness of road, better transport management or railways</li> </ul>
उपसूचक ५.२: परम्परागत भूमिका परिवर्तनका लागि दीर्घकालीन परिणाममुखी प्रयास भएमा		<ul style="list-style-type: none"> <li>Provisions for women engineers, contractors, managers, railway drivers, employees as signallers, platform managers etc, so different roles for women to be encouraged rather than the traditionally accepted ones</li> </ul>