

# USAID POST-AWARD GENDER EQUALITY ACTION PLAN GUIDANCE & TEMPLATE FOR IMPLEMENTING PARTNERS

As stated in the [2023 Gender Equality and Women's Empowerment Policy](#), USAID implementing partners are encouraged to submit a gender equality action plan (GAP) for all USAID activities they implement. The GAP should outline how each activity is integrating attention to gender equality into the work plan and the monitoring and evaluation (MEL) plan, on the basis of the gender analysis specific to the planned activity — including attention to issues related to the experience of marginalization. A GAP may be a standalone document or it may be integrated directly into the activity's work plan, MEL plan, or other implementation documents, with clear indications of GAP-specific actions (e.g., as a separate section or through highlighting or color-coding). This guidance is intended to support implementing partners in developing a GAP or gender and inclusive development action plan (GIDAP).

Download the  
Gender Equality  
Action Plan  
template here:



Implementing partners may consider developing a GAP as part of their solicitation response or upon award, in concert with development of their first work plan. GAPs should be updated on a periodic basis and, at minimum, annually alongside the annual work plan and MEL plan. Implementing partners should report on GAP results in periodic progress reports (such as quarterly or annual reports).

## GENDER ACTION PLAN: FRAMEWORK

A GAP should include the following elements:

- **GENDER GAPS (GENDER ANALYSIS FINDINGS) TO BE ADDRESSED.** These gaps and findings include root causes of gender inequality, opportunities, and gender-specific risks, including risks related to Sexual Exploitation and Abuse (SEA) — as identified in a gender analysis or other analytical and consultative processes — that the action will seek to address. For a GIDAP, a finding may be an inclusion gap, a root cause of marginalization, or identified risks specific to the prioritized marginalized groups.
- **ACTION(S).** Proposed tasks or actions to address specific findings identified in the gender analysis, including gender gaps, and how they will be mainstreamed into the activity's overall work plan and MEL plan. This should include any actions needed to mitigate the risk of SEA. Consult [Annex 16: Analyzing and Mitigating Gender-Specific Risks](#) for additional guidance.

- **RESPONSIBLE PERSON(S) OR PARTIES.** Where possible, one individual should be responsible for implementing or overseeing implementation of the action. If necessary, this may include additional individuals or entities (teams within the activity, subcontractors or subgrantees, local partners, grantees, etc.).
- **TIMELINE.** Specify when the action will be implemented (typically by month or quarter).
- **REQUIRED RESOURCES.** The level of effort, financial resources, and other resources required to implement the identified action.
- **INDICATORS AND BASELINES/TARGETS.** Standard or custom indicators established to measure progress of actions against targets. USAID's standard gender indicators are required as applicable.
- **KEY STAKEHOLDERS.** Any additional stakeholders that may be involved in implementing the identified action, including individuals from marginalized groups. This may include activity staff, government counterparts, subcontractors or subgrantees, local partners, etc.

The following framework may be used as a template for implementing partners to develop a GAP tailored to their project. Actions should be organized by objective and result, as applicable, and the template may be adapted to align with the results framework of the activity. [Download the template here.](#)

GENDER GAPS (GENDER ANALYSIS FINDINGS) TO BE ADDRESSED	ACTION	RESPONSIBLE	TIMELINE	REQUIRED RESOURCES (BUDGET, LOE, ETC)	INDICATORS AND BASELINES/ TARGETS <i>(where applicable)</i>	KEY STAKE- HOLDERS
<b>OBJECTIVE/COMPONENT</b>						
<b>OBJECTIVE/COMPONENT 2</b>						

# GENDER ACTION PLAN: OPTIONAL ADDITIONAL ELEMENTS

Implementing partners are encouraged to include the following additional elements, as applicable, in their activity GAP or GIDAP. (Recommended page lengths may be adjusted, depending on the size and scope of the activity.)

- **GENDER ANALYSIS SUMMARY.** Provide a brief summary of findings and recommendations from the activity gender analysis, identifying the specific gaps the activity will seek to address through the GAP, as well as those gaps that the activity is unable to address (and why). This section may also indicate which identified gaps from the gender analysis will not be addressed through the project. (1-2 pages)
- **RISKS/CHALLENGES/ASSUMPTION.** A discussion of any risks, assumptions, or challenges that may impact the viability of the GAP. (1-2 paragraphs)
- **STAFFING.** A summary of the activity staff that will contribute to implementing the GAP, including plans for short-term technical assistance or support from sub-partner staff. This section should include a brief description of how staff will coordinate with each other to implement the GAP. Additionally, this section should explore how the activity's personnel and staffing choices reflect their own diversity/non-discrimination policies as well as the portfolio of populations with whom they plan to work; note whether there is sufficient staff with gender expertise and, if applicable, describe any staff capacity development plans related to implementation of the GAP. (1-2 paragraphs)
- **MONITORING, EVALUATION and LEARNING (MEL).** An overview of key methods for integrating gender into the Activity MEL Plan. This may include how gender considerations will be incorporated into the theory of change, evaluations, learning questions, feedback processes, and risk monitoring. (2-3 paragraphs)
- **KEY STAKEHOLDERS AND LOCALIZATION.** Any specific organizations to be involved in the activity, such as local gender-based violence (GBV) organizations, women's or Indigenous People's NGOs, government counterparts, and community-level organizations. Describe coordination methods if applicable, including any coordination with existing gender interventions, especially USAID activities, to enhance impact and avoid duplication. (1-2 paragraphs)
- **TOOLS AND OTHER SUPPORTING MATERIALS.** Any gender integration tools and templates the activity plans to use (or develop) to support implementation of the GAP.
- **TRAINING OPPORTUNITIES.** Any gender equality training opportunities to build the capacity of staff and partners.

For any questions about this template, please contact [gendersupport@usaid.gov](mailto:gendersupport@usaid.gov).