# GAMMA I local: Interview scorecards for evaluating the local institutional setting and procedures

## Aim

The purpose of conducting a gender assessment is to evaluate local climate policies and actions from a gender perspective. The process involves several steps and can be used to highlight how existing and future policies can be made more effective and equitable by fully integrating gender dimensions into the planning and implementation process. Using scorecards to assess the local institutional setting and procedures is the first step, to be followed later by a more detailed gender scan and evaluation of the city’s portfolio of policies and actions, and an analysis of specific policies, programmes or actions.

The scorecards each contain five questions to which the answer options are ‘yes’, ‘partially’, or ‘no’, which correspond to a score of 2, 1 and 0, respectively. For some questions, it is specified what ‘partially’ could mean, for some other questions, ‘partially’ does not make sense and is omitted. The answers to all the questions can be aggregated to yield an overall score out of 10 for each indicator.

## Procedure

Interviews should be held with at least three policy-makers in each city on an individual basis. Potential interview partners could include climate policy coordinators, key members of the environmental department, city councillors in charge of climate policy, relevant figures in the mayoral office and gender equality officers.

It is advisable to prepare the interviews well in terms of contents, as interviewees might ask further explanations about the interview questions; and you should be able to explain it in your own words and clarify technical terms. Best would be to practice holding an interview with one of your colleagues.

To calculate a score, you will need to note down the answers for each interview and summarise them in the excel sheet provided (“summary of scorecard results”). Once all of the interviews have been completed, the assessment team can evaluate the answers and use the excel document to calculate the average score for each question, which will give an overall score for each scorecard (not for each interview, because you are assessing the city’s overall institutional framework and not the knowledge of each individual).

While this might seem like a difficult task – particularly if the answers given by different interview partners vary or if information was missing – the score is merely intended as a rough indication of the current situation based on the best available information. Each scorecard should therefore be accompanied by a short explanation of the score (approximately one page of text or bullet points), providing a qualitative description of the results for that indicator.

## **Indicator 1: Climate change integration into planning, and consideration of gender issues**

1. Is there a climate change plan or strategy set out in a dedicated document on climate change and/or embedded in the principal planning documents at the city level?

*Yes / partly / no*

1. Have specific actions to address climate change (adaptation to the impacts of climate change and mitigation of climate change / low carbon development) in core sectors such as energy, transport, water supply and disaster risk reduction been identified, implemented and evaluated?

*Yes / partly / no*

1. Is the city incorporating gender into policy making and decision making (gender mainstreaming) in general?

*Yes / partly / no*

1. Are climate-relevant initiatives routinely screened for potential effects on women and men and on gender relations, and modified, if necessary?

*Yes / partly / no*

1. Are specific actions in place to address gender inequalities related to climate change, or to address the specific vulnerabilities, needs and capacities of women? If yes or partly, please specify

*Yes / partly / no*

## **Indicator 2: Mainstreaming of climate change and gender into policies and institutions**

1. Is there a leading body within the city in charge of coordinating climate change planning and actions within city departments and with relevant agencies?

*Yes / partly / no*

1. Has a dedicated institutional body or mechanism been defined for coordination and implementation of climate change policies and actions across sectors such as a cross-departmental working group?

*Yes / partly / no*

1. If yes, are institutions and policy-makers responsible for gender equality and/or gender mainstreaming part of this body or mechanism?

*Yes / partly / no*

1. Is there regular interaction between the city’s authority or body in charge of climate change with relevant ministries and agencies at regional and national levels?

*Yes / partly / no*

1. If yes, do these overarching institutional processes and interactions address gender aspects?

*Yes / partly / no*

Indicator 3: Budgeting and finance for gender-responsive climate policies and actions

1. Is funding available to implement actions that address climate change (e.g. adaptation, risk management, mitigation, low-carbon development)?

*Yes, for larger programmes / only for few or small actions / no*

1. Is funding available for community-owned or community-driven climate initiatives?

*Yes / very limited / no*

1. Is funding available to cover the costs of the gender screening of climate policies and actions, e.g. to involve gender expertise?

*Yes / no*

1. Is funding available for specific actions addressing gender inequalities related to climate change, or the specific vulnerabilities, needs and capacities of women?

*Yes / no*

1. Does the city government undertake gender-responsive budgeting?

*Yes (including for sectors relevant for climate policy) / partly (e.g. in other policy areas) / no*

## **Indicator 4: Institutional knowledge and capacity on climate change & gender dimensions**

1. Does urban planning involve individuals with awareness of climate change?

*Yes / partly / no*

1. Are experts on climate policy involved in urban planning?

*Yes / partly / no*

1. Do capacities exist for assessing the costs associated with actions to address climate change?

*Yes / partly / no*

1. Does urban planning involve individuals with awareness of gender issues?

*Yes / partly/ no*

1. Are gender experts involved in urban planning, in particular in the development and implementation of climate policies and actions?

*Yes / partly / no*

## **Indicator 5: Collection and use of data and climate information**

1. Does urban planning take account of climate observations and projections of climate trends and variability for the city?

*Yes / partly / no*

1. Are data on greenhouse gas emissions at the city level collected and compiled on a regular basis for inventorisation and monitoring?

*Yes / partly / no*

1. Is there sufficient access to data and information relevant for adaptation and mitigation available from external sources (e.g. research bodies, academic institutions, energy and transport companies, other government levels)?

*Yes / partly / no*

1. Are socio-economic and demographic data (related to sex/gender, income, education level, household data, etc.) available and used in planning for climate action?

*Yes / partly / no*

1. Are gender-disaggregated data related to climate change collected through the city government’s statistics system and additional data collection, e.g. on access of citizens to energy and mobility services, water supply and sanitation?

*Yes / partly / no*

## **Indicator 6: Integration of socio-economic aspects into climate policy**

1. Does climate-related planning, and development of policies and actions incorporate socio-economic aspects, e.g. through the use of impact assessments?

*Yes / partly / no*

1. Do adaptation strategies include resilience building and community-based adaptation approaches?

*Yes / partly / no*

1. Have potential social co-benefits of climate policies been identified?

*Yes / partly / no*

1. Is climate-related analysis and planning guided by frameworks and methodologies that address social and gender aspects, e. g. gender-disaggregated assessments of exposure to climate risks and vulnerabilities?

*Yes / partly / no*

1. Are changes in resilience and wellbeing tracked across all social groups, including women and girls?

*Yes / partly / no*

## **Indicator 7: Awareness among key actors**

1. Are key actors, such as energy, transport, and water providers, and civil society (NGOs, community-based organisations, public at large) aware of climate change, its potential impacts, and the ongoing plans and responses of the city government?

*Yes / partly / no*

1. Are there local-level policies which actively communicate climate change, its potential impacts and planned and ongoing responses to stakeholders, civil society, and women and gender groups?

*Yes / partly / no*

1. Are women and gender groups and marginalised women aware of climate change and its potential impacts, as well as planned and ongoing responses?

*Yes / partly / no*

1. Are stakeholders, civil society, women and gender groups etc. aware of the gender aspects of climate change?

*Yes / partly / no*

1. Is the city government’s communication to the broader public gender-sensitive in terms of contents, form and information channels?

*Yes / partly / no*

Indicator 8: Participation

1. Is there an inclusive process to involve civil society, environmental groups, community-based organisations etc. in climate-related planning?

*Yes / partly / no*

1. Are the poorest and most marginalised members of society, including those who might be adversely affected by, or likely to benefit from climate change initiatives, represented in climate-related planning and decision-making?

*Yes / partly / no*

1. Are there provisions to achieve a gender balance and to ensure that women’s voices are heard in climate-related planning and decision-making among those stakeholder groups?

*Yes / partly / no*

1. Is the meaningful participation of women and gender groups ensured throughout planning, implementation and evaluation of climate policies?

*Yes / partly / no*

1. Are mechanisms for community complaint and response integrated into local climate policies and actions?

*Yes / partly / no*