

# Refugee Sector Gender Focal Points Network [REF-SGFPN] 2020 Work Plan



**Objective:** The Jordan Inter-Sector Working Group [ISWG] and its Refugee Sector Gender Focal Points Network [REF-SGFPN] seeks to ensure that women and men (including young adults and elderly), girls and boys (including adolescents, children and infants) are able to equitably access the available humanitarian resources regardless of their gender or age. This reflects the policies of the working group, UNHCR and network member organizations. One of the strategies of the ISWG is to sponsor a refugee gender cross-sectorial network that focuses on how to effectively promote gender equality in the sectors' needs analyses, strategic responses and activities, and response indicators. The REF-SGFPN comprises gender focal points nominated from each of the refugee sectors and is chaired by UNHCR's Inter-Sector Coordinator. The role of the Gender Focal Points is to support their nominating sector to incorporate and monitor gender equality measures. The Network uses a range of strategies to support its members, including: peer-learning, information sharing, coaching, training and sharing useful resources.

Key Area	Activities	Expected Output	Q1	Q2	Q3	Q4	Comments
Coordination	To attend regularly the sector working group monthly meetings.	The SGFPs follow and keep abreast of the latest discussions in their sector working group meetings and update sector members about REF-SGFPN developments and its works.	X	X	X	X	
	Attend regularly the REF-SGFPN monthly meetings.	The SGFPs are aware of the activities of the REF-SGFPN and follow up with them in a timely manner participating actively in the agendas and works of the network.	X	X	X	X	Brief the REF-SGFPN in a monthly basis regarding Sector developments and progress made on gender.
	Support Sectors & Network Coordinators identifying and proposing new SGFPs.	Ensured accountability and commitment of the members through the coordination with the sector coordinators and network coordination to avoid high turnover of the network members.	X	X	X	X	The SGFPs should identify and engage the suitable new gender focal point to ensure sustainability within the sector and the network avoiding gaps.
	Engage with other relevant networks on gender issues.	SGFPs continues to share their gender expertise with other relevant networks.	X	X	X	X	The SGFPs are encouraged to participate in relevant gender forum and trainings.
	Network contact list is updated regularly.	Members joined effectively by the network coordination and sector coordinators.	X	X	X	X	SGFPs should take care to inform the coordinator in advance on possible changes and rotations to avoid gaps and disruption of ongoing activities.
	Update induction packages for new SGFPs and Sector gender activities.	New SGFPs quickly understood and adapt to the SGFPN's activities.	X		X		
	Prepare, discuss and agree annual Work Plan. Review and update ToR when appropriate.	The Work Plan of REF-SGFPN updated, discussed and agreed on with the members. The SGFPs in coordination with the Sector Coordinators integrate the relevant REF-SGFPN activities into their sector Work Plan.	X			X	
	Establish synergies and proper coordination mechanisms between the REF-SGFPN activities with the field gender relevant activities.	Joint activities between REF-SGFPN and the field, designed, discussed and agreed on.	X	X	X	X	To allocate resources for the joint activities.
Capacity Building	To conduct capacity building needs assessment of the SGFPs and developing training plan for the network members.	Training needs are identified and a capacity building plan is developed.	X				Possible training could include the AGDs, SADD, GAM, Gender Equality in Humanitarian Action, sessions for SGBV guidelines and LGBTI. Other possible themes could be Gender Awareness, Advocacy techniques, SDGs, JHF, etc.
	To enhance the understanding of the SGFPs on gender through trainings on gender concept, gender mainstreaming, gender equality and equity, power analysis, etc.	The SGFPs are sensitized on gender concept and gender mainstreaming.	X	X	X	X	The SGFPs have clear understanding on gender and its related topics, such as gender inclusion and mainstreaming.
	Enrich the understanding of the SGFPs on information management, monitoring and evaluation on gender.	The SGFPs are well informed on information management.	X	X	X	X	Information Management sessions will continue to be provided to the SGFPs.
	Organize gender training activities, e.g. gender analysis, gender mainstreaming, etc. in Amman and the field.	ToT and refresher sessions on GAM designed for the SGFPs, sector coordinators and field staff.	X				Sectors Coordinators, SGFPs and field staff are trained on GAM.
Resource Sharing	Disseminate gender resources and analysis in the SGFPN for sharing and advocacy purposes.	The SGFPs monitored resources in their sector and share relevant information including gender analysis with SGFPN.	X	X	X	X	The SGFPs should be well informed on current developments and guidance on gender in their sector.
	Keep the Data Portal active.	The SGFPs shared resources from sectors such as meeting minutes and training modules on gender on the portal.	X	X	X	X	Data portal updated on regular basis.
Applying Gender with Age Marker	Conduct refresher sessions and ToT on the Gender with Age Marker [GAM] for the network members, sector coordinators and field staff.	ToT and training materials on GAM prepared for the different targeted groups.	X		X		
	Conduct refresher sessions for sector members.	The SGFPs delivered training for sector members on the GAM.	X		X		The SGFPs conducted the GAM refresher sessions to the sector members.
	Support sectors to apply the GAM to relevant humanitarian planning and funding documents and promote the engagement of each sector in applying the GAM, which is mandatory from 2019.	All the programme documents have incorporated the Gender with Age Marker differences as key actions, scoring at least 3 or 4 on the IASC GAM.	X	X	X	X	The SGFPs support the sectors to ensure that the GAM is applied accurately.
analysis	Interact with sector coordinators in a monthly basis to advocate for inclusion of gender equality in sector work and activities.	The SGFPs updated the sector members on activities implemented-related to gender during their Sector monthly working group meetings.	X	X	X	X	All SGFPs should request to have SGFPN as a standing item on sector's agenda meetings and have regular meetings with sector coordinators.
	SGFPs openly raise and discuss gender related issues on a regular basis and propose/develop workplan for gender related activities in collaboration with sector coordinators.	Gender activity plan is produced and endorsed by SGFPN coordinator and members.	X	X	X	X	Monitoring mechanism for the implementation of the workplan is in place.
	Learn how to analyze and review the Sex and Age Disaggregated Data (SADD) on the Sector Dashboard.	Attend the sessions provided by the Network Coordination [Inter-Agency Coordination Team] on the Sector Dashboard and learn how to make good use of the data for gender analysis.	X	X	X	X	The SGFPs get familiarized on how to prepare and analyze Sector Data.
	Review the SADD on Sector Data Analysis.	Analyzed and raise any SADD-related issues to the sector coordinators.	X	X	X	X	The SGFPs should review the monthly data and raise any issues to the sector coordinators if necessary and brief the SGFPN Coordinator.

Monitoring & A	SGFPs and sector Coordinators to update the gender analysis of the sector.	Sector gender analysis is carried out by the SGFPs and Sector Coordinators and the report shared with the concerned stakeholders.	X	X	X	X	The gender analysis report is shared with the concerned stakeholders.
	Participate and review sector work plans from gender perspective.	All the sectors' work plans have incorporated UNHCR Age, Gender and Diversity policy.	X	X	X	X	The SGFPs should work in collaboration with the sector coordinators in developing the sector work plan to ensure gender perspective is included.
	Regular monitoring activities to be implemented through Focus Group Discussion [FDG].	FGDs conducted in the field.		X		X	
	SGFPs to be engaged in the project selection process of the Jordan Humanitarian Fund [JHF] as member of respective Sector Technical Review Committee [as part of OCHA selection criteria], and ensure the application of the gender lens in the programming.	Humanitarian projects submitted by sectors to OCHA applying to the JHF, incorporate the gender perspective as part of OCHA selection criteria.	X			X	In close collaboration with the respective Sector Coordinators, the SGFPs are expected to provide assistance reviewing the applications for the JHF process regarding gender matters. However, it is possible that a SGFP joins other sector's Technical Review Committee if there is no SGFP as well as to avoid conflict of interest if SGFP's organization applied to the fund.