

GENDER & DIVERSITY IN MINE ACTION QUALITY MANAGEMENT



GENDER AND MINE ACTION PROGRAMME

GMAP is an international programme working in the framework of UN Security Council Resolution 1325 on Women, Peace and Security to promote gender mainstreaming in the mine action sector. GMAP conducts research and provides training, advice and support to mine action national authorities, the UN and operators on how to incorporate gender and diversity considerations in their programmes, to ensure that their interventions are more inclusive, effective and efficient, and benefit all affected groups. GMAP is based in Geneva, Switzerland and is hosted by the GICHD.

GENEVA INTERNATIONAL CENTRE FOR HUMANITARIAN DEMINING

The GICHD is an international expert organisation based in Switzerland that works to eliminate mines, explosive remnants of war and other explosive hazards. By undertaking research, developing standards and disseminating knowledge, the GICHD supports capacity development in mine-affected countries. It works with national and local authorities to help them plan, coordinate, implement, monitor and evaluate mine action programmes. The GICHD also contributes to the implementation of the Anti-Personnel Mine Ban Convention, the Convention on Cluster Munitions and other relevant instruments of international law. The GICHD follows the humanitarian principles of humanity, impartiality, neutrality and independence.

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GENDER & DIVERSITY IN MINE ACTION QUALITY MANAGEMENT

This guide has been developed to assist mine action stakeholders to mainstream gender and diversity¹ in quality management, documentation and practices. This guide is designed for use by a broad range of actors, including:

- National Mine Action Authorities
- National Mine Action Centres
- UN agencies
- Non-governmental organisations
- Commercial contractors

The guide includes a checklist to help ensure that gender and diversity considerations are mainstreamed into the core documentation in quality management, such as: national mine action standards (NMA), national technical standards and guides, standard operating procedures (SOP), and quality planning, quality assurance, and quality control forms. It also provides mine action stakeholders with the tools to formally integrate a commitment to gender and diversity principles and practice as part of their quality policy and practice.

The guide contains recommendations on how gender and diversity considerations should be mainstreamed into accreditation processes and monitoring and evaluation mechanisms to ensure that continual improvement is implemented throughout the duration of the mine action project cycle.

¹ **Diversity** describes differences in age, gender, language, values, attitudes, cultural perspectives, beliefs, nationality, ethnic background, sexual orientation, abilities, impairments, skills, knowledge, level of education, life experience, etc. to be found in a group of people. While the age and gender dimensions are present in everyone, other characteristics vary from person to person and context to context.

Gender refers to socially constructed roles, opportunities and value associated with women, girls, boys and men. It is an acquired identity that is learned, changes over time and varies widely within and across cultures.

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LIST OF ABBREVIATIONS

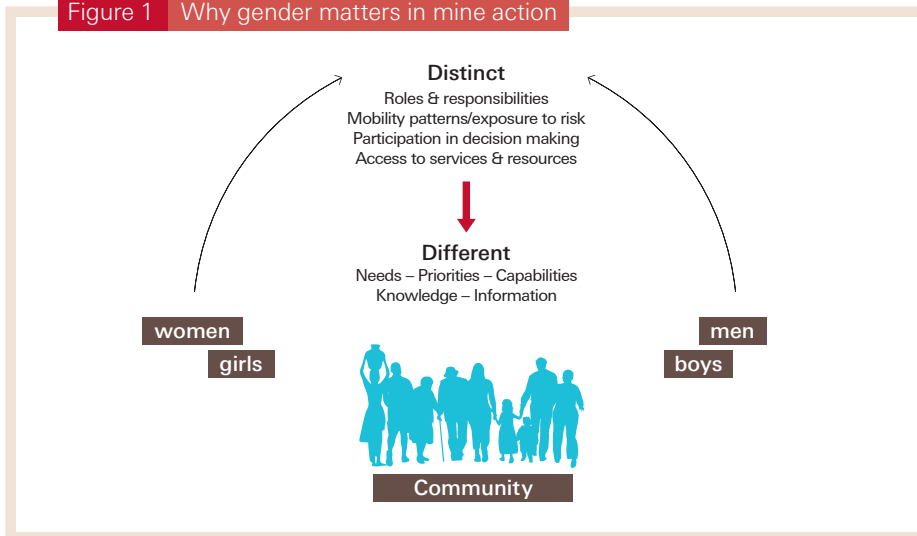
AMAS Afghanistan Mine Action Standards	KAPB Knowledge Attitudes Practices Beliefs	QC Quality Control
ERW Explosive Remnants of War	MAC Mine Action Centre	SHA Suspected Hazardous Area
FGD Focus Group Discussion	MAG Mines Advisory Group	SOP Standard Operating Procedures
GICHD Geneva International Centre for Humanitarian Demining	MAPA Mine Action Programme of Afghanistan	UN United Nations
GMAP Gender and Mine Action Programme	NGO Non-governmental organisation	Key definitions
IMAS International Mine Action Standards	NMAA National Mine Action Authority	GENDER Refers to socially constructed roles and opportunities associated with women, girls, boys and men (WGBM). It is an acquired identity that is learned, changes over time and varies widely within and across cultures.
IMSMA Information Management System for Mine Action	NMAS National Mine Action Standards	DIVERSITY Differences in age, gender, nationality, values, cultural perspectives, beliefs, ethnic background, sexual orientation, abilities, impairments, skills, level of education, life experiences, etc.
IP Implementing Partner	NTS Non-Technical Survey	
ISO International Standards Organization	OCHA UN Office for Coordination of Humanitarian affairs	
	QA Quality Assurance	



GENDER AND DIVERSITY IN MINE ACTION

Women, girls, boys and men are affected differently by landmines and explosive remnants of war (ERW) and therefore need to be assisted in ways that respond to their individual needs. Gender specific mobility patterns, roles and responsibilities, mean that females and males of various ages and diversity groups will have different information on areas that are contaminated in their communities, and also different priorities for clearance and post-release land use. In addition, power dynamics based on gender, age, and other diversity dimensions mean that different groups in the community will not always have the same opportunity to actively participate in data-gathering and decision-making processes.

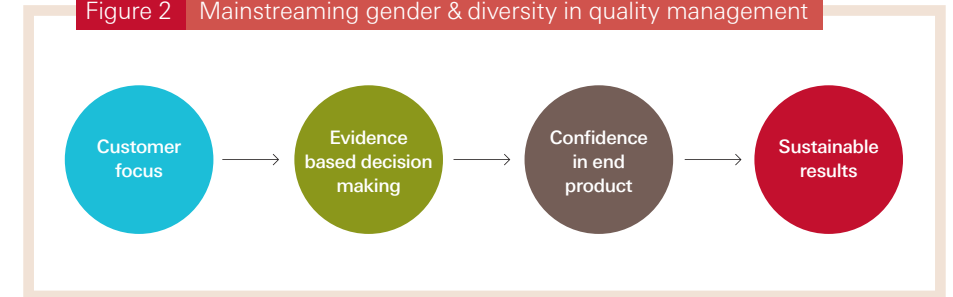
Figure 1 Why gender matters in mine action



WHY MAINSTREAM GENDER AND DIVERSITY INTO QUALITY MANAGEMENT?

Gender and diversity mainstreaming in mine action is not only about equality but also about quality, as it will improve the process of land release, enable fully informed evidence-based decisions, ensure confidence in the end product and lead to more sustainable results.

Figure 2 Mainstreaming gender & diversity in quality management



Customer focus

Quality is all about satisfying customer requirements. In the case of the land release process, women, girls, boys, men and diversity groups in beneficiary communities can all be considered customers, but they do not all have the same needs, priorities, and requirements. Mine action organisations should conduct a gender and diversity analysis in order to:

1. Identify the different potential customers at the community level, including those in under-represented groups.
2. Understand the barriers that exist to customer participation in activities and ability to contribute to community-level decision-making.
3. Develop strategies for the inclusion of all groups in order to gain information on their requirements and priorities for post-release land use.
4. Understand the steps that organisations must take to ensure full customer satisfaction, and design mine action programmes and activities that respond to the needs of different customers at the community level.
5. Develop gender-sensitive indicators to assess the outcomes for women, girls, boys, men and diversity groups and ensure they benefit on an equal basis.

Evidence based decision-making

All decision-making relies upon the availability of valid, comprehensive and complete information. Gender and diversity aspects are important at every stage of the evidence/information collection, analysis, display and use process. The inclusion of all stakeholders in consultations and surveys leads to more complete information on the nature and extent of the problem, and a more accurate understanding of all the different priorities and needs in the affected communities. Full stakeholder consultation will also allow the implementing partner to identify issues such as

contested land ownership, which could lead to conflict, or other potentially negative outcomes of clearance, such as land-grabbing by powerful individuals or conflict about land. Thorough consultation in turn influences prioritisation processes and has important developmental implications, because decisions are made about which land should be surveyed and/or cleared first, according to a number of different criteria, including potential land use following release. Ongoing liaison can also be used to share information with women, girls, boys, men and diversity groups at the community level along the whole land release process, and on developmental assistance that they may require following the handover of released land in order to use it fully.

Case study

MINES ADVISORY GROUP

The Mines Advisory Group (MAG) highlights concrete examples from Lao PDR and Sudan to demonstrate that in certain contexts conducting focus group discussions (FGD) with women separately from male community members can add depth and accuracy to data collected and the ability to triangulate findings and inform evidence based decision-making.

Lao PDR

Boualaphanh Inthaxay, National Community Liaison Manager for MAG in Lao People's Democratic Republic, explains why consulting women separately is important. 'In meetings with a big group of men and women, women are usually very shy to speak out and just sit behind male participants. We have experienced many times that it is very difficult to ask women to sit in front or sit next to male meeting participants. When we separate participants into small groups, especially women only groups, they [women] will talk a lot and we can get more information, they feel comfortable to tell you what they know. And feel like their opinion is valued.'

Sudan

Another case-specific example of the different information about priorities that may be provided by women is highlighted in Sudan. Following a FGD with a group of women, MAG realised that middle-aged women were putting themselves at risk by entering the suspected hazardous area (SHA) to collect palms for making roofs for their shelter and prayer mats. Had this activity and resource not been cited by the women, this SHA would have ranked low on MAG's priority list. The other segments of the community interviewed had cited that the SHA was not blocking any livelihood assets and other focus group participants were not entering the area.



Lao women at NTS village meeting

Confidence in the end product

Failure to share information on mine action activities with women, girls, boys and men in beneficiary communities, including those from underrepresented groups, can result in them being unsure where clearance has been carried out and if it has been completed or not. In some instances this has led to cleared land not being used by parts of the community, especially women. Research on handover procedures highlights a number of challenges in relation to the lack of systems in place to ensure effective information sharing with communities upon the completion of clearance activities. Typically, handover ceremonies are conducted with local authorities and the land owner, but in many mine and ERW affected communities these individuals will not be the end users of the land, and evidence shows it is not enough to assume that end users will receive information from those involved in the official ceremony.

Case study

UNUSED LAND POST-CLEARANCE: TEREKEKA COUNTY, SOUTH SUDAN²

A commercial operator was first tasked to clear an area in Tindilo Payam, Terekeka County, South Sudan in 2011. The organisation was subsequently tasked to clear additional areas in the same district in 2012 and 2013. Following clearance, the operator showed the elders in the village the exact perimeters of the cleared area, and the NMAA and the commercial operator informed them of what to do if anyone in the community found any dangerous items in future. After clearing a total of 271,000 sq. m. between 2011 and 2013, the operator was disappointed to find that the land remained unused, despite clearance having resulted in safe, easily cultivatable land. As the operator was not tasked to undertake post-clearance assessment, it remains unclear why the land has not been used. However a lack of a gender and diversity-sensitive approach resulted in a lack of understanding as to why the desired outcome was not achieved. From a quality management perspective what is clear is that either customer requirements were not satisfied, or there was a misunderstanding of local requirements resulting in the clearance of non-priority land. This is an undesirable outcome and a better understanding of gender and diversity aspects is necessary to address the situation and avoid it happening again.

Lack of information on the end product can result in the land released not being used by its intended beneficiaries or even not being used at all. Therefore there is a need for clear and consistent gender and diversity-sensitive handover procedures to strengthen the confidence of women girls, boys and men in accessing released land, leading to its subsequent productive use and resulting in more sustainable outcomes in mine and ERW affected communities. Inclusive handover will also help to prevent attempts to 'grab' land from intended beneficiaries by powerful community members or outsiders.

Sustainable results

Mine action interventions should result in improved physical safety, as well as access to basic services and previously blocked resources. These interventions will thereby promoting improved livelihoods for women, girls, boys, men and diversity groups in mine and ERW affected communities. Post-clearance assessment is a valuable tool that can be used to analyse whether women and men from different groups were equally involved in decisions relating to the use of released land, as well as whether beneficiaries are experiencing any problems in making productive use of it e.g. land grabbing, disputes over use or ownership, or lack of development support.

² Mine Action and Land Rights in South Sudan, GICHD and NRC, by Sharmala Naidoo (GICHD), Francesca Marzatico and Lisa Monaghan (NRC), 2013



Operational staff, Somaliland

Case study

MINE ACTION OUTCOMES FOR WOMEN IN HERAT PROVINCE, AFGHANISTAN³

As part of the 'Livelihoods Analysis of Landmine/ERW Affected Communities in Herat Province' carried out by the GICHD and GMAP in 2011, the priority setting process used by the Mine Action Programme of Afghanistan (MAPA) was analysed and different members of the communities expressed satisfaction with the process. Women interviewed in Qalat-i-Ghazi village pointed out that clearance has meant that they can carry out their tasks and responsibilities such as water and firewood collection easily and safely. A group of interviewed women in Qala-i-Shater village highlighted moving around safely, sending their children safely to school, safe conduct of agricultural activities and fetching water safely from the canal as key benefits resulting from clearance.

³ Livelihoods Analysis of Landmine/ERW Affected Communities in Herat Province Afghanistan (October 2011), by Barry Pound, Åsa Massleberg, Qudous Ziaee, Samim Hashimi, Shapur Qayyumi and Ted Paterson

GENDER AND DIVERSITY ANALYSIS

Gender and diversity analysis is a tool for understanding how the cultural, social and economic differences (real and perceived) between women and men from diverse groups influence their opportunities and roles in society, as well as their different access to and decision-making over resources and services. In mine action, the main goal of such an analysis is to better understand mine/ERW communities by looking at them through a gender and diversity lens and considering the following:

	Question	Tools to access primary data	Secondary data sources
Relevant diversity dimensions	<ul style="list-style-type: none"> What are the relevant diversity dimensions, other than sex and age that need to be taken into account in a specific community? (ethnic group/tribe/religion/language/disabilities/level of education/economic activity etc.) 	Individual Interview Household Interview	National and international NGOs and UN agencies working in the area
Casualty data	<ul style="list-style-type: none"> What does casualty data disaggregated by age, and sex, and other relevant diversity dimensions tell us about which group is having the most mine/ERW accidents? 	Focus Group Discussion Conflict Timeline	IMSMA database
Division of labor	<ul style="list-style-type: none"> What are the roles and responsibilities that are typically allocated to the different age, and sex and diversity groups in the community? Are there differences according to: <ul style="list-style-type: none"> Rural or urban settings Wealth factors Social status Age Seasonality Other? What are the activities that have caused the most accidents for women, girls, boys and men of different groups? Based on the division of labour, what are the best forums for teams to be able to speak with the different age and sex groups? What is the best time of day to conduct activities with women, girls, boys or men with activities in the affected community? 	Community Mapping Transect Walk Daily Activity Chart Ranking Exercise Seasonal Calendar Venn Diagram Stakeholder Analysis	Relevant government ministries Previous KAPB surveys Additional data collected by mine action implementing partners Cluster coordination meetings External NGO reports UN reports OCHA country reports

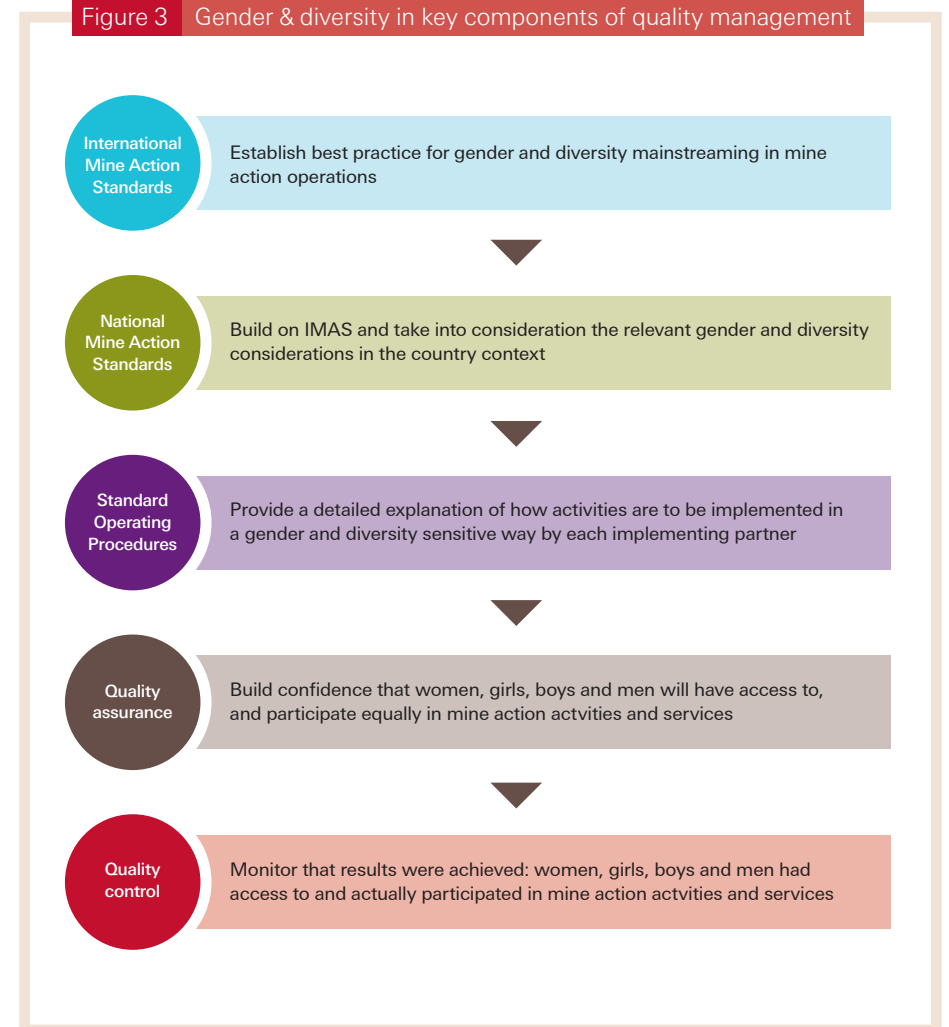
Decision-making capacity	<ul style="list-style-type: none"> Who takes decisions in the community and how? Who are the representative leaders and who do they actually represent? Will the opinions of the elderly/disabled/different ethnicities/women/younger community representatives be given equal value in community decision-making processes?
Participation	<ul style="list-style-type: none"> Can women actively participate in an information-gathering meeting where men are present? Can a younger person actively participate in a data-gathering meeting where older adults are present? Can people from different ethnic groups actively participate in data-gathering meetings where a majority from the dominant ethnic group is present? Are there any barriers to participation for those living with disability in the community?
Direct communication channels	<ul style="list-style-type: none"> Can a male non-relative speak with women in the community? Can a female non-relative speak with men in the community? Can a person from a certain ethnic/tribal group to speak with people from other ethnic/tribal groups? Are there any age-related dynamics that would affect whether an individual feels comfortable telling something to someone from a different age bracket?
Indirect communication channels	<ul style="list-style-type: none"> What are the most appropriate indirect communication channels for the different age, sex and diversity groups? Are there any differences between rural and urban settings? What is the best communication channel for non-school children?
Literacy levels	<ul style="list-style-type: none"> What are the literacy levels of different age, sex and diversity groups?

<p>Languages spoken</p>	<ul style="list-style-type: none"> • What are the most commonly spoken languages in the target community? • In terms of languages spoken, are there any barriers to communicate with the different groups (males/females, different ethnic groups)? • Are there differences between males and females/those of diversity groups? Can teams communicate in the official language or do they need to be able to communicate in more than one local language to reach out to all groups?
<p>Risk takers and reasons why</p>	<ul style="list-style-type: none"> • Who are the main risk takers in the community? • What are the reasons that they take risks?
<p>Blockages</p>	<ul style="list-style-type: none"> • How do the blockages (lack of access to water, agricultural land etc) caused by mines/ERW affect the livelihoods and daily activities of the different age and sex groups?
<p>Land rights and land ownership</p>	<ul style="list-style-type: none"> • Who are the landowners in the community? • Who are the primary land users in the community? • What was the past use of the land? Who used it? • What is the expected future use once it is released? • Are the priorities of women, girls, boys and men for post clearance land use clearly identified? • Are there any groups in the community that could be particularly vulnerable to land grabbing?
<p>Barriers to employment</p>	<ul style="list-style-type: none"> • What are the barriers to the employment of women in certain roles? • What are the barriers to the employment of men in certain roles? • What are the barriers to the employment of people from specific ethnicities? • What are the barriers to the employment of persons with disabilities?

FORMALISING GENDER AND DIVERSITY MAINSTREAMING IN QUALITY MANAGEMENT

Certain documentation is essential for providing the framework to ensure that quality management is implemented in a gender and diversity-sensitive way.

Figure 3 Gender & diversity in key components of quality management



International Mine Action Standards (IMAS)

IMAS are the mine action community standards endorsed by the United Nations. The IMAS were developed to improve safety and efficiency and to promote a common and consistent approach to mine action operations. IMAS follow the format of the International Organization for Standardization (ISO) and draw on the three main treaties in international law, which deal with landmines and other explosive remnants of war (*Anti-personnel Mine Ban Convention*; Amended Protocol II and Protocol V to the *UN Convention on Certain Conventional Weapons*; *Convention on Cluster Munitions*).

The IMAS contain a number of recommendations on how to follow good practice for gender and diversity mainstreaming in mine action operations. For example, the IMAS on Land Release (IMAS 07.11) clearly states as a guiding principle that **'local participation, including both men and women should be fully incorporated into the main stages of the land release process in order to ensure that land will be used following handover.'**



Gender workshop in Rabouni, Western Sahara

Case study

REVISION OF THE AFGHANISTAN MINE ACTION STANDARDS⁴

In 2013, the Gender and Mine Action Programme (GMAP) facilitated the development of a Gender Mainstreaming Strategy for the Mine Action Programme of Afghanistan (MAPA) 2014 – 2016. As a result of this work, gender issues have been integrated into the relevant Afghanistan Mine Action Standards (AMAS) including those for community liaison, mine/ERW survey and land release, and quality management. The amendments made are particularly related to ensuring that all age and sex groups are interviewed prior, during and after clearance. The revised AMAS are in the process of being approved as recognised national standards by the Government of the Islamic Republic of Afghanistan.

National Mine Action Standards (NMAS)

NMAS set the local requirements and guide the management and implementation of mine action in a given country. NMAS adhere to IMAS principles, reflect local laws and conditions, should be drafted through a consultative process involving all relevant stakeholders, and then endorsed by the national mine action authority. During the consultation process, national authorities and other stakeholders should decide whether the gender and diversity recommendations mentioned in the IMAS can be referred to as 'shall' (fixed requirements), or 'should' (the desired results, where possible), according to what is realistic in the context in which they are operating.

NMAS also establish the government's minimum requirements; for example that 'the collection of information in the field is planned and conducted by competent and accredited survey teams, with the capability to reach all relevant information sources including women, girls, boys and men.' NMAS are not intended to give a detailed methodology of how certain aspects are to be implemented. NMAS can ensure a gender and diversity sensitive approach to mine action programming, as they guide how implementing partners develop standard operating procedures (SOP).

⁴ Email correspondence between GMAP and Mr Samim Hashimi and Dr Aimal Safi on 12/11/2014.

The checklist below has been developed to assist national authorities to mainstream gender and diversity in land release, non-technical survey and post-clearance documentation NMAS.

NMAS checklist

	Section of NMAS		Requires action	Yes
IMAS – Land Release	5.2: Principles	Do the NMAS state that local participation, including both men and women, either shall or should be fully incorporated into the main stages of the land release process in order to ensure that land will be used following handover?	<input type="checkbox"/>	<input type="checkbox"/>
		Do the NMAS explicitly state that gender and diversity aspects are to be addressed within the quality management system and that any shortcomings will be treated as quality non-conformities?	<input type="checkbox"/>	<input type="checkbox"/>
	8.2 All reasonable effort	Do the NMAS state that ‘all reasonable effort’ shall or should be made to identify and access all relevant sources of information, including women, girls, boys and men, as well as historical and analytical material?	<input type="checkbox"/>	<input type="checkbox"/>
		Do the NMAS state that demining organisations shall conduct a gender and diversity analysis to identify who the underrepresented groups are in their area of operations?	<input type="checkbox"/>	<input type="checkbox"/>
	13.2: Demining organisations	Do the NMAS state that the organisation undertaking survey or clearance shall or should : consult closely with affected communities including underrepresented groups such as women with regards to all decisions to cancel, reduce, or handover cleared land?	<input type="checkbox"/>	<input type="checkbox"/>
IMAS 08.10 – Non-technical Survey	6.3: All reasonable effort	Do the NMAS state that ‘all reasonable effort’ shall or should be made to identify and access all relevant sources of information, including women, girls, boys and men, as well as historical and analytical material?	<input type="checkbox"/>	<input type="checkbox"/>
		Do the NMAS state that demining organisations shall conduct a gender and diversity analysis to identify who the underrepresented groups are in their area of operations?	<input type="checkbox"/>	<input type="checkbox"/>
	7: Non-technical survey methodology	Do the NMAS state that ‘Planning of non-technical survey requires, as a minimum: consideration of the requirements of the survey and the need for specific resources, skills and/or capabilities, including the ability to access all relevant sources of information, including women, girls, boys, and men?’	<input type="checkbox"/>	<input type="checkbox"/>
		Do the NMAS state that demining organisations shall conduct a gender and diversity analysis to identify barriers to the inclusion of underrepresented groups in their area of operations?	<input type="checkbox"/>	<input type="checkbox"/>

IMAS 08.10 – Non-technical Survey (cont.)	10: Documentation	Do the NMAS require that ‘The information recorded during non-technical survey should form part of the documentation required for handover to organisations conducting further technical survey or clearance and for the final release of land. Names, age, sex, appointments and signatures of key informants should be recorded?’	<input type="checkbox"/>	<input type="checkbox"/>
		Do the NMAS require that the relevant IMSMA forms shall or should enable the capture of this data in a sex and age disaggregated manner?	<input type="checkbox"/>	<input type="checkbox"/>
	9: Survey team requirements	Do the NMAS state that non-technical survey teams shall or should include sufficient resources, skills, knowledge, and capabilities to carry out non-technical activity effectively and efficiently, and in particular to be able to engage in communication with local authorities, other interested parties and all sources of information, including women, girls, boys and men?	<input type="checkbox"/>	<input type="checkbox"/>
	11: Community involvement	Do the NMAS stipulate that local participation shall or should be fully incorporated into the main stages of the land release process, including non-technical survey, in order to ensure that land is used as intended after it has been released? Community involvement shall or should include men, women, and children living or working in or near the suspected area and where appropriate, owners of land.	<input type="checkbox"/>	<input type="checkbox"/>
	13.2: Survey organisation	Do the NMAS state that any organisation undertaking a non-technical survey shall consult closely with men and women in the affected communities?	<input type="checkbox"/>	<input type="checkbox"/>
IMAS 08.30 – Post-clearance documentation	Introduction	Do the NMAS state that the demining organisation or its nominated community liaison representative shall or should ensure that details of all demining activities in the area and the implications for the men, women and children are provided to the mine affected community?	<input type="checkbox"/>	<input type="checkbox"/>
	4.5.1. Completion report and handover certificate	Do the NMAS state that the demining organisation shall or should brief the local community and the proposed beneficiary of the cleared land on the task when it is complete and has been formally handed over to the NMAA?	<input type="checkbox"/>	<input type="checkbox"/>
		Do the NMAS make it explicit that such a briefing shall or should include a subjective confidence demonstration and an explanation of the residual risk for men, women and children?	<input type="checkbox"/>	<input type="checkbox"/>
General	Were the NMAS drafted with input from all stakeholders, including women’s groups and the Government Ministry that deals with gender and diversity issues?	<input type="checkbox"/>	<input type="checkbox"/>	
	Do the NMAS highlight any relevant international treaties or national legislation that supports the use of gender and diversity-sensitive approaches?	<input type="checkbox"/>	<input type="checkbox"/>	
	Has all reasonable effort been made to identify which of the gender and diversity recommendations should be termed ‘shall’ or ‘should’, and can sufficient justification be provided regarding the choice? (Why is it not possible?)	<input type="checkbox"/>	<input type="checkbox"/>	

Standard operating procedures (SOP)

SOP are the detailed explanations of **how** the activities are to be implemented by each implementing partner in line with the NMAS.

Figure 4 What an effective SOP communicates

Who will perform the task

Composition of teams, in terms of age, sex, ethnicity, linguistic skills to ensure effective engagement of different members of the community.

Where the task will take place

Identify the best forums for accessing women, girls, boys and men.

When the task will be performed

Identify the time of day that it is most convenient to involve the different groups in activities, according to the gendered division of labour.

How the task will be carried out

Use a methodology to ensure that all underrepresented groups in the community can actively participate and contribute to discussions.



The following checklist can be used by those developing SOP for Non-technical survey in implementing partners, as well as by those in national authorities who are responsible for accrediting them.

Checklist for the development of NTS SOP

		Question	Requires action	Yes	
Non-technical survey	Needs Assessment	GENDER AND DIVERSITY ANALYSIS			
		<ul style="list-style-type: none"> Does the SOP state that a gender and diversity analysis will be carried out for the area of operations? Have the criteria for the analysis been clearly described? Have the primary and secondary sources of information that will be used to inform the analysis been explained? 	<input type="checkbox"/>	<input type="checkbox"/>	
		DATA TO BE COLLECTED			
		<ul style="list-style-type: none"> Is there a description of all the data requirements, how data will be collected, from whom, and how it should be disaggregated (as a minimum by sex and age)? Is there a description of how this data will be stored and shared with others? Have the relevant forms been modified to allow for the collection of the relevant data disaggregated by age and sex? 	<input type="checkbox"/>	<input type="checkbox"/>	
		DATA ANALYSIS			
		<ul style="list-style-type: none"> Has it been explained how the data collected will be analysed to ensure the design of activities targeted to the needs of the different age and sex groups? Is there a description of how the data will be used to inform programming? 	<input type="checkbox"/>	<input type="checkbox"/>	
	Planning	COMMUNITY CONTACTS AND INFORMATION	<ul style="list-style-type: none"> Is it clearly explained how the organisation will establish contacts with target groups/communities according to the needs of different age/sex groups? Is it clearly explained how data on community contacts will be stored? 	<input type="checkbox"/>	<input type="checkbox"/>
			STAFF SELECTION		
		<ul style="list-style-type: none"> Is the composition of the NTS teams clearly described and justified? Has the extent to which recruitment procedures promote the employment of women and other underrepresented groups been explained? Have staff capacity building and training programmes been described? 	<input type="checkbox"/>	<input type="checkbox"/>	

Non-technical survey (cont.)	Planning (cont.)	COMMUNICATION CHANNELS		
		<ul style="list-style-type: none"> Are communication channels appropriate for different age and sex groups from different backgrounds described? Does the SOP explain how in areas where it is not possible to directly access one or more affected groups, the organisation will ensure that they receive information on the status of demining operations? 	<input type="checkbox"/>	<input type="checkbox"/>
	Implementation	TRAINING		
		<ul style="list-style-type: none"> Does the SOP state how the NTS teams will be sensitised on the code of conduct? Does the SOP state how the NTS teams will be given training on gender and diversity sensitive data collection? Is the format and content of this training adequately explained? 	<input type="checkbox"/>	<input type="checkbox"/>
		LIAISON WITH THE COMMUNITY		
		<ul style="list-style-type: none"> Is it clearly explained how the organisation will collect and share information with women, girls, boys and men, including those from underrepresented groups? 	<input type="checkbox"/>	<input type="checkbox"/>
		INFORMATION SHARING WITH OTHER STAKEHOLDERS		
		<ul style="list-style-type: none"> Is it clearly articulated how the organisation will share data, including data disaggregated by age and sex and information on gender and diversity issues e.g. with the NMAA and other organisations? 	<input type="checkbox"/>	<input type="checkbox"/>
Feedback and Continual Improvement	SEX AND AGE DISAGGREGATED DATA			
	<ul style="list-style-type: none"> Has it been made explicit that data disaggregated by age and sex will have to be collected on who participates in community meetings? 	<input type="checkbox"/>	<input type="checkbox"/>	
	INDICATORS			
	<ul style="list-style-type: none"> Does the SOP establish gender and diversity-sensitive indicators for monitoring the participation of different age and sex groups in activities? Are gender and diversity-sensitive indicators established for outcomes for different age and sex groups of activities? 	<input type="checkbox"/>	<input type="checkbox"/>	
	CORRECTIVE ACTION			
	<ul style="list-style-type: none"> Does the SOP make it clear that corrective action will be carried out if data shows that one age, sex or diversity group has not been included in NTS data gathering meetings? 	<input type="checkbox"/>	<input type="checkbox"/>	

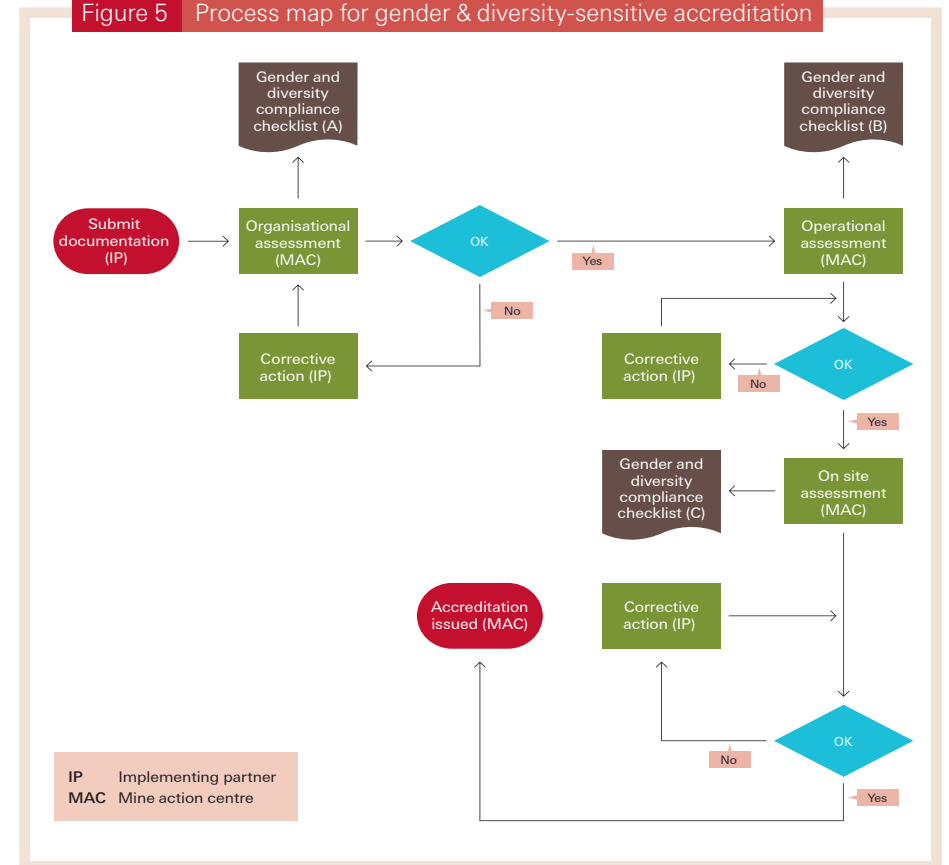
SOP will need to be periodically reviewed and meeting agendas should include specific gender and diversity discussion points. Any related action points arising from reviews should be effectively followed up.



Accreditation

Accreditation is a key opportunity to evaluate implementing partners on the degree to which they are able to manage gender-sensitive operations. The evaluation can include such issues as the staff sex composition of the organisation, the methodology used to ensure participation of all age and sex groups in activities in SOP, and the training provided to the teams. National authorities should use the following process map in combination with the gender and diversity compliance checklist (below) during the accreditation process:

Figure 5 Process map for gender & diversity-sensitive accreditation



It should be noted that once accreditation has been issued, the implementing partner and mine action centre shall carry out ongoing monitoring to ensure that activities continue to be implemented in line with organisational SOP and other relevant documentation against which they have been accredited.

Gender and diversity compliance checklist for accreditation of IPs

		Question	Requires action	Yes	Not applicable
Desk Assessment	Organisational assessment (A)	Has the implementing partner submitted data disaggregated by sex on staff composition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Is the implementing partner compliant with gender and diversity aspects of the Labor Law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Does the implementing partner have a gender and diversity policy, or similar document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Do survey forms allow for the collection of sex and age disaggregated data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Does the implementing partner have a gender and diversity sensitive code of conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Does the implementing partner's training plan include a module on the code of conduct as part of their standardized training for the deployment of new teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Does the implementing partner's training plan include a module on the code of conduct as part of their refresher training for the deployment of existing teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Does the implementing partner's training plan include a module on gender and diversity sensitive non-technical survey, including appropriate data-gathering methodologies for different age and sex groups as part of their standardized training for the deployment of new teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Does the implementing partner include a module on gender and diversity sensitive non-technical survey, including appropriate data-gathering methodologies for different age and sex groups as part of their refresher training for the deployment of existing teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Desk Assessment (cont.)	Operational Assessment (B)	Are the implementing partner's SOP and records gender and diversity-sensitive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Do training records confirm that the implementing partner included a module on the code of conduct as part of their standardized training for the deployment of new teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Do training records confirm that the implementing partner included a module on gender and diversity sensitive non-technical survey, including appropriate data-gathering methodologies for different age and sex groups as part of their standardized training for the deployment of new teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Do training records confirm that the implementing partner included a module on the code of conduct as part of their refresher training for the deployment of existing teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Do training records confirm that the implementing partner included a module on gender and diversity sensitive non-technical survey, including appropriate data-gathering methodologies for different age and sex groups as part of their refresher training for the deployment of existing teams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On site Assessment (C)		Were team members aware of the terms of the code of conduct when questioned by the QA/Operations officer during the accreditation assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Are NTS / community liaison / impact assessment teams composed of both men and women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Do teams have the necessary local language skills for the area of operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Were women, girls, boys and men, including those from underrepresented groups involved throughout the project life?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Do teams make all reasonable effort to ensure that data was gathered from women, girls, boys and men in the community, including those from underrepresented groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Is data disaggregated by sex and age available on the people surveyed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>

Quality Assurance (QA) and Quality Control (QC)

Quality assurance is essential to ensure that partners are implementing gender-sensitive SOP in line with the NMAS and will enable national authorities to build confidence that women, girls, boys and men have access to and participate in mine action activities and services. The purpose of Quality Control is to monitor that women, girls, boys and men have had access to and actually participated in mine action activities and services. If a failure to involve gender and diversity sensitive practices leads to incomplete or inaccurate information about the type, location or extent of ERW contamination so that there is a direct risk of death or injury then this should be classified as a major non-conformity. Other non-conformities should always be addressed, if no action is taken or if there are numerous non-conformities then QC staff should warn the IP and then escalate the situation to critical. Failure to address any quality issues is by itself a serious matter.

Form	Criteria for inclusion	Requires action	Yes	Not applicable
Site Setting Up	• Have all reasonable efforts been made to make contact with women, girls, boys and men in the community to inform them of the reason for the organisations presence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Did the briefing include information on code of conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Were team members aware of the terms of the code of conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-technical survey	• Has a gender and diversity analysis of the area of operations been carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Have all reasonable efforts been made to ensure that data is gathered from women, girls, boys and men in the community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Is data available disaggregated by sex and age on community participation in data-gathering activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Are there both men and women in the survey team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Does the NTS team have the necessary skills for engaging with the different members of the community including local language skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• If any of the responses to the above questions is negative then please explain in writing why this has happened, and what will be done to put it right.	Not applicable		
	• Were team members aware of the terms of the code of conduct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Gender-balanced MRE teams, UNMAS Somalia

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Gender and Mine Action Programme

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