# USER GUIDE
# for the online ToT package

## About the ToT Package

UN Women is strongly committed to promote women leadership and empower Civil Society Organisations (CSOs) for mainstreaming gender in climate change resilience and disaster risk reduction. A key initiative in this regard is the "**EmPower: Women for Climate-Resilient Societies**", a 5-year project (2018-2022) implemented jointly by UN Women and UN Environment in Bangladesh, Cambodia, Viet Nam and regionally in Asia and the Pacific, with the support of the Swedish International Development Agency ([EmPower website](#)).

As part of  EmPower's work on women's leadership development and CSO capacity building, in 2020, UN Women partnered with ARROW to develop a *Training Manual on Gender and Climate Resilience (*[manual link](#)*)*. Using the materials from this manual, six online Trainings of Trainers (ToTs) for representatives of CSOs were organised in 2021 in Bangladesh, Cambodia, Viet Nam, Thailand, Nepal, and The Philippines.
UN Women now aims to amplify the impact of the capacity-building work through promoting more ToTs across the region. Towards this, the experiences from the training manual and the country level ToT have been consolidated to develop a ToT package on Gender and Climate Resilience for CSOs.
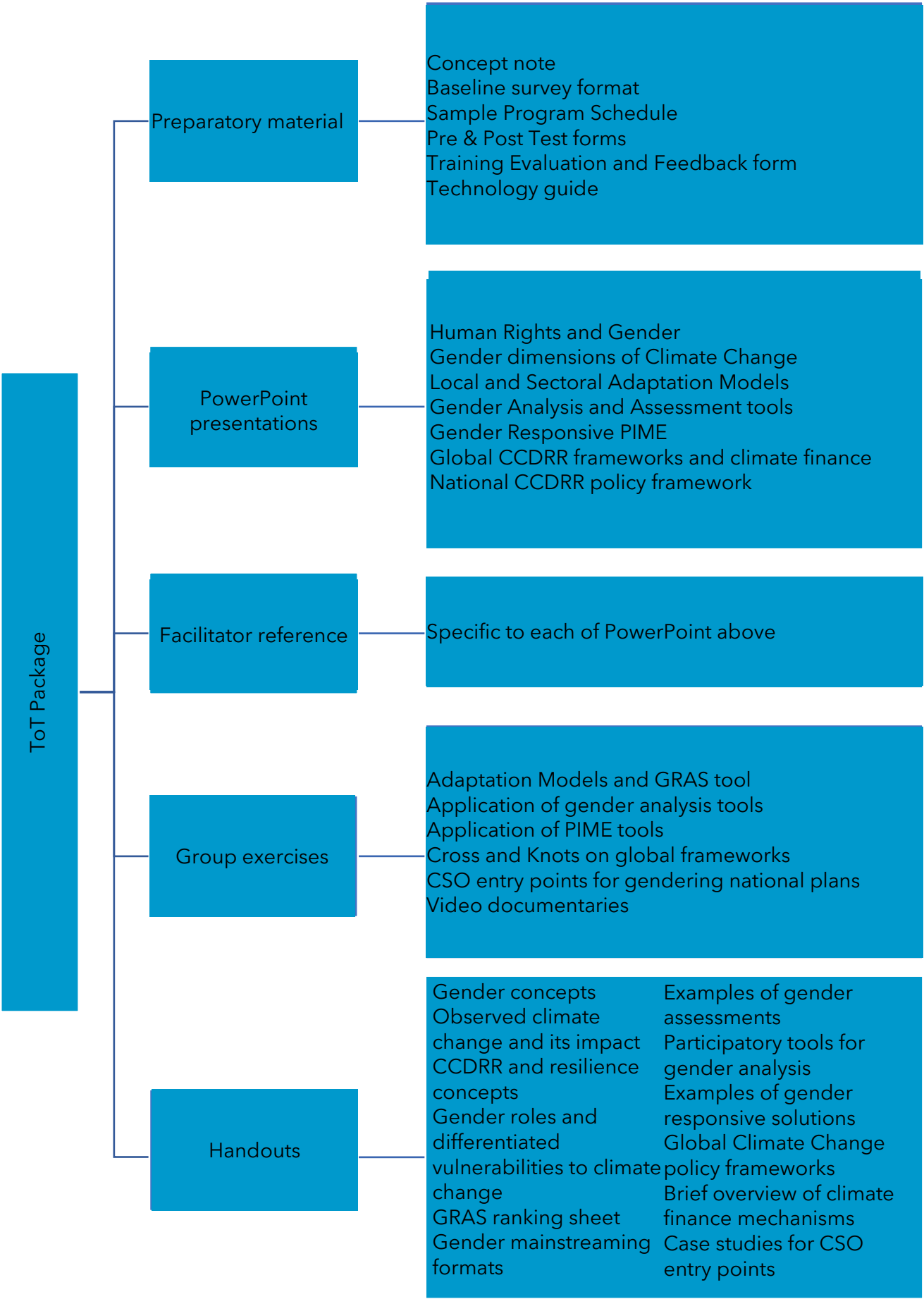
## Intended Use

The ToT package is intended for use by CSOs, working at the national, provincial, and local levels, who want to take forward the agenda of gender mainstreaming in climate action and disaster risk reduction. It is recommended that CSO trainers who have a basic understanding of gender and/or climate change use the manual to design and implement online training programmes on gender and climate resilience for other CSOs, grassroot leaders, and government officials.

## Key features

- Available for free on the EmPower website ([ToT package](#))
- Editable version enables customization of content
- Options for downloading the complete package, session-wise content, or individual documents
- English language

## Contents of the package

The complete package is divided into 5 folders - preparatory material, PowerPoint presentations, facilitator references, guidance notes for group exercises, and handouts- containing the materials as shown in the figure next.

**ToT Package**

**Preparatory material**
- Concept note
- Baseline survey format
- Sample Program Schedule
- Pre & Post Test forms
- Training Evaluation and Feedback form
- Technology guide

**PowerPoint presentations**
- Human Rights and Gender
- Gender dimensions of Climate Change
- Local and Sectoral Adaptation Models
- Gender Analysis and Assessment tools
- Gender Responsive PIME
- Global CCDRR frameworks and climate finance
- National CCDRR policy framework

**Facilitator reference**
- Specific to each of PowerPoint above

**Group exercises**
- Adaptation Models and GRAS tool
- Application of gender analysis tools
- Application of PIME tools
- Cross and Knots on global frameworks
- CSO entry points for gendering national plans
- Video documentaries

**Handouts**
- Gender concepts
- Observed climate change and its impact
- CCDRR and resilience concepts
- Gender roles and differentiated vulnerabilities to climate change
- GRAS ranking sheet
- Gender mainstreaming formats
- Examples of gender assessments
- Participatory tools for gender analysis
- Examples of gender responsive solutions
- Global Climate Change policy frameworks
- Brief overview of climate finance mechanisms
- Case studies for CSO entry points

## Preparatory Material **(download now)**

It is important to plan and prepare in advance for any training but more so for an online ToT. The first step towards this would be reaching out to the intended participants and undertaking a needs assessment.

Towards this, the ToT package includes a concept note and baseline survey form (including questions for undertaking technical skill mapping). The preparatory material also includes pre-test, post-test, training evaluation, and feedback forms, much important for mapping the outcomes of the trainings. It is recommended that all the forms provided in word be converted into google forms with links provided to the participants for ease of assessment. However, if that is not possible, then an offline version can also be forwarded via email.

A sample program schedule for a three-day online training (4 hours per day) has also been provided to help design the training programme. This builds on the experience of 6 similar online trainings and hence is a good base to build on especially in terms of balancing time and content.

A technology usage guide mentioning different online options with quick illustrative point on using the same has also been provided for the facilitator to explore and get acquainted in advance.

## PowerPoint presentations **(download now)**

PowerPoint presentations have been provided in the English language for each of the input sessions recommended in the sample programme schedule. While most of the content can be used directly, it is recommended that the presentations be customized to meet the needs of the audience. So rather than using all the slides, the lead presenter should select slides which are most relevant to the audience. This is especially important in case of sessions on adaptation models and gender mainstreaming frameworks and tools. The presenter is cautioned to keep in mind the time constraints while planning the session.

The presentations also include space for interactions with the audience during the session. This can be done by simply keeping an open mic or asking participants to respond in chat or using various online tools like zoom poll, Mentimeter, mural, slido, etc.

## Facilitator references **(download now)**

Each presentation mentions a facilitator reference document for more information. This is a reading reference which the presenter can use to further equip him/herself with the content of the PowerPoint. The facilitator references are basic contents from UN Women's training manual on gender and climate change- which has been compiled after an extensive literature review. It would be very useful for the facilitator to go through the references before the presentation since the PowerPoint builds on the document.

## Guidance notes for group exercises **(download now)**

Online trainings have additional challenges for enabling participant interactions and experience sharing. These are, however, very important for adult learning. For this, a set of group exercises (from the training manual) have been customized for use in online mode. The group exercises can be done in break-out rooms or a plenary depending on the number of participants. Each group exercise comes equipped with guidance notes for the facilitators and linked case material/handouts.

A compiled version of all participant instructions for group exercises has also been provided in the PowerPoint version to enable the display of the same during the sessions.

## Handouts (download now)

Handouts from the original manual have been separated as single documents to enable easy reference for the participants especially while using online tools like padlet or google drive. It is always good to also share the handouts with the participants in advance.

## Steps for Designing the online ToT programme

1. Customize the concept note for the ToT and share it with the intended target participants
2. Once a few nominations are received, share the baseline survey form (preferable as google forms) with all the participants
3. Undertake training needs assessment from the baseline survey data to identify key content and learning outcomes that would be most suitable for the participants
4. Go through the sample programme agenda of the ToT package and customize the same based on the needs assessment undertaken
   o Go through the Training Manual and look at the related modules and session plans for more ideas on customization
5. Download all materials that you would require for the ToT.
6. Once the programme schedule is finalized, prepare a briefer or any important information that may be needed for the entire ToT "*Guidance and practical information for the workshop / Logistics*" (e.g. on names of lead presenters, facilitators of group exercises, how we switch to the main room / breakout room, or the use of chits in a breakout, etc.)
7. Share the PowerPoint presentations and facilitator references with the lead presenter. Advise that they are free to customize or make it less wordy but retain the essential information while presenting/discussing
8. Create a small group of facilitators with a lead facilitator for each of the group exercises. Go through the guidance notes for the exercises and finalise which online platform would be most suited for the same (based on participants technical skills)
   o Go through a dry run for all group exercises, if possible, with the facilitators

## You are ready to go ahead with the ToT!