

Refugee Sector Gender Focal Points Network [REF-SGFPN] 2021 Work Plan

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 both working group, UNHCR and network member organizations. One of the strategies of the ISWG is to sponsor a refugee gender cross-sectoral network that focuses on how to effectively promote gender equality in the sectors' needs analyses, strategic responses and activities, and response indicators. The SGFPN comprises gender focal points nominated from each of the refugee sectors. 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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Spt	Oct	Nov	Dec	Responsible Parties	Deliverables
SGFPN Management and Development	Organize and convene SGFPN monthly meetings.	12 regular meetings convened on monthly basis, meetings are documented in MoMs and shared with meeting participants and posted to the portal, contact list is updated often as needed, attendance is tracked.	X	X	X	X	X	X	X	X	X	X	X	X	SGFPN Co-chairs	
	Organized and deliver (minimum 2) GAM trainings.	Minimum of 8 nominated SGFPs have completed GAM training and training documentation (materials, participants, etc) are documented.			X							X			SGFPN Co-chairs	
	Organize and deliver (minimum 2) SADD trainings.	Minimum of 8 nominated SGFPs have completed SADD training, training documentation (materials, participants, etc) are documented.		X									X		SGFPN Co-chairs	
	Organize and deliver 2 ActivityInfo trainings.	Minimum of 8 nominated SGFPs have completed ActivityInfo training, training documentation (materials, participants, etc) are documented and monthly/quarterly reporting to ISWG is enabled.		X									X		SGFPN Co-chairs	
	Conduct SGFPN capacity needs assessment.	SGFPs capacity-building training needs are identified, annual capacity building plan is developed and integrated into workplan.		X											SGFPN Co-chairs	
	Organize and deliver GIHA-relevant trainings throughout year (3 min).	SGFPs develop GIHA capacity beyond GAM, SADD (timing TBD) training documentation (materials, participants, etc) are documented.			X	X	X	X	X	X	X	X	X	X	SGFPN Co-chairs	A minimum of three trainings will be delivered within the time span indicated in this line. The types of training will be selected in accordance with the findings of the capacity assessment survey and the timing will be coordinate to the greatest
	Conduct SGFPN monitoring survey.	SGFPN workplan is updated integrating feedback/recommendations from monitoring survey.			X										SGFPN Co-chairs	
	Update induction packages for new SGFPs.	Induction package is updated to include all SGFPN-related documentation and significant gender-related material, and posted to		X											SGFPN Co-chairs	
	Provide new SGFPs with induction packages and guidance.	New SGFPs are provided with key SGFPN and Gender documents and information when joining the network.	X	X	X	X	X	X	X	X	X	X	X	X	SGFPN Co-chairs	
	Document nomination and induction process.	Induction process is documented and shared with ISWG coordinator, sector coordinators and SGFPs.		X											SGFPN Co-chairs	
	Develop SGFPs ToR.	SGFPs TOR is developed and shared with SGFPs, sector coordinators.		X											SGFPN Co-chairs	
	Develop SGFP performance evaluation.	Performance evaluation is designed based on SGFPN and SGFP TORs and workplans and shared with sector coordinators.				X									SGFPN Co-chairs	
	Conduct performance evaluations.	SGFPs performance for all nominated SGFPs in collaboration with sector coordinators.							X				X		SGFPN Co-chairs	
	Coordinate with Sector Coordinators call for SGFP nominations.	New SGFPs are nominated on as need basis following performance review and/or sector turnover.							X					X	SGFPN Co-chairs	
	Design and implement recognition mechanism.	SGFPs are recognized for substantive contribution to advancing GIHA, starting last quarter of 2021. Mechanism will be delivered in collaboration with sector coordinators [Certificate of Recognition].	X						X					X	SGFPN Co-chairs	
	Meet with OCHA and sector leads on JHF process.	SGFPN and SGFPs are included in the JHF call, TRCs and review process; meeting minutes are documented and shared with OCHA and ISWG coordinator, process is shared with SGFPs.	X									X			SGFPN Co-chairs	
	Update sector coordinators on SGFPN workplan and objectives.	Sector Coordinators and ISWG coordinator are aware of planned SGFPN sectoral activities (i.e., GAM assessment and strategy development, indicator development); feedback and recommendations are integrated into relevant activities.		X											SGFPN Co-chairs	
	Design SGFP retention strategy.	Draft retention strategy is shared with ISWG coordinator and sector coordinators.						X							SGFPN Co-chairs	
	Update UNHCR coordination operational portal.	Materials from all meetings and trainings and all group related materials are posted on the portal on minimum monthly basis; calendar is updated on monthly basis.	X	X	X	X	X	X	X	X	X	X	X	X	SGFPN Co-chairs	
Call for contributions to UNHCR coordination operational portal.	UNHCR portal is updated on minimum quarterly basis with gender-related studies, assessments, tools designed and/or implemented in Jordan.			X				X			X		X	SGFPN Co-chairs		
3A In refugee sectors	Develop common approach to GAM, SADD and GA usage assessments.	A common approach to assessments is developed to be shared with ISWG coordinator and applied to assessments.		X												
	Draft communication plan on GAM, SADD and GA assessment.	SGFPs and co-chairs are supported by ISWG coordinator in communicating to sector coordinators re assessments and sector coordinator support is elicited.		X											SGFPN co-chairs + SGFPs	
	Assess and document challenges to the application of GAM to relevant humanitarian planning, funding documents.	SGFPs and co-chairs are aware of common and sector-specific challenges and enabled to develop strategy to strengthen use.			X	X									SGFPs	

