



PROGRESS REPORT



<u>Name of Organization:</u> NATIONAL COMMISSION FOR CIVIC EDUCATION			
<u>Title of Activity:</u> Development of NCCE's Gender Policy	<u>Date(s)/:</u>	20 th May, 2021 7 th Sept., 2021 16 th Sept., 2021 20 th -24 th Nov., 2021	
	<u>Venue(s):</u>	NCCE's Lower Conference Room, Accra Modak Royal Hotel, Kwahu Pepease, Eastern Region	
<u>Name of Work Plan (WP):</u> Development of a Gender Policy for NCCE	<u>Implementation Period of entire Project:</u>	July – November 2021	
<u>Key Result:</u> Bridge existing gender inequality gaps and facilitate effective mainstreaming of gender into NCCE's operations and administrative activities with guidance from the gender policy			
<u>Applicable Baselines, Indicators & Targets:</u>			
<u>Output:</u> Gender audit of NCCE's operations in relation to gender equality			
<u>Indicator :</u> Gender policy developed, Action Plan for Policy Implementation drawn, staff capacity built and enhanced on Gender Policy, Communication Strategy and Manual on Gender Policy developed.			
<u>Baseline:</u> -Gender Audit report			
<u>Target:</u> All staff of the NCCE			
<u>Data source:</u> Gender Audit Report, Reports of Consultative, Policy Validation, Action Planning and Training of Trainers Workshop.			
<u>Frequency:</u> N/A			
<u>Responsible:</u> National Commission for Civic Education (NCCE)			
<u>Number of Beneficiaries/Participants:</u>		<u>Male</u>	<u>Female</u>
	Consultative Workshop	61	29
	Validation Workshop	29	23

	Action Planning and ToT Training Workshop	47	28
<u>Female-Headed Households</u>	<u>N/A</u>		
<u>Number of Dignitaries (If any) who were present:</u>			
<ol style="list-style-type: none"> 1. Ms. Josephine Nkrumah – Chairman (NCCE) 2. Ms. Kathleen Addy- Deputy Chairman (F&A) (NCCE) 3. Mr. Kojo Tito Voegbelo- Commission Secretary (NCCE) 4. Mrs. Joana Adzoa Opare- Consultant 5. Madam Jenifer Asuako-UNDP 6. Dr. Edward Ampratwum-UNDP 7. Mrs Sheila Minkah-Premo – (The LAW Institute - Private Legal Practitioner) 8. Mr. Samuel Asare-Akuamoah – Deputy Chairman, Operations (NCCE) 			
<u>Role played by UNDP:</u> Sponsor			
<u>Total Budget:</u>	GH¢ 170, 886.00	\$	

Name: Henrietta Asante-Sarpong (PhD)



PROGRESS REPORT



1.0 BACKGROUND AND INTRODUCTION:

Women and men's equal participation in decision making are critical for creating gender-sensitive policies and for promoting sustainable development. Unfortunately, women globally are faced with several barriers which range from cultural exclusion to resistance from key institutions and machinery that fail to create gender-sensitive and balanced policies in their administrative and operational activities (United Nations Division for the Advancement of Women, 2005). In Ghana, women representation in public institutions and their participation in decision-making are abysmally low. Among the United Nations Sustainable Development Goals, goal five (5) seeks to achieve gender equality and empower women and girls.

Thus, the National Commission for Civic Education (NCCE), which is constitutionally mandated to provide education to the Ghanaian citizenry, is committed to ensuring gender equality and mainstreaming same in its operational activities. To this end, the Commission, with support from the United Nations Development Programme (UNDP), spearheaded the drafting of a Gender Policy Document, as part of its efforts to promote women's rights and gender equality issues in the country.

As part of the gender policy development process, four main activities were earmarked to be organized following an inception meeting between the NCCE, UNDP and a consultant recruited by the UNDP for the activity. These activities were to organize,; a Consultative and Policy Planning Workshop, Action Planning Workshop, Validation Workshop and a training workshop for selected NCCE staff on the Gender Policy.

This document provides a comprehensive report on all process(workshop) activities carried out by the Commission toward the development of its Gender Policy. The report is presented in a concise but comprehensive manner for easy readership. It presents the purpose and objectives of the workshops, outputs achieved, the methodology(ies) adopted, target groups reached and a detailed

description of the workshops undertaken. The report also highlights the lessons learnt, opportunities presented, challenges and corrective actions proposed for future programs.

2.0 PURPOSE & OBJECTIVES:

Four main workshop activities were carried out with their specific purposes and objectives. Firstly, a consultative and policy planning workshop was organized for the dissemination of findings of a gender audit conducted by a Consultant recruited to assist with the policy development exercise. This was a one-day workshop that took place in a conference setting at NCCE's head office. Secondly, a Validation Workshop was organized to enable stakeholders review and improve the draft gender policy document developed by the consultant for its adoption. This was also a one-day workshop that took place in a conference setting at NCCE's head office. The third workshop, was an action planning workshop organized for NCCE's national and regional level staff to develop an action plan for the implementation of the gender policy of the Commission. Finally, a staffs' capacity training workshop was organized for the national, regional and district level staff of the Commission on the content and application of the gender policy to enhance their capacity to mainstream gender into their work. These last two workshops were held at the Modak Royal Hotel at Kwahu Pepease on the 20-24th November 2021.

Overall, the workshops were organized towards ensuring that, the Commission have a policy document that can serve as a guide for effective mainstreaming of gender into the activities of the Commission. The objective of the ToT workshop on the draft gender policy for instance was to enhance the capacity of staff to mainstream gender into their work with guidance from the policy.

Specifically, the workshops aided;

- Participants to discuss the findings and recommendations of the gender audit.
- Participants to agree on the strategic policy objectives of the gender policy and modalities for implementation of the policy.
- The gender Consultant to share highlights of the draft gender policy document with stakeholders for review.
- Participants to share feedback to improve the quality of the gender policy.
- Participants to provide inputs for finalizing all the key elements of the gender policy and secure an agreement and support for the implementation of the gender policy.

- Participants to develop implementation activities and strategies for the gender policy with timelines and indicators to track progress.
- Participants from the national, regional and district levels of the Commission to appreciate and understand the content and application of the gender policy through the ToT training sessions.
- The Commission to enhance the capacity of staff to mainstream gender into their work with guidance from the gender policy.

3.0 OUTPUT (S) ACHIEVED: (what was achieved at the end of the activity)

The NCCE was able to carry out all planned activities culminating in the production of the gender policy and all other supporting implementation documents within the agreed time frame. Specifically,

- A comprehensive gender policy for the NCCE was developed and submitted to the UNDP for review
- An Action Plan, A Communication Strategy and a Training Manual for the implementation of the Commission's gender policy were also developed.
- Selected staff of the NCCE were duly trained to be able to provide onward teaching and facilitation to other staff in mainstreaming gender into their operations.
- Trained staff had a better appreciation of the need for gender inclusion in institutional operations and administrative activities
- Trained staff were equipped with knowledge on gender mainstreaming, communication strategies, gender analysis as well as gender concepts and their applications.
- Trained staff had better knowledge on how to communicate gender issues in civic education engagement
- Workshop reports produced

4.0 METHODOLOGY/APPROACH

Generally, the Commission adopted flexible participatory tools and methods to ensure that participants are effectively engaged in all workshop activities. Group works as well as plenary

discussion sessions were often employed to provoke lively, active and engaging debates. The use of PowerPoint Presentations were employed to introduce concepts and transfer skills and knowledge to participants. Additionally, practical sessions were carried out in groups to aid plenary discussions and feedback. Case studies and existing frameworks and tools were also adopted to allow participants practice what they have learnt.

In terms of mode of the workshop meetings, all the four workshop activities, leading to the development of the Commission's gender policy, were organized in both face-to-face conference setting and on a virtual platform (zoom meeting). With regards to teaching, facilitation techniques and presentation of materials to participants during the workshops, two blended models of pedagogical approaches were adopted by the Commission. These approaches included; "top-down" and "bottom-up" models.

In relation to the "top-down" model approach; slides in the form of PowerPoint and projectors were used to present findings, feedback and share knowledge on gender related issues to participants, through a facilitator-led teaching approach.

On the "bottom-up approach, the resource person (consultant) used interactive learning techniques such as group exercises, role play, slides, and experience sharing in her facilitation. The interactive learning techniques such as case studies, role play, group exercises and experience sharing ensured effective participation among staff and also promoted knowledge sharing. In all four workshops, participants were put into groups to deliberate on varied issues and often presented completed tasks on flipcharts. The group work and role-play activities employed enhanced effective participation among participants. Both in-person settings and virtual participants were given an opportunity to ask questions, make recommendations and inputs into the policy.

5.0 PARTICIPATION/ATTENDANCE

The participants for the workshops were drawn from NCCE's national, regional and district offices as well as representatives from other institutions. Each of the workshop activities attracted different dignitaries and the Commission's executive and a Commission member. The Chairman of the Commission participated in all four workshops. The representatives from the National Labour Commission and others institutions participated in the Consultative and Policy Planning and Validation Workshops. Generally, the participants, for the workshops, included the Chairman, the executive members of the Commission, heads of departments of the Commission

(Programmes, Finance, Administration, Communications and Corporate Affairs and the Research Gender and Equality), Additionally, Regional Directors, Regional Programme Officers, and some selected District Directors of the NCCE participated in the workshops. The total number of participants in each workshop meeting are discussed as follows.

During the Consultative and Policy Planning Workshop, a total of 90 persons participated in the activity with 48 participating through Zoom. Some prominent persons at the programme were;

1. Ms. Josephine Nkrumah – Chairman (NCCE)
2. Ms. Kathy Addy- Deputy Chair F&A (NCCE)
3. Mr. Kojo Tito Voegbelo- Commission Secretary (NCCE)
4. Mrs. Joana Adzoa Opare- Consultant
5. Madam Jenifer Asuako-UNDP
6. Dr.. Edward Ampratwum-UNDP
7. Mrs Sheila Minkah-Premo – (Private Legal Practitioner)

In the case of the Validation workshop, a total of 52 persons participated, with 16 of them participating via Zoom. In the case of the Action Planning and ToT training workshops, a total of 75 persons participated, with 34 individuals joining the meeting virtually. The key personalities of NCCE who participated in the consultative and policy planning meetings equally participated in the Action Planning and ToT workshop.

6.0 DETAILED DESCRIPTION OF ACTIVITY

Generally, the four main workshop activities, earmarked toward the development of the Commission's gender policy, were organised in both face-to-face conference settings and virtual platforms. Aside the online participants, all the face-to-face participants, staff, facilitators and dignitaries were first taken through workshop registration and introduction before the start of each programme.

In all the workshops, the Director of the Research, Gender and Equality Department, Dr Henrietta Asante-Sarpong gave an introduction remarks, provided a background to the Commission's gender policy development and stated the purpose of each workshop activity.

She indicated that, the process of developing the gender policy for the Commission began in 2019 when the Commission approached the UNDP for assistance to develop a comprehensive and standard gender policy. This was to enhance efforts at effectively mainstreaming gender into the operations and activities of the Commission. She added that the Commission received a favourable response and in June 2021, an MoU was signed between the Commission and UNDP followed by an inception meeting between the two institutions. She also outlined the key activities proposed by a to be undertaken towards the policy development process.

The Chairman of NCCE, Ms. Josephine Nkrumah, who participated fully in all the four main workshop activities, gave her opening remarks before the start of each meeting. In her welcome address during the consultative and planning workshop, she indicated that, the need for the Commission to mainstream gender into its operations and administrative activities was in line with efforts towards achieving goal five (5), of the United Nations Sustainable Development Goals, which seeks to achieve gender equality and empower all women and girls. She further explained that, as an institution committed to ensuring the promotion of equal rights, obligations and opportunities between men and women, the development of a gender policy was of utmost importance to the Commission. She therefore expressed strong conviction that the development of the policy would lead to the promotion of gender equity and equality in the Commission's work. She added that although, the Commission, had a Research, Gender and Equality Department, it, lacked a structured document that could enhance the Commission's effort at improving gender mainstreaming in its operations. In view of this, she was glad that the consultative meeting was organized to deliberate on the finding of the gender audit conducted. The Chairman added that the development of the gender policy for the Commission could lead to a national discourse on promoting gender equity and equality in public institutions..

During the validation workshop, the Chairman, commended the Director of the Research, Gender and Equality Department, Dr Henrietta Asante-Sarpong and her hardworking team for working together with the gender consultant toward the development of the policy. She re-emphasized that gender mainstreaming was critical to Ghana's development given the statistics of gender inequalities in the country.

At the Action Planning and the ToT training workshop, the Chairman, in in her welcome address highlighted the fact that, the COVID-19 pandemic had resulted in worsening gender inequalities, particularly among vulnerable populations. She indicated that as civic educators, the staff of the

Commission had a role to play in addressing and bridging the existing gender inequality gap. Ms Nkrumah, accentuated that women when empowered contribute significantly to national development and hence the need for the Commission to change the culture of assigning women for peripheral roles (engaging in serving food and attending to registration of participants) during programmes.

The UNDP representative, Dr. Edward Ampratwum, during the consultative and policy planning workshop, emphasised UNDP's support for the Gender Policy development exercise. He intimated that, as a key priority, the UNDP's is committed to ensuring an efficient and effective policy development. He indicated that, although the Commission promotes activities in the area of policy planning, it was important for it to mainstream gender issues into its operations and administrative activities.

The Gender Policy Consultant, Mrs Joana Adzoa Opare, facilitated all four workshops. During the consultative and policy planning workshop, she presented a summary report of findings from a gender audit she conducted prior to the workshop. The presentation covered the definition of concepts such as gender, sex, gender statistics as well as how to produce gender statistics. Additionally, she presented and discussed the processes of gender mainstreaming. She then went ahead to discuss the objectives methodology employed and findings from the gender audit undertaken. The gender audit was undertaken to assess among others, the extent to which gender issues are captured in policy, systems, and operations; assess the extent to which gender issues are reported in the major documents of the NCCE and to understand the extent to which gender equality considerations have been included in the major programme planning, strategies, and activities. Further, it assessed staff capacity to mainstream gender into their work, and provided baseline data for comparisons of gender integration into documents through successive years.

Methodologically, the audit was undertaken by employing a desk review and rapid gender survey with the use of e-questionnaire administered to selected staff and partners of the NCCE.

After the findings of the audit was presented by the consultant, some recommendations were made including the roles of each of the units and departments in mainstreaming gender into their activities.

Additionally, participants were put into seven groups and were tasked to discuss the proposed policy objectives identified by the consultant. These were:

- Strengthening existing gender gaps within the Commission,
- Ensuring gender-specific research, data collection and analysis, promote gender-sensitive language within the Commission,
- Enhancing equitable delivery of Civic Education,
- Promoting equal representation in decision making by both men and women at all levels,
- Mainstream gender and include genders issues in budgeting as well as measures to develop an M&E for the implementation of the gender policy.

After successful discussions and deliberations, recommendations from the various groups were presented by the participants to be incorporated into the Commission’s gender policy.

In the case of the validation workshop, the Consultant, Mrs Joana Adzoa Opare, made a presentation on the draft Gender Policy to participants, for their review and validation. The presentation covered the background, rationale for the policy, situational analysis of gender, the policy development process, the guiding principles, the policy objectives, policy actions and organizational values. She also highlighted the key elements in the gender policy, implementation as well as monitoring and evaluation framework. On the inputs for the gender policy, a number of issues were considered and incorporated into the policy after participants were put into groups to discuss the proposed policy objectives and on how the draft policy has been put together.

The recommendations are presented as follows;

1. Recommendations on the content of the policy, clarity of language, issues that are relevant or not relevant and how to address existing gender gaps within the Commission as stated in objective one of the policy

The following recommendations were made by participants;

- The objective should indicate a threshold to achieve gender parity in terms of staff recruitment.
- There should be a policy on maternity leave and nursing mothers in line with government policy and explore ways of creating space for nursing mothers concerns.
- There should be a clear policy on sexual harassment, reporting lines and disciplinary processes to be followed when it occurs in line with the Labour Act.

- The policy should include sections 55, 56 and 57 of the National Labour Commission Act, 2006.
- There should be clear guidelines in relation to setting up a gender desk or gender focal persons at all the operational levels of the Commission.

On the content of the policy, the participants were unanimous that the document was comprehensive and largely covered critical areas for gender mainstreaming and gender inclusion in the Commission's work.

2. Recommendations on how to ensure the conduct of Gender-specific/sensitive research, data collection and analysis (production of gender statistics) to inform policy and interventions address existing gender gaps within the Commission as stated in the policy objective two (2).

Overall, the participants affirmed that the objectives were clear and relevant for addressing gender-related issues in the operations of the Commission. They however recommended for the policy objectives to have specific actions and measurable targets to be achieved.

3. Recommendations on how to promote gender-sensitive language within and outside the organization as stated in the policy objective three (3).

The participants agreed that the objective was clear and relevant.

4. Recommendations on how to enhance equitable delivery of civic education as stated in the policy objective four (4).

Comments & Recommendation

Participants were of the view that the policy objective will address the gap in civic education delivery where most female staff tend to perform peripheral roles during programmes. Examples of these roles include ensuring attendance sheets are signed, serving refreshments etc.

5. Recommendations on how to promote equal representation and participation of women in decision making at the professional/programmatic and administrative levels.

Comments: Participants were of the view that, the policy objective singles out women and should be rephrased consider both genders. Given that the whole idea of gender mainstreaming is to integrate the perspectives of both men and women in any planned action.

Proposal: Policy objective 5 should be rephrased as follows:

“To promote equitable and/or equal gender representation and participation in decision making at the professional/programmatic and administrative levels”

6. Recommendations on objectives 6 and 7 which respectively are to promote Gender Mainstreaming and Budgeting in all departments of the Commission

Participants suggested that, the objective be rephrased to read as “promote gender mainstreaming and budgeting at all levels of the Commission’s operations”. This was because the proposed objective was not all encompassing.

7. To track implementation of Progress and assess the effectiveness of the NCCE Gender Policy through developing a Monitoring and Evaluation Framework

On this, the following recommendations were made;

- the participants unanimously agreed that it was a good and relevant objective. However, there were no clearly stated monitoring indicators to track progress. The participants suggested that clear and concise indicators should be developed based on the functions of each unit in the Commission in mainstreaming Gender.

Further, undertaken to inform the review of the Gender Policy at the mid-term and within the four year policy review period.

In relation to the Action Planning and training workshop on the gender policy, an action plan for the implementation of the gender policy was jointly developed by management and core staff of the Commission.

After the Action Plan for implementing the Gender Policy was drawn, the Consultant took participants through the definition of some basic concepts on gender. Other important topics

treated included tools in gender analysis, steps in gender analysis, data collection and analysis, formulation of expected outcomes as well as the development of indicators. Participants were also taken through the definition of gender mainstreaming and gender equality issues.

Additionally, participants were educated on gender issues in Ghana. Particularly, participants discussed gender issues in the country through a ten year retrospective survey and examination. Three thematic areas that were examined included; Gender Justice and Human rights in Ghana, decision making and politics and the economy with emphasis on Agriculture.

In her closing remarks, NCCE's Deputy Chairwoman in charge of Finance and Administration, Ms Kathleen Addy, thanked the UNDP for the support received for the development of the Commission's gender policy. She also thanked the consultant, Mrs Joana Adzoa Opare, for her time, incisive and brilliant education given to the staff. She acknowledged the consultants contribution to highlighting gender concerns in the country at large. She remarked that Mrs Opare is a real hero of gender advocacy in Ghana and therefore, deserves national recognition for her contribution to women's empowerment and gender inclusion in the country. Additionally, she thanked the relevant department and staff of the Commission for the role they played in ensuring the successful organisation of the workshop.

The Deputy Chairman, also thanked the senior management of the Commission for their enthusiasm, effective participation and quest to impact knowledge onto the younger ones.

She added that men usually become nervous when the issue of gender equality and equity are discussed but there is nowhere in the world that development is achieved without the role of both men and women. She therefore believed that the Commission's gender policy development would contribute to removing barriers confronting women in their work, particularly within the Commission.

7.0 EMERGING ISSUES AND LESSONS LEARNT:

Generally, the emerging issues from the four main workshops are similar and interrelated. During the Consultative and policy planning workshop and the validation workshops, the issues and lessons learnt emerged were based on the audit findings presented. From the findings, the Commission was seen to be committed to working through its laid down structures at the national and regional levels to ensure that gender-sensitive actions are practiced within the Commission.

This was evidenced by the active participation of management (led by the Chairman) and key staff in all activities of the policy development process.

It also emerged during the Validation workshop, that within the Commission women do not participate fully in the Commission's core activities. In some instances, they are relegated to undertaking peripheral activities such as serving food and attending to registration programmes. In line with the requirements of the gender policy, both men and women are going to be given the opportunity and the needed capacity to take up core activities of the Commission.

At the Action Planning and training workshop on the gender policy; it emerged that lack of funding and inadequate resources could pose serious challenges to the full implementation of the gender policy. For instance, the Commission would require adequate funds and resources to be able to provide facilities for nursing mothers and gender-neutral washrooms since the Commission is already challenged with providing office space for some of its regional and district offices. The Commission will therefore be required to enhance its fundraising efforts towards ensuring full implementation of the policy.

8.0 OPPORTUNITIES AND CHALLENGES (*Opportunities & Challenges*):

The opportunities and challenges encountered as part of the process of developing the gender policy is as follows,

Firstly, the technical support received from the UNDP aided the Commission to have a deeper and better understanding of the processes of policy development.

Secondly, the use of participatory approach and methods in the process of policy development led to active participation and engagement of both senior and junior level actors and stakeholders of the Commission. The process also allowed for better ownership of the policy development exercise.

Thirdly, the development of an Action Plan, training manual and communication strategy provides an opportunity that can facilitate effective and efficient implementation.

Fourthly, the approach adopted by the gender consultant allowed the staff of the Commission to own the gender policy.

On challenge, funding received for the activity was generally inadequate to allow for undertaking a more detailed and comprehensive workshop/training sessions. In all cases, activities could not be undertaken within the required number of days due to budgetary constraints.

9.0 CORRECTIVE ACTION PROPOSED (*Recommendations*):

There were varied actions proposed at the different workshops meeting which largely shaped into developing the gender policy. For example, the recommendations and corrective actions proposed during the consultative and policy planning and validation workshops included the follows;

- The NCCE's Gender strategy should be revised to adequately include mainstreaming of gender issues into programming. The strategy must include gender-based budgeting and a good plan for monitoring and evaluation;
- Staff capacity in Gender mainstreaming with M&E to be enhanced especially on the design of monitoring framework, indicators, data collection, analysis, and reporting.
- There must be a clear strategy to address the gaps in how PWDs can access and utilise communication materials especially for the blind, deaf, and dumb.
- There must be gender parity in the recruitment and remuneration policy of the NCCE
- Finally, the Commission must consider carrying out targeted education to special interest groups such as women, children (girls and boys), and PWD's.

10.0 NEXT STEPS/FOLLOW UP ACTION IF ANY

The Commission's next plan is to finalize the gender policy and subsequently launch it for implementation. The Commission also intends to raise funds for effective implementation of the policy.

11.0 DONORS/PARTNERS THAT SUPPORTED THE ACTIVITY (indicate the specific support)

The activity was funded technically and financially by the United Nations Development Programme (UNDP)

APPENDIX:

A. SIGNED LIST OF PARTICIPANTS

B. PICTURES (Attach three(3) high resolution original photos)



Group Photograph of in-person participants at the Action Planning and Training on the Gender Policy Workshop



A cross-section of participants during a group discussion at the Action Planning and training on NCCE’s Gender Policy workshop.

A. HUMAN INTEREST STORIES

A Regional Director shared a story that brought to the fore the relevance of appreciating the uniqueness and importance gender differentials in all facets of life. The story was themed “Auntie Joyce”

In the story, a family was attacked by armed robbers. Unfortunately, on the part of the robbers, there was nothing in the house to be robbed. Out of frustration, the leader of the armed gang instructed one of the robbers to shoot at the family. But before he did that, the robber asked the woman what her name was. The woman replied that her name was Auntie Joyce. The robber replied, my mother’s name is Auntie Joyce and so, I will spare you. He then turned to the man and asked, “what is your name?” He said, my name is Nketiah Mensah, but all my friends call me Auntie Joyce. The robbers saved the lives of both the man and the woman based on gender.

The next story was about the power of communication and the need to understudy each other’s language. This story essentially relates to the understanding of gender and how the Commission needs to appreciate gender issues and communicate same through civic education programmes. The story was about two friends of two different ethnic groups who couldn’t speak each other’s language. They hatched a plan to steal from a farmer owner but because they could not understand

each other's language, they were not successful and got arrested by the farmer. The lesson drawn from the story is that, to address the common goal of promoting gender equality and bridging the existing gender gaps, it is important to understand the nuances of gender