**Outline of Gender Strategy for FOCUS Nagaland**

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**Outline of Gender Strategy for FOCUS Nagaland**

1. **Background and Rationale of the Project**

Nagaland is one of the eight states in the North Eastern Region (NER) of India, a biodiversity hotspot where climate change adaptation is of critical importance for the largely rural population. With a hilly terrain, low population density, shallow soils and high rainfall, farmers have adopted a shifting cultivation system known as jhum. This largely self-sufficient system has adequately met the various needs of rural communities, including food, fibre and energy, but is now getting disrupted due to shortening jhum cycles as a result of increasing population, focus on high value crops for cash income, soil fertility degradation and top soil erosion on account of decreased fallow cycles. Changing climate patterns is further exacerbating these disruptive trends.

In Nagaland the jhum system covers 60 percent of the area under food grain cultivation with about 100,000 ha of forest being cleared for cultivation each year. As per the baseline study of the project, 81percent of rural HH practices jhum farming from the eight project districts. Rice is the main staple food, and upland paddy is the main jhum crop, grown mixed with other crops. Jhum land and forest-fallows also meet most community firewood and timber needs, and are also sources of wild foods and medicinal plants, as well as catchment areas of local streams. Jhum is a way of farming poor upland soils by utilising fertility accumulated in the forest-fallow period. The practice of burning controls weeds and disease pathogens. Almost no external inputs are used, and the system is naturally organic. The mixed cropping with traditional varieties reduces risk and supports traditional food habits linked to distinctive local cultures. On the other hand, jhum is widely held to be a destructive farming system, causing severe soil erosion, atmospheric pollution, damage to soil biology and loss of biodiversity. The system is increasingly becoming unsustainable as jhum cycles are becoming shorter, with less time to restore soil fertility and biodiversity. Jhuming is labour-intensive, with no potential for mechanisation, and most work is done by women. With low crop yields, not much is produced per day worked, and production usually does not meet household food needs or generate much needed cash income.

The FOCUS project will address the issues facing jhum cultivation through: (i) better jhum cultivation practices that will be both more productive and more sustainable creating an ecological balance; and (ii) supporting jhumia households to adopt alternative farming systems, particularly, sedentary farming. Both of these approaches, along with more productive wet rice fields, better plantation crops, improved livestock systems and increased off-farm income, will enhance farmer’s income and reduce pressure on natural resources and increase resilience to climate change. As farmers move to more market-orientated production, the project will support improved market access and value chain development.The overall goal of the project is to increase agricultural income of 137,000 households in Nagaland, and to enhance their resilience to climate change. This would be achieved through the development objective of increasing the environmental sustainability and profitability of farming systems practiced by highland farmers. The project has three components: (i) Improved jhum management; (ii) value chain and market access; and (iii) project management and knowledge services.

1. **Gender analysis of roles, resources and needs**

Based on reports from the socio-economic assessment done in preparation of the design of FOCUS Nagaland and baseline study for the project, there are a number of relevant information for the gender strategy of the project.

1. **Gender wise participation in Agriculture:**

Jhum as an age old agriculture system for farmers of Nagaland has close association with the cultural identity and practices and has for long served as a subsistence livelihood option. Both men and women participate in Jhum agriculture, however changing trends are observed in the agriculture sector over the last few decades indicating feminization of agriculture. As per the census 2011, 74.7% female and 62% male are cultivators in rural areas of Nagaland.

The socio economic assessment report also indicates the ratio contribution of labour inputs in jhum cultivation, whereby 58% is from female and male share of 42%. In Jhum while men usually undertake the task of slashing of forests, burning of the fields, paving the pathways to the new fields, construction of huts and transportation of wood from the field, the remaining activities of the crop production activities, right from seed selection and sowing, weeding to harvest of the crops are carried out mostly by the women. Amongst the farming operations, weeding is generally considered as a consistent laborious task as traditional method of weeding and manual weeding were found to be the common practices according to the baseline study in the project locations. The project therefore will consider such concerns during implementation of labour reduction interventions of the project.

The reports also showed that in addition to cultivation activities carried out by women, they also engage in efforts of adopting multiple livelihood strategies for income generation such as vending in the local markets or nearby towns. In livestock rearing and management, both men and women share work on tending of domesticated animals, however it is women who does the foraging activities from forests for edible plants, fuel and fodder for consumption as well as for livestock. The baseline report also indicates livestock rearing as a potential source of increasing the average income of farmers, which can be accelerated with adequate inputs on disease management, access and availability of feed and fodder.

The contribution of women extends hugely at the household level which comprises of household income management, maintaining homes and care works. Many of these activities are unpaid and altruistic in nature; these activities are also not economically defined as productive therefore never accounted in national accounts. However they are essential to the well being of rural households.

1. **Access and control**
2. **Assets & Ownership:** Assets such as mobile and bank account are owned by considerable proportion of female and male. While Immovable assets, land, buildings are commonly owned by male members. However, women do get access rights over clan and community owned lands, therefore cases of landless persons is minimal even amongst women. Other assets such as livestock, farm equipments and vehicles are generally jointly owned by men and women.
3. **Credit:** Women own bank accounts however their access to credit is very limited. The baseline study show only 17 percent of women availing credits from formal financial institutions. While as per the socio economic assessment report credits were majorly accessed by male members. Due to lack of ownership rights over the land and resources, individual women are not in a position to avail credit/ loan for lack of collateral facilities. Other reason remains poor connectivity to access financial institutions and lack of knowledge and information on financial inclusion. Therefore informal loan and credit lending from family and informal lenders becomes the immediate resort, which may incur irregularities of high interest rates.
4. **Training, knowledge and information:** Farmers receive trainings on agriculture and allied operations from state departments such as Agriculture, Horticulture and ATMA extension service providers. However the socio economic assessment report projected a very low participation and inclusion of women in trainings. A major reason for this is the flow of information at the community level, women remain uninformed and unaware of training opportunities.
5. **Decision Making Patterns**

Understanding the level of decision making at household level and community or social sphere will help in assessing the power relation of men and women in communities:

1. **Household decision making:** Household decision matters related to farming, livestock, household expenditures, mobility and alternative income generation activities commonly involves the decision of both men and women. Therefore, gender relation on these parameters of decision making at household level is somehow balanced.
2. **Decision Making in the spheres of social and political affairs:** At social and political sphere women are nearly nonexistent or underrepresented in prominent decision making bodies such as the Village Council and the aligning development boards. These institutions are remodelled traditional institutions which govern the laws of the village, makes and influences community decisions on land use and management. Therefore the absence of women in such institutions indicates absence of women’s opinions and exclusion of their participation in the decision making processes. Over time, a trend of forming women’s spaces have begun, which have brought about women societies in the social sphere and women wing in religion sphere. The baseline report also showed high number of women affiliating membership to these groups. Though these kinds of groups have nominal influence on the communities larger decision making bodies, they serve spaces for women to articulate opinions and provide social support.

This section depicts the extent of difference in power relations in communities. While women are largely dependent on land based livelihood, their domain of control over it is limited both at household and community level. The trend of men’s involvement in cash based agriculture (eg. Plantations, orchards) is usually observed higher than that of women which is a similar experience found in other parts of the world. This being said, when men’s interest on engagement in agriculture can be motivated by cash driven landbased livelihoods, there are some potential risks of women losing out the limited access rights which they once had. The project therefore has to be consistent in engaging women at all levels and ensuring their participation.

1. **Youths and issues within the project location**

The age distribution for youths for the purpose of this analysis is considered between 15 to 29 years of age (ILO definition). One of the eminent issues amongst youths in the state has been that of unemployment. The NSS report 2011-12 shows that 40% of youths in rural areas are unemployed by usual status, which is even more alarming rate of 65% by usual principal status. This indicates that a large section of human resource remain idle and unutilised. On gender disaggregation and analysis it was found that:

1. Unemployment is more prevalent amongst the age group of 25- 29 years. The problem is more acute amongst male than female.
2. In sample districts young people are generally engaged in jhum farming which is higher for female than that of male. Other activities the youths are involved with are Govt services and vegetable vending. Jhum farming and vegetable vending are predominantly female while Government service is of male.
3. Rural out migration is observed at an increasing pace which is factored by multiple causes such as employment, education, livelihoods and other choices. The increase of this trend implies the decreasing agriculture labour force in rural areas. This migration is hugely of youths migrating to towns or other places for work creating labour shortage in farming. In all the districts male youths more mobile than female, therefore outmigration may be assumed as higher for male than female.

The Project will consider the age group of 18 to 35 as youth. The reason being the contextual definition and practice, that youth is majorly defined with the parameter of marital status.

1. **Objectives and Approach for gender mainstreaming in FOCUS**

Women are the main contributors to both agriculture and livestock activities and therefore gender would be mainstreamed into the project activities so that women have access and control over resources both in terms of targeting of project activities and also their participation in various committees and activities of the project. FOCUS management team will ensure empowerment and gender equality, with full participation of women and men in project institutions, capacity building for women and men, and reduction in women’s often excessive workload. All knowledge products produced by the project will be gender sensitive, and the M&E system will mainstream gender considerations. The objectives of the gender strategy of FOCUS Nagaland will be aligned with the thrusts of the IFAD Policy on Gender Mainstreaming:

1. Expanding women’s economic empowerment through access to and control of productive assets and benefits
2. Strengthening women’s decision-making roles in the household and community and their representation in the membership and leadership of local organizations; and
3. Achieving a reduced workload and an equitable workload balance among women, men, girls and boys.

Main outcomes of the gender strategy:

1. Empowerment and equal opportunities- Promote economic empowerment to enable rural women and men to participate in and benefit from profitable economic activities.
2. Participation in decision making- Enable women and men to have equal voice and influence in rural institutions and organizations (created through project interventions).
3. Equitable balance in workloads- Achieve a more equitable balance in workloads and in the sharing of economic and social benefits between women and men.

The gender strategy is valid for the full duration of the FOCUS Nagaland and will be implemented by the staff of the PMU and DPMUs as specified in annexure 2.

1. **Activities and Outputs**

FOCUS adopts a comprehensive gender strategy to ensure the appropriate focus, comprehensive approaches and timely support to the project activities. A range of activities is recommended which include some gender-specific strategies as well as integration of a gender focus in key mechanisms and processes of the project.

1. Gender analysis to identify the specific vulnerabilities of women and men, their livelihoods, current constraints, coping mechanisms, and solutions is greatly needed. As part of the PLUP and its annual update, FOCUS would undertake an analysis to promote a better understanding of gender organization of production systems including jhum and settled agriculture, livestock, existing value chains etc. This analysis will provide more clarity on the roles played by men and women in these production systems, the distribution of income, decision-making and benefits emerging from these economic activities. The analysis would provide a sound basis for guiding FOCUS interventions in the production system to ensure that project activities do not adversely affect women’s roles and status in the community (see annexure 2 for checklist of topics that fall under gender analysis of production and marketing systems).
2. Gender sensitization of project staff, partners and community leaders where needed, the project will converge with relevant Government Departments to undertake community awareness and training for both men and women on reproductive health, nutrition, hygiene and distribution of care-work within household. Moreover, the project will identify and mobilize men from within the communities and government services who are gender aware, to train their peers. Awareness about gender equality should also enlist the leadership of women societies and religious groups where women participation is very high according to the baseline survey and sets a good example of women and men equally working together for public good.
3. Women’s Leadership building will be a priority area for FOCUS. Specific leadership development programs will be tailored to enhance capacities of women in leadership roles and decision-making. Women will also be prioritized for any exposure or exchange learning programs supported by the project. Women members of FIGs will be trained on FIG management so that they can build competency and self-confidence to stand in elections for the positions of office bearers as well as play an active role as members. Women leadership building will target both women and men, members of FIGs, VCs, JRMCs. Given that women are active in several civic and religious organizations as per baseline survey, project may consider working with such organizations to create a platform for women members of FIGs to discuss common issues and build their self-confidence.
4. Gender in stages-Identifying gender constraints and designing strategies to address them during preparation, integrating gender-specific activities during implementation and budgeting for them, evaluating progress with a gender lens, and redesigning activities or adopting better ones to fill gender gaps are important steps in the project cycle.
5. The project will endeavour to address issues of gender based violence in the communities through sensitization programmes and linking with relevant departments/ agencies in the state.
6. In order to reduce women’s work drudgery in agriculture and allied sector in Nagaland, tools and equipment specially designed and friendly for women may be given. Equipment and machinery must be tailored to women’s and men’s roles in the various production systems of jhum, settled farming and terrace rice cultivation. The types of machinery to be procured will be based on consultation with women and men. It is expected that with support of machinery and equipment women’s and men’s labour productivity will increase and drudgery will reduce. With the time saved, it is expected that women and men may be interested to take additional income generating activities like poultry, goat and pig rearing, nursery development etc. Homestead gardens to be supported under the project whereby fodder species will be introduced (wild and other species) which is expected to reduce women’s drudgery in fodder collection.
7. Expanding women’s access to resources: In Agriculture, women have contributed hugely in preserving & ensuring the seed heritage in our communities. In the midst of development progresses made in agriculture, these knowledge systems which women have need to be preserved, protected and promoted. While such steps will ensure women’s access and control over seeds and traditional knowledge on management practices, it also at the same time, ensures communities autonomy over the seeds and this in turn protects the resource rights of indigenous people. The project will establish seed banks in all the project villages which will be managed by the VJRMC, led by the women representatives in the committee.The project intends to extend this support through assistance for the communities in setting up the bank (Storage materials). The management of the seed bank modality will follow a shared economy of borrowers and return.
8. Landless is of minimum prevalence in Nagaland, however FOCUS will be sensitive in identifying landless households in the project locations and support in accessing land on tenurial basis.
9. Expanding choices for women’s livelihoods without gender stereotyping is another important priority for FOCUS. The presence of women in the local markets as vendors is very high, therefore the project will emphasize on building on these marketing linkages through trainings on financial literacy, business management and any other aspect which is deem appropriate to enhance the skills. The project will also prioritize women to receive livestock support such as piggery and poultry.
10. Building gender equality related messages in project training on agriculture and allied sectors and in project communication. It will therefore be important for project team to ensure that gender equality messages are embedded in training materials on agriculture and livestock, clearly referring to women and men’s roles and access to resources.
11. Inorder to retain youths in the communities and addressing the high rate of unemployment, youths will be encouraged to be included in the value chain FIGs. An FIG either exclusively comprising of youths or led by youths will be supported under the project to promote agro entrepreneurship. The innovation component will also prioritize projects proposals from youths. The project will engage youths as major target group to be trained under skill trainings such as meat handling and livestock handling and management.

**Gender responsiveness at the organizational level**

FOCUS project will realign and strengthen the existing PMU and DMU teams in ensuring and monitoring the project towards building a gender sensitive and responsive environment across all the institutions of FOCUS. The roles and responsibilities have been described in Annexure I.

**Grievance and Complaint Handling System**

An Internal Committee to address sexual harassment cases will be constituted at PMU office. At the districts, a nodal officer from within the team would be identified for receiving the complaints and grievances and forwarding the same to the Internal Committee. The State and all the District offices would maintain a grievance lodging register which would be kept with the concerned nodal person. According to the nature and seriousness of the complaints, a priority list will be prepared. A complaint registration system will be developed at all the levels. The names of the Internal Committee and all the district nodal officers will be displayed in the premises of the offices and the same be made available for all the institutions in the villages. A working modality for the Internal committee will be developed and circulated across. (Attached in Annexure 3)

1. **Gender and vulnerable groups in M&E**

Integrating gender dimension in M&E and reporting on gender through sex-disaggregated data is imperative in all IFAD projects. Integrating gender into M&E system helps to measure the extent to which a project has addressed the different needs of women and men, and has made an impact on their lives and overall social and economic well-being. It also facilitates to improve project performance during implementation, allows for mid-term course correction, and makes it possible to derive lessons for future projects. Project reports will clearly identify the extent to which the project has reached women and men the degree to which they have benefited from project activities and outputs.

FOCUS Nagaland will apply quantitative and qualitative assessment methods:

**Quantitative:** This will involve gender disaggregation of data on project activities and outputs to see if women have fully participated in group membership, group leadership, training, livelihoods activities, credit activities and enterprise support. Further, gender disaggregation is needed to see if women have benefited in terms of outcomes - such as increasing production - or impacts - increased income and assets. As some indicators are better measured on a household basis, these need to be disaggregated by gender of the household head.

Table: Quantitative indicators for M&E

|  |  |
| --- | --- |
| Increased production | Number of HH reporting adoption of environmentally sustainable and climate resilient technologies and practices (please indicate for male headed and women headed households in AOS)  Gross returns from spices (for both male headed and female headed households in annual outcome survey)  Gross returns from livestock (for both male headed and female headed households in annual outcome survey) |
| Increased income and assets | Number of HH reporting increase of >100% in household incomes (please calculate for male headed and female headed households in annual outcome survey) |

**Qualitative:** Special studies to be undertaken on thematic issues of labour, decision making patterns, leadership and confidence level building, risk management etc. These qualitative assessments will serve the purpose of both analysis for improvement and as an assessment measure. Such special studies will be conducted at least once in a year. The Annual Outcome Survey will also capture the qualitative aspects on gender and social targeting and issues.

Table Qualitative indicators

| **Particulars** | **Questionnaire / issues to identify gender-sensitive indicators** |
| --- | --- |
| G Gender division of labour | * What is the gender division of labour or work burden at the household level? In other words, who is more responsible for working in the household, women or men? * When the project got started, have men started sharing household work with women, or do women now have to work more? |
| Gender differences in access and control over resources (e.g. income, employment, land, social services) | * Who controls income in the household? Do the man and woman equally contribute in decision making on expenditure relating to household income? * Who participated in the project training more, female or male? What have been the outcomes of training in applying the knowledge to household economics? * In whose name is the land under the household control? Do both man and woman equally contribute in deciding the types of crops to be grown in the household land? * What different kinds of social services do the man and woman receive or enjoy? What influences do these services have into the woman’s health and ability to access information? |
| Gender differences in information and knowledge | * Are there gender differences in accessing the same information (about amount of information and how to access)? * Are there any differences in economic opportunities between man and woman due to different amount of information accessed? |
| Decision making patterns in the household and community | * Who in the household has the decision power? (Compare with the contribution of man and woman in the total household income; whether person contributing the most in total income has the decision power). * The participation of female and male in activities of community (the voice and respectfulness opinions in community activities). |
| Women and men’s attitude and self-confidence | * The difference between female and male about self-confidence in all different project and community activities (on participation and responsibility). |
| Gender differences vulnerability and coping strategy | * Differences in dealing problems and in adjusting to external shock. |

1. **Implementation arrangements**
2. 50% representation of women and at least one women member should hold the post of Office Bearers under FOCUS community institution. In order to achieve 50% women participation in FIG membership under components 1 and 2, it is proposed that expanding the membership of FIGs to the two spouses in a household.
3. 50% women representation in village cadre worker viz. Lead Farmer, Community Animal Health Worker.
4. 50% representation of women (inclusive of women under youths) as Community Resource Persons. Youths to comprise 30% as CRPs
5. Gender sensitization or gender sensitive messages to be inculcated in every training program at district and village levels. At least 30% of participation of men in gender related trainings conducted by the project.
6. Gender inclusive participation to be ensured for village level institutions under the project such as FIGs and VJRMCs. The project intervention to promote men and women working together and contributing to deliberations on challenges and solutions.
7. Project related information which are circulated to villages/ communities should mandatorily endorse a copy to the women society.
8. Preferences to be given to women at different level of staff/community cadre selection and recruitment under FOCUS. The same may be reflected in the advertisement when conducting recruitment under the project.
9. Networking and linkages with other institutions/agencies for addressing women issues, organizing gender sensitization program, observing and organizing specific days such as International Rural Women’s Day, Soil Day, International Women’s Day, World Environment Day etc.
10. Conducting survey on innovative local technologies (tools and equipments) which can reduce women work drudgery (weeding, fodder) and providing technical support on decreasing women weeding drudgery in consultation with technical experts.
11. Use gender analysis to understand the different roles, interests and priorities of women and men, and tailor policies, programmes and projects accordingly.
12. FOCUS to put efforts on providing rural women with economic and social development opportunities through capacity building, awareness and assistance, participation in activities to improve productivity of crop and livestock, and participation in value chains and more remunerative access to markets.
13. Youths to represent 30% membership in the Value Chain FIGs.
14. Youths to be targeted and encouraged to participate in buyers sellers meets and exposure visits to expand their knowledge and skills. Specific activities under livestock such as training on hygienic meat handling will be exclusively reserved 100 % for youths with a ratio of 50:50 women and men representation.
15. Preferences to be given to youths under innovation to support their projects and promote livelihood opportunities
16. **Costs and financing**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Sub-Component** | **Activities** | **Unit** | **Unit cost** | **Timeframe** | | | | **Financing plan** | | **Total amount (in rupee)** |
| **20-21** | **21-22** | **22-23** | **23-24** | **IFAD** | **Convergence** |
| 1 | M&E and Knowledge Management | Gender studies, workshop (networking) | Per year | 50000 | 1 |  | 1 |  | 100000 | 0 | 100000 |
| 2 | M&E and Knowledge Management | Case studies | Per year | 50000 | 1 |  | 1 |  | 100000 | 0 | 100000 |
| 3 | Dissemination and  Communication | Printing of gender related IEC | lumpsum | 10000 | 1 | 1 | 1 | 1 | 40000 | 0 | 40000 |
| 4 | Capacity building and knowledge sharing | Training of project staff on gender related matters | Per year | 50000 | 1 |  | 1 |  | 100000 | 0 | 100000 |
| Leadership Training for Women leaders | Per District | 50000 | 2 | 6 |  |  | 400000 | 0 | 400000 |
| **Sub total** | | | | **704000** |  | **704000** |
| **Grand total** | | | | **704000** | | |

1. **Results framework**

**Project Objective**: The overall goal of the project in Nagaland is to increase agricultural income of 137,000 households, and to enhance their resilience to climate change. This would be achieved through the development objective of increasing the environmental sustainability, profitability of farming systems practiced by highland farmers and equal distribution of benefits between men and women.

|  |  |  |
| --- | --- | --- |
| **Project outcome objective** | **Project outcome indicator** | **Use of project outcome information** |
| The overall goal of the project in Nagaland is to increase agricultural income of 137,000 households, and to enhance their resilience to climate change | 1. 70% of the *jhum* households farming for three or more years on the single plot. 2. 75% of the households reporting increase in more than 100% in household income. 3. Soil carbon percentage of at least 4% on *jhum* land. 4. Real increase in net annual farm income (in 2017 prices) to INR 3,480.1 million. 5. Number of trees increased to at least 20 per ha on *jhum* land. 6. 137,000 households reporting adoption of environment friendly sustainable and climate resilient technologies (use of agro-forestry, soil and water conservation, improved planting material and integration with livestock. 7. Gross returns from spices increased to INR 669.1 million. 8. Gross returns from livestock increased to INR 316.5 million. |  |
| **Intermediate outcome** | **Intermediate outcome indicator** | **Use of intermediate outcome monitoring** |
| **Component 1:**  **Improved jhum management** | 1. Of the total lead farmers, at least 30% are women 2. At least 50% of institutions created are sustainable 3. At least 30% of women member FIG have attended capacity building program under the project. 4. Increase in Traditional/ Indigenous crop varieties recovered and conserved 5. Increase in Traditional soil and water conservation technologies replicated 6. Increase in Traditional Settled Agriculture technologies replicated 7. At least 40% of women have received/ access to tools and machineries to reduce work drudgery | Under achievement in the indicators, if any would be analysed for improving community mobilization and capacity building strategy. |
| **Component 2:**  **Value chain and market access** | 1. At least 50% of CAHW are women 2. At least 30% of women member FIG have attended capacity building program under the project. 3. At least 30% of members in the FIG are youths 4. At least 50% of CRPs are women (inclusive of women under youths) 5. At least 30% of CRPs are youths 6. Youths to represent at least 50% out of the total trained under livestock 7. Youths to comprise 100% under training on meat handling with a ratio of 50:50 women and men | Under achievement in the indicators, if any would be analysed for improving community mobilization and capacity building strategy. |
| **Component 3:**  **Project management** | Complaints received by Grievance redressal Committee are addressed by the project through Gender Grievance Redressal Committee. | Experiences and learning from the project are factored into management decision-making for improving subsequent project performance |

**Annexure 1: Gender analysis of agricultural production and marketing (**Reference: Gender Mainstreaming in Agriculture & Allied Sectors by MANAGE)

The format below can be used for analysis of roles played by men and women in different crop production activities, livestock rearing, household and off-farm production activities. Participation of both male and female members of the households should be ensured for analyzing the activities performed in each sector.



The following table can be used in a focused group discussion for understanding the access and control profile of men and women over different resources, in a household and community.

**Access & Control Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Resource** | **Access** | | **Control** | | **Comment** |
| **Women** | **Men** | **Women** | **Men** |
| Land |  |  |  |  |  |
| Equipment |  |  |  |  |  |
| Labour |  |  |  |  |  |
| Cash,Gold/Jewellery |  |  |  |  |  |
| Employment Opportunities |  |  |  |  |  |
| Education/Trainings |  |  |  |  |  |
| Others |  |  |  |  |  |

The information generated using the above tables will help the extension functionaries and the community to understand the existing scenario of gender division of work/roles, work load and the time spent on different activities. Further, it will be helpful to plan the extension activities as per the needs of the farming community

**Annexure 2: Roles and responsibilities**

|  |  |
| --- | --- |
| **Position in the project** | **Roles in the implementation of the gender strategy** |
| State Project Director, PMU | She/ he will oversee in ensuring that each activity is planned effectively and fulfilling the targeting approach of the project. She/ he will lead the team in the implementation of the gender strategy and approving all decisions. |
| Manager- Gender& Community Inst. PMU | She/ he will play the role of facilitating the project team in ensuring the project targeting approaches- social inclusion and gender. She/ he will work in close co-ordination and consultation with the Manager M&E |
| Project Implementing Team (District In charge) | She/he will be the key person in implementing the strategy at the DMU’s. He/she is responsible for ensuring that all decisions are taken in the best interests of the beneficiaries and provide with inputs on relevant contextual strategies. |
| Manager- Knowledge Management, PMU | She/ he will play the role of generating and sharing relevant information and knowledge on gender related information, best practices and propagating the same |
| All Asst. Manager-Planning at DMU’s | She/he is the key person in monitoring the gender and social targeting in the districts. He/ she shall maintain relevant records at the district and report on a timely basis to PMU |

**Annexure 3: Working Mechanisms for SoCRAN on Sexual Harassment at Workplace**

FOCUS- IFAD Nagaland has its project coverage in 8 districts of Nagaland namely Kohima, Wokha, Phek, Kiphire, Zunheboto,Mokokchung, Mon and Longleng. The direct employees under the project consists of the following:

1. Project Management Unit:
2. State Project Director
3. Project Support Specialist
4. Project Implementing Team: 10 Departmental attached officials
5. Finance & Accounts Specialist
6. Procurement specialist
7. Accounts assistant
8. Audit officer
9. Manager Monitoring & Evaluation
10. Manager Knowledge Management
11. Manager Gender & Community Institutions
12. Deputy Manager, MIS
13. Computer Assistant- 2
14. Peon- 4
15. Driver- 4
16. District Management Unit:
17. District Project Manager
18. District Assistant Manager Planning, M&E/ MIS
19. District Finance Officer
20. District Project Assistant
21. Village Level Unit:
22. Lead Farmer
23. Community Animal Health Worker
24. Community Resource Person

**TERMS AND DEFINITIONS:**

1. Employer: The Agriculture Department
2. Employee: As per the act it means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis. It includes persons engaged either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer. It also includes person working on a voluntary basis where the terms of employment are not necessarily expressed or implied.
3. Internal Committee: A committee constituted within the workplace adhering with the norms of the Act to address and redress sexual harassment cases
4. District Nodal Officers: An officer appointed at district level to receive complaints from the district and village level employees and forward the case to the Internal Committee. The Nodal Officer for SoCRAN at district level shall be the District Project Manager
5. Aggrieved Woman: A woman filing the complaint, it includes all women whether engaged directly or through an agent including a contractor, with or without the knowledge of the principal employer. They may be working for remuneration, on a voluntary basis or otherwise. Their terms of employment can be express or implied.
6. Respondent: A person against whom the aggrieved woman has made a complaint

**Rights of the Complainant[[1]](#footnote-2):**

1. An empathetic attitude from the Complaints Committee so that she can state her grievance in a fearless environment
2. A copy of the statement along with all the evidence and a list of witnesses submitted by the respondent
3. Keeping her identity confidential throughout the process
4. Support, in lodging FIR in case she chooses to lodge criminal proceedings
5. In case of fear of intimidation from the respondent, her statement can be recorded in absence of the respondent
6. Right to appeal, in case, not satisfied with the recommendations/findings of the Complaints Committee

**Rights of the Respondent *ibid*:**

1. A patient hearing to present his case in a non-biased manner
2. A copy of the statement along with all the evidence and a list of witnesses submitted by the complainant
3. Keeping his identity confidential throughout the process
4. Right to appeal in case not satisfied with the recommendations/findings of the Complaints Committee

**Preventive Measures on Sexual Harassment to be adopted by SoCRAN**

The Society shall ensure that employees are aware of the Sexual Harassment policy of the society through the following measures:

1. The Manager for Gender will be responsible for sensitizing the policy at PMU
2. All the appointed District Nodal officers will be responsible for sensitizing the policy at DMU and subsequently they will organize/ conduct sensitization programs for the Field level workers (Lead Farmers, CAHWs, CRPs)

**Working Modalities:**

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, SoCRAN hereby adopts the following procedure for determining complaints filed to the Internal Committee (IC) constituted under the Act.

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.
2. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Nodal Officer in charge of respective district shall render all reasonable assistance to the woman for making the complaint in writing
3. Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.
4. The written complaint should contain a description of each incident(s). It should include relevant dates, timings and locations; name of the respondent(s); and the working relationship between the parties.
5. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint.
6. In instances of conciliation on the request of the aggrieved woman, the Internal committee will adopt the following steps provided that no monetary settlement be made:
7. The IC will record the statement of settlement
8. Copies of the record of settlement to be given to both the aggrieved woman and the respondent
9. No further inquiry to be made by the IC after the conciliation settlement
10. Any complaint received by the members should be immediately forwarded to the Presiding Officer, and this must be notified to other committee members at the earliest and not later than 3 days and a meeting should be called for discussing the matter.
11. Notice shall be issued to the respondent within 7 working days of receipt of the complaint and 10 working days shall be given for submission of reply (along with the list of witnesses and documents.)
12. The Committee will provide assistance to the aggrieved woman, if she so chooses, to file a police complaint in relation to an offence under Indian Penal Code.
13. The Committee has to ensure the safety and protection of the aggrieved woman if and when required.
14. During the interim/ pendency period the committee may recommend the employer to:
15. Transfer the aggrieved woman or the respondent to any other workplace
16. Grant leave to the aggrieved woman up to a period of three months
17. Grant such other relief to the aggrieved woman may be prescribed.
18. The Presiding Officer shall convene the first hearing of the enquiry. The respondent, the aggrieved woman, and the witnesses shall be intimated at least 7 working days in advance in writing of the date, time and venue of the enquiry proceedings. The subsequent proceedings may be on a day to day basis, to be decided by IC.
19. The Committee may at any time during the enquiry proceedings, preclude the face-to face examination of the respondent and the aggrieved woman and/or their witnesses keeping in view the need to protect the aggrieved woman or the witnesses from facing any serious health and/or safety problems.
20. The Committee shall have the right to summon, as many times as required, the respondent, aggrieved woman and/or any witnesses for the purpose of supplementary testimony and/or clarifications.
21. The Committee shall have the power to summon any official papers or documents pertaining to the aggrieved woman as well as the respondent.
22. The past sexual history of the aggrieved woman shall not be probed into as such information shall be deemed irrelevant to a complaint of sexual harassment.
23. The Committee shall have the right to terminate the enquiry proceedings and to give an ex party decision on the complaint, should the respondent fail, without valid ground, to be present for three consecutive hearings convened by the Presiding Officer.
24. The aggrieved woman and the respondent, or any one person on her/his behalf, shall have the right to examine written transcripts of the recordings with the exclusion of witnesses’ names and identities.
25. Any person nominated by the aggrieved woman and/or the respondent on her/his behalf shall be a co- worker. No person who has been found guilty of sexual harassment shall be accepted as a nominee. The aggrieved woman/respondent should inform the Presiding Officer specifically if they wish to exercise this right. The Presiding Officer shall allow access to such documents on a specific date to be intimated at least two days in advance to each of the parties concerned. At no point in time, however, can the concerned parties take these documents outside the office.
26. The aggrieved woman and the respondent shall be responsible for presenting their witnesses before the Committee. However, if the Committee is convinced that the absence of either of the parties to the disputes is on valid grounds, the Committee shall adjourn that particular meeting of the Committee for a period not exceeding five days. The meeting so adjourned shall be conducted thereafter, even if the person concerned fails to appear for the said adjourned meeting without prior intimation/valid ground.
27. All proceedings of the IC shall be recorded in writing. The record of the proceedings and the statement of witnesses shall be endorsed by the persons concerned as well as the committee members present in token of authenticity thereof. In case the minutes cannot be reduced in writing the same day, as audio recording of the proceedings may be made, and the written proceedings will be authenticated on a next available opportunity.
28. If the aggrieved woman desires to tender any documents by way of evidence, the Committee can supply true copies of such documents to the respondent. Similarly, if the respondent desires to tender any documents in evidence, the Committee shall supply true copies of such documents to the aggrieved woman.
29. In the event the Committee thinks that supplementary testimony is required, the Presiding Officer shall forward to the persons concerned a summary of the proceedings and allow for a time period of seven days to submit such testimony, in person or in writing, to the Committee.
30. The aggrieved woman and the respondent shall have the right of cross-examination of all witnesses. However such cross-examination shall be conducted in the form of written questions and responses via the Committee only. The respondent shall have no right to directly cross-examine the aggrieved woman or her witnesses.
31. The respondent/aggrieved woman may submit to the Committee, a written list of questions that he/she desires to pose to the aggrieved woman/witness. The Committee (ICC) shall retain the right to disallow any questions that it has reason to believe to be irrelevant, mischievous, slanderous, derogatory or gender-insensitive.
32. Amicus Curiae or in other words a person who is not part of the case and is by profession a legal expert can be called for helping the committee if and when required.
33. After concluding its investigation, the Committee shall submit a detailed reasoned report to the Employer.
34. If the Committee finds no merit in the allegations, it shall report to the Institute.
35. In the event the Committee finds that the allegation(s) against the respondent have been proved, it shall recommend the nature of action to be taken by the Institute. The following actions may be recommended:
36. A written apology
37. Warning
38. Reprimand or censure
39. Withholding of promotion
40. Withholding of pay rise or increments
41. Undergoing a counseling session
42. Carrying out of community service
43. Terminating the respondent from service
44. Any other punishment according to the service rules applicable to the respondent
45. When the Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved women or any other person making the complaint has made the complaint knowing it to be false or the aggrieved women or any other person making the complaint has produced any forged or misleading document, it may recommend to the Institute to take action against such falsification.
46. If the allegation(s) is/are proved against the respondent, the Committee may direct the Employer to ensure the payment of compensation to the aggrieved woman by the respondent. The determination of compensation to the aggrieved woman shall be decided based on the following facts:
47. The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman.
48. The loss of career opportunity due to the incident of sexual harassment.
49. Medical expenses incurred by the victim for physical or psychiatric treatment
50. The income and financial status of the respondent
51. Feasibility of such payment in lumpsum or in installments
52. The Employer or the head establishment will file a compliance report to the Committee within 30 days of issuance of such recommendation.
53. IC shall have the necessary powers to take actions on its own motion in notice of incidents of sexual harassment and/or gender injustice within the workplace.
54. The identity of the aggrieved woman, respondent, witnesses and proceedings of the Committee and its recommendations and the action taken by the Institute shall not be published, communicated or made known to the public, press or media in any manner and it will be outside the purview of the Right to Information Act, 2005.
55. No legal practitioner will be allowed to represent either the aggrieved woman or the respondent in proceedings before the Complaints Committee.
56. The Committee has the powers of a civil court in the following cases
57. Summoning and enforcing the attendance of any person related to the incident.
58. Requiring the discovery and production of any documents
59. Any other matter relating to the incident as decided by the Committee from time to time.

1. Gov. of India Ministry of Women and Child Development; 2015; Handbook on Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act 2013 [↑](#footnote-ref-2)