

# **Gender Budgeting**

## **1. BACKGROUND**

Gender Budgeting has been adopted as a tool for mainstreaming gender perspective at various stages of planning, budgeting, implementation, impact assessment and revisiting of policy/programme objectives and allocations. The objective of the Gender Budgeting to organize workshop to facility capacity building and training for various stakeholders.

As the main activities of Gender Budgeting Scheme and Research, Publication & Monitoring Scheme are similar, hence Gender Budgeting (GB) as a research tool to facilitate pro-women budgetary allocation has been suitably merged under the sub-scheme “Research, Publication & Monitoring” of the Umbrella Scheme as suggested by Department of Expenditure. During, the current financial year activities will be undertaken separately, however, the scheme of Gender Budgeting will be subsumed from the financial year 2017-18 in the Research, Publications and Monitoring Scheme.

## **2. OBJECTIVE**

- To initiate an integrated approach and guide the Gender Budgeting Cells (GBCs) set-up by different Central Ministries/Departments by disseminating the concept, tools and strategy of GB
- To coordinate and monitor gender budgeting exercises of GBCs and facilitate gender budgeting analysis.
- To organize workshops to facilitate capacity building and training for various stakeholders including officials of Central and State Governments, PSUs, corporate sector, PRIs and NGOs, etc.
- To provide assistance to develop training modules/packages, training material and information booklets and manuals for gender budgeting for all stakeholders
- To encourage State Governments and PRIs in evolving plans and strategies for undertaking gender budgeting by providing assistance, support and consultancy services for organizing Workshops, Seminars, Training Programmes, etc.
- To provide assistance to support research studies, surveys, etc to Research Institutes, NGOs, etc for gender budgeting.
- To pilot action on gender sensitive review of national policies such as fiscal, monetary, environment, trade etc
- To pilot action on gender review and gender audit of important legislations
- Guide and undertake collection of gender-disaggregated data.
- Conduct gender based impact analysis, beneficiary needs assessment and beneficiary incidence analysis
- Collate and promote best practices on gender budgeting.

## **3. ELIGIBILITY OF THE IMPLEMENTING ORGANISATION/AGENCIES**

The implementing agencies can be the

- Social Welfare Department, State Government
- Women and Child Welfare Department, State Government
- Women's Development Corporations
- State Commissions for Women
- Women's Development Centres
- Rural (Panchayati Raj Institutions) & Urban Local Bodies
- Voluntary Organizations with three years experience after registration
- Universities & UGC approved Institutions
- Public Sector Undertakings etc.

The organization must have adequate experience in implementing women and child related projects and programmes etc. It should have facilities, resources and personnel to implement the project for which assistance is sought.

#### **4. COMPONENTS FOR FINANCIAL ASSISTANCE**

In order to achieve the objectives of the scheme, financial assistance will be extended to undertake the following activities. The following list is illustrative and not comprehensive of all activities and projects for which the grant will be given.

- (a) Develop training modules/packages, training material and information booklets and manuals for gender budgeting
- (b) To conduct monitoring activities including gender based impact analysis, beneficiary needs assessment and beneficiary incidence analysis
- (c) To monitor the financial performance and physical deliverables in a given sector, i.e. to assess whether the money was spent as planned, what was delivered and to whom.
- (d) To assess the adequacy of budget allocations to implement the gender sensitive policies and programmes
- (e) To assess the impact of the policy/programme/scheme in a given sector and the extent to which the situation for men and women, boys and girls has been changed, in the direction of greater gender equality.
- (f) To organize workshops, seminars, training programmes, conferences etc to facilitate capacity building and training for various stakeholders including officials of Central and State Governments, PSUs, corporate sector, PRIs and NGOs, etc

**Based on the above, Grants under the scheme will include:**

- **Grants for Training**

The detailed rules will be as follows:

##### **1. Grants for Training**

Gender Budgeting is a new scheme which encompasses incorporating a gender perspective and sensitivity at all levels and stages of developmental planning and implementation, and is a means for translating gender commitments into budgetary commitments to meet women's specific needs.

In view of the importance of Gender Budgeting and in order to disseminate the concept and tools, one of the key objective of the scheme is to organize workshops to facilitate capacity building and training for various stakeholders including officials of Central and State Governments, PSUs, corporate sector, PRIs and NGOs, etc. In order to customize the tools and strategies for different stakeholders, varied and innovative training and dissemination techniques are required. For those outside the government, Gender Budgeting can encourage transparency, accountability and participation and facilitate better advocacy.

The **eligibility** of the institution/organization should be such as mentioned in para (3) above.

As the aim of Gender Budgeting is to integrate gender perspective at all levels of development, grants under the scheme will be made available for Workshop/Training Programmes at the following six levels:

- a. Panchayat level
- b. District level
- c. State level
- d. Regional level
- e. National level and

The grants for Training will be given under the following two categories:

1. **One time GB Training** - Grants under this category will ordinarily be given for training programme proposals for a period of three days at one time. In exceptional cases the period may be extended as the case may be, with proper justification.
2. **Sustained GB Training** – As Gender Budgeting is a continuous process and needs sustained intervention, funds will also be given to organizations/agencies/institutions for conducting a series of workshops, targeting a particular area/group. In such cases too, funds for conducting one workshop will be given for a maximum period of three days. In exceptional cases the period may be extended as the case may be, with proper justification.

The proposal for training workshops for all the above levels [(a) to (f)] will have the following common guidelines and specific guidelines for each of the above as mentioned in the financial norm has to be followed. The proposals for grants for organizing training workshops will be self-contained and prepared in accordance with the guidelines mentioned below.

1. Grants for workshop/seminar will be made available through the head of the institution organizing it. S/He will agree to:

- (a) arrange the physical facilities ;
- (b) administer and manage the finances received for the purpose ;
- (c) arrange ministerial and managerial assistance ; and

(d) organize the training workshop

2. Proposals for organizing workshops will be self contained and indicate:

- (a) the main topic/theme of the workshop
- (b) significance/purpose indicating clearly the contribution which the proposed workshop is expected to make especially for the Ministry
- (c) subjects/contents proposed for discussion ;
- (d) level of participants and their number,
- (e) duration ;
- (f) tentative programme ;
- (g) cost estimates **(Pl. refer to Annexure 6.(i))**

The Ministry's assistance would be limited to 30 participants in case of Panchayat/District level workshop and 50 persons in case of State/Regional and National workshop.

### **3. Documents to be submitted with the proposal**

Institutions/organizations applying for grants for organizing should enclose the following papers:

- (1) Copy of registration
- (2) Latest Annual report
- (3) Latest Audited statements of accounts for three years (Income and expenditure, receipt and payments and balance sheet)
- (4) Memorandum of Association & Rules and Regulations
- (5) Particulars of office bearers
- (6) Brief account of work done by the organization in the field of women and child development
- (7) List of resource persons and participants with their designation and addresses
- (8) Tentative programme schedule for various sessions
- (9) A note on the usefulness of the Workshop

### **Ministerial Workshops**

The Ministry of Women and Child Development may also organize such capacity building workshops. Further, expenditure on meetings of different committees constituted by the Ministry on gender budgeting issues may also be met under the scheme. Limitation of participants shall not be applicable for the workshops organized by the Ministry.

The Project Sanctioning Committee on case to case basis for national workshops may relax the stipulated conditions for grants and give permission for compering, rapporteuring and translations. In such cases the maximum limit will be Rs. 15, 000/- for a comperer, Rs. 750/- for a rapporteur and translation charges will be as per actuals or GOI rule.

## **GENERAL GUIDELINES FOR ALL PROPOSALS RECEIVED UNDER THE GENDER BUDGETING SCHEME**

### **1. Scrutiny and Sanction:**

- (i) The Gender Budgeting Cell of the Ministry will scrutinize every project proposal received. If necessary, it may get the opinion of expert(s) on the project and pay a consolidated fee of Rs.1000/- to each expert for the purpose.
- (ii) In the second step, project proposals which are not satisfactory as per the review of the Gender Budget Cell will be placed before the Secretary, MWCD for his comments.
- (iii) The shortlisted proposals will be placed before the **Project Sanctioning Committee (PSC)** for its final approval. PSC can relax any of the stipulated conditions in exceptional cases and also review the norms after an interval of three years. The members of the PSC will comprise the Secretary (Chairperson), the Additional Secretary & Financial Adviser, the Joint Secretary of the Women's Bureau and the Joint Secretary, in charge of the Gender Budgeting Scheme.
- (iv) After scrutiny of the project the Ministry may call for any clarification or suggest modifications therein.
- (v) The Ministry will issue a sanction letter in respect of every approved project.
- (vi) The Ministry will accept no responsibility for any financial expenditure or liability arising out of the project except what has been specifically approved by it and conveyed to the Institution/Organisation through the sanction letter.

### **2. Condition of Grants:**

- (i) The approved grants of the Ministry will be released in two installments. Sixty percent of the sanctioned grant will be released to the organization immediately after the sanction of the project. However, changes in the schedule of release of grants in specific projects could be made by the Division while sanctioning the project.
- (ii) The second and the last installment will be paid only after
  - (a) the receipt of the **final report** and its acceptance by the Ministry
  - (b) The **audited statement of accounts** for all expenditure incurred together with a utilization certificate is received and is found to be in order, and
  - (c) A **statement of equipment, books etc purchased** out of the grants-in-aid has been received (The organization may have to refund the equipment or with prior permission keep the equipments for organizational use. However, the equipment purchased out of the grant-in-aid will be the property of the Ministry which will decide about its disposal on the completion of the project.
- (iii) The grantee Institution will **maintain separate accounts** in respect of this grant. The accounts will remain open to inspection to the representatives of the Government of India including the Comptroller and Auditor General of India. At the end of the period, the

Institution will have the accounts of this grant audited by a Government Auditor or a Chartered Accountant, and supply a copy of the audited accounts, together with a utilization certificate to this Ministry.

(iv) Any **unspent balance** out of this grant will be refunded by the Organisation immediately.

### **3. Additional Funds:**

The Institution will not be eligible for grant-in-aid in excess of the sanctioned amount, unless prior approval of the Ministry to that effect has been applied for and obtained. Full justification has to be provided in such a case. Taking into consideration the merits of the case, the Ministry may sanction with the approval of Financial Adviser/ Secretary, MWCD an additional grant upto 15 percent of the project cost.

### **4. Re -appropriations:**

The Institution may re -appropriate expenditure from one sanctioned sub-head to another, subject to a maximum of 15 percent in either case within the overall sanctioned amount. Prior approval in such cases is not necessary. All such re -appropriation, however, should be reported to the Ministry.

No expenditure shall, however, be incurred by re-appropriation of savings, on items not sanctioned by the Ministry. Savings shall not be re-appropriated for incurring expenditure on staff that has not been sanctioned by the Ministry.

### **5. Monitoring:**

The Ministry of Women and Child Development has the overall responsibility of monitoring the Gender Budgeting scheme. The Gender Budget Cell established in the Ministry will review the project reports received from Institutions/Organisations to assess the progress of the project. The release of subsequent instalments will be subject to the satisfactory progress of the project. The **quarterly report** for long term proposals and the **final report** of the short term proposals including proceedings of the workshop conducted should cover the following indicators in its report.

- Input indicators: describe what goes on in the project
- Output indicators: describe the project activity
- Outcome indicators: describe the product of the activity
- Impact indicators: measure change in conditions of the community

The quarterly progress reports of the project should also include a certified statement of expenditure for the next six-month period.

### **6. Changes in approved project:**

The Project Director will report to the Ministry changes he/she makes in the project design and no major change will be made therein unless the prior approval of the Ministry has been obtained.

On a request from the Institution, the Ministry may in exceptional cases, permit the appointment of another Project Director.

#### **7. Extension:**

On a request from the Project Director, the Ministry may grant extension of time to complete the project.

#### **8. Termination of grants:**

If the Ministry is not satisfied with the progress of the project, or if it finds that these rules are being seriously violated, it reserves the right to terminate its grant-in-aid.

#### **9. Final report:**

(1) Final report of the project will be submitted by the Project Director to the Ministry (ten copies) on the completion of the project period and in no case later than two months thereafter. The Project Director shall also give the report in a CD in MS Word. This final report which will be comprehensive enough to serve as a definite record is expected to cover the following points:

##### **A. For training Workshops and Seminars**

Background /Need for the Workshop

Objectives

An account of the sessions

Participants Observation/Feedback

Way forward for future action and suggestions for policy making

List of Resource Persons

List of participants

Programme/Agenda of the Workshop

Evaluation/Feedback form

ii. The Ministry may, after scrutiny of the final report, request the Project Director to revise it. If so requested it will be the responsibility of the Project Director to revise the report on the broad lines indicated and to resubmit it within three months. No further grant will, however, be given for this purpose over and above the sanctioned grant.

## **10. Finalization of accounts:**

(1) When the project is completed the Institution will submit an audited statement of Accounts with a utilization certificate for all expenditure incurred, audited by a Government Auditor or a Chartered Accountant, within six months of the date of acceptance/clearance of the project report or termination of the project.

(2) The Institution will also submit to the Ministry a statement showing the equipment purchased out of the grant-in-aid, with its price, along with the audited statement accounts. For the purpose of this rule, equipment will mean articles costing Rs.500/- or more.

(3) Equipment purchased out of the grant-in-aid will be the property of the Ministry which will decide about its disposal on the completion of the project.

**11. Conditions for Publication:** The Ministry reserves the first right to publish the final report of the project financed by it. If it decides to do so, the decision will be communicated to the Project Director along with the acceptance of the report. Such report will be published in the form of a book within one year from the date of acceptance of the report. A royalty of 10 percent on the sale price will be paid to the Project Director/author on the number of copies actually sold.

Except in cases covered by the preceding rule, or in cases where the Ministry fails to publish a report reserved for its publication within one year the decision, the Project Director may publish the project report in such manner as s/he deems fit and through such agencies as s/he may choose, after getting permission from the Ministry. S/He will submit ten copies of the publication free of cost, to the Ministry for its use, immediately on its release.

In all publications, which are based on the projects financed by the Ministry due acknowledgement will be made for the contribution of all professional staff working on the project and also for the financial assistance received from the Ministry. The publications will bear the following inscription:

*“The project on which the present report is based was funded by the Ministry of Women and Child Development, Government of India. However, the responsibility for the facts stated, opinions expressed, and conclusions reached is entirely that of the Project Director/Author and not of the Ministry of Women and Child Development”.*

The copyright of all publications not published by the Ministry relating to a project shall vest in the author. The Ministry, however, reserves the right to make use of them in any of its publications.

### **1. Preservation of data:**

- The Institution receiving grant-in-aid for a project shall make suitable arrangements for the preservation of the data
- The Ministry, however, reserves the right to demand that the raw data or such part of it as may be specified shall be transferred to the Ministry.



- If the Institution proposes to destroy the data or of otherwise dispose it of, it will do so after obtaining the approval of the Ministry.

## **2. Project Proposal:**

The project proposals under the scheme shall be received in the prescribed format as mentioned.

**The project proposal complete in all aspects as mentioned above shall be submitted to the Deputy Secretary, 1<sup>st</sup> Floor, Jeevan Tara Building, New Delhi - 110001 through Registered Post/Speed Post/Courier.**

**Guidelines for the Formulation of a Project Proposal under Grants for Training**

Proposals for organizing workshops will be self contained and indicate:

- (a) the main topic/theme of the workshop
- (b) significance/purpose indicating clearly the contribution which the proposed workshop is expected to make especially for the Ministry
- (c) subjects/contents proposed for discussion;
- (d) level of participants and their number,
- (e) duration ;
- (f) tentative programme ;
- (g) Cost estimates (**Pl. refer to Annexure 2. (i) )**
- (h) Pre capacity assessment of the participants (**Pl. refer to Annexure 2.(ii) )**

**Annexure 2. (i)**

The following items are covered under the **Grants for Training**:

**A. National Level: Three days for 50 Participants**

<b>S. No.</b>	<b>Components</b>	<b>No.</b>	<b>Ceiling Costs*</b>
1.	Hall charges	1 (One)	Rs.15000-20000/ per day – 3 days or as per actual whichever is less
2.	Laptop, LCD Projector, Screen etc.	As per requirement	@ Rs. 5000/- per day for 3 days or as per actuals, whichever is less
3.	Working lunch and tea	55 (fifty five) persons	Will be regulated as per extant GOI instructions on the subject
4.	Kit & Material to the participants	50 (Fifty)	Rs. 10,000/- or as per actual, whichever is less
5.	Accommodation to participants	50 (Fifty)	Will be regulated as per extant GOI instructions on the subject
6.	Pre- workshop expenses including commissioning of base papers or theme papers		- Rs.15,000/- (consolidated)
7.	Travel Allowance		As per GOI rules for 25 participants
8.	DA		As per GOI rules
9.	Stationery		Rs.5000/- lump sum
10.	Honorarium to resource persons		@Rs.1000/- per person day
11.	Inviting eminent resource persons /speakers to the Workshop		Honorarium @ Rs 1000/- Conveyance – as per actual ; Accommodation – Rs. 5000 per day
12.	Contingency		Rs.7500/- lumpsum
13.	Research Associate (for pre and post workshop work)	As per requirement and justification	@Rs.500/- per day, per head
14.	Publication & Dissemination		Rs. 15,000/- lumpsum

## B. State Level and Regional Level: Three days for 50 Participants

As the regional level trainings are assumed to be conducted in a central location, in one of the centrally located cities or state capitals, the cost estimate for both the state and regional level trainings will be the same.

S. No.	Components	No.	Ceiling Costs*
1.	Hall charges	1 (One)	Rs.10,000/day – 3 days or as per actual whichever less
2.	Laptop, LCD Projector, Screen etc.	As per requirement	@ Rs. 3, 000/- per day for 3 days or as per the actuals
3.	Working lunch and tea	55 (Fifty Five) persons	Will be regulated as per extant GOI instructions on the subject
4.	Kit and Material to the participants	50 (Fifty)	Rs. 10,000/- or as per actuals, whichever is less
5.	Accommodation to participants	50 (Fifty)	Will be regulated as per extant GOI instructions on the subject
6.	Pre-workshop expenses including commissioning of base papers or theme papers		- Rs.15,000/- (consolidated)
7.	Travel Allowance		As per actuals
8.	DA		As per GOI rules
9.	Stationery		Rs.5,000/- lump sum
10.	Honorarium to resource persons	As per requirement	@Rs.1,000/- per person per day Conveyance – As per actuals Accommodation–Rs. 3000/day/person
11.	Contingency		Rs.5,000/- lump sum
12.	Research Associate	As per requirement	@Rs.400/- per day, per head
13.	Publications & Dissemination		Rs.15,000/- lump sum

## C. District Level: Three days for 50 Participants

S. No.	Components	No.	Ceiling Costs
1.	Hall charges	1 (One)	Rs.5000/day – 3 days
2.	Laptop, LCD Projector, Screen etc.	As per requirement	@ Rs. 3000/- per day for 3 days or as per actuals whichever is less
3.	Working lunch and tea	55 (Fifty Five) persons	Will be regulated as per extant GOI instructions on the subject
4.	Kit & Material to the participants	50 (Fifty)	Rs. 5,000/- or as per actuals, whichever is less
5.	Accommodation to participants	50 (Fifty)	Will be regulated as per extant GOI instructions on the subject
6.	Pre-workshop expenses including commissioning of base papers or theme papers		- Rs.10,000/- (consolidated)
7.	Preparation of instructional material – audio/visual	As per requirement	as per DAVP rates
8.	Travel Allowance for Out station Speakers	As per requirement	As per GOI /State Govt. rules whichever is appropriate
9.	Travel Allowance to Elected Representatives of Gram Panchayat or Municipality	As per justification	As per actual expenditure incurred on the basis of GOI/State Govt. rules whichever is appropriate
10.	DA	If boarding & lodging is not provided	As per GOI rules
11.	Stationery		Rs.5000/- lump sum
12.	Honorarium to resource Persons	As per requirement	@Rs.1000/- per person per day
13.	Contingency		Rs.5000/- lump sum
14.	Training Coordinator (Institutional)	1	Rs.500/- per day, per head
15.	Training Associate (Institutional)	As per requirement	@Rs.300/- per day, per head
16.	Honorarium for Volunteers		@ Rs. 100 per day, per head
17.	Publications & Dissemination		Rs.15,000/- lump sum

**Note: These ceilings are for the maximum entitlements. Pro rata deductions could be made in case; the numbers of days are less. Internal re-appropriations to the extent of 15% of the receiving head will be permissible within the overall sanctioned amount with the prior permission of the administrative division.**

### Annexure 2 (ii)

A. Pre capacity assessment format (To be filled before the training programme/workshop)

B. Post capacity assessment format (To be filled after the training programme/workshop)