# Guidance note

# Key steps – organizing in your country a learning session on Making It Work: intersection of gender, violence and disability.

## Introduction

*As part of the Gender and Disability Inclusion initiative: advancing gender equity for women and girls with disabilities, Handicap International, in collaboration with the Technical Advisory Committee (TAC) and the good practice holders, organized the first global pilot sensitization session: “****Intersection of gender, violence and disability inclusion: Learning session from Making It Work”. The objective of this activity was primarily to provide bilateral and multilateral development, human rights and gender stakeholders with an insight to the intersection of disability, gender and gender based-violence (GBV). Second, this learning session created an opportunity for local and grassroots experts, and their organisations working with both women with and without disabilities, to share their work and experience on reducing GBV with global development stakeholders. Finally, the Making It Work methodology, used to implement this initiative and document 11 good practices across 9 countries, was used as the silver thread of the whole session to illustrate how the practices were gathered through a participatory approach and how the methodology helped to shift the focus from “what doesn’t work” to “what works” to include women and men with and without disabilities.***

***The aim of this short guidance note is to provide you with an insight to the key steps used to organise these sessions at global level and how you could use them to replicate or design one in your country.***

***In fact, if it is true that both bilateral and multilateral development stakeholders inherently play an important role. National and local authorities, and gender and development stakeholders working in-countries, are equally at the forefront for the implementation of both national and global policies and programmes. This is precisely where and how these sessions will help you to reach out to your authorities and ensure that the rights and needs of women with and without disabilities, as well as across other minority groups, are adequately addressed and taken into consideration.***

***Sensitisation sessions will thus help you to raise awareness of local and national authorities, as well as other development partners, on existing solutions to reduce violence against women and girls with and without disabilities and build alliances for joint work across the gender, disability and development sectors.***

## What do I do before my learning session?

*To ensure the greatest quality and impact of your session, it is important to clearly set its objectives. While the general scope of the sessions may be the same, specific goals may be identified for each session according to the stakeholders you decide to target. It is thus crucial to get yourself familiar with the work and the experience of the stakeholders you decide to target while asking yourself the following questions:*

1. ***Which policy areas and/or programmes do I want to influence?***
2. ***What do I want to achieve, and***
3. ***How can I and do I want to follow-up?***

***Once you have clearly set your objectives and goals, the next step will be to identify the targets of your session by asking yourself:***

1. ***Who is involved in the design, implementation and monitoring of the policy areas and/or programmes I selected?***
2. ***Within a given organisation, which level do I want to target? Am I addressing my session to disability or gender or protection advisors? Are they head of unit or technical advisors?***
3. ***Who is the best placed to follow-up with me and my organisation when the session is over? Do I already have any entry point?***

*When all these elements are gathered, we suggest you to send your future audience a short questionnaire to know more about their work while you prepare your session. You will find a sample in Annex I. Now you are ready to think of the format and the content of your session. While we let you think through the content of your workshop by providing you with guiding questions, we would like to give you an insight to the duration, the format and methodology. In Annex II you will find, as a sample, the work programme we used for the global session we organised in Geneva back in October 2015.*

*Duration****:*** *we recommend you to foresee enough time for each session so that you don’t have to run through your workshop. Based on the global pilot session, we suggest organising at least 2- 3.5 hours session. You should make this decision based on the number of participants.*

***It is important that participants leave with a clear idea of:***

* ***What can I now do better in my work to include all women and girls, including those with disabilities?***
* ***What can I bring back to my own organisation to make it more inclusive?***

*Likewise, it is equally important that you have at hand small but concrete elements for follow-up you want to use to influence your targets once your session is over. Thus, make sure you schedule in enough time for Q&A (questions & answers) and wrap up.*

*Format and methodology****:*** *For the MIW global pilot session, we identified two key moments in the session: The first being the presentation of the MIW Initiative coupled with the sharing of the good practices documented, the second being the work in groups where participants play an active role.*

*While you think of your introduction of the session to the participants and the presentation of the MIW Initiative: don’t forget to allocate enough time to an introductory round of table. This is in fact the moment where participants can share their expectations for the session and what are their key areas of work on a daily basis where gender and/or disability feature. To this end, we developed some questions to guide them through the introductory round of table so that you can immediately grasp the content of their work and include those elements in your discussions. You will find them in Annex II.*

***In the first part of your workshop we recommend to include a general overview of your organization and your work on gender and disability, and secondly the MIW Initiative where we recommend you to share:***

***Why was the topic of gender and disability chosen?***

* ***Which were the key moments of the initiative?***

***Which were its main activities and achievements from your own experience (side event at the CSW, Gender and Disability Forum, the Statement, or the side event to the 62nd session of the CEDAW Committee)?***

***You can find all the information on the MIW website:***

[*http://www.makingitwork-crpd.org/miw-initiatives/international/adwancing-equity-for-women-and-girls-with-disabilities/*](http://www.makingitwork-crpd.org/miw-initiatives/international/adwancing-equity-for-women-and-girls-with-disabilities/)

*Including the latest news:*

[*http://www.makingitwork-crpd.org/news/*](http://www.makingitwork-crpd.org/news/)

*Finally, by involving some of your fellow participants to the initiative and sharing some of the good practices with your audience and the key recommendations that came out following the Disability and Gender Forum in New York you participated in, don’t forget to make them relevant to your audience so that they can immediately understand and ideally identify themselves with, support your recommendations and transfer them to their work.*

*In the second part of your session, you will ask your audience to be an active part of the workshop. By dividing them in working groups, you will ensure that individuals from the same organisation, or working in the same area, are not part of the same group. The objective of this part of your session is in fact to accompany your audience through actively practicing intersectionality of disability and gender in the frame of a case study. In order to do that, you may want to provide each group with one good practice brief which touches upon one of the three areas (awareness raising, empowerment or capacity building and legal advocacy). In Annex IV you will find guiding questions to help them direct their reflection.*

*At the end of the brainstorming, each group is asked to present in plenary. You will make sure to take notes and use the key point of the discussion outcome for your wrap up session.*

*To make the preparation of your session easier, refer back to Annex I as the work programme contains the time for each session.*

*Don’t forget to close your workshop by thanking each and every participant, asking them to fill out a feedback form and, above all, have at hand clear elements for follow-up once everybody will have left your room. In Annex V you will find a sample for the feedback form.*

*Finally, throughout your learning session, the MIW methodology and the good practices will be your silver thread. So don’t forget to include its various elements throughout your workshop, and remind yourself that MIW is about promoting solutions and not only raising awareness of barriers and concerns. To help you in this last but important phase of your preparation, you will find in Annex VI the Making It Work methodology in a nutshell.*

*If you have any further questions or doubt while preparing your learning session, please contact* [*lfenu@handicap-international.org*](mailto:lfenu@handicap-international.org)*.*

# Annex I

# Intersection of gender, violence and disability inclusion:

# Learning session from Making It Work good practices

Thank you for filling out this short scoping questionnaire by 1st October, it is to inspire preparing the session.

Please do circulate this set of questions among your colleagues attending the upcoming session.

Thank you!

1. What are your main thematic and/or programmatic priorities in the coming year?
2. What are the “hot” topics you are engaged in:

A) at global and

B) At the organization’s level?

1. Is there any gender and/or disability guidance or policy document – and/or standards within your organization?
2. Are you aware of an upcoming review or writing process of your organization’s gender and/or the disability policy or guideline? If so, when?
3. Do you currently engage in disability and/or gender inclusion work, or is it rather disability or gender specific?
4. Which of the current statements reflect best your organization’s approach to gender and disability?
   * A) Each of it is addressed separately
   * B) whenever possible we collaborate between units
   * C) We are starting to approach these topics jointly in the intersectionality of disability and gender
   * D) We always try to address them in our programs in their intersections or separately, as per identified need
5. What is your work relationship with the gender or disability unit and/or advisor if any?

# Annex II

# Intersection of gender, violence and disability inclusion:

# Learning session from Making It Work

**Draft Programme**

1. Round of introduction (5 minutes)
2. Background and objectives of the session (5 minutes)
3. The Making It Work methodology: the global initiative on gender and disability inclusion (15 minutes)
4. Q&A (5 minutes)
5. Working sessions: applying gender and disability inclusion to my work (1h including Q&A)
6. Sharing the findings of the Making it Work project (10-15 minutes to fellow good practice holder)
7. Wrap up and looking forward (15 minutes)

# >Annex III

# Guiding questions for introductory round of table

1. What are your main thematic and/or programmatic priorities in the coming year?
2. What are the “hot” topics you are engaged in?

# Annex IV

# Reflection points

Discuss and exchange jointly on the good practice findings, and the recommendations elaborated by the local and global expert women with and without disabilities from more than 16 countries during the first Gender and Disability Forum (GDF). You may use below pointers to discuss on where you think your organization is already working on the intersection of disability and gender, and/or where there is scope for further application and replication of those recommendations within or between your organizations:

1. Which elements could you integrate in your programming (project design, gender auditing, monitoring and evaluation, etc.), both at departmental and institutional level?
2. According to your work priorities, how and where can you actively champion gender and disability inclusion:
3. At global policy level: Development of global policies and guidance documents in your respective core mandates; implementation of and reporting on the SDGs and the development of sustainable development indicators (i.e. the Goal 5 on gender doesn’t take any stand on disability?)
4. In your collaboration with Member States and the implementation of international standards, guidelines and policies
5. In the framework of your collaboration between UN agencies, such as the Inter-agency support group to the CRPD or the UNPRPD?

Annex V

# Learning session from Making It Work practices:

# Intersection between gender, violence and disability.

Participants’ feedback form

1. What is your level of satisfaction regarding (rate your answers between 1 and 10):
2. The facilitation of the session
3. The methodology used
4. The content of the session
5. The duration of the session
6. The working session
7. Which is the key learning you are bringing back to your work?
8. Would you have any suggestions for improvement?

Annex VI

# The Making it Work methodology in a nutshell

**Introduction**

The Making it Work (MIW) methodology is a set of tools to guide you through the process of identifying, documenting and analysing good practices that advance the rights enshrined in the United Nations Convention on the Rights of Persons with Disabilities (CRPD) and using this information to advance action for change. It is a method usable across sectors in development and humanitarian action to explore most significant change as experienced by persons with disabilities. It was developed over the years by Handicap International, its partners and collaborators in projects using MIW. MIW encourages collaboration between key actors in which people with disabilities and their representative organisations play a central role. In the MIW process groups define the types of changes they want to see at public policy, services, community and/or legal level, the types of good practices needed to influence these changes and then develop action to affect change accordingly. Action to affect change includes advocacy, awareness raising, sensitization and/or knowledge transfer.

MIW aims to provide users with support through tools and guidance enabling them to increase, in the broader community, the impact of their work and other organizations’ work towards inclusive societies. It values civil society engagement, especially from people with disabilities, in promoting human rights for all, and helps to structure knowledge management and advocacy in simple steps.

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## Making it Work Methodology

Each step of the MIW process has its own tools to assist the practice and is captured in a guide[[1]](#footnote-1).

**Steps 1 - Establishing multi-stakeholder engagement**

The tools used to establish multi-stakeholder engagement will guide you on how to select appropriate stakeholders to participate in your initiative. There is also a tool to help you establish clear roles using Terms of Reference (TOR) for a multi-stakeholder committee.

**Step 2** - **Documenting and analysing good practices**

The tools developed for this step guide you and the committee established in step 1 through the process of collecting information and providing a good practice template with interview questions. These tools also help to support teams in analysing good practices to draw up recommendations and produce a publication of the good practice, highlighting the factors that helped to achieve the most significant change as perceived by people with disabilities and other actors engaged. It also highlights recommendations around replication or scaling up.

**Step 3 - Actions for change**

These tools provide guidance and help generate ideas for activities to influence change, using your reports, based on the outcomes of step 2. The tools provide support on how to strategize and utilize the various ways of disseminating information. They also suggest ways of engaging with target groups.

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## What is a good practice in MIW?

When we talk about ‘good practices’, we mean practices that facilitated the “full and effective participation in society for people with disabilities on an equal basis with others” (CRPD, Preamble) and, actions that people with disabilities have confirmed as having a positive impact. Initiatives using MIW establish their own criteria to identify the practices in a multi-stakeholder process. We propose standard criteria together with the general principles of the CRPD, providing a useful starting point to be adapted to each context:

1. **Demonstrable Impact:** achieving clear changes and recording positive impact. The impact is not just validated by the organization, but also by partners and beneficiaries. We use testimonies to describe positive changes – in terms of quality of life, quality of services.
2. **Replicability:** a specific action, approach or technique that could feasibly be replicated, adapted or scaled up in other contexts.
3. **Sustainability:** potential for local actors to be able to develop or sustain this action, approach or technique in the future.
4. **Efficient:** a practice which is efficient in terms of time, finances, human resources.
5. **Person centred:** practices related to service provision which respect the concept of individual users being actively involved in any decisions that concern them.
6. **Conforming to the general principles of the CRPD (article 3)**:

* Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;
* Non-discrimination;
* Full and effective participation and inclusion in society;
* Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
* Equality of opportunity;
* Accessibility;

Equality between men and women;

* Respect for the evolving capacities of children with disabilities and respect for the rights of children with disabilities to preserve their identities.

## What is the added value of Making it Work?

Making it Work is particularly useful and relevant to organisations and individuals wanting to influence change in the lives of people with disabilities and promote inclusion in accordance with CRPD principles.

## Making it Work can be used as a tool for:

* **Learning**: Sharing experiences and learning across communities, countries and regions are integral part of the approach. By using a multi-stakeholder dynamic and a collective review, organisations have an opportunity to learn from experts as well as to bring greater visibility of disability issues by involving stakeholders from all sectors.
* **Collaboration**: Making it Work requires multi-stakeholder action whereby several organisations work together to define, select and validate good practices and then use this knowledge for collective, evidence-based action for change, most commonly advocacy. Different stakeholders include, but are not limited to, DPOs, service providers, government authorities, civil society organisations, development organisations, human rights entities and universities. The collaborative approach helps to initiate partnerships and alliances and supports network building. More broadly, the MIW online Good Practice Database provides a global platform for sharing good practices regarding disability-inclusive development. This can reinforce and inspire collective efforts on the CRPD.
* **Empowerment**: Making it Work is a specific platform to hear voices of people with disabilities and their representative organisations to say what has worked well and how they think it could be replicated or scaled-up. This is an empowering process. It also gives them the opportunity to analyse development practices and formulate evidence-based claims or recommendations to promote their rights.
* **Evidence-based advocacy and action for change**: This methodology can be used to influence change through advocacy or a wider range of actions, such as lobbying, awareness-raising, technical training, more long-term support, or mentoring. The good practices collected can provide evidence, credibility and qualitative information on the types of change that are desired. In other words, it enables people to explain why change is important and how it is possible.

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## Brief examples of other initiatives

It has been used by organisations in over 30 countries and has proven its worth as a tool for change. Regional programmes, as well as national projects and local initiatives applied it. The methodology has been applied to a range of topics, including water and sanitation, health, communication, education, employment, disaster risk-reduction, land-mine action, rehabilitation and local governance.

1. Making it Work: Good practices for disability-inclusive development and humanitarian action. Handicap International, 2015. Available at: <http://www.hiproweb.org/uploads/tx_hidrtdocs/MIWGuidelines_PG17.pdf> [↑](#footnote-ref-1)