LABOUR & HUMAN RESOURCE DEPARTMENT, GOVERNMENT OF PUNJAB

GENDER RESPONSIVE PLANNING AND BUDGETING

UN
WOMEN

LABOUR & HUMAN RESOURCE DEPARTMENT, GOVERNMENT OF PUNJAB

GENDER RESPONSIVE PLANNING AND BUDGETING GUIDELINES

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ACRONYMS

ADP	Annual Development Programme
CEDAW	Convention on the Elimination of all Forms of Discrimination Against Women
DDSC	Departmental Development Sub Committee
GRB	Gender-Responsive Budgeting
GRP	Gender-Responsive Planning
GRPB	Gender-Responsive Planning and Budgeting
HIV/ AIDS	Human Immunodeficiency Virus/ Acquired Immuno-Deficiency Syndrome
LFS	Labour Force Survey
MICS	Multiple Indicator Cluster Survey
MSMEs	Micro, Small and Medium Enterprises
P&D	Planning and Development Department
PAO	Principal Accounting Officer
PC-I	Planning Commission Proforma 1
PC-II	Planning Commission Proforma 2
PC-III	Planning Commission Proforma 3
PC-IV	Planning Commission Proforma 4
PC-V	Planning Commission Proforma 5
PDWP	Provincial Department Working Group
PRIME	Planning, Research, Implementation, Monitoring and Evaluation
PSLM	Pakistan Social and Living Standards Measurement
SDGs	Sustainable Development Goals
SMEs	Small and Medium Enterprises
SOPs	Standard Operating Procedures
UN	United Nations
WDD	Women Development Department
WHO	World Health Organization

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INTRODUCTION

The development model and discourse, over a period of time, has overwhelmingly shifted from state-sponsored large-scale infrastructure projects towards investments in human capital to ensure inclusive and sustainable economic growth. The Vision 2025 of the government of Pakistan has also identified People First: Developing Social and Human Capital and Empowering Women as its first pillar. It requires a considerable shift in the policy prescriptions, planning priorities, and budgetary processes to attain the objectives of reducing gaps and inequalities among different segments of the society, especially the discrimination against women that make almost half of the population. Gender- responsive planning and budgeting (GRPB) is one of the key instruments that ensures equitable resource allocations for sustainable development, improved standards of living and create opportunities for all citizens.

In the recent past, Pakistan has been able to ease critical gender gaps in some areas such as health and education; however, this progress is not satisfactory when benchmarked with other emerging countries. The Gender Gap Report (World Economic Forum, 2019) ranks Pakistan in the bottom three countries based on various gender-related indices and indicators. The index places Pakistan at 150 on Economic Participation and Opportunities for women, 143 on Educational attainment, 149 on Health and Survival and 93 on Political Empowerment. The issue of women's economic and political rights has been a major concern for the nation, especially for the most marginalized segments of society such as single women, rural women, transgender groups, women with disabilities and HIV/AIDS-affected women. Women lack access to finance, resource ownership and income-generating opportunities, which put them in a disadvantageous position both in economic and social realms.

UN Women has contributed extensively to building interest, capacity and commitment to incorporate a gender equality perspective in budgetary processes and practices by supporting GRB initiatives in many countries. Building upon its experience UN Women has supported the development of the Gender-Responsive Planning (GRP) Guidelines to be implemented in the Labour Departments of Governments of the Punjab and Khyber Pakhtunkhwa provinces. These guidelines are based on the literature review, international best practices, local settings, policy framework, and analysis of existing planning regimes of the provinces. These Guidelines would help the Departments to place the gender needs and priorities in the spectrum of annual budgeting and planning exercises and allocate sufficient funds to narrow the gender gaps. These would also make the officials more concerned and aware of the gender issues which would ultimately help transformation of women status in the provinces in long term on continuous basis.

UN Women Pakistan acknowledges the efforts of the Technical Specialist on Gender Budgeting for the development of these guidelines in coordination with Director Labour (Gender Focal Person), Government of Khyber Pakhtunkhwa and the UN Women team.

GUIDELINES

These Guidelines have been bifurcated into two parts:

A. Overarching Guidelines for Gender Responsive Policy, Planning and Programming:

The overarching guidelines would be helpful to engender the planning process for policy and sectoral planning activities to set up departmental priorities resulting into gender-responsive projects, i.e. before the identification of individual schemes/ projects.

B: Project-Specific Gender Responsive Guidelines:

The project specific guidelines could be helpful for designing, implementing, and evaluation of individual projects with a gender lens.

A. Overarching Guidelines for Gender Responsive Policy and Planning

a. Guidelines for integrating policy frameworks into the Planning process:

The development plans are prepared in accordance with the policy frameworks adopted and approved by the governments over a period of time. It is quite satisfying that the existing policy frameworks, both at national and provincial levels, reflect the gender considerations in a very vivid manner and need to be adhered accordingly during resource allocations. The officers need to know and implement the gender related instructions contained in the following important policy & legal documents.

1. **The Constitution of Pakistan** guarantees equal rights to all citizens without any discrimination on the basis of sex. There are many provisions in the constitution that relate to gender equality and equity, few of them has been mentioned for reference.

   Article 26 and 27 of the Constitution provide for equal access to public places and equality of employment in the public and private sectors. Article 34 directs the State to take appropriate measures to enable women to participate in all spheres of national life and community activities. Article 34 guarantees full participation of women in national life; Article 35 is about Protection of family; Article 36 ensures protection of minorities; Article 37 is about promotion of social justice & eradication of social evils and Article 38 is about Promotion of social & economic well-being of people.

2. The adherence to the **global normative agreements and commitments** on resource allocation is also the obligation of the government officers in project planning activities. These include inter alia CEDAW 1979, Beijing Declaration and its Platform for Action 1995, UN Commission on Status of Women, and International Conferences on Financing for Development, and SDGs etc. as detailed below:

Table 1: Pakistan's International Gender Commitments and Extracts Regarding GRPB	
CEDAW (1979)	States Parties to the International Covenants on Human Rights have the obligation to ensure the equal rights of men and women to enjoy all economic, social, cultural, civil and political rights'.

"Allocate necessary resources to undertake appropriate measures to improve women's health, to increase educational opportunities for girls, to combat all forms of violence against women and to improve the situation of rural women".

"Ensure that all national development policies, plans and programmes explicitly promote women's equality and empowerment, and to seek innovative sources of funding and assistance for the promotion of gender equality, including in partnership with the private sector".

CEDAW not only requires funding to be allocated to implement 'appropriate measures', it also requires that there should be no substantive discrimination in the distribution and impact of public expenditure in general.

This is particularly important in relation to Article 10 (elimination of discrimination in education); Article 11 (elimination of discrimination in employment); Article 12 (elimination of discrimination in health); Article 13 (elimination of discrimination in other areas of economic and social life); and Article 14 (elimination of discrimination against women in rural areas). The funding of 'temporary special measures aimed at accelerating de facto equality between men and women' is anticipated by Article 4(1). |
| Beijing Declaration and its Platform for Action (1995) & Corresponding Reviews (2000; 2005; 2010; 2015) | The Beijing Platform for Action refers to the need to conduct gender analysis

of budgets, and to adjust public spending to ensure equality between women and men; through the integration of a gender perspective in budgetary decisions on policies and programmes, as well as the adequate financing of specific programmes for securing equality between women and men.

Governments should make efforts to systematically review how women benefit from public sector expenditures; adjust budgets to ensure equality of access to public expenditures …

To facilitate implementation of the Platform for Action, interested developed and developing country partners, agreeing on a mutual commitment to allocate, on average, 20% of official development assistance and 20% of the national budget to basic social programmes, should take into account a gender perspective.

Full implementation demands "a political commitment to make available human and financial resources for the empowerment of women.

The integration of a gender perspective in budgetary decisions on policies and programmes, as well as the adequate financing of specific programmes for securing equality between women and men".

"Sufficient resources to be allocated to national machineries for the advancement of women". |

UN Commission on the Status of Women	"Ensuring adequate resource allocations to translate commitments on gender equality and women's empowerment into action, including financing of critical stakeholders within national women's mechanisms, and women's organizations".
International Conferences on Financing for Development	"Adopt a holistic approach to financing for development, including gender-sensitive development, and encouraged the mainstreaming of a gender perspective into development policies at all levels and in all sectors". Financing for gender equality and women's empowerment to achieve sustainable and inclusive development".
Sustainable Development Goals	"Work for a significant increase in investments to close the gender gap and strengthen support for institutions in relation to gender equality and the empowerment of women". All forms of discrimination and violence against women and girls will be eliminated, including through the engagement of men and boys. The systematic mainstreaming of a gender perspective in the implementation of the Agenda is crucial

3. **The Provincial Policy on Women Empowerment** contains a number of policy prescriptions for planning resource allocations or budget-making by respective departments or sectoral allocations. A few of them have been detailed as under for ready reference. The officers/ officials involved in planning and budget formulation need to follow these policies during the planning and budgeting cycles.

Table 2: Punjab Women Development Policy

All Departments to undertake measures to integrate gender mainstreaming actions and activities within gender mainstreaming actions and activities within existing institutional frameworks of provincial government departments especially in the areas of planning, budgeting, and performance monitoring

It is critical that all development processes, resource allocation decisions and public financial management systems effectively address women-related concerns and priorities.

Recourse to Gender-Responsive Budgeting and Planning Regime.

Mainstreaming gender equality perspective across public policies, laws, programs, and projects by departments and agencies of the government with a focus on women empowerment.

Ensuring sector policies and programs are gender- responsive and provide technical guidance on integrating gender concerns during planning, sector budgeting, programming, monitoring and evaluation in consultation with WDD.

Planning Commission Forms[1]

Planning Commission Forms include PC-I, PC-II, PC-III, PC-IV, and PC-V. They are used for planning, processing, and reporting on public sector development schemes or projects in Pakistan. The Government of Pakistan prescribed five forms for preparation and implementation of development schemes or projects in 1952. Two of the forms dealt with submission of project proposals (PC-I and PC-II); one was concerned with the progress of ongoing projects (PC-III); and two i.e. PC-IV and PC-V were to be filled in after completion of project. Since the time they were first introduced in their simple format, they have been revised and updated several times. As time passed, bigger and more complex projects had to be prepared which required quite detailed information for pre-investment proposals.

Currently, the following forms are in use:

1. PC-I Form: Project Proposal
2. PC-II Form: Survey and Feasibility Studies
3. PC-III Form: Physical Targets and Progress Reporting
4. PC-IV Form: Project Completion Report
5. PC-V Form: Annual Performance Report after Completion of project

PC in the abbreviation stands for Planning Commission (currently Ministry of Planning, Development, and Reform). That is why they are commonly referred to as Planning Commission forms.

b. Guidelines for Gender disaggregated data analytics

The availability of reliable data disaggregated by sex is a prerequisite for all type of planning activities and cannot be overemphasized. It is required for situation analysis to know the disparities and gaps for baseline; gender analysis of the sector and access gender roles; to analyse gender needs and construct in a particular sector; designing of indicators and log-frame, monitoring of the project activities; and impact assessment. All the policy documents, therefore, emphasize the collection of relevant datasets disaggregated by gender.

The following are the important points that need to be considered for collation and analysis of data for planning purposes:

1. The Planning Manuals do contain the instructions to ensure that sufficient data is available with the sponsoring agency to prepare the PC-I and other Planning Proformas preferably in Gender disaggregated form. So, the relevant officers need to consult various agencies for the availability of latest and reliable sex-disaggregated data responsible for data collection in the country such as Pakistan Bureau of Statistics, Provincial Bureau of Statistics, and other national surveys.

2. The latest data available with the governments and international organizations reflected in various surveys, reports and other publications.

3. The government of the Punjab has mandated Punjab Commissions on Status for Women to institutionalize generation, collection, and compilation of sex-disaggregated and other gender-relevant data. Punjab has developed a Gender Management Information System that contain a host of data sets that may be consulted to get the required information. Similarly, Punjab has also published Gender Parity Reports that contain gender disaggregated data at district level.

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1. https://www.projectmanagement.com.pk/planning-commission-forms/

4. The Departments (Labour Department) should also gather data and information disaggregated by Gender from their field formations in case they don't get the latest information from other sources.

5. Data review and analysis should reflect the following:

   • Identification of trends or patterns of Gender and other social identities preferably with longitudinal evidence in terms of gender breakdown (% women, % men), and in terms of other factors that might influence the design or outcomes of the project (age, education levels and so on).

   • Identification of the gaps, barriers, inequalities with historical trends.

   • Corroboration of the existing situation, with identification of policy interventions, or affirmative action, and contextual analysis using demographic factors, including household composition and household headship; general economic conditions, such as poverty levels; inflation rates, income distribution; internal terms of trade; and cultural and religious factors etc.

   • Analysis of the structural and socio-cultural factors including qualitative analysis if required by the project.

c. Guidelines for institution-based Gender Analysis:

The process to formulate a particular plan, programme or a project requires certain analysis that would inform the decision-makers to define the objectives and justification of that action. Gender is one of the cross-cutting themes and requires the attention of every public sector entity. Gender analysis is a critical examination of how differences in gender roles, activities, needs, opportunities and rights/ entitlements affect men, women, girls and boys in certain situation or contexts. It is one of the key components of public sector planning and should be performed periodically to identify potential benefits, opportunities and risks for attaining gender equality and women's empowerment.

The following key features need to be considered for Gender Analysis at sectoral levels.

   • Develop a common understanding of Gender and discuss the social construct and power relations in the institutional context and the local settings.

   • Analyse gender roles, needs, and access and control over resources.

   • Understand the gender division of labour in the social/ cultural, political and economic sphere and at a family, community and national level, particularly in the respective sectors.

   • Identify any risks and vulnerabilities and potentially negative, unintended consequences that can have an impact on the intervention, and mitigate against them, including violence against women.

   • Understand that information disaggregated by sex, age, ethnic origin, etc. is very important and assess where it is not available. Also, consult various reports and other reliable published data.

   • Involve gender experts, where necessary, or preferably, build the capacity of the employees to do the analysis using existing frameworks.

   • Actively involve women and men from diverse social groups as well as other relevant stakeholders in the situation analysis and identification of needs.

d. Guidelines for setting log-frame for engendering planning process:

One of the logical ways to integrate and conclude the entire planning process, before it is converted into a financial plan/ scheme is the development of a Logical framework. At the same time, it is also used for monitoring purposes. This tool is generally used for performance-based planning and budgeting in both private and public sector organizations.

The following is an example of using the log frame with Gender perspective that could be used by the Departments for Gender Responsive Planning.

Table 3: Guidelines for developing a log-frame for engendering planning process				
	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions/ Risks
Overall objectives (Please list them and number them)	What are the overall broader objectives to which the action will contribute? 1. "Title of objective 1." 2. "Title of objective 2." Has Gender been accounted for in the analysis and is reflected in the overall goal?	What are the key indicators related to the overall objectives? Are indicators gender-responsive – tracking possible changes for men and women?	Please list the sources of verification for each indicator. What are the sources of information for these indicators? Is the data for verifying the goal of sex-disaggregated and analysed in terms of Gender?	
Specific objective (SO)	What specific objective is the action intended to achieve to contribute to the overall objectives? SO – "Title of the specific objective". Is the project objective gender-responsive?	Which indicators clearly show that the objective of the action has been achieved? SO. "Indicator 1": target value SO. "Indicator 2": target value Are the indicators sex- disaggregated?	What are the sources and methods required to get this information? Is the data for verifying the project-specific objective sex- disaggregated and analysed in terms of Gender?	Which factors and conditions outside the Beneficiary's responsibility and risks are necessary to achieve that objective? What are the important external factors necessary for attaining the gender-responsive objective?
Expected results (R)	Results are the outputs/outcomes helping to achieve the specific objective. R1 – "Title of result 1" R2 – "Title of result 2."	What are the indicators to measure whether and to what extent the action achieves the expected results? 1.1 "Indicator 1": target value (R1)	What are the sources of information for these indicators? E.g.: Source 1 (Indicator 1.2, 2.3 etc.) Or Indicator 1.1: source 1 Indicator 1.2: source 1	What external conditions must be met to obtain the expected results on the schedule?

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions/ Risks
Overall objectives	Are the results and distribution of results/benefits of the project taking gender roles and relations into account?	Are indicators set to verify whether project results/benefits are distributed among women as well as men?	Is the data for verifying project outputs sex-disaggregated and analysed terms of Gender?	What are the important external factors necessary for achieving project results (specifically them for women)?
Activities (A) Group the activities by the result and number them (sub-activities may also be created A1.2.1 etc.)	What are the key activities to be carried out, to produce the expected results? A1.1 – "Title of activity 1." (R1) A1.2 – "Title of activity 2." Are activities designed in a way to offer equal opportunities for participation and benefiting from the project for both sexes? Are activities included to reach and involve the most difficult to reach members of the beneficiary population (taking in the account gender dimensions and other vulnerability factors)?	Means: What are the means required to implement these activities? E.g. staff, equipment, training, studies, supplies, operational facilities, etc. Are contributions of beneficiaries accounted for women as well as men?	What are the sources of information on action progress? What are the action costs? How are they classified? (Breakdown in the Budget for the Action) Is there adequate budget available to make sure that we can reach and involve in the project most difficult to reach groups?	What preconditions must be met before the action starts? What are the important external factors necessary for implementing the activities, and ensuring the continued engagement of male/female participants in the project?

Adapted from: WHO, 2011; International Federation of Red Cross and Red Crescent Societies, 2003

e. Gender Priority Matrix for Labour Department

UN Women has identified priorities areas for the Labour Department that need to be considered while identifying/ conceptualizing the schemes during formulation of ADP. The Gender Priority Matrix for the Department is attached as Annexure A.

The following are the important aspects that should be checked at project Conceptualization Stage:

a.   Context Analysis: Is Gender part of the Context Analysis?

b.   Does it include arguments for gender mainstreaming and gender equality?

c.   Is the data sex-disaggregated?

d.   Have the different needs and concerns of men and women, girls and boys been identified?

B: Project Specific Gender Responsive Guidelines:

The overall development plan can be broken down into sectoral plans, and each sectoral plan is further divided into projects or schemes. A project is a specific activity with complete financial outlay, timeframe, geographic location, and defined outputs, outcomes and objectives with measurable and quantifiable targets and benefits. The whole gamut of planning activities, therefore, result in identification, implementation, monitoring and evaluation of individual projects as outlined in Figure 1.

In order to lay down an effective organization for planning, five (5) proformas have been prescribed for preparation and implementation of development schemes. Two of these deal with the submission of project proposals (PC-I and PC-II), one is concerned with the progress of ongoing projects (PC-III) and two, i.e. PC-IV and PC-V are to be filled in after completion of a project.

While the above steps are somehow generic and require robust institutional and data support which may not be feasible to implement in one go; moreover, intra-departments and inter-government linkages are not very promising and lack of gender-disaggregated data is a big issue in Pakistan. To help the departments in smooth implementation and to complement the five-step approach, a phase-wise checklist has been devised which would assist the department on almost every process to apply gender lens. In addition to the checklist, the guidelines offer potential GRB tools and respective document that the concerned officer can refer to effortlessly.
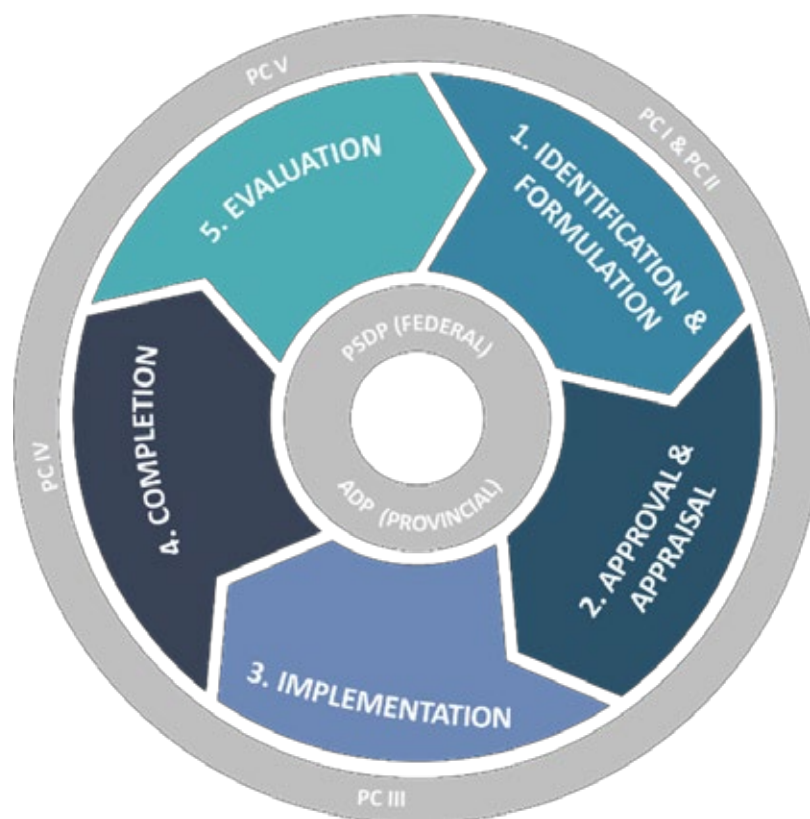

Figure 1: Project Lifecycle

Table 4: Checklist for the departments and officers			
Project Identification	• Has the department aligned the proposed schemes/ plans with provincial growth strategy, women development/ empowerment policy, sectoral policies/ plans, relevant SDGs, and other important documents while focusing needs of women and gender gaps? • What specific Gender-related policy provisions are reflected in the objectives of the project? • Does the ADP strategy paper of the department cover promoting women's empowerment and addressing gender inequalities as a separate component?	Guidelines for integrating policy framework	PC-I & PC-II
Project Conceptualization	• Have women and women's groups been consulted on the proposed plans or schemes? • Does the ADP formulation team have adequate women representation? • Is the information on household economic arrangements (such as roles; sex/ age/ time of labour; land ownership/ control; sources/ types/ control of incomes) adequate for the planning and evaluation of project? • Is women's situation analysed and gender issues identified during the needs assessment of the plan/ scheme? • Are women's needs in the sector the same as those of men? • What is the gender division of labour in general in the sector? • Will the project help reduce gender disparity, contribute to the empowerment of women and girls and promote social inclusion? • Do the project targets specifically include women, girls and other marginalized groups? • What social, economic and political effects will the project have on women and on men in the short term? In the longer term? • Is the project likely to have the same (positive and negative) effects on women and on men? • What opportunities exist for increasing women's access to and control of resources and/ or benefits? • What needs and opportunities exist for increasing women's productivity and/ or production?	Guidelines for Gender Analysis Guidelines for Gender disaggregated data Gender Tagging System	PC-I & PC-II

Project Design Phase	• Does the project design include strategies to facilitate active involvement of women's diverse groups in the project? • Do the project/ scheme concept notes and PC Proformas have inputs, outputs, and outcomes indicators with gender-disaggregation? • Are the objectives clearly defined in terms of outputs and deliverables? • Are the Project Objectives clearly related to practical and strategic gender needs? • Does the project results framework have gender-sensitive indicators to track results for women and girls? • What measurable product(s) or output(s) will be produced? • Are there regulatory policies that will affect what can or cannot be done in the project and/or how it must be done? Is there budgetary allocation for all design features, strategies and mechanisms in the project? • Is it possible to track funds for women and men separately • - from allocation to delivery - with a fair degree of accuracy? • Does the organization, institution or task group responsible for doing the project (the implementing agency) have the capacity and authority to deliver benefits to women or to involve women? • Has the department tagged proposed schemes/ plans appropriately using gender marker before uploading?	Guidelines for setting log-frame Guidelines for Gender disaggregated data Gender Tagging System (Annex B)	PC-I & PC-II
Project appraisal and approvals	• Will the proposed scheme/ plan help in overcoming gender gaps if it is not women-specific? • Does the PC-I highlight gender issues, needs, and provide relevant gender-disaggregated indicators? • Has the project proposal addressed gender considerations to ensure balanced participation by women? • What are the intended and unintended impacts on various social groups, including women, girls and other vulnerable groups? • Is the project likely to create differential access to project benefits or changes in traditional rights or entitlements or does it ensure equal opportunities and resources for women, girls and other vulnerable groups?	Guidelines for setting log-frame Guidelines for Gender disaggregated data	PC-I DDSC Pre PDWP PPWP

Project Implemen-tation & Monitoring	• Has the hiring of human resource and project staff been done in accordance with the set gender ratios and without discrimination? • Did the department apply any tool or acquired services of gender specialist to monitor the project implementation from time to time from a gender perspective? • Did the department also use gender-disaggregated information and data during the ongoing or mid-term evaluations? • Are there appropriate opportunities for both women and men to participate in project management positions? • Has the department given fair treatment to gender- sensitive and women-specific schemes in case of re- appropriation and funds transfers? • Are there separate indicators to measure progress in achieving benefits for women and men? • Are there mechanisms to ensure that the project resources or benefits are not controlled or taken over by males? Or by sub-groups, factions or individuals within/ outside the community? • What methods of monitoring and evaluating the project (quantitative and qualitative) have been established? How will you know whether you are meeting your project goals?	Guidelines for setting log-frame Guidelines for Gender disaggregated data	PC-III
Project Comple-tion	• Is there a gender-specific section in the project completion report? • Has gender-disaggregated information regarding Operational and Financial closures been obtained, if possible? • For the post-completion audit, is there any mechanism for conducting a gender audit of the scheme/ project? • In case if there is a follow-up project, has the department applied gender lens before submission?	Guidelines for setting log-frame Guidelines for Gender disaggregated data	PC-IV ADP Annual Budget Line depart-ments P&D depart-ment Finance Depart-ment

| Project Evaluation | • Have the objectives, goals and outputs been analysed with gender-disaggregated impact indicators as per PC-I?
• Have the Output, Outcome and Input indicators been pooled with gender segregation?
• In case primary data is needed, has gender been included as a key parameter?
• Has the performance of socio-economic fabrics been reviewed from a gender perspective by the department in relevant areas? | Guidelines for integrating policy framework

Guidelines for setting log-frame

Guidelines for Gender disaggregated data | PC-V
MICS
PSLM
LFS
Census
Specialized Surveys |

Table 5: Roles and responsibilities towards GRP and GRB		
Entity	**Key Roles**	**Key Responsibilities**
Category I officers:	Secretary (PAO) Additional Secretary Deputy Secretary	Formulate departmental SOPs Ensure women staff and stakeholders' participation in all planning & budgeting processes Optimal implementation of guidelines to engender the processes
Category II officers:	Section Officers, Planning, Budgeting and Monitoring officers	Follow the guidelines in full and true spirit Ensure gender consideration in every possible task
P&D Department	Respective Chiefs, Assistant Chiefs	SOPs and Guidelines formulation and implementation
Finance Department	Respective Section (Social Services)	Ensure compliance with instruments and incentives
Line Departments	Labour & Human Resource Department Women Development Department	Plan, execute and report development agenda with full gender consideration and compliance

Note: These Guidelines have been discussed with the authorities in Labour Department, Punjab, who notified/ circulated them within the Department for implementation (Annex C).

Annex A - Gender Priority Matrix Punjab		
Gender priorities related to Labour Department in PWDP	Gender priorities related to Labour Department in Socioeconomic plan	UN Women recommendations for ADP
Representation of women in decision-making and lobbying bodies	Provision of enhanced protection in the form of special Personal Protective Equipment to essential production workers including in food and agriculture sector	Undertake protection measures to ensure Occupational Safety and health of women workers subsequent to COVID-19 situation
Protection of working women's rights for positive labour force impact	Undertake immediate measures to minimize and mitigate economic impact of COVID-19 on home- based and domestic workers, mainly women	Ensure Financial Benefits for Women owned SMEs e.g. loan schemes and tax exemption etc.
Updated laws which reasonably protect worker's rights and impose appropriate penalties	Develop and implement COVID-19 specific policy and institutional reform measures to protect enterprises and entrepreneurs	- Develop and implement Quotas for Women employees in public sector manufacturing post COVID-19 - Develop Monitoring and evaluation system to ensure retention of women employees in private sector manufacturing post COVID-19
Safer work environment for women in public sector	Develop and implement support package for sustaining (MSMEs) in Pakistan	Roll out Registration schemes for women vulnerable groups including domestic workers and home-based workers with labour department to provide decent work opportunities.

Annex B - Gender Tagging of Schemes/ Projects	
Code	**Definition**
Code '0' **Gender Blind**	**No Gender focus.** These schemes/programmes are considered gender blind
Code '1' **Gender Neutral**	**Isolated gender focus** - There are gender dimensions in only one or two components of the scheme/programme
Code '2' **Gender Sensitive**	**Significant gender focus** – The primary focus of scheme/programmes under this code is not gender equality, but gender equality is integrated as a major component. At least 50% of the activities under this output promote gender equality and or empowerment of women.
Code '3' **Gender Transformative**	**Complete gender focus** – The primary focus of schemes/ programmes under this code is to contribute towards ender equity and/ or empowerment of women. Gender is targeted in all activities and outcome of the scheme/programme. And the baseline/target//output indicators are all disaggregated by sex/gender.

NO.SOG(Lab)7-49/2016
GOVERNMENT OF THE PUNJAB
LABOUR & HUMAN RESOURCE
DEPARTMENT

Dated Lahore the 20th May, 2020

To

1. **The Commissioner,**
   PESSI, Lahore.

2. **The Director General,**
   Labour Welfare Punjab,
   Lahore.

3. **The Secretary,**
   Punjab Worker Welfare Board,
   Lahore.

SUBJECT: MANUAL   OF   GENDER   RESPONSIVE   PLANNING
GUIDELINES

I am directed to refer to the subject noted above and to
enclose herewith a copy of letter dated 18.05.2020 alongwith Gender
Responsive Planning Guidelines received from Technical Specialist,
Gender Planning and Budgeting, UN Women, Pakistan for further
necessary action regarding implementation of these guidelines in the
process of budgeting and planning. These guidelines would help the
department to achieve the objectives of gender mainstreaming and
women empowerment.

SECTION OFFICER (GENERAL)

CC:-

1. Technical Specialist, Gender Planning and Budgeting, UN
   Women, Pakistan with reference to letter referred above.
2. Ms. Aisha Mukhtar, Country Representative, UN Women.
3. Ms. Hafsa Mazhar, Head of Sub Office, Punjab, Un Women.
4. PA to Additional Secretary, Government of the Punjab, Labour &
   HR Department.

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