

ANNEX 17:

VALIDATION WORKSHOPS

Validation workshops are a recommended method for presenting findings, refining or co-creating recommendations, and receiving feedback from project staff and a wide array of project stakeholders. Below is an example agenda for a validation workshop. Multiple validation workshops may be needed to ensure that all participants can comfortably participate, in consideration of power dynamics and accessibility needs.

Purpose. To present and validate the draft findings and recommendations and to gather feedback for incorporation within the final report.

Participants.

- *Required:* Gender analysis steering committee members, relevant USAID staff (i.e., Agreement/Contract Officer's Representatives, relevant sector gender point of contact (POC), and mission gender advisor/POC, as available), and project partners.
- *Recommended:* Selected local stakeholders, including those who provided input during the Gender Analysis Kick-Off Planning session and data collection process.

EXAMPLE AGENDA

Part 1: Present Findings	Use a slide deck to present the findings, organized according to the structure of the report (e.g., by activity component or the results framework). Pause for discussion. Check for understanding and invite participant input. Guide the discussion to draw conclusions from the analysis, as a transition to reviewing the recommendations.
Part 2: Present Recommendations	Share the recommendations. Explain which specific findings each recommendation is designed to address. Provide opportunities for refining or adding recommendations.

Part 3: Discussion

Engage participants in a discussion by asking feedback questions, such as:

- Do the findings resonate with your experience? Do they identify the gender gaps and root causes of gender inequalities that are most relevant to the project's objectives?
- Are the recommendations feasible and aligned with the most important programmatic priorities? Can they be easily and clearly included in the gender equality action plan (GAP)?
- Are there unanswered questions or challenges in terms of inclusion of women, girls, individuals of diverse sexual orientation, gender identity, gender expression, and sex characteristics (SOGIESC), or other marginalized groups that you would like to see addressed in future studies or project activities?