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U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

USAID/[COUNTRY] COVID-SPECIFIC GENDER ANALYSIS

USAID [Activity Name]

MONTH, DAY, YEAR

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EXECUTIVE SUMMARY

The United States Agency for International Development (USAID)/[Country] carried out a COVID-19-specific activity-level gender analysis¹ to support [Activity Name] in integrating gender equality² and women’s empowerment, and to do no harm in its programming to prevent and mitigate the impact of COVID-19 (See Annex B for the Scope of Work.) The report structures its findings and recommendations on gender³ equality and women’s empowerment around the activity’s [intermediate results/key themes] and crosscutting themes, with an eye toward several socially relevant categories (see Table I).

TABLE I. STRUCTURE OF COVID-SPECIFIC GENDER ANALYSIS

ACTIVITY INTERMEDIATE RESULT/KEY THEME	CROSSCUTTING THEMES	OTHER KEY VARIABLES/SOCIALLY RELEVANT CATEGORIES
[Intermediate result/key theme] 1: [XYZ]	Gender-based violence (GBV) risk	CATEGORY 1
[Intermediate result/key theme] 2: [XYZ]	Women’s economic empowerment (WEE)	CATEGORY 2
[Intermediate result/key theme] 3: [XYZ]	[OTHER CROSSCUTTING THEME]	CATEGORY 3

[Name 1, Name 2] carried out this analysis over a [X]-week period using secondary [and primary] data; see Annex C for the detailed methodology, and Annex D for a list of key documents. The following section summarizes key findings and recommendations from the gender analysis. Recommendations related to women’s economic empowerment have been given a **WEE** tag to facilitate the mission’s tracking of investments in that area, as required in the Women’s Entrepreneurship and Economic Empowerment Act of 2018. Table 2 provides a summary of findings and recommendations.

TABLE 2. COVID-SPECIFIC FINDINGS AND RECOMMENDATIONS ON GENDER EQUALITY, BY ACTIVITY [INTERMEDIATE RESULT/KEY THEME]

FINDINGS	RECOMMENDATIONS
Activity [Intermediate Result/Key Theme] 1: [XYZ]	
<ul style="list-style-type: none"> Bulleted findings here Bulleted findings here Bulleted findings here 	<ul style="list-style-type: none"> Bulleted recommendations here Bulleted recommendations here Bulleted recommendations here
Activity [Intermediate Result/Key Theme] 2: [XYZ]	

-
- Bulleted findings here
 - Bulleted findings here
 - Bulleted findings here
 - Bulleted recommendations here
 - Bulleted recommendations here
 - Bulleted recommendations here
-

Activity [Intermediate Result /Key Theme] 3: [XYZ]

- Bulleted findings here
 - Bulleted findings here
 - Bulleted findings here
 - Bulleted recommendations here
 - Bulleted recommendations here
 - Bulleted recommendations here
-

I. INTRODUCTION

I.1 BACKGROUND AND PURPOSE OF THE USAID/COUNTRY COVID-SPECIFIC GENDER ANALYSIS

This gender analysis will support [Activity Name] in integrating gender equality⁴ and women’s empowerment, and to do no harm in its programming to prevent and mitigate the impact of COVID-19 (see Annex B for the Scope of the Work). The gender analysis presents its findings and recommendations by the activity’s [intermediate results or key themes] and crosscutting themes, with an eye toward several socially relevant categories (see Table 3).

[Include paragraph here on the activity’s SOW, including how it is addressing the risks and impact of COVID-19]

TABLE 3. STRUCTURE OF COVID-SPECIFIC GENDER ANALYSIS

ACTIVITY INTERMEDIATE RESULT/KEY THEME	CROSSCUTTING THEMES	OTHER KEY VARIABLES/SOCIALLY RELEVANT CATEGORIES
[Intermediate result/key theme] 1: [XYZ]	Gender-based violence risk	[Category 1]
[Intermediate result/key theme] 2: [XYZ]	Women’s economic empowerment	[Category 2]
[Intermediate result/key theme] 3: [XYZ]	[OTHER CROSSCUTTING THEME]	[Category 3]
	[OTHER CROSSCUTTING THEME]	

1.2 LIMITATIONS OF THE COVID-SPECIFIC GENDER ANALYSIS

2. COVID-SPECIFIC GENDER EQUALITY AND SECTOR CONTEXT

2.1 COVID-SPECIFIC SECTOR DATA ON GENDER EQUALITY

Table 4 provides an overview of gender-related COVID-specific data at the sector level, relevant for the USAID/[Country] [Activity Name].

TABLE 4. SNAPSHOT OF COVID-SPECIFIC STATISTICS ON GENDER EQUALITY AT THE SECTOR LEVEL

COVID-19 infection and mortality rates (as of [Date])

- X
• Y
• Z

Government management of COVID-19 response

- X
• Y
• Z

Sector-level snapshot before and since the pandemic began

- X
• Y
• Z

2.2 COVID-SPECIFIC SECTOR CONTEXT ON GENDER EQUALITY

Table 5 presents a summary of the COVID-specific findings on gender equality at the sector level, relevant for the USAID/[Country] [Activity Name].

TABLE 5. COVID-SPECIFIC FINDINGS ON GENDER EQUALITY AT THE SECTOR LEVEL

Laws, policies, regulations, and institutional practices that influence [XYZ]

the context in which men and women act and make decisions	<ul style="list-style-type: none"> • [XYZ] • [XYZ]
Cultural norms and beliefs	<ul style="list-style-type: none"> • [XYZ] • [XYZ] • [XYZ]
Gender roles, responsibilities, and time use	<ul style="list-style-type: none"> • [XYZ] • [XYZ] • [XYZ]
Access to and control over assets and resources	<ul style="list-style-type: none"> • [XYZ] • [XYZ] • [XYZ]
Patterns of power and decision-making	<ul style="list-style-type: none"> • [XYZ] • [XYZ] • [XYZ]

3. FINDINGS AND RECOMMENDATIONS ON GENDER EQUALITY AND COVID, BY ACTIVITY INTERMEDIATE RESULT

3.1 KEY FINDINGS AND RECOMMENDATIONS FOR ACTIVITY [INTERMEDIATE RESULT/KEY THEME] I: [XYZ]

This section provides key findings and recommendations for activity [intermediate result/key theme] I, summarized in Table 6.

TABLE 6. KEY FINDINGS AND RECOMMENDATIONS FOR ACTIVITY [INTERMEDIATE RESULT/KEY THEME] I: [XYZ]

KEY FINDINGS	KEY RECOMMENDATIONS
<ul style="list-style-type: none"> • [XYZ] 	<ul style="list-style-type: none"> • [XYZ]
<ul style="list-style-type: none"> • [XYZ] 	<ul style="list-style-type: none"> • [XYZ]
<ul style="list-style-type: none"> • [XYZ] 	<ul style="list-style-type: none"> • [XYZ]

3.2 KEY FINDINGS AND RECOMMENDATIONS FOR ACTIVITY [INTERMEDIATE RESULT/KEY THEME] 2: [XYZ]

This section provides key findings and recommendations for activity [IR/key theme] 2, summarized in Table 7.

TABLE 7. KEY FINDINGS AND RECOMMENDATIONS FOR ACTIVITY [INTERMEDIATE RESULT/KEY THEME] 2: [XY,Z]

KEY FINDINGS	KEY RECOMMENDATIONS
<ul style="list-style-type: none">• [XYZ]	<ul style="list-style-type: none">• [XYZ]
<ul style="list-style-type: none">• [XYZ]	<ul style="list-style-type: none">• [XYZ]
<ul style="list-style-type: none">• [XYZ]	<ul style="list-style-type: none">• [XYZ]

3.3 KEY FINDINGS AND RECOMMENDATIONS FOR ACTIVITY [INTERMEDIATE RESULT/KEY THEME] 3: [XYZ]

This section provides key findings and recommendations for activity [IR/key theme] 3, summarized in Table 8.

TABLE 8. KEY FINDINGS AND RECOMMENDATIONS FOR ACTIVITY [INTERMEDIATE RESULT/KEY THEME] 3: [XYZ]

KEY FINDINGS	KEY RECOMMENDATIONS
<ul style="list-style-type: none">• [XYZ]	<ul style="list-style-type: none">• [XYZ]
<ul style="list-style-type: none">• [XYZ]	<ul style="list-style-type: none">• [XYZ]
<ul style="list-style-type: none">• [XYZ]	<ul style="list-style-type: none">• [XYZ]

3.4 RISKS AND ASSUMPTIONS

This section highlights the known risks and assumptions that will affect the implementation of the above recommendations for USAID/[Country] [Activity Name].

Assumptions include the following:

- X
- Y
- Z

Risks include the following:

• X

• Y

• Z

4. ILLUSTRATIVE INDICATORS FOR THE ACTIVITY'S MONITORING, EVALUATION, AND LEARNING FRAMEWORK

The following USAID foreign-assistance indicators (Table 9) will support the activity to monitor, evaluate, and adapt its management to ensure it addresses gender equality and does no harm.

TABLE 9. PROPOSED GENDER EQUALITY AND GBV RISK MITIGATION INDICATORS

INTERMEDIATE RESULT	PROPOSED GENDER EQUALITY AND GBV RISK MITIGATION INDICATORS (SOURCE)
IR1	
IR2	
IR3	

5. USAID/COUNTRY (ACTIVITY) GENDER ANALYSIS NEXT STEPS

Table 10 presents a roadmap for updating this gender analysis. It specifies *when* to update (i.e., key scenarios), *what* to update, and *who* will be responsible for updating it.

TABLE 10. UPDATES TO THE COVID-SPECIFIC GENDER ANALYSIS: KEY SCENARIOS AND RESPONSIBILITIES

SCENARIO	WHAT TO UPDATE	PERSON(S) RESPONSIBLE FOR UPDATING GENDER ANALYSIS
Scenario 1: [XYZ]	[Activity Intermediate Result/Key Theme 1: Update findings, recommendations, and action steps]	[USAID to complete]

Scenario 2: [XYZ]

[Activity Intermediate Result/Key
Theme 2: Update findings,
recommendations, and action steps]

[USAID to complete]

Scenario 3: [XYZ]

[Activity Intermediate Result/Key
Theme 3: Update findings,
recommendations, and action steps]

[USAID to complete]

ANNEX A: ACRONYMS

ADS	Automated Directives System
CDCS	Country Development Cooperation Strategy
COVID-19	Coronavirus disease 2019
CSGA	COVID-specific gender analysis
GBV	Gender-based violence
IR	Intermediate result
USAID	United States Agency for International Development
WEE	Women's economic empowerment

ANNEX B: SCOPE OF WORK

ANNEX C: LIST OF KEY DOCUMENTS

[Insert references. USAID branding and marking follows Chicago style for references. Examples follow.

For more information on Chicago style citations **for other types of references**, please visit the following [website](#).]

BOOK

[Reference list entries (in alphabetical order):]

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press.

CHAPTER OR OTHER PART OF AN EDITED BOOK

[In the *reference list*, include the page range for the chapter or part. In the *text*, cite specific pages.]

[Reference list entry:]

Thoreau, Henry David. 2016. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press.

ANNEX D: LIST OF KEY STAKEHOLDERS CONSULTED

TABLE II. KEY STAKEHOLDERS CONSULTED

INTERVIEW DATE	KEY STAKEHOLDER NAME & TITLE
[Date]	[XYZ]
[Date]	[XYZ]
[Date]	[XYZ]

ENDNOTES

¹ *Gender analysis* is an analytic, social science tool that is used to identify, understand, and explain gaps between males and females that exist in households, communities, and countries, and the relevance of gender norms and power relations in a specific context. Such analysis typically involves examining: differences in the status of women and men, and their differential access to assets, resources, opportunities, and services; the influence of gender roles and norms on the division of time between paid employment, unpaid work (including subsistence production and care for family members), and volunteer activities; the influence of gender roles and norms on leadership roles and decision-making; constraints, opportunities, and entry points for narrowing gender gaps and empowering females; and potential differential impacts of development policies and programs on males and females, including unintended or negative consequences. (USAID. 2021. *Automated Directives System 205*.)

² *Gender equality* is fundamental social transformation, working with women and girls, men and boys, to bring about changes in attitudes, behaviors, roles and responsibilities at home, in the workplace, and in the community. Genuine equality means expanding freedoms and improving overall quality of life so that equality is achieved without sacrificing gains for males or females. (USAID. 2021. *Automated Directives System 205*.)

³ *Gender* is a social construct that refers to relations between and among the sexes based on their relative roles. It encompasses the economic, political, and socio-cultural attributes, constraints, and opportunities associated with being male or female. As a social construct, gender varies across cultures, is dynamic, and is open to change over time. Because of the variation in gender across cultures and over time, gender roles should not be assumed but investigated. Note that “gender” is not interchangeable with “women” or “sex.” (USAID. 2021. *Automated Directives System 201*.)

⁴ *Gender equality* is fundamental social transformation, working with women and girls, men and boys, to bring about changes in attitudes, behaviors, roles and responsibilities at home, in the workplace, and in the community. Genuine equality means expanding freedoms and improving overall quality of life so that equality is achieved without sacrificing gains for males or females. (USAID. 2021. *Automated Directives System 205*.)