

Gender Mainstreaming Group (GMG)

Ratified Terms of Reference [Approved: September 3, 2021]

Purpose

Gender mainstreaming (the process of assessing implications for women and men of any planned action, in all areas and at all levels) is an integral dimension to the achievement of gender equality, which is considered a powerful determinant of health outcomes and a major factor in the movement towards polio eradication. As part of the GPEI Eradication Strategy, 2022-2026 revision process, mainstreaming gender in alignment with the GPEI Gender Equality Strategy was a key objective. The GPEI Gender Equality Strategy commits the programme to identifying and addressing gender-related barriers to immunization and to advancing gender equality to reach every last child, especially the zero-dose. As a priority workstream and further to the GPEI Management Review, a new Gender Mainstreaming Group (GMG) has been established as part of the Global Programme Support Group. The Gender Data Working Group will continue as a sub-group within the GMG.

Objectives

The GMG aims to support gender mainstreaming to ensure effective implementation of both the GPEI Gender Equality Strategy and the GPEI Eradication Strategy across the partnership through gender technical support, knowledge sharing, and promotion of best practices and lessons learned, advocacy, communications and coordination. The GMG will capitalize on gender expertise and organizational priorities of the GPEI partners in areas such as data, research, community engagement, communications, training and advocacy.

Responsibilities

Activities and Key Outputs

The GMG will focus on the different workstreams outlined in the GPEI Gender Equality Strategy and the GPEI Polio Eradication Strategy. The Gender Group's tasks and key outputs will be based on a joint workplan across the partners. It will include, but not restricted to, the following:

Technical Support

- Support meaningful gender and sex considerations across all GPEI Management, Working and Technical Advisory Groups.
- Support the Gender Data Working Group, a sub-group of the GMG, in enhancing data analysis, gender metrics and result-focused program recommendations.
- Provide gender review/analysis and related input on strategic, programmatic and technical documents such as SOPs for polio outbreaks, National Emergency Action Plans (NEAPs), etc.
- Support GPEI reporting on gender sensitive KPIs as well as gender specific KPIs as per the GPEI Eradication Strategy.
- Oversee the allocation of gender budget resources and work with the Finance Management Group to integrate gender markers in the GPEI budget.

Capacity Building

- Support the design and delivery of training on gender and immunization for polio staff at HQ/RO/CO levels, including training on gender for senior management.

- Contribute to other training and capacity building opportunities on gender and immunization within and outside the partnership (e.g., IA2030 scholar course, Gavi, etc.).
- Foster informal capacity enhancement, such webinars, mentoring, coaching, etc.

Advocacy & Communications

- Support planning and management of advocacy opportunities through mainstreaming key gender related messages in advocacy plans (e.g., International Women’s Day, Immunization Week, World Polio Day, World Health Assembly, etc.).
- Strengthen the current Gender Champions for Polio Eradication Initiative and its implementation and monitoring.
- In collaboration with Communications Officers, ensure that GPEI communications material are gender sensitive (GPEI website, SitRep, Polio News, etc.).
- Identify new advocacy opportunities at global, regional and country level and support its implementation.
- Engage with the WHO Gender, Equity and Human Rights (GER) Network and UNICEF equivalent.

Composition and Secretariat

Leadership

- The GMG shall be led by a Chair and Vice-Chair.
- The SC will appoint the named parties for the roles of Chair and Vice-Chair after soliciting feedback from the GMG members, using coordination support from the SC Secretariat. It is recommended that the individuals nominated to these two roles do not come from the same organization.
- The term for each role is 12 months, with the option for rotation (preferred) or renewal at the discretion of the SC.

Core group members will include a representative from each GPEI partner as well as the regional offices and the donor community.

Partners who are not core GPEI members but work closely with the program and contribute to gender mainstreaming in health programming will join ad-hoc calls related to specific topics and to their area of expertise:

- United Nations Foundation (UNF)
- GENDRO-GEH Network
- Women in Global Health
- Global Health Strategies (comms support)
- Others as needed/identified on an ad hoc basis

Membership Expectations

In general, individual members of the GMG have the following responsibilities:

- Be familiar with the charge and work of the GMG.
- Have pertinent expertise (e.g., epidemiology, business) and/or represent the perspective of an agency or stakeholder group. If adequate gender expertise is not available within existing partner teams, alternative arrangements to ensure appropriate support will be pursued.

- Attend 70% of all meetings (and for the entire duration of the meetings).
 - A committee member who misses two consecutive meetings, when the member has not made a case for exception to the Chair, may be replaced.
 - If replacement of a member is required, the Chair will flag the issue with the pertinent agency and make the request.
- Be actively engaged at all meetings and provide relevant and focused comments (e.g., ensure that you have read circulated pre-read materials and have developed perspective on the topic area prior to attending the meeting).
- Dedicate time to participating in and/or leading work/activities, outside of planned meeting times.
 - The specific amount of time is to be estimated by the Chair and Vice-Chair and discussed with individual members at the start of the year but is generally expected to range from 10 to 20 hours/month.
- Demonstrate flexibility in unanimity building discussions and take different perspectives into account.
- Relay discussions and updates on work undertaken, back to the member's respective agency, to ensure coordinated efforts across GPEI and the agency (e.g., to minimize duplicative activities).
- Efforts will be made to guarantee gender balanced representation of members (ideally 50% women and 50% men) and to alternate among different level positions (to avoid appointing only junior positions).
- All core members will be offered additional gender training opportunities according to their needs/competencies.

For groups that have distinguished Core Members vs. Non-Core Members in their respective TOR:

- For Core Members, the above applies.
- For Non-Core Members (i.e., Supplementary or Liaison Roles), the Chair determines the responsibilities.

For partner agencies that propose individual member names to serve on the GMG, the above must be taken into consideration. The recommendation is to discuss capacity with the potential candidate, prior to a proposal to serve on the GMG.

Secretariat

- The Secretariat role shall be determined by the Chair.
- There shall be one individual designated as the primary contact for the Secretariat, regardless of how many individuals actively work to support the GMG in its activities.
- The Secretariat supports the GMG with the following, as needed:
 - Facilitating work in collaboration with the Chair and Vice-Chair;
 - Scheduling meetings;
 - Planning logistics;
 - Compiling agendas;
 - Distributing meeting materials (pre-reads and post-discussion), including meeting minutes;
 - Tracking action items and coordinating on progress to closure of action items;
 - Scheduling and preparing progress reports, in conjunction with the Chair and Vice-Chair;
 - Coordinating with other groups; and
 - Maintaining responsibility for relevant documents (e.g., knowledge management / information management/online portal for sharing materials).

[Accountability](#)

Decision Making

- Unanimity is the ideal for all decisions made by the GMG and should be pursued wherever possible.
- If unanimity cannot be reached, a majority vote will be the deciding factor. Each agency stipulated in the TOR with voting rights (e.g., core member) gets one vote.
- If a majority vote cannot be reached, the Chair of GMG will escalate to the EMU. The EMU will determine the appropriate next step on the escalation path (e.g., mediation attempt, escalation to SC).
- For decisions with significant strategic impact, if a member dissents with a particular decision, escalation may be made to the EMU. The EMU decides whether a further review is required by the SC, on a case-by-case basis; if escalated to SC, their decision will be final.

Decision-Making Purview

Key decisions made by the GMG include:

- Allocation of the GPEI gender budget and resources, based on clearly defined results in support of “reaching zero dose and missed children”;
- Advice on bringing gender intentionality to qualitative and quantitative research by partners in order to understand and address gender barriers; and
- Drafting of policies, technical documents, strategies, etc.

Key consultations with other GPS and RO groups are noted above. Additional consultations may be recommended by the EMU in advance of decision-making.

[Rhythm of Business](#)

Meeting Scheduling & Participation

- The GMG will meet at least twice per month through video call.

[TOR Ratification](#)

- By February 28, 2022, this TOR is to be reviewed by the Chair and Vice-Chair; this timing equates to ~6 months after initial ratification by the SC.
- Post-February 28, 2022, this TOR is to be reviewed by the Chair and Vice-Chair, on an annual basis, at minimum.
- After reviews by the Chair and Vice-Chair, any proposed amendments to the TOR must be submitted to the EMU, for approval by the SC. Amendments can be submitted on an as needed basis.