FRAMEWORK AND TOOLS FOR MEASURING WOMEN'S LEADERSHIP AND MEANINGFUL PARTICIPATION IN COVID-19 RESPONSES

HUMANITARIAN ADVISORY GROUP

UN WOMEN

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PREPARED FOR UN WOMEN REGIONAL OFFICE FOR ASIA AND THE PACIFIC

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ACKNOWLEDGMENTS

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INTRODUCTION

As part of the UN Women programme 'Women and Girls at the Centre of COVID-19 Prevention,' Humanitarian Advisory Group (HAG) developed a framework and tools for assessing the progress and impact of women's leadership and meaningful participation in the COVID-19 response. The framework and tools were tested in the Philippines and a baseline report was produced. This document provides an updated framework and tools incorporating improvements based on the learning from that process. The framework and tools were developed through consultation with key actors, in addition to building on existing approaches to measuring localisation.[1] It is intended for UN Women to use as part of its programme, and for other international and national actors working on COVID-19 and/or other humanitarian responses.

Why is this important?

Many actors have acknowledged the importance of women's leadership and meaningful participation in humanitarian responses. The COVID-19 pandemic has again highlighted the underrepresentation of women in decision-making and leadership positions, and led to renewed calls for women to be included in decision-making and for the needs and priorities of diverse groups to be included in responses.[2] This framework seeks to contribute to the emerging research and provide a practical tool for measuring the participation and leadership of women's rights organisations (WROs) and women-focused organisations in COVID-19 responses.
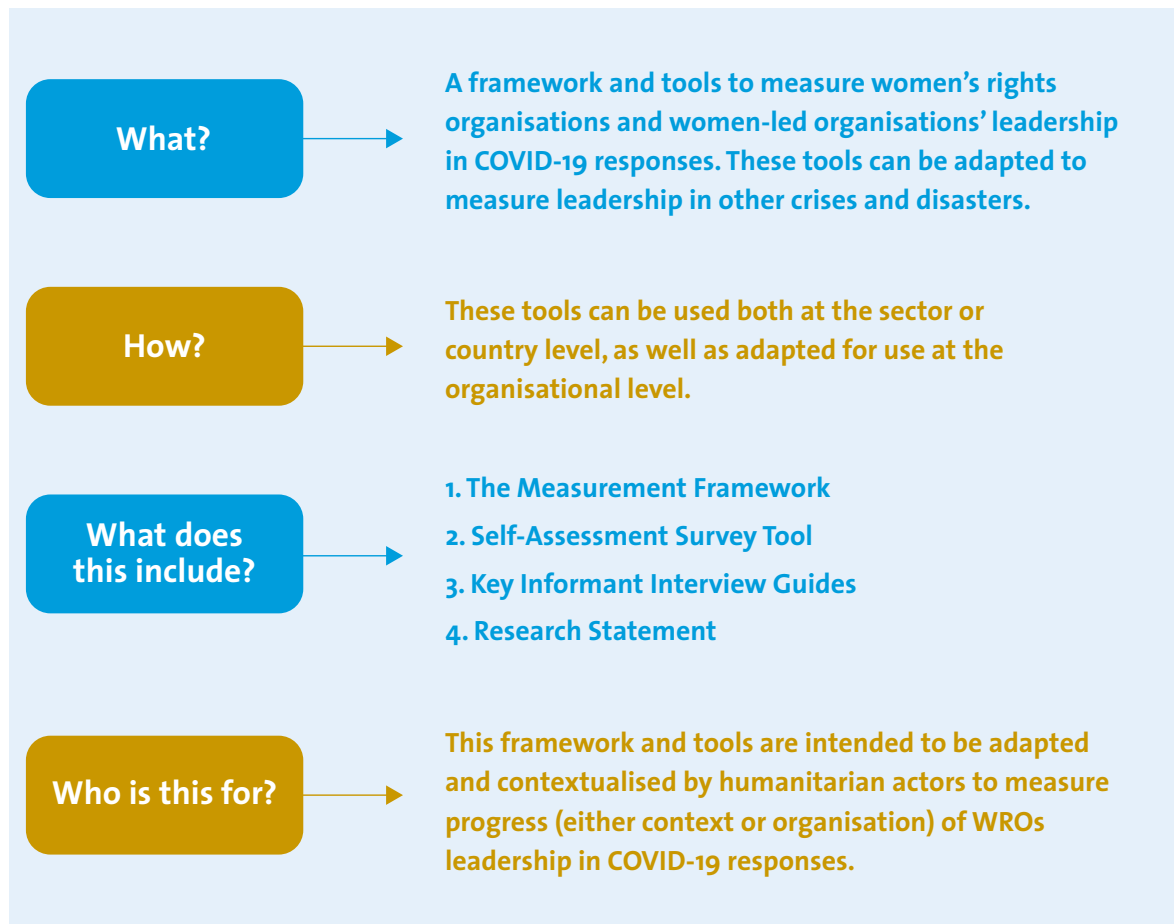
> ### A note on defining WROs
>
> This research focuses on WROs and women-focused organisations. The research team acknowledges that other organisations, such as organisations with a focus on sexual and gender minorities or whose focus area is ethnic minorities, or persons with disabilities, can raise the voices of women in an intersectional way (e.g. women with disabilities, trans women). These organisations were also included in the data collection process.[3]

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1   Including: PIANGO and Humanitarian Advisory Group, Measuring Localisation: Framework and Tools, December 2019; CARE, Where are the women? The Conspicuous Absence of Women in COVID-19 Response Teams and Plans, and Why We Need Them, June 2020, p.10.

2   CARE, *Where are the women?*; ActionAid, *On the frontline*; ActionAid, Surviving COVID-19: A Women-Led Response, June 2020; Shifting the Power Coalition, Mobilising Women's Leadership: Solutions for Protection and Recovery in a Time of COVID-19 and TC Harold, March-June 2020; Ayla Black, Pip Henty and Kate Sutton, Women in Humanitarian Leadership, February 2017; Kristen Meagher, Neha S. Singh and Preeti Patel, 'The role of gender inclusive leadership during the COVID-19 pandemic to support vulnerable populations in conflict settings,' *BMJ Global Health* 5 (2020): 1-4. doi:10.1136/bmjgh-2020-003760

3   The Grand Bargain Friends of Gender Group uses the following definition: '1) an organization that self-identifies as a woman's rights organization with primary focus on advancing gender equality, women's empowerment and human rights; or 2) an organization that has, as part of its mission statement, the advancement of women's/girls' interests and rights (or where 'women,' 'girls', 'gender' or local language equivalents are prominent in their mission statement); or 3) an organization that has, as part of its mission statement or objectives, to challenge and transform gender inequalities (unjust rules), unequal power relations and promoting positive social norms. Self-identification by local actors themselves is being proposed while the possible technical definition described above can be used for guidance or further verification.' See, CCTRI Localization Work-stream, Core Commitment Indicators and Target-Results (CCTRI), pp.1-2; UN Women, How to promote gender-responsive localization in humanitarian action, Guidance Note, Geneva: UN Women, 2020, p.59.

Snapshot of the approach

What? → A framework and tools to measure women's rights organisations and women-led organisations' leadership in COVID-19 responses. These tools can be adapted to measure leadership in other crises and disasters.

How? → These tools can be used both at the sector or country level, as well as adapted for use at the organisational level.

What does this include? →
1. The Measurement Framework
2. Self-Assessment Survey Tool
3. Key Informant Interview Guides
4. Research Statement

Who is this for? → This framework and tools are intended to be adapted and contextualised by humanitarian actors to measure progress (either context or organisation) of WROs leadership in COVID-19 responses.

Measurement framework

This framework provides a method for measuring the participation and leadership of diverse women and WROs in COVID-19 responses. It is intended to be contextualised to the country and response context, and can be adapted to other humanitarian responses besides the COVID-19 pandemic. It includes three results domains: safe and meaningful participation, collective influencing and advocacy, and partnership, capacity and funding. Each domain has a result indicator and a set of progress indicators. There is also an overarching impact domain – transformative leadership – which includes a progress and impact indicator. For the entire framework, including means of verification, see Appendix 1.

FIGURE 1:

Measurement Framework

Impact Domain: Transformative Leadership

Impact indicator: Women and WROs have a transformative leadership role in COVID-19 response planning and implementation

Progress indicator

Women and diverse women's groups are present in the forums where key decisions are made for COVID-19 responses

Women and diverse women's groups are listened to and their opinions respected

Results Domain 1: Safe and meaningful participation

Result indicator: Women and WROs participate actively and safely in decision-making processes and can influence outcomes

Progress indicator

Diverse women and national and local WROs are represented and engage actively in in-country COVID-19 response decision-making and coordination forums

Coordination and consultation forums address access and safety considerations for women and WROs

Results Domain 2: Collective influencing and advocacy

Result indicator: COVID-19 responses are influenced by the priorities of national and local groups and movements that advocate for women's leadership and gender inclusion

Progress indicator

National and local WROs and grassroots networks are able to successfully advocate for the development of policies and standards in relation to COVID-19

International partners/donors amplify the voices of national and local WROs during COVID-19 responses

Results Domain 3: Partnership, capacity and funding

Result indicator: WROs have targeted and relevant support through partnership, capacity building and funding to help them respond effectively and efficiently to COVID-19

Progress indicator

Equitable and complementary partnerships between local and national WROs and other responding actors are upheld

WROs have targeted and relevant support from donors and partners to help them respond effectively and efficiently to COVID-19

WROs have sufficient financial support and autonomy that enables them to respond effectively and efficiently to the impacts of COVID-19

IMPLEMENTING THE RESEARCH FRAMEWORK AND TOOLS

As outlined in the previous section, this framework is designed to assess the progress and impact of women's leadership and meaningful participation in the COVID-19 response. The framework and approach is not intended to be an evaluation of national or organisational responses to COVID-19 or the extent to which they are gender sensitive. Figure 2 provides an overview of the research process, using the framework and tools for assessing the progress and impact of women's leadership and meaningful participation in your context.

FIGURE 2:
Learning at each stage of the process

1. **Engaging national consultants/partners:** During all stages of the research, the national consultant provided critical input. This included contextualisation of the tools to the country context, identifying and coordinating with key stakeholders, determining who would have the relevant data in context, and leading the data collection. At the data analysis stage, the national consultant provided valuable insight into the emerging findings.

2. **Contextualising the tools:** Whilst the tools are designed to be applicable or transferable to most contexts, it is important to discuss the tool with the national consultant and stakeholders. For example, during the pilot process, after a discussion with the national consultant and stakeholders, we adjusted the sequencing of some of the key informant interview (KII) questions and embedded them in the context of the COVID-19 response and the women's rights movement. We also translated tools into local languages where applicable.

3. **Stakeholder mapping:** Engaging a sample of appropriate and relevant stakeholders in the research is critical to the quality of data produced. An important step prior to data collection was identifying stakeholders with the national consultant and partner organisations (e.g. UN Women programme office). This included mapping WROs at national and regional levels to ensure a range of organisations that represent diverse groups was included, as well as other government and non-government actors involved in the COVID-19 response in the Philippines.

4. **Data collection:** During this phase of the research, the online self-assessment survey was distributed and KIIs were conducted with stakeholders. Concurrently, relevant documents were reviewed, including those that were cited during interviews.

5. **Post-interview debriefs and validation:** An important part of the research process was weekly debriefs to reflect on the interviews and discuss emerging themes and findings, as well as gaps that needed further inquiry. These debriefs were also opportunities to reflect on how the tools were working, as well as validate the findings of initial data analysis.

6. **Analysis of data and report writing:** During this phase, an assessment rubric (see Appendix 2) was developed so that the data could be triangulated and assessed against the indicators in the framework. The rubric was used to assess the indicators and identify each domain area as having *no evidence, limited evidence, moderate evidence, good evidence* or *strong evidence*.

CONCLUSION

This framework is designed to provide a starting point for measuring women's leadership and meaningful participation in COVID-19 responses. It is designed to be adaptable to different contexts and humanitarian responses, as well as a useful tool for organisations who want to assess and reflect on their own engagement with WROs. Whilst COVID-19 feels exceptional, the implementation of this research, and the first baseline, highlights that responses to it continue to reflect longstanding social power dynamics and contexts. Participation in the research provided participants with a self-reflexive opportunity that can continue to further UN Women, or other organisations', own learning, and hence shape future work.

This framework and approach can be the basis for developing strategies based on existing knowledge even as we learn more about the impacts of the pandemic. Furthermore, this framework can be applied to other COVID-19 responses or other humanitarian crises to continue to measure and reflect on how WROs are leading, influencing and being supported throughout a response.

APPENDICES

APPENDIX 1: MEASUREMENT FRAMEWORK

Impact Domain: Transformative Leadership

Impact indicator: Women and women's rights organisations (WROs) have a transformative leadership role in COVID-19 response planning and implementation

Progress indicator	Means of verification or evidence
Women and diverse women's groups are present in the forums where key decisions are made for COVID-19 responses	Proportion of leadership positions occupied by diverse women
	Perception that women and local and national WROs influence key decisions in COVID-19 responses
Women and diverse women's groups are listened to and their opinions respected	Gender perspectives, goals and desired impacts are included in COVID-19 response plans and reporting

Results Domain 1: Safe and meaningful participation

Result indicator: Women and WROs participate actively and safely in decision-making processes and can influence outcomes

Progress indicator	Means of verification or evidence
Diverse women and national and local WROs are represented and engage actively in in-country COVID-19 response decision-making and coordination forums	WROs are present and participate at key COVID-19 platforms and forums
	Perception that WROs can meaningfully and safely participate in key forums and information is made accessible
Coordination and consultation forums address access and safety considerations for WROs	Evidence that security risks, physical access, transport requirements and internet/technology access have been addressed

Results Domain 2 Collective influencing and advocacy

Result indicator: COVID-19 responses are influenced by the priorities of national and local groups and movements that advocate for women's leadership and gender inclusion

Progress indicator	Means of verification or evidence
National and local WROs and grassroots networks are able to successfully advocate for the development of policies and standards in relation to COVID-19	National and local WROs and networks are able to advocate for the development of COVID-19 policies and standards that align with their priorities
	Perception that advocacy by national and local WROs and networks has influenced policy development
	Policies and standards reflect priorities of national and local WROs, and support women's leadership
International partners/donors amplify the voice of national and local WROs during COVID-19 responses	Perception that donors have amplified the voices of WROs during COVID-19
	Evidence of investment of resources to support advocacy

Results Domain 3: Partnership, capacity and funding

Result indicator: WROs have targeted and relevant support through partnership, capacity building and funding to help them respond effectively and efficiently to COVID-19

Progress indicator	Means of verification or evidence
Equitable and complementary partnerships between local and national WROs and other responding actors are upheld	Evidence that projects are co-designed, implemented and evaluated in partnership
	WROs define their own capacity-strengthening priorities in relation to responding to COVID-19
WROs have targeted and relevant support from donors and partners to help them respond effectively and efficiently to COVID-19	WROs are supported by partners to undertake capacity-building activities for the COVID-19 response
	WROs have direct access to COVID-related funding
WROs have sufficient financial support and autonomy that enables them to respond effectively and efficiently to the impacts of COVID-19	Perception that WROs have increased control over COVID-19 related funding decisions

APPENDIX 2: ASSESSMENT RUBRIC

Result indicator/ Impact indicator	Progress indicator	Means of verification	0 NONE	1 LIMITED	2 MODERATE	3 GOOD	4 STRONG	Evidence grading
Women and WROs participate actively and safely in decision-making processes and can influence outcomes	Diverse women and national and local WROs are represented and engage actively in in-country COVID-19 response decision-making and coordination forums	WROs are present and participate at key COVID-19 platforms and forums						
		Perception that WROs can meaningfully and safely participate in key forums and information is made accessible						
	Coordination and consultation forums address access and safety considerations for WROs	Evidence that security risks, physical access, transport requirements & internet/ technology access have been addressed						

Result indicator/ Impact indicator	Progress indicator	Means of verification	0 NONE	1 LIMITED	2 MODERATE	3 GOOD	4 STRONG	Evidence grading
COVID-19 responses are influenced by the priorities of national and local groups and movements that advocate for women's leadership and gender inclusion	National and local WROs and grassroots networks are able to successfully advocate for the development of policies and standards in relation to COVID-19	National and local WROs and networks are able to advocate for the development of COVID-19 policies and standards that align with their priorities						
		Perception that advocacy by national and local WROs and networks has influenced policy development						
		Policies and standards reflect priorities of national and local WROs, and support women's leadership						
	International partners/donors amplify the voice of national and local WROs during COVID-19 responses	Perception that donors have amplified the voices of WROs during COVID-19						
		Evidence of investment of resources to support advocacy						

Result indicator/ Impact indicator	Progress indicator	Means of verification	0 NONE	1 LIMITED	2 MODERATE	3 GOOD	4 STRONG	Evidence grading
WROs have targeted and relevant support through partnership, capacity building and funding to help them respond effectively and efficiently to COVID-19	Equitable and complementary partnerships between local and national WROs and other responding actors are upheld	Evidence that projects are co-designed, implemented and evaluated in partnership						
	WROs have targeted and relevant support from donors and partners to help them respond effectively and efficiently to COVID-19	WROs define their own capacity-strengthening priorities in relation to responding to COVID-19						
		WROs are supported by partners to undertake capacity-building activities for the COVID-19 response						
	WROs have sufficient financial support and autonomy that enables them to respond effectively and efficiently to the impacts of COVID-19	WROs have direct access to COVID-19 related funding						
		Perception that WROs have increased control over COVID-19 related funding decisions						

Result indicator/ Impact indicator	Progress indicator	Means of verification	Evidence grading					
			0 NONE	1 LIMITED	2 MODERATE	3 GOOD	4 STRONG	
Women and women's rights organisations (WROs) have a transformative leadership role in COVID-19 response planning and implementation	Women and diverse women's groups are present in the forums where key decisions are made for COVID-19 responses	Proportion of leadership positions occupied by diverse women						
	Women and diverse women's groups are listened to and their opinions respected	Perception that women and local and national WROs influence key decisions in COVID-19 responses						
		Gender perspectives, goals and desired impacts are included in COVID-19 response plans and reporting						

Score		Explanation
NONE	0	There is no evidence available
LIMITED	1	Evidence is limited and inconsistent
MODERATE	2	Moderate evidence, with some inconsistency reflecting genuine uncertainty
GOOD	3	Substantial evidence, mostly consistent and inconsistencies between or within tools can be explained
STRONG	4	Strong evidence, consistency between and within tools

APPENDIX 3: SELF-ASSESSMENT SURVEY – WROS

Purpose of the research

In <country>, COVID-19 has opened up some opportunities for WROs, but also exacerbated existing challenges. UN Women has engaged <organisation> and a national researcher to conduct a pilot research project aimed at exploring women's rights organisations' (WROs) and women's rights networks' leadership and participation in the COVID-19 response in <country>.

Purpose of the survey

This short survey is intended to capture the perceptions and experiences of local and national women's rights organisations and networks, and local, national and international actors involved in the COVID-19 response within <country>. It should take approximately 10 minutes to complete. The data will be used to develop an approach allowing UN Women to track the progress and impact of WROs in COVID-19 responses. We appreciate your time in lending your voice to inform our work.

Confidentiality

No names or other identifying data are needed or requested. No information will be attributed to individuals or organisations. Data will be aggregated and reported as "X per cent of national agencies/international agencies" (etc.).

If you have any queries or concerns about the survey and how the data will be used, please get in touch with <contact details of research team>.

Please tick this box to acknowledge that you consent to your information being used in the ways outlined above.

☐   OK

Survey questions

1.   Who is the focus of your organisation's work?

☐   Women

☐   Persons with disabilities

☐   LGBTQI+ people

☐   Refugee women

☐   Other _____

2. The following statements are about how gender-based issues have been addressed during the response to COVID-19 in the Philippines. Please indicate the extent to which you agree or disagree with the following statements.

	Strongly agree	Agree	Disagree	Strongly disagree	I don't know
The needs of diverse women have been addressed adequately during the COVID-19 response					
COVID-19 response plans and programmes adequately address gender-based issues					
The appropriate organisations are receiving support to address gender-based issues					

Leadership and decision-making

3. Please rank the statements from 1 - 4 that best describe how women's rights organisations have influenced key decision-making.

   ☐ Input into COVID-19 national response activities and programmes

   ☐ Advocating for stronger gender mainstreaming, inclusion and targeted activities in COVID-19 plans and activities

   ☐ Promoted engagement of diverse women in COVID-19 responses

   ☐ Supported the visibility of the impact of COVID-19 on diverse women

4. How else have women's rights organisations influenced key decision making related to COVID-19

Safe and meaningful participation

5. Which coordination/decision-making platforms has your organisation participated in for the COVID-19 response?

   ☐ Cluster meetings

   ☐ Inter-agency task force

   ☐ Local government units

   ☐ Community meetings

   ☐ CSO coordination forums

   ☐ Humanitarian Country Team

   ☐ Other (please specific)

6. The following statements are about coordination in the COVID-19 response. Please rate to what extent you agree or disagree with the following statements:

	Strongly agree	Agree	Disagree	Strongly disagree	I don't know
WROs can actively participate and engage in relevant forums					
Key COVID-19 forums/meetings are conducted in local languages					
It is safe for our organisation to participate in COVID-19 coordination forums and meetings					
Barriers to attending coordination forums and meetings are actively are addressed e.g. transportation, internet, location					

Influencing and advocacy

7. The following questions are about advocacy. Please rate the extent to which you agree or disagree with the following statements:

	Strongly agree	Agree	Disagree	Strongly disagree	I don't know
Advocacy by WROs and networks has influenced the development of national and local COVID-19 policies and standards					
International partners and donors have adequately supported my organisation to advocate for diverse women during the response					
National and local COVID-19 policies and standards reflect the priorities of my organisation					
Donors have amplified the voices of WROs during COVID-19					
Donors have invested resources to support advocacy by my organisation/other WROs					

Partnership

8. The following statements are about partnerships with international partners. Please rate how strongly you agree or disagree with the following statement.

	Strongly agree	Agree	Disagree	Strongly Disagree	I don't know
My organisation is involved in decisions about changing the focus of a project due to COVID-19					
My organisation is involved in decisions about budget reallocations/changes due to COVID-19					

Funding

9. How has your funding been affected by COVID-19?

    ☐ We have received less funding

    ☐ We have received more funding

    ☐ Our funding has stopped completely

    ☐ There have been no changes to our funding

10. Have you received funding for COVID-19 response activities?

    ☐ Yes

    ☐ No

    ☐ Prefer not to say

Capacity

11. What support have you received from your partners/donors to respond effectively to COVID-19?

    ☐ Online trainings

    ☐ Technology licenses

    ☐ IT equipment

    ☐ Internet data

    ☐ COVID-19 PPE support

    ☐ None of the above

    ☐ Other (please specify)

12. Who defines the capacity needs of your organisation during COVID-19?

    ☐ International partners

    ☐ Our own organisation

    ☐ A combination of both

13. Was this appropriate?

    ☐ Yes

    ☐ No

14. Have donors/international partners focused on the areas of capacity that WROs have prioritised for COVID-19?

    ☐ Completely

    ☐ To a large extent

    ☐ Not much

    ☐ Not at all

    ☐ I don't know

APPENDIX 4: SELF-ASSESSMENT SURVEY – OTHER HUMANITARIAN ACTORS

If you work for a national or local women's rights/women-focused organisation please go to this survey instead: <Add re-direct link for WROs survey>

Purpose of the research

In <country>, COVID-19 has opened up some opportunities for WROs, but also exacerbated existing challenges. UN Women has engaged <organisation> and a national researcher to conduct a pilot research project aimed at exploring women's rights organisations' (WROs) and women's rights networks' leadership and participation in the COVID-19 response in <country>.

Purpose of the survey

This short survey is intended to capture the perceptions and experiences of local and national women's rights organisations and networks, and local, national and international actors involved in the COVID-19 response within <country>. It should take approximately 10 minutes to complete. The data will be used to develop an approach allowing UN Women to track the progress and impact of WROs in COVID-19 responses. We appreciate your time in lending your voice to inform our work.

Confidentiality

No names or other identifying data are needed or requested. No information will be attributed to individuals or organisations. Data will be aggregated and reported as "X per cent of national agencies/international agencies" (etc.).

If you have any queries or concerns about the survey and how the data will be used, please get in touch with <contact details of research team>.

Please tick this box to acknowledge that you consent to your information being used in the ways outlined above.

☐ OK

Survey questions

1. Is your organisation:

    ☐ Local / national

    ☐ International

2. What type of organisation do you work for?

    ☐ Local or national civil society or NGO   ☐ INGO

    ☐ National government   ☐ Private sector

    ☐ Local or provincial government   ☐ Red Cross

    ☐ UN agency   ☐ Other (please specify)

3. The following statements are about how gender-based issues have been addressed during the response to COVID-19 in the Philippines. Please indicate the extent to which you agree or disagree with the following statements.

	Strongly agree	Agree	Disagree	Strongly disagree	I don't know
The needs of diverse women have been addressed adequately during the COVID-19 response					
COVID-19 response plans and programs adequately address gender-based issues					
The appropriate organisations are receiving support to address gender-based issues					

Leadership and decision-making

4. Please rank the statements from 1 - 4 that best describe how women's rights organisations have influenced key decision-making.

☐ Input into COVID-19 national response activities and programs

☐ Advocating for stronger gender mainstreaming, inclusion and targeted activities in COVID-19 plans and activities

☐ Promoted engagement of diverse women in COVID-19 responses

☐ Supported the visibility of the impact of COVID-19 on diverse women

5. How else have women's rights organisations influenced key decision making related to COVID-19

Safe and meaningful participation

6. Which coordination/decision-making platforms has your organisation participated in for the COVID-19 response?

☐ Cluster meetings

☐ Inter-agency task force

☐ Local government units

☐ Community meetings

☐ CSO coordination forums

☐ Humanitarian Country Team

☐ Other (please specific)

7. Please rate the extent to which you agree or disagree with the following statements:

	Strongly agree	Agree	Disagree	Strongly disagree	I don't know
Key COVID-19 forums/meetings are conducted in local languages					
It is safe for our organisation to participate in COVID-19 coordination forums and meetings					

Collective influencing and advocacy

8. The following questions are about advocacy. Please rate the extent to which you agree or disagree with the following statements:

	Strongly agree	Agree	Disagree	Strongly disagree	I don't know
Advocacy by WROs and networks has influenced the development of national and local COVID-19 policies and standards					
Donors have amplified the voices of WROs during COVID-19					

Funding

9. How has your funding been affected by COVID-19?

☐ We have received less funding

☐ We have received more funding

☐ Our funding has stopped completely

☐ There have been no changes to our funding

10. How has the funding you provide to WROs been affected by COVID-19?

☐ We've given more funding

☐ We've given less funding

☐ We've stopped funding them completely

☐ There have been no funding changes to our partner

☐ Not applicable – we have no funded partnerships with WROs

Capacity

11. Who defines the capacity needs of your partner WRO during COVID- 19?

☐   International partners

☐   Our own organisation

☐   A combination of both

Partnership

12. The following statements are about partnerships with WROs. Please rate how strongly you agree or disagree with the following statement.

	Strongly agree	Agree	Disagree	Strongly disagree	I don't know
Our partner WRO is involved in decisions about changing the focus of a project due to COVID-19					
Our partner WRO is involved in decisions about budget reallocations/changes due to COVID-19					

APPENDIX 5: KEY INFORMANT INTERVIEW QUESTIONS – WROS

Mandatory questions	Exploratory questions
Explain the purpose of the research, how confidentiality will be protected, and gain verbal consent (refer back to research statement) ☐ OK	
Warm up	
1. Can you tell us about your organisation and your role during COVID-19 responses?	
2. How do you think the overall response has engaged with and drawn on the expertise of women's organisations?	
3. How do you think the response has addressed gender needs and impacts?	
Safe and meaningful participation	
4. What coordination forums/meetings have you been involved in? e.g. Cluster meetings, community forums etc) 5. How actively were you able to participate in [X] meeting/forum? What were the enablers/barriers to participation (e.g. not having enough notice, it was dominated by other organisations, it was conducted in English)?	How beneficial do you think such forums/meetings are for advancing your work? What coordination forums/meetings you wish you could have been involved in? Why?
6. Do you feel safe participating in these forums? Why/why not? (probing could include cultural safety, physical safety)	
Leadership	
7. How has your organisation/women's organisations contributed to decision-making during the COVID-19 response? In what ways have you played a leadership role? (probing could include policy/response decisions, activity/programme decisions) Can you provide an example?	How?

8. What have been the challenges in women's organisation contributing to decision-making?	Can you give any examples of WROs/women being excluded from leadership and decision-making related to the response?

Influencing and advocacy

9. To what extent do you feel COVID-19 policies, guidelines and response plans reflect your priorities / women's leadership / gender inclusion?	
10. How has your organisation been successful/not successful in being able to advocate for women? Can you provide an example?	What have been the barriers and enablers to achieving your COVID-19 related advocacy goals?

Funding

11. Has your budget changed due to COVID-19? Did you make the decisions about these changes?	How did your partners/donors influence these decisions?

Capacity

12. What support have you received from your partners/ donors to respond effectively to COVID-19? How were decision made about the different support you were provided? E.g. trainings, technology licenses, none of the above/ other (please specify)	

Partnership

13. Are your COVID-19 projects co-designed, implemented and evaluated with your partners? Can you provide an example?	How does this work? How is this different from pre-COVID-19?

APPENDIX 6: KEY INFORMANT INTERVIEW QUESTIONS – OTHER HUMANITARIAN ACTORS

Mandatory questions	Exploratory questions
Explain the purpose of the research, how confidentiality will be protected, and gain verbal consent (refer back to research statement) ☐ OK	
Warm up	
1. Can you tell us about your organisation and your role during COVID-19 responses?	
2. How do you think the overall response has engaged with and drawn on the expertise of women's organisations? Can you provide an example?	
3. How do you think the response has addressed gender needs and impacts?	
Safe and meaningful participation	
4. What coordination forums/meetings have you been involved in? (including internal to your organisation)	
5. How did WROs participate? What were the enablers/barriers to participation (e.g. not having enough notice, it was dominated by other organisations, it was conducted in English)?	
6. For donors/partners of WROs: Do you think these forums are safe for your partner WROs to access? Why/why not?	
Leadership	
7. How have women's organisations contributed to decision-making during the COVID-19 response? Have they played a leadership role? If so, in which way? (Should they play a leadership role?)	
8. Can you give any examples of WROs/women being excluded from leadership and decision-making related to the response?	Why were WROs/women excluded from leadership and decision-making related to the response?

Influencing and advocacy	
9. To what extent do you feel COVID-19 policies, guidelines and response plans reflect your priorities / women's leadership / gender inclusion?	
10. How has your organisation been successful/not successful in being able to advocate for women? **For donors/partners of WROs:** How has your organisation been able to support the advocacy efforts of your partner WRO? Can you provide an example? [interviewer: Give 0 or 1 for provision of example]	Can you provide an example?
Funding	

Do you have a formal/informal partnership with WROs?
 	
    a.   Yes – go to question 12
 	
    b. No – to question 14	

11. **For donors/partners of WRO:** How has COVID-19 affected the funding you have provided to your partner WRO?	**For donors/partners of WRO:** Has your partner WRO been able to obtain funds to respond to COVID-19? Did you support them in this?
12. **For donors/partners of WRO:** Did the budget change due to COVID-19? How were decisions made about these changes? How was your partner WRO involved?	
Partnership	
13. For donors/partners of WRO: Are your COVID-19 projects co-designed, implemented and evaluated with WRO partners?	How does this work? Can you provide an example? How is this different from pre-COVID-19?
Capacity	
14. What support have you provided to WRO to respond effectively to COVID-19? E.g. trainings, technology licenses, none of the above/ other (please specify)	How does this work? How is this different from pre-COVID-19?

APPENDIX 7: RESEARCH STATEMENT

Women's leadership and meaningful engagement in COVID-19 responses in Asia and the Pacific

Research Statement

Date: MONTH/YEAR – MONTH/YEAR

Research project title: Women's leadership and meaningful engagement in COVID-19 responses in Asia and the Pacific

Principal researchers: <add researchers and organisations>

Source of Funding: UN Women

You are invited to participate in this research conducted by <organisation name>, funded by UN Women.

This Plain Language Statement contains detailed information about this research project. Its purpose is to explain to you, as openly and clearly as possible, all the procedures involved in this project so that you can make a fully informed decision about whether to participate. If you have any questions about the research, please contact:

<add contact details of lead researcher>

Overview

Over recent decades, there has been an increased focus on women's leadership in humanitarian and development contexts. Evidence highlights the important role of women's leadership in bringing 'invaluable contextual knowledge, skills, resources and experiences to emergency preparedness, response and resilience building.'[1] This has been amplified in the context of the COVID-19 pandemic, with key humanitarian and development actors recognising the importance of women's leadership in mitigating the impacts of the health emergency, and in supporting locally led responses.

UN Women is working to ensure that women and girls, especially those most marginalised, are at the centre of COVID-19 prevention. UN Women Regional Office for Asia and the Pacific (UN Women ROAP) is currently implementing a project, *Women and Girls at the Center of COVID-19 Prevention*, in Bangladesh, Indonesia, Myanmar and the Philippines.

The purpose of the research is to measure women's rights organisations' (WROs') leadership in COVID-19 responses in these four countries. Key domains for measurement are transformative leadership, meaningful and safe participation, collective advocacy and influence, partnership, capacity and funding.

Methods

The study will use the following methods to generate and gather data:

- Key informant interviews, guided by a set of questions for diverse stakeholders involved in COVID-19 responses in <country>.
- A self-assessment survey, to gather an anonymous quantitative dataset on the experience and reflections of key actors in the COVID-19 response, including WROs
- A review of documentation relating to COVID-19 responses and WROs' involvement.

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1 ActionAid, *On the frontline: Catalysing women's leadership in humanitarian action*, May 2016

How privacy and confidentiality will be protected

- Any information obtained in connection with this research and that can identify you will remain confidential. The report will not mention your name or job title/function. Privacy and confidentiality will be fully assured at all times.

- <Organisation name> are committed to respecting and meeting ethical standards when conducting research and evaluations, particularly when our work involves human participants.

- As an organisation, <organisation name> adheres to ACFID's Principles and Guidelines for Ethical Research and Evaluation in Development. The four core principles underpinning ethical research are:

    1. Respect for Human Beings – We recognise the intrinsic value of each human being, and are committed to participant welfare first and foremost.

    2. Beneficence – Our actions are done to benefit others; the expected benefit of our research is weighed against potential discomfort to participants, and we strive to minimise risk at every stage of the research, embracing the 'Do no Harm' principle.

    3. Research Merit and Integrity – Our research is well justified, high quality, and represents a genuine search for knowledge.

    4. Justice – Our research is equitable and non-discriminatory, with unbiased recruitment of participants and equal opportunity to participate.

Participation is voluntary, and the participant has the right to withdraw from further participation at any stage

1. Participation in the research is completely voluntary and participants may, without any penalty, decline to take part or withdraw at any time without providing an explanation, or refuse to answer a question. Any data collected from participants who withdraw will be deleted. Participants may choose to participate in some or all of the data collection events.

2. Your decision to take part or not, or to take part and then withdraw, will not affect your relationship with <organisation name> or UN Women. You will also have the option to withdraw your data from the research project, if you wish to do so, at any time.

3. Before you make your decision, a member of the research team will be available to answer any questions you have about the research project. You can ask for any information you want.

About your involvement in the research

1. Your participation is voluntary. You do not need to answer anything you don't feel comfortable with.

2. Notes will be written during interviews to ensure we record your opinions accurately.

3. We will not attribute any comments or findings to you personally.

4. If you require more information about the report or your involvement in it, please contact the following:

    <insert lead research details>

5. If you have any complaints or concerns, please contact <insert UN Women contact>