

MINIMUM STANDARDS FOR GENDER INTEGRATION

IN REHABILITATION AND RECONSTRUCTION
WEST SUMATRA



Adapted from the IASC Gender Handbook
Gender Working Group Sumatera Barat (KKG-SB)

Supported by Oxfam Indonesia
and the National Ministry for Women's Empowerment and Child Protection

March 2010

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INTRODUCTION

One assumption that takes considerations of gender equality off track in disaster management is the discourse that a disaster is gender 'neutral'. The belief that there is no difference in the impact of a disaster in men and women and the absence of analysis of vulnerable groups; often ignoring the reality that men and women experience the impacts of disaster in different ways. This can potentially lead to disaster response that does not pay attention to the specific needs of each group, their different problems and priorities. This applies to the specific needs of groups like pregnant women, children, disabled and elderly.

In the context of disaster management in Sumatera Barat, gender issues are being given attention and are considered important to integrate into the post earthquake rehabilitation and reconstruction effort. However at the level of implementation there are still inconsistencies here and there. For example data classified by sex is not always available; gender analysis is not consistently carried out in disaster response needs assessments/evaluations; design assistance that does not always take into account the specific needs of each section of the community; process of distributing aid which does not include/pay attention to the specific conditions of women, children and vulnerable groups; temporary shelter design which does not fulfill standards and has the potential to create a situation of increased violence towards women; instances of gender based violence have not been handled in displaced persons locations and temporary shelters and the like.

The Gender Working Group Sumatera Barat (Kelompok Kerja Gender Sumatera Barat - KKG-SB) is a gender network comprising of regional government bodies (Relevant Provincial SKPD) and more than 15 organisations like NGOs, women studies centre and community organisations which have an interest in gender issues. The task the gender working groups is focusing on is to push all actors to actively consider and integrate gender in all of their activities, pushing the involvement of women and men as well as groups in need into the disaster management structure at the local level, as well as in the coordination functions to ensure effective gender integration in the post earthquake rehabilitation and reconstruction effort in Sumatera Barat.

Indeed, there is still much to be done to ensure the issue of gender becomes mainstreamed into the process of rehabilitation and reconstruction in Aumatera Barat. This booklet is one effort by KKG-SB to provide a handbook for integrating gender for all parties who work in rehabilitation and reconstruction in Sumatera Barat. The compilation stems from an initiative between Oxfam, GenCap-IASC, KNPP and GWG which was then followed up with in a two day consultative meeting that took place on March 23-24, 2010. This consultative meeting was attended by government and NGO representatives grouped into the 5 existing clusters, Health, Education, Early Recovery, WASH and Shelter, to come to agreement for the contents of gender minimal standards to integrate gender into the rehabilitation and reconstruction efforts to then be adopted by TPT-BNPB Sumatera Barat. Step by step gender guidelines per sector will first be discussed with all actors through the GenCap-IASC, according to needs of each sector.

To all the parties who have contributed both their efforts and thoughts in this process of compiling this integrated gender minimum standards, KKG-SB gives thanks, especially to Oxfam who facilitated the workshop and reproduction of these booklets.

Sumatera Barat, 29 March 2010

Gender Working Group Sumatera Barat

A WORD OF THANKS

This handbook would not have been possible without the help of several parties active in the humanitarian field working on rebuilding Sumatera Barat. The contents of the first draft of this book had used the technical input from the 5 clusters Early Recovery, Health, Shelter, Education, and WASH.

In particular we would like to express our gratitude to the following organisations for their involvement in the drafting of the guidelines:

Oxfam
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World Vision Indonesia (WVI)
JEN
PLAN International
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World Health Organization (WHO)
United Nation Development Programme (UNDP)
Relief International
Tim Pendukung Teknis BNPB Sumbar
Agency for Women's Empowerment and Family Planning Sumatera Barat
Department of Cooperatives in the Province of Sumbar
Department of Health Sumbar
Department of Social Services Sumbar
Department of Manpower and Transmigration Sumbar
Department of Education Sumbar
Agency for Disaster Management Sumbar Region
LBH Padang
LPKTPA
KPMM
Red Cross Indonesia Sumbar
PKBI Sumbar
Nurani Perempuan WCC
Perkumpulan Padusi

Koalisi Perempuan Indonesia Sekwil Sumbar
Jemari Sakato
Yayasan Tanggul Bencana Indonesia
Mitra Peduli
PAHAM
Pelangi Andalas Group
WALHI
IDEP Foundation-Sumbar

And several people not named here individually.

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PREFACE

Background

This handbook has emerged against the background of need for guidance tools and methods to measure how the reconstruction and rehabilitation process in Sumatera Barat integrates a gender justice and equality perspective (KKG). All work towards rehabilitation and reconstruction undertaken by each actor has already contributed to the creation of the justice and equity (KGG) situation. We asked what has to be undertaken in order that we can reasonably say that the rehabilitation and reconstruction process in Sumatera Barat has contributed to creating fairness for women and men, girls and boys and how achievements can be measured. This probing then opened up areas of further needs and a consensus to apply minimum standards and indicators to measure the success of achievements in gender justice. It is for these reasons that this handbook has been created to function as a reference for minimum gender integration in Post Earthquake Sumatera Barat rehabilitation and reconstruction activities and programs.

In principle gender justice is unconditional and non-negotiable in nature, all actors involved in Sumatera Barat's rehabilitation and reconstruction process are expected to take all necessary steps to ensure that gender is always considered in every activity and phase of each program (from planning, implementation, budgeting to program evaluation). This also means that all organisations involved in rehabilitation and reconstruction work in Sumatera Barat should support the strengthening of capacity and ensure that they comprehend the issue of gender justice.

Minimum Standards, means that aspects of gender referred to in each of the following sectors checklist's refer to a basic minimum which must be fulfilled in their rehabilitation and reconstruction program activities in Sumatera Barat.

The success or otherwise of the implementation of these minimum standards depends on the policies of the various actors (organisations and implementers) involved in rehabilitation and reconstruction in Sumatera Barat, through the

acceptance and validation of this handbook – in part or in whole – as a part of 'the rules of engagement' in undertaking the rehabilitation and reconstruction process in Sumatera Barat.

This handbook has thus become an umbrella document for integration of gender into the rehabilitation and reconstruction process in Sumatera Barat.

Gender justice and equality in disasters means to ensure protection and assistance provided during the emergency phase is planned and implemented in a manner that benefits men, women, boys and girls equally, through analysis of their needs and capacities. (IASC).

Legal Framework :

- Passage 4 and passage 11 point 2 UU Law 7/1984 regarding the ratification of CEDAW (*Convention on the Elimination of All Forms of Discrimination Against Women*) which provides a mandate for affirmative action to prevent discrimination against women.
- Passage 48 and 55 UU Law 24/2007 regarding Disaster Management refers to the protection of vulnerable groups by giving them priority in disaster management. In this legislation vulnerable groups include pregnant or breastfeeding women, infants, handicapped people and the elderly.

Framework

In particular the gender checklist in this handbook makes reference to the IASC gender guide book: *“Women, Girls, Boys and Men: Different Needs – Same Opportunities”* and *“Guidelines for Preventing Mass Gender Based Violence during Humanitarian Emergencies”*. These two books were selected as the main reference as they comprehensively address gender integration into disaster management and have been widely adopted by a range of international organisations.

Still in order to pick up the needs and accommodate the concepts to the context of Sumatera Barat, several aspects in the checklist have been changed to suit. These changes were the result of consultative meetings with each cluster at the end of March 2010.

Several of the adjustments, for example in the education sector where curriculum is positioned as a long term program, but it was not made a priority in the activities of the emergency phase and rehabilitation and reconstruction in Sumatera Barat (As a result of the issue of central vs regional authority relating to national education policy changes). This was also the case with temporary shelter, discussion with the sector placing issues in the contexts of Sumatera Barat, meaning the rebuilding of permanent housing for communities affected by disaster should utilise home grown concepts. Thus several aspects relating to temporary shelter also needed to be adjusted. In the face of this, this handbook is still open for changes if it is felt later on that additions are required.

The framework of this handbook, still makes reference to IASC, using the “ADAPT-AKTC” as follows:

- Analysis of gender differences
- Design services to respond to the needs of all groups
- Access which is equal for women and men (adults and children)
- Participation that is equal
- Training for women and men equally

And

- Addressing Gender Based Violence (GBV) in each program sector
- Collection, analysis & reporting data classified by gender & age
- Target actions based on gender analysis
- Coordinate actions with all stakeholders

This framework is what has been used in compiling the minimum standards for gender in each sector. For this reason the IASC gender guidebook must remain a key reading to accompany this handbook. On top of that minimum service standards for handling victims/survivor of gender based violence which at this moment is being created by KNPP and PA to be used as a reference for handling cases in Indonesia.

The Aim of this Handbook

Generally this book was created with the aim of providing a justification framework for implementing gender responsive rehabilitation and reconstruction activities and programs in Sumatera Barat.

In particular this book aims to:

1. Make a checklist available to monitor how gender integrated in rehabilitation and reconstruction work in Sumatera Barat (to ensure the experiences, aspirations and needs of women, girls, boys, men and vulnerable groups are responded to in the rehabilitation and reconstruction process).
2. These checklists will at the same time provide Minimum Standards which will become reference framework for minimum integration of gender

standards into post disaster rehabilitation and reconstruction efforts in Sumatera Barat.

Why was this Handbook Created?

The earthquake in Sumatera Barat had a significant effect on the lives of men and women. The earthquake damaged for than 200,000 houses as well as health, education, farming and livelihood facilities. The earthquake also caused took the lives of 1,195 people and wounded 1,179 others. Other effects include:

- Data classified by sex for death in Kota Padang, Padang Pariaman and Pariaman shows that there were more female victims than men. As an example: in Padang Pariaman there were 145 female fatalities compared to 115 men, in Kota Padang there were 164 female fatalities compared to 108 men
- The availabilities of data classified by gender and age is very limited, if it exists it is rarely analysed as material for program planning.
- There is low participation of community members, especially women in decision making in the emergency response from the jorong level up. In addition to the low access of men and women to information regarding assistance.
- The low level of access especially for women and elderly headed households in aid distribution during the emergency phase (food and non-food) often does not fulfill the needs of specific groups like young children and pregnant mothers.
- An increase of the domestic burden on women to provide the basic requirements of food and water for the household.
- Indications of incidents of gender based and a lack of privacy for women, girls, boys and men in refuges.
- Special needs of men for physiological assistance.
- The destruction to the livelihoods of men and women especially the areas of farming and small business.

Who is this Handbook for?

This book was designed specifically as a reference for the work of all actors involved in the rehabilitation and reconstruction of Sumatera Barat, who are responsible for the integration of gender in disaster management work.

When will be this Handbook be Used?

These Minimum Standards for Gender Integration can be used by all actors involved in the rehabilitation and reconstruction process for the following phases and activities: (1) Sectoral assessment using baseline survey during the emergency phase, rehabilitation and reconstruction as well as disaster mitigation (2) Internal manual for planning, implementation and monitoring-evaluation of projects related to disaster management (3) Internal manuals & training material for all actors working in disaster management.

MINIMAL STANDARDS FOR GENDER INTEGRATION IN THE COODINATION AND MANAGEMENT OF EMERGENCY CAMPS

<i>Gender Difference Analysis</i>
<ol style="list-style-type: none"> Managers and Implementers in charge of emergency camps must have information regarding the following: <ul style="list-style-type: none"> Household composition based on sex and age. Division of labour, decision making and control over resources at the refuge shelter based on a gender analysis (who does what, who speaks for and decides what, who posses and makes use of what resources) Organisation of social and cultural structures including the possible obstacles for women, girls, boys and men in participation and decision making relating to camp management. Community governing rules and possible different impacts on women, girls, boys and men, disabled and elderly as well as pregnant and breastfeeding women. Data regarding the expertise, capacity and needs of women, girls, boys and men at the camp. Managers and Implementers in charge of emergency camps must regularly include gender analysis in their activities plan and situation reports.
<i>Design/ Plan of Services for All</i>
<ol style="list-style-type: none"> Managers and Implementers must include women, girls, boys and men in camp planning. Program Managers and Implementers have to ensure that refuge camp design has enough suitable living space to live with dignity, with floor area taking SPHERE standards into account, ideally 45 meters squared per person including kitchen and garden area, or a minimum of 30 square meters per person without kitchen and garden, along with the following aspects: <ul style="list-style-type: none"> An enclosed room which provides privacy and or a partition between rooms. Acceptable temperatures with air ventilation circulation. Provides protection from the elements and nature. Ensure that the accommodation, especially for women or groups with particular needs (for example pregnant women, children, elderly and disabled people) are not disadvantaged by poor design.

<ul style="list-style-type: none"> Physical safety to be a primary consideration when planning and constructing refuge camps. <ol style="list-style-type: none"> Program Managers and Implementers must consult with women, girls, boys and men for camp policy. Program Managers and Implementers must facilitate space for representation from women and men to speak and share their views and opinions with the chosen camp management when negotiating new camp barracks.
<i>Access for All</i>
<ol style="list-style-type: none"> Program Managers and Implementers must provide information and increase awareness about equality in camp management and safety/protection standards for women, girls, boys and men. Program Managers and Implementers must disseminate information regarding the closing of barracks using the most appropriate methods to reach all sections of the community. Program Managers and Implementers must ensure equal access and opportunity for services and assistance for women, girls, boys and men. Program Managers and Implementers must quickly address each obstacle to establishing access equity between women, girls, boys and men as well as those with special needs (handicapped, elderly, pregnant women, infants).
<i>Participation for All</i>
<ol style="list-style-type: none"> Program Managers and Implementers must guarantee women's involvement in groups with special needs (for example handicapped people) within the camp management structure with at least of 50% of caretakers. Program Managers and Implementers must ensure that women and men and special needs groups are fully included in the management of camp facilities and also in the process of decision making for closing barracks..
<i>Equality in Training / Capacity Development</i>
<ol style="list-style-type: none"> Program Managers and Implementers must ensure that men and women in equal numbers receive training around the issues of camp management, including participatory methods with communities affected by disaster. Program Managers and Implementers must ensure support for women and teenage girls and boys to strengthen their leadership capacity and assist them to participate in line with their needs.
<i>Steps to Handle Gender Based Violence</i>
<ol style="list-style-type: none"> Program Managers and Implementers must understand that women and girls

living in barracks face specific risk factors relating to their biology thus there needs to be analysis and carrying out of camp safety facilities (for example site specific information for places frequented by women and girls, public bathrooms separate for women and men, etc...) Program Managers and Implementers must ensure that there is a routine monitoring mechanism of camp safety by both women and men to be carried out by camp management and the community as well as government agencies (for example monitoring of water and sanitation facilities, aid distribution, basic health services, counseling and legal referral services etc...) Program Managers and Implementers must ensure the direct involvement of women in decision making regarding local camp safety regulations.

2. Program Managers and Implementers must ensure that there is a confidential reporting mechanism for incidences of gender based violence and a strategy for increasing awareness surrounding issues of safety and protection.
3. Program Managers and Implementers must make map areas with high safety risks and implement routine watches (for example school routes, study routes and routes to prayer facilities for girls and boys, routes to public amenities etc...)

measure implementation indicators.

Monitoring & Evaluation of Data Classified by Gender & Age

1. Program Managers and Implementers must routinely collect, analyse and report on data classified by gender and age to monitor and ensure that women and men make use of the necessary camp facilities.
2. Program Managers and Implementers must analyse the situation for discrepancy or inequality occurring the barracks based on data classified by gender and age and develop as well as implement plans to overcome any issues.

Targeted Action Based on Gender Analysis

Program Managers and Implementers must ensure that regulations are put in place to deal with special needs groups including disabled women, girls, boys and men, single household heads, unaccompanied children, elderly women and men.

Coordination with All Partners

1. Program Managers and Implementers must always ensure communication/coordination with other sectors regarding gender issues, including attendance at routine Gender Working Group meetings.
2. Each sector/cluster should have a gender action plan, develop and routinely

MINIMAL STANDARDS FOR GENDER INTEGRATION IN EDUCATION IN THE EMERGENCY PHASE AND DURING REHABILITATION AND RECONSTRUCTION

<i>Gender Difference Analysis</i>
<ol style="list-style-type: none"> 1. Managers and Implementers of education programs in the emergency and rehabilitation and reconstruction phases must collect data classified by sex, age, physical, mental and social abilities in all levels and types of education. Regarding this Program Managers and Implementers must make analysis and regularly reports including but not limited to data and analysis as follows: <ul style="list-style-type: none"> • Ratio of enrolled girls and boys. • Level of enrollment based in sex at each grade level. • Level of school attendance based on sex. • Level of school drop outs based in sex and grades. • The presence of "child safety" policies, including the prevention of violence based on gender and mitigation plans with clear steps for implementation. • Amount of gender lessons, study media and topics in the school curriculum. • Measurement of achievement based in sex (for example school exams). 2. Program Managers and Implementers must pay attention to the issue of gender in the planning of studies, study tool designs and data analysis. 3. Program Managers and Implementers must pay attention to the proportion of women, girls and boys invited for consultation in the process of study, monitoring and evaluation of programs in the emergency and rehabilitation and reconstruction phases.
<i>Design/Plan Educational Services for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must guarantee equal opportunities and fulfilment of needs for formal, non-formal and inclusive education for girls and boys in the emergency and rehabilitation and reconstruction phases. 2. Program Managers and Implementers must pay attention to the material and infrastructure educational requirements which are safe and kind to boys and girls, especially those with special needs during the emergency and rehabilitation and reconstruction phases. 3. Program Managers and Implementers must pay attention to the special of teachers and male and female students for example psycho-social, access to

materials and infrastructure for disabled, separate amenities for men and women.
<i>Access and Study Environment for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must guarantee access to women, girls, boys and men into the carrying out of educational services and facilities during the emergency and rehabilitation and reconstruction phases. 2. Managers and Implementers of educational programs must guarantee that women, girls, boys and men feel safe and their education is not disturbed through providing educational services, facilities and environment which is safe and responsive to the needs of all. 3. Program Managers and Implementers must pay attention to a balanced ratio of female and male teachers.
<i>Participation for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must regularly ensure the involvement and representation of men and women in school committees. 2. Program Managers and Implementers must regularly ensure the involvement and representation of men and women in planning, monitoring and evaluation during the emergency and rehabilitation and reconstruction phases. 3. Program Managers and Implementers must consider balancing the percentage of girls and boys involved in activities for teenagers . 4. Program Managers and Implementers must consider the proportion of women, girls, boys and men in providing gender training in the education arena. 5. Program Managers and Implementers must take into consideration the proportion of teachers (female to male) which provide gender and other training.
<i>Steps for Handling Gender Based Violence</i>
<ol style="list-style-type: none"> 1. Recording of cases of gender based violence which occur in educational environments and periodically make reports. 2. Provide a place for complaints and guarantee confidentiality for victims of gender based violence which occur in education settings. 3. Handle cases of gender based violence that occur in education settings in a manner which considers the rights of the victim (refer to the book "Guidelines for Preventing Mass Gender Based Violence during Humanitarian Emergencies". provided by IASC). 4. Guarantee girls who become victims of sexual gender based violence are still

participate in educational activities (for example do not expel girls who are victims of rape or unwanted pregnancies)

5. Improve and or prepare educational materials and infrastructure to be more responsive to gender and anticipate cases of gender based violence that could result from construction of educational infrastructure and amenities/sanitation that maybe inappropriate as well as actively monitoring.

Monitoring and Evaluation Based on Data Classified by Sex and Age

1. Managers and Implementers of educational programs must seek and collect data classified by sex and age regarding program effects, undertake analysis and report periodically.
2. Program Managers and Implementers must develop plans to handle each discrepancy and inequality in the education sector for the emergency and rehabilitation and reconstruction phases.

Education Policies and Coordination

1. Managers and Implementers of educational programs must communicate and coordinate the issues of gender with other sectors including routinely attending the gender working group meetings.
2. This sector is to have a gender action plan, develop strategies and routinely measure the indicators of implementation.

MINIMAL STANDARDS FOR GENDER INTEGRATION IN HEALTH IN THE EMERGENCY PHASE AND DURING REHABILITATION AND RECONSTRUCTION

<i>Gender Difference Analysis</i>
<ol style="list-style-type: none"> 1. When undertaking rapid assessment/evaluations in the health sector, health sector program Managers and Implementers must pay attention to a balanced ratio between women and men when seeking data. 2. When undertaking rapid assessment/evaluations in the health sector, health sector program Managers and Implementers must pay attention to a balanced ratio between women, girls, boys and men in affected communities to participate in evaluations/assessments. 3. Program Managers and Implementers must apply gender analysis in their activities and prepare data including at least the following: <ul style="list-style-type: none"> • Rate of fatalities from a specific cause, classified on sex and age. • Case fatality rate, classified by sex and age. • Household headed by women, men, children (girls or boys). Availability of health services, social structures, including decision making positions as well as special needs groups (like pregnant or breastfeeding women, infants, elderly, physically and mentally disabled) classified by sex and age.
<i>Design/Plan Services for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must provide sufficient health services and health professionals and service times, provide equal opportunities for women, girls, boys and men to access the above. 2. Program Managers and Implementers must ensure that the health needs of women, girls, boys and men are picked up in the service strategies as well as facilities for providing equal health care. 3. Program Managers and Implementers must pay attention to the percentage of health facilities with basic infrastructure, instruments, supplies, medicines, space and staff qualified in reproductive health, including delivery as well as emergency midwifery care (as indicated in the Minim Initial Services Packet/MISP) 4. Program Managers and Implementers must pay attention to the percentage of health facilities, care provided which guarantees confidentiality for

<p>victims/survivors of sexual violence. For the guidelines to handle cases of sexual violence it is desirable for the medical team make reference to <i>"Guidelines for Preventing Mass Gender Based Violence during Humanitarian Emergencies"</i> provided by IASC.</p> <ol style="list-style-type: none"> 5. Program Managers and Implementers must pay attention to the ratio health providers, classified by profession, level (expertise level like doctor, specialist, practices skilled nurses) and sex.
<i>Access for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must ensure that women, girls, boys and men have access to <i>hygiene kits</i> (including disposal facilities at the household level for women) in proportion to needs. 2. Program Managers and Implementers must guarantee women, girls, boys and men have balanced access to safe water in (in accordance with SPHERE standards, minimum 15 litres/person/day). 3. Program Managers and Implementers must guarantee that women, girls, boys and men have access to food programs in balanced proportion. 4. Program Managers and Implementers must guarantee requirements for contraception of fertile couples. 5. Program Managers and Implementers must guarantee that women, girls, boys and men have access to health services within reach (distance, cost, availability).
<i>Participation for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must guarantee proportional numbers of women and men participate in planning, implementing, monitoring and evaluating humanitarian health response. 2. Program Managers and Implementers must pay attention to the ratio balance between female and male staff recruited in the health sector during the emergency and rehabilitation and reconstruction phases. 3. Program Managers and Implementers must pay attention to the ratio balance between international female and male staff recruited in the health sector during the emergency and rehabilitation and reconstruction phases.
<i>Equality in Training /Capacity Development</i>
<ol style="list-style-type: none"> 1. Health program Managers and Implementers must pay attention to the balance between women, men, families who are trained in given health care. 2. Health program Managers and Implementers must pay attention the balanced amount and proportion between women and men given the opportunity to work in

the health sector after being provided with training.
<i>Steps for Handling Gender Based Violence</i>
<ol style="list-style-type: none"> 1. Health program Managers and Implementers must provide 24 hour access to services for gender based violence including domestic violence. 2. Program Managers and Implementers must their staff understand and abide by medical confidentiality. 3. Program Managers and Implementers must ensure their staff are trained clinically in handling rape. 4. Program Managers and Implementers must ensure that mechanisms for confidentially referral and psychosocial services for victims of rape run well. 5. Program Managers and Implementers must provide information or campaign for women and men about the risks to community health caused by sexual violence. 6. Program Managers and Implementers must pay attention to the proportion of women and men (health workers at the community health centre) are given training in handling gender based violence.
<i>Monitoring and Evaluation Based on Data Classified by Sex & Age</i>
<ol style="list-style-type: none"> 1. Managers and Implementers of educational programs must collect data regarding demography, death, illness as well as health services routinely. This data has to be collected, classified by sex and age, must undergo gender analysis 2. Program Managers and Implementers must carry out formal monitoring and develop a mechanism for participative evaluation reporting on the health effects of humanitarian crisis on women, girls, boys and men.
<i>Targeted Actions Based on Gender Analysis</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must pay attention to the proportion of women and men as well as refugees who have become targets for health messages including reproductive health and HIV/AIDS. 2. Program Managers and Implementers must develop communication strategies monitor specific health risks effecting women and men, as well as teenage who and girls who have been targeted..
<i>Coordinated Actions with All Partners</i>
<ol style="list-style-type: none"> 1. Managers and Implementers of health programs must communicate and coordinate the issues of gender with other sectors including routinely attending the gender working group meetings. 2. The health sector is to have a gender action plan, develop strategies and routinely measure the indicators of implementation

MINIMAL STANDARDS FOR GENDER INTEGRATION IN LIVELIHOODS IN THE EMERGENCY PHASE AND DURING REHABILITATION AND RECONSTRUCTION

<i>Gender Difference Analysis</i>
<p>1. Livelihoods Program Managers and Implementers must seek out and collect information on women, girls, boys and men, including:</p> <ul style="list-style-type: none"> • Level of skills, needs, vulnerability, and responsibility women, teenage girls and boys affected by the earthquake including households headed by the elderly.; • Division of labour according to gender, responsibility and strategy for handling food vulnerability in households; • Unequal access to and control of economic resources; • Obstacles which women, girls, boys and men face or give time to non economic activities (like caring or taking responsibility of other household duties) <p>2. Program Managers and Implementers must use gender analysis in planning and reporting on situations in disaster effected communities.</p>
<i>Design/Plan Services for All</i>
<p>1. Livelihoods Program Managers and Implementers must guarantee that women and men will become targets in effected communities to gain access without discrimination. Construction projects which have traditionally only targeted men have to be reconsidered to ensure equal access for women as well as men.</p> <p>2. Program Managers and Implementers must ensure that women, girls, boys and men gain equal benefits from alternative resources (for example the same pay for the same work). In regards to this matter Program Managers and Implementers must also guarantee practical non-discrimination free from child exploitation.</p>
<i>Access for All</i>
<p>1. Program Managers and Implementers must ensure that women and girls have the same access to income programs as well as support services in the way men and boys do.</p> <p>2. Program Managers and Implementers must ensure that women, girls, boys and men have access to income programs routinely monitored through site</p>

<p>inspections, community discussions etc...</p> <p>3. Para pengelola / pelaksana program harus menjamin bahwa hambatan terhadap terciptanya akses yang setara segera ditangani.</p>
<i>Participation for All</i>
<p>1. Program Managers and Implementers must guarantee women and men regularly participate in consultation meetings/discussions in even proportion with quality participation the enables all people to put forward their views and opinions.</p> <p>2. Program Managers and Implementers must support child care or family care through shared division of roles between women and men so that it enables women and girls to have access to programs, training and meetings.</p>
<i>Equality in Training / Capacity Building</i>
<p>1. Program Managers and Implementers must ensure that vocational training and non-formal educational programs respond to the particular needs of women, teenage girls, men and teenage boys as well as providing them with practice skills they can use including non-traditional skills.</p> <p>2. Program Managers and Implementers must ensure that work opportunities are available and can be accessed by both men and women and special needs groups.</p>
<i>Steps for Handling Gender Based Violence</i>
<p>1. Program monitoring for the possibility of negative impacts on power relations (for example an increase in Domestic Violence as a reaction to women's empowerment). Through preparing a complaints avenue.</p> <p>2. Program Managers and Implementers must support the creation of a mechanism of monitoring in the workplace, preventing incidence of discrimination or violence based on gender and the creation of an avenue for complaints for handle issues further.</p>
<i>Monitoring & Evaluation Based on Data Classified by Sex & Age</i>
<p>1. Program Managers and Implementers must seek and collect data classified by sex and age regarding program effects, undertake analysis and report periodically.</p> <p>2. Program Managers and Implementers must develop plans to handle each discrepancy and inequality.</p>
<i>Targeted Actions Based on Gender Analysis</i>
<p>1. Program Managers and Implementers must ensure that livelihoods programs</p>

can be responsive to the special needs of various groups in the disaster effected communities (for example female headed households, teenage girls and boys in refuges, elderly, victims of gender based violence).

2. Program Managers and Implementers must undertake monitoring so that livelihoods programs contribute to increase self reliance of beneficiaries for both women and men.
3. Program Managers and Implementers must develop plans and handle each discrepancy and inequality. .

Coordination with All Partners

1. Managers and Implementers of livelihoods programs must communicate and coordinate the issues of gender with other sectors including routinely attending the gender working group meetings.
2. This sector is to have a gender action plan, develop strategies and routinely measure the indicators of implementation

**MINIMAL STANDARDS FOR GENDER INTEGRATION IN THE
DISTRIBUTION OF BASIC NON-FOOD GOODS IN THE EMERGENCY
PHASE**

<i>Gender Difference Analysis</i>
Managers and Implementers of distributors of basic non-food goods must collect information from women, girls, boys and men regarding the family structure and needs of non-food goods based on sex and age as well as develop a suitable system of distribution.
<i>Design/ Plan Services for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must base services on family entitlement cards and coupons based on the household's primary woman or man (KK female or KK male) 2. Program Managers and Implementers must ensure distribution of clothes for women, girls, men and boys at least 2 styles of pants in appropriate sizes. Material and clothing design distributed must take into account cultural norms, seasons and weather of a location. 3. Program Managers and Implementers must ensure that each person has access to a suitable place to sleep by providing a bed or mat, warm blankets and regulations on sleeping arrangements where necessary. 4. Program Managers and Implementers must ensure the needs of vulnerable groups like children, pregnant women, elderly and disabled people are fulfilled and are a consideration in the distribution of non-food goods. 5. Program Managers and Implementers must ensure women and girls have sanitary goods and health kits including soap and underwear. 6. If needed Program Manager and Implementers must provide training or guidance in the use of non-food items distributed.
<i>Access for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must ensure that women, girls, boys and men as well as special needs groups have equal access and can get the benefits of the non-food goods distributed. 2. If there is payment for the act of distributing non-food goods including the possibility for employment women and men must be given the same opportunities to access this. 3. Program Managers and Implementers must guarantee that obstacles to the

creation of equal access in the distribution of non-food goods will be addressed immediately.
<i>Participation for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must guarantee the involvement of women, girls, boys and men as well as special needs groups in the planning process, selection implementation and distribution of non-food goods. 2. Program Managers and Implementers must guarantee that obstacles to the creation of equal access will be immediately addressed.
<i>Equality in Training / Capacity Development</i>
Program Managers and Implementers must guarantee that women and men get training and employment in equal numbers in the basic non-food distribution programs.
<i>Steps for Handling Gender Based Violence</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must guarantee that women, girls, boys and men as well as special needs groups participate in identifying safe locations and easy access for distribution of basic non-food goods. 2. Program Managers and Implementers must guarantee monitoring locations and processes for the distribution of basic non-food goods and ensure a level of security and accessibility.
<i>Monitoring & Evaluation Based on Data Classified by Sex & Age</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must seek and collect data classified by sex and age regarding program effects, undertake analysis and report periodically. 1. Program Managers and Implementers must develop plans to handle each discrepancy and inequality.
<i>Coordination with All Partners</i>
<ol style="list-style-type: none"> 1. Managers and Implementers of non-food goods distribution programs must communicate and coordinate the issues of gender with other sectors including routinely attending the gender working group meetings. 2. This sector is to have a gender action plan, develop strategies and routinely measure the indicators of implementation

MINIMAL STANDARDS FOR GENDER INTEGRATION IN REBUILDING DURING REHABILITATION AND RECONSTRUCTION

<i>Gender Difference Analysis</i>
Program Managers and Implementers must ensure that women, girls, boys and men from a range of backgrounds are included in Focus Group Discussions looking at construction design house location selection, cost allocation and the building process.
<i>Design Plan Services for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must ensure that every person, young and old, has access to decent and dignified shelter/housing taking the following aspects into consideration: <ol style="list-style-type: none"> a. size suitable for the number on inhabitants, for the floor space refer to the SPHERE standards (3,5-4,5 meters squared per person) b. material that will withstand potential destructive earthquakes c. have space that includes sleeping area, kitchen, bathroom and toilet d. ventilasi tersedia untuk menjamin sirkulasi udara secara lancar e. safe location from potential disasters f. earthquake resistant housing design g. construction/design which makes it easier for women, girls, boys and vulnerable groups to save themselves in the event of an earthquake. 2. Program Managers and Implementers must ensure that women and men can make use of a range of public spaces to build equal social relations.
<i>Access for All</i>
<ol style="list-style-type: none"> 7. Program Managers and Implementers must guarantee equal access between female and male headed households as well as single women and men for housing. 8. If building materials are provided, program managers and implementers must ensure that female and male headed households as well as single women and men gain access (the same opportunities to get the materials). 9. If a requirement of rebuilding in the disaster effected communities requires record of land ownership or certificate, considering the unique Sumatera Barat culture and communal land title is held in women's names, to guarantee equal access for those who do not have land title the requirement to build

certificates should bring along an official explanation letter from the kinship group as proof.
<i>Participation for All</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must ensure that women and men are equally represented and participate in designing, allocating, deciding on location and house construction 2. Program Managers and Implementers must ensure that women, girls, boys and men have the same opportunities to be involved in all aspects of housing construction and receive the same pay for the same work. .
<i>Equality in Training / Capacity Development</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must guarantee the availability of the same opportunity for women, girls, boys and men in construction skills training. 2. Program Managers and Implementers must ensure that consideration is given to equal percentages of women and men in housing construction training. . 3. Program Managers and Implementers must ensure that consideration is given to balanced numbers of women and men involved in housing rebuilding.
<i>Steps for Handling Gender Based Violence</i>
Program Managers and Implementers must support the creation of a mechanism in the community to ensure that a person can report any disturbance or incidence of sexual violence of domestic violence that occurs.
<i>Monitoring & Evaluation Based on Data Classified by Sex & Age</i>
<ol style="list-style-type: none"> 3. Program Managers and Implementers must seek and collect data classified by sex and age regarding program effects, undertake analysis and report periodically. 2. Program Managers and Implementers must develop plans to handle each inequality, guarantee access as well as safety for all groups in the effected community. 3. Program Managers and Implementers must guarantee the availability of monitoring systems for issues of gender based violence, primarily domestic.
<i>Targeted Actions Based on Gender Analysis</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers must guarantee that specifik needs of girl and boy child headed housholds will be met. 2. If construction materials are provided households headed by women to be given direct access to the material and specific skills training support in

construction.

Coordination with All Partners

1. Managers and Implementers of shelter programs must communicate and coordinate the issues of gender with other sectors including routinely attending the gender working group meetings.
2. This sector is to have a gender action plan, develop strategies and routinely measure the indicators of implementation

**MINIMAL STANDARDS FOR GENDER INTEGRATION IN WATER,
SANITATION AND HYGIENE IN THE EMERGENCY PHASE AND DURING
REHABILITATION AND RECONSTRUCTION**

<i>Gender Difference Analysis</i>
<ol style="list-style-type: none"> Program Managers and Implementers must gather information for women, girls boys and men regarding: <ul style="list-style-type: none"> Cultural practices and beliefs related to water and sanitation Beliefs and habits of an area in using water and sanitation Hygiene habits Requirements and roles in the operation, care and distribution Method and time needed to fetch water Program Managers and Implementers must make an analysis from data classified by sex and age and describing an at risk population profile and special needs for water, sanitation and hygiene tools.
<i>Design /Plan Services for All</i>
<ol style="list-style-type: none"> Program Managers and Implementers must ensure that water locations, distribution mechanisms and care procedures must be available to be accessed by women, girls, boys and men and girls even though they have limited mobility or vulnerable group. Communal bathroom and toilet for women, girls, boys and men is located in a safe, culturally appropriate, private space, appropriately lit and is able to be accessed by vulnerable groups (babies, children, pregnant women, physically disabled people and/or the elderly) . Separation of communal bathroom and toilet facilities must fulfill the following criteria: <ol style="list-style-type: none"> Separated based on sex with appropriate distance Taking into consideration the numbers of men and women Separate from the community laundry area
<i>Access for All</i>
<ol style="list-style-type: none"> Program Managers and Implementers must guarantee equal access for women, girls, boys and men for services and facilities for water, sanitation and hygiene. Availability of communal laundry/washing area separate from bathrooms and toilets within an easy f the community and routine monitoring through direct

<p>inspection and discussion with users of facilities in disaster effected communities.</p> <ol style="list-style-type: none"> Program Managers and Implementers must ensure that obstacles experienced by women, men, girls and boys and vulnerable groups to equal access services and facilities can be quickly addressed.
<i>Participation for All</i>
<ol style="list-style-type: none"> Program Managers and Implementers must ensure that board structure in water, sanitation and hygiene facility management involves women and men equally. Program Managers and Implementers must ensure that women and men in disaster effected communities have balanced access and control over the use of facilities and services, as well as being involved in decision making, program planning, implementation and monitoring. . Women, girls, boys and men should be safely involved in the waste management mechanism.
<i>Equality in Training / Capacity Development</i>
<ol style="list-style-type: none"> Program Managers and Implementers must provide the same opportunities to women, girls, boys and men to get involved in training for use and care of water, sanitation and hygiene infrastructure facilities. Program Managers and Implementers must guarantee that women, girls, boys and men have equal opportunities for training in surface and bore water protection. Program Managers and Implementers must provide equal opportunities for women, girls, boys and men to get involved in waste management training. Program Managers and Implementers must provide equal opportunities for women, girls, boys and men to ménage or become a member of a management group for water, sanitation and hygiene infrastructure through technical and non-technical training.
<i>Steps for Handling Gender Based Violence</i>
<ol style="list-style-type: none"> Program Managers and Implementers of must guarantee the participation of women and men in identifying safe locations and easy access for water wells and support facilities for water and sanitation. Program Managers and Implementers of must ensure that facilities (water, sanitation and hygiene) provided can be safely accessed by women, girls, boys and men. Dangerous locations or routes must be given lighting, key must be provided to guarantee safety and care of the community.

<i>Monitoring & Evaluation Based on Data Classified by Sex & Age</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers of must seek and collect data classified by sex and age regarding program effects, undertake analysis and report periodically. 2. Program Managers and Implementers must develop plans to handle each discrepancy and inequality.
<i>Targeted Actions Based on Gender Analysis</i>
<ol style="list-style-type: none"> 1. Program Managers and Implementers of must reduce inequality of knowledge relating to hygiene and water management, socialisation, discussion, training and facilitation. 2. Program Managers and Implementers of must guarantee equal access for women and men as well as surveillance of related resources including support services and water, sanitation and hygiene services. 3. Program Managers and Implementers of must monitor discrepancies/inequalities including the practice of discrimination blocking women's participation in water, sanitation and hygiene management and including ways to handle these inequalities through resource programs.
<i>Coordination with All Partners</i>
<ol style="list-style-type: none"> 1. Managers and Implementers of water, sanitation and hygiene programs must communicate and coordinate the issues of gender with other sectors including routinely attending the gender working group meetings. 2. This sector is to have a gender action plan, develop strategies and routinely measure the indicators of implementation.

About the Gender Working Group for Sumatera Barat

Initiative to shape a gender working group in the implementation and rehabilitation and reconstruction in Sumatera Barat stemmed from an idea that emerged out of a gender workshop supported in cooperation with KNPP–OXFAM–UNFPA, that took place on December 29th 2009. At that time it was felt that the disaster response was not yet responsive to and involving of women in the decision making process at all levels of policy and structure in disaster management, through this workshop the need for a synergy in networks was identified to raise gender awareness for all parties in disaster management in Sumatera Barat.

On the 22nd of January 2010, the Gender Working Group for the Minang Region (KKG-RM) was formed with a temporary executive until an agreement could be reached on a more complete structure. The following meeting which took place on the 23rd of February 2010, came to further agreement on the structure and mechanism of the association, program organisation as well as changing the name of the group from Gender Working Group for the Minang Region to the Gender Working Group for Sumatera Barat (KKG-SB). In this meeting an agreement was reached that Governor's decree, which became the formal basis for the working group, in order to speed up gender integration throughout the rehabilitation and reconstruction processes.

As the Gender Working Group, KKG-SB is made up of regional government (including provincial SKPD) and more than 15 organisations like NGOs, women's study centres and community organisations which have an interest in gender issues. The gender working group's mandate is particularly to support all actors so that they can consider and actively integrate gender into their work, support the involvement of men and women as well as special needs groups into the disaster management structures at the local level and also undertake a coordination function across sectors to ensure effective integration of gender in the post earthquake rehabilitation and reconstruction process in Sumatera Barat.

Up until this handbook was going into print Governor' decree which provides the umbrella law KKG-SB was still in the process of revision and will soon be presented to the Governor of Sumatera Barat for approval. It is expected that this

initiative will become a breakthrough and a positive example for fairer and more gender responsive disaster management.

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