

**INTEGRATING GENDER INTO WORLD BANK FINANCED
TRANSPORT PROGRAMS**

CASE STUDY METHODOLOGY

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CASE STUDY METHODOLOGY

1. INTRODUCTION

This paper is to guide the selection and conduct of the set of ten cases studies of interventions (policies, programs and projects) to provide the basis for proposals for integration of gender into World Bank-financed transport programs. The methodology and procedures for the studies are designed to take account of the diversity of backgrounds to the interventions under review. In particular, the methodology and procedure allow for close consultations among the teams undertaking the studies, the Consultants /¹ and the Bank. The paper builds on the draft material submitted for consideration at and outcomes of, at the Consultative Meeting at the Bank in July.

The first part of this paper sets out the criteria for selection of the case studies to describe and analyze programs and projects within the context of national and transport sector policy for a number of countries. The criteria are then applied to propose an indicative list of ten countries which might be suitable for the case studies.

The second part of the paper describes the procedures for selecting the consultants to carry out case studies in the chosen ten countries.

The third part of the paper outlines a framework for design of the case studies, to ensure a standard approach by case study consultants /² and hence, comparability of data and opinion obtained from what might be a very diverse range of interventions in very diverse countries.

An important conclusion of the work leading to this paper is that the terms of reference for the studies should not be finalized before the studies are commissioned. The Consultants recommend that those who are invited to submit proposals be given some flexibility to use their local knowledge to propose elements of the terms of reference. The invitations to bid would include an outline of the case study objectives and methodology and a description of the scope of work to be undertaken. The detailed terms of reference for the studies would then be finalized at the briefing workshop prior to their commencement. This approach is recommended to maintain flexibility to the design of the case studies and incorporate the views of the case study consultants.

2. CASE STUDY SELECTION

2.1 SELECTION CRITERIA

The case studies must represent a range of conditions from which findings and conclusions lead to valid recommendations for Bank practices. The studies should try to capture the range of gender issues that relate to the transport sector and the contextual factors that affect both outcomes and the

¹ Throughout this paper, “The Consultants” refers to the study team of IC Net, TRL and IFRTD.

² Throughout this paper, the consultants sub contracted to carry out the case studies are described as “case study consultants”.

ways in which transport programs are conceptualized and transport interventions are designed and implemented.

It will not be possible to draw a statistically valid sample, as the population of policy, program and project interventions is not easily identified and as there is a very wide range of variables affecting their selection, design and outcomes. What the studies must try to achieve, then, is to provide examples of conditions and solutions as the basis for establishing good practice. The procedure for drawing such a purposive sample that is best suited to the analytical nature of the Study is described below.

The terms of reference (TOR) for the overall Study, require a specified regional split, with the case studies to be in a minimum of ten countries, of which three are to be in Africa, two in Asia and two in Latin America. The TOR do not specify the location of the remaining three studies, suggesting that they might be conducted in the three named regions, or in the Middle East or Eastern Europe.

The TOR require that the case studies include, if possible:

- National or sectoral policies designed to promote women's mobility and access to transport
- Large scale urban projects which potentially benefit large numbers of women
- Rural transport projects which potentially benefit large numbers of women
- Small scale urban and rural transport projects.

The transport sectors in the selected countries should be analyzed in discrete case studies. Each case study should explore the nature of transport associated with a particular gendered investment from the bottom up: from the micro or project level, through the institutions making transport decisions to the national policy context and donor agency action. There may, however, be no discrete gender-specific transport investment, in which event a top-down analysis may be more appropriate

Policy and Institutional Contexts

The first element in establishing criteria for selecting case studies comes from recognition that the nature of national and sector policy and the institutional context with regard to gender-awareness are key factors influencing the integration of gender into even small-scale micro transport interventions. Two approaches are proposed to take account of these critical factors:

- Differing national policy contexts should be a defining feature of the case study selection. One possible way of defining this context is between countries with supportive or unsupportive national policies (even constitutions) towards gender mainstreaming.
- The institutional contexts should be segregated into those supporting or not supporting national policy gender mainstreaming.

A simple two-dimensional sampling framework of transport policy type and policy and institutional environments is constructed to represent the case-study sampling frame (Table 1).

Table 1. Initial Sampling Framework

Level and category of intervention	Policy and Institutional Context		
	National and transport sector policy environment unsupportive	National policy supportive but no transport sector policy support	National policy supportive with transport sector policy supportive
National			
Urban			
Rural transport infrastructure			
Urban and rural transport services			

The matrix was discussed at the July Consultative Meeting and used to guide the selection of a long list of countries for which case studies might be chosen. The discussion applied general consideration of the rows in the matrix to try to ensure that selected countries would have a good mix of interventions across the four defined levels and categories. The columns of the matrix are to be applied to guide the selection of case studies to ensure that some evidence of the implications of differing policy and institutional contexts for the outcomes of interventions is obtained.

The list of 19 candidate countries, arranged in 11 rows, prepared by the Meeting was:

Latin America

- Nicaragua
- Brazil, Peru, Argentina (one to be chosen)

Africa

- Senegal, Mali, Burkina Faso (one to be chosen)
- Uganda, Kenya (one to be chosen)
- Republic of South Africa

Asia

- Bangladesh
- Sri Lanka
- Cambodia, Laos (one to be chosen)
- Philippines, China, Vietnam (one to be chosen)

Middle East

- Yemen

ECA

- Poland (or other ECA)

Issues Relating to Interventions in the Transport Sector

The ranges of issues relating to interventions and contextual factors affecting design and outcomes of interventions which the studies should try to capture are summarized in Table 2. It is probable that further contextual and transport sector issues will emerge as the studies are commissioned and conducted.

Table 2. Transport Sector Intervention and Contextual Issues

Issues Relating to Transport Interventions	Contextual Issues
Type of intervention: infrastructure or services, mode: road/ rail/ water/ air	Macro and micro economic situation
Level of operation: local, regional, national	Political factors
Urban/rural	Patriarchy and gender relations
Implementing institution: government, private, donor-financed, public-private, informal sector, community	Governance and institutional development
Scope: project, program, policy	Environmental factors
Magnitude of investment	Civil society and women's movement

2.2 RECOMMENDED COUNTRY LIST

The recommended sample of countries is prepared by:

- Making, for each of the 19 countries listed at the Consultative Meeting, a long list of interventions which might be considered for inclusion as case studies.
- Assessing, for each long-listed country, the presence of a range of interventions down the four rows in the matrix in Table 1.
- Identifying, for each long-listed country, “high priority” interventions which might be suitable to give the required range to meet the selection criteria.
- Choosing those ten countries which best meet the Study’s purposes.

The case studies will include a number of programs and projects supported by the World Bank, for both practical and analytic reasons. Practically, this would facilitate access to project and supervisory personnel and data. It would serve the objectives of the Study and facilitate comparison of interventions that have taken place under the common preparatory framework and approach of the Bank. However, it will be important to set these against the outcomes of alternative frameworks and approaches.

The long lists of interventions in each of the 19 candidate countries are in Appendix 1. Interventions which appear to be especially promising for study (the “high priority” interventions mentioned in the Inception Report) are highlighted.

Selection of the recommended final list of countries involves the elimination of one of the 11 rows and the choice of one country from those on a row with more than one.

Consideration of the requirements of the TOR and the criteria developed by the Consultants and the Consultative Meeting leads to the recommended country list being:

Latin America

- Nicaragua
- Brazil

Africa

- Senegal
- Uganda
- Republic of South Africa

Asia

- Bangladesh
- Cambodia
- Vietnam

Middle East

- Yemen

ECA

- Poland

Brazil is recommended from the line including Peru and Argentina because it has a very wide variety of interventions of interest and large involvement of the World Bank and the Inter American Development Bank. Brazil also features strong gender activism.

Senegal is recommended from the West Africa candidates because it has a suitable spread of interventions – urban and rural transport projects and rural development projects with a transport component supported by the Bank. Senegal has a gender action plan and grassroots level gender and transport initiatives.

Uganda is preferred to Kenya because of its wider spread of interventions, the activities of a large number of donors and its having a gender policy. Uganda’s strong efforts to decentralize government present the opportunity to investigate how gender and transport issues are addressed where local government has considerable authority.

Cambodia presents a more attractive environment than does Laos. Cambodia has a diversity of interventions, including construction, management and institution strengthening. Cambodia is supported by a large number of donors and features a very large, diverse and active group of NGOs.

The most difficult choice from the long list is that of the Philippines, Vietnam or China. All three provide *prima facie* evidence of great suitability to the needs of the Study. All three feature a great deal of activity by both their governments and donors in the transport sector and a range of urban and rural projects in varying modes. The Philippines has special strengths in its very large volume of readily-available data and its having implemented projects using the social fund approach over a number of years. The Consultants recommend Vietnam from the East and South East Asia regions because it has under way an extensive policy reform program, in which many donors are involved. This presents the opportunity to observe how transport and gender are treated in a comprehensive reform program and later, to provide input to the policy dialogue.

The final choice of countries was to eliminate one of the 11 countries which remained. The Consultants recommend that Sri Lanka be removed from the long list for a number of reasons. First, the regional balance is probably best served by having three, rather than the long list of four, countries from Asia. Second, Sri Lanka was considered too particular to allow much replication. Third, the range of interventions in Sri Lanka is narrower than in the other listed Asian countries. Fourth, there appears to be less donor activity in Sri Lanka than in the other three countries.

The Consultants bring to the attention of the Bank two further considerations, the first of which is that security considerations in Yemen may cause some difficulty. It is proposed that conditions in Yemen be kept under review and that another country be substituted should they not favor activities for a case study.

The second consideration is of Poland which was included in the long list primarily because of conditions identified in the literature search – that it was not favoring the introduction of gender policies and practices and therefore could show the gender outcomes which result from that policy stance. The search for possible interesting interventions for study in Poland revealed that the list was short and narrow. It may be that Poland should be replaced by another country, possibly Bulgaria or Uzbekistan, if the Bank wishes to ensure that there is sufficient activity to warrant study.

3. PROCEDURES FOR CONDUCT OF CASE STUDIES

3.1 QUALIFICATIONS

The case studies will be conducted by ten case study consultants working closely with the Consultants and the Bank. The case study consultants will be selected through an open call for proposals. The work of selected case study consultants will be coordinated, within the Consultants' team, by the IFRTD Secretariat. The ten selected case study consultants will be treated as a network, which gives several advantages for this study and for the future uptake of the results, as it will:

- create a community of practice that will encourage learning and sharing across countries and regions on issues of integrating gender into transport interventions
- allow national ownership of the research and findings
- enhance the quality of the case studies by making the best use of local knowledge and by fostering peer review.

Candidate consultants will be required to have training in a social science. They are expected to come from a range of fields, of which the two most favored are:

- those with wide expertise in transport (especially transport economists) and some expertise in gender analysis
- those with proven expertise in gender analysis and gender-based research and some knowledge of transport policy and practice in the subject country.

Candidates will be required to demonstrate working knowledge of the methodological tools that have been recommended for use in the case study, experience of using at least some, if not all, methods and of being able to analyze and present data effectively. The consultants must have good working knowledge of English and be able to submit their final reports in English. They must have access to electronic communications. They may work on their own, or in a local team, but must take total responsibility for the case study

3.2 RETENTION OF CASE STUDY CONSULTANTS

The Consultants will select the case study consultants to participate and establish a network among them in four steps:

Step 1

The Consultants (especially IFRTD) will send out an initial call for expressions of interest to members of their networks. This will set out what is required in the bid that candidate consultants submit.

Step 2

The Consultants will short-list candidates, provide them with the case study methodology (which will act as their initial TOR) and the terms of the contract (e.g. timing, funding) and asked to produce their own proposals for the work. Appendix 2 has the draft call for proposals. The Consultants will choose case study consultants on the basis of their proposals and submit the selections to the Bank for approval.

Step 3

Selected case study consultants will participate in a briefing workshop in London early in December 2002. The workshop will discuss the case study methodology and agree the final TOR. It will provide opportunities for those chosen to be briefed on the objectives of the overall study, to pose questions and to share their own knowledge and ideas. The formal outcome of the workshop will be agreed TOR, to be approved by the Bank.

Step 4

The Consultants will, through IFRTD, set up a simple email list to enable the case study consultants to communicate among themselves, with members of the Consultants' team and the Bank. This will be the medium through which new information and ideas are shared, problems resolved and feedback received. It can be used for peer review of the case studies and for sharing the final reports.

This procedure is designed to meet the needs of the Study, taking special account of the findings of the Consultative Meeting and of bringing into play the maximum local expertise and experience. The procedure presents some difficulty, in that it will require careful attention to preparing TORs which are comprehensive, compatible and specific to each case study. Moreover, close consultation with the Bank will be needed to ensure its views are incorporated and that the procedure is expedited. The Bank's full involvement might be best realized by its attendance at the briefing workshop, to participate in discussions and to give rapid approval to the agreements reached.

The country data will be analyzed and prepared into country studies by the case study consultants in accordance with the agreed analytical framework and their terms of reference. The Consultants will synthesize the information from the country studies and provide overall lessons of best practice.

3.3 PHASING OF CASE STUDIES

The overall duration of the case studies will be about six months, starting from the briefing workshop in December and finishing on 15 June 2003. The length of the activities for the case studies is determined by the need to allow for extensive consultation between case study consultants, the Consultants and the Bank as the studies proceed. Moreover, allowance is made for the effect on availability of consultants of different conditions in the varying countries.

Each study would be in two phases. The first phase would be concluded, for all studies, by the end of February 2003, with the presentation of interim reports for discussion with the Consultants and the Bank. Interim reports would include data, facts and opinions obtained and outlines of the implications for the conclusion of the studies.

The Consultants recommend that the next Consultative Meeting between the Bank and themselves be scheduled for mid March 2003 and concentrate on review of the progress of the case studies. Video conferencing with the case study consultants might be a very effective means to permit discussions between the three parties involved.

4. CASE STUDY METHODOLOGY GUIDELINES

4.1 OBJECTIVES

The purpose of each case study is to:

- Identify if, when and how gender issues have been accommodated within a chosen transport policy, program or project.
- Appraise the outcome of gender initiatives in a specific transport intervention.
- Draw findings and conclusions on integrating gender and transport.
- Identify markers of best practice.

4.2 THE FRAMEWORK FOR ANALYSIS

The case studies will identify and measure:

- The level of gender integration in the planning and design of policies, programs and projects
- The gender differences in the outcomes of policies, programs and projects
- The contextual factors that enable or constrain gender integration and hence affect the different outcomes of policies and projects on gender, e.g., macro/ micro economic and power relations, governance and institutional development.

4.2.1 Gender Dimensions of Transport Policies, Programs or Projects

The analysis of the gender differences in the outcome of policies, plans and programs, will form an important part of the case studies. Gender differences in outcome will be measured in relation to the four key dimensions of poverty as defined by the World Bank's Poverty Reduction Strategy Paper (PRSP): opportunities, capability, empowerment and security, which are defined by the Bank as:

Opportunity

Economic growth is the mechanism by which opportunities are created for new investment and employment. Transport contributes to economic growth by mobilizing human and physical resources. Improved productivity and output helps to “lower transaction costs, allow economies of scale and specialization, widen opportunities, expand trade, integrate markets, strengthen effective competition and eventually increase real income and welfare of society. Without efficient transport, economic growth is not possible, and without growth, poverty reduction cannot be sustained.” /³

However, gender inequalities can impose costs on productivity, efficiency and economic progress. By hindering the accumulation of human capital in the home and in labor markets, and by systematically excluding women or men from access to resources, public services or productive activities, gender discrimination can diminish an economy's capacity to grow and to raise living standards. /⁴

Indicators of opportunity should point to gender differences in availability and access to transport, to employment in the sector, travel conditions, journey times, transport costs as well as the way in which transport interventions impact on gendered access to employment opportunities and resources (e.g., land, credit) and on the productivity of women and men.

Capability

Transport can contribute to developing human capital and quality of life. Indicators of the impact of transport on gender capability should demonstrate the role that transport interventions play in enabling women and men's access to education, health care and social networks.

Security

Security reflects the vulnerability of women and men to the uncertainties, or shocks, that affect their lives and the ways in which they cope with the uncertainties. Transport interventions can help women and men cope with shocks by reducing isolation. At the same time, unsustainable infrastructure development in disaster prone areas, involuntary resettlement, road accidents, sexual harassment in public transport, can increase vulnerability of women and men.

Empowerment

Empowerment means having control over the decisions and issues that affect one's life. In particular, it means having representation in decision-making bodies and control over the

³ Poverty Reduction Strategy Paper (PRSP) Sourcebook: Transport: Infrastructure and Services (C Gannon and Z Liu) Draft, August 2000

⁴ Engendering Development: World Bank (2001), p11

distribution of resources. Indicators of the impact of transport on empowerment should include the extent to which women and men participate in the planning of transport infrastructure and services, the ways in which transport can facilitate their participation and inclusion in political and social networks and decision-making, and the way this impacts on their control of transport and other resources.

An initial set of indicators of the gender differences in outcome of transport policies and projects is in Table 3. Further indicators may be identified at the briefing workshop for selected case study consultants.

Table 3: Indicators of Gender Impact

Gender dimensions	Issues and indicators
Opportunity	<ol style="list-style-type: none">1. Access to employment (including in the informal sector)2. Access to education and training3. Employment within the transport sector4. Affordability of transport5. Time use/time poverty6. Access to credit7. Access to natural resources, farm inputs, raw materials8. Opportunities to own transport9. Access to transport services10. Access to markets, trading opportunities11. Wage differentials
Capability	<ol style="list-style-type: none">1. Access to health services2. Incidence of HIV/AIDS3. Access to education and training4. Access to water5. Access to energy6. Access to social capital/networks
Security	<ol style="list-style-type: none">1. Personal security2. Transport-related accidents3. Displacement4. Natural hazards5. Food security6. Gender-based violence
Empowerment	<ol style="list-style-type: none">1. Participation in design/planning/implementation2. Access to knowledge/information3. Development of social capital/networks4. Participation in political processes at different level (community, regional, national)

4.2.2 Institutional Analysis

The institutional framework of stakeholder institutions influences the degree to which gender is (or can be) integrated into transport policy, programs and projects. Mainstreaming gender implies transforming structures that create gender inequality. The case studies will identify whether there are mechanisms to support gender integration in the stakeholder institutions. These will include ⁵:

- **Gender analysis:** the process by which the differential impact of transport policies on women and men are discerned and the degree to which this information is used in the design and planning of interventions and in making policy. Do organizations, for example, have procedures that require the gender differences to be acknowledged in the development of transport policy? It may involve collection of gender disaggregated data or reviewing existing data and analyses of gender-inequitable power relations.
- **Capacity to carry out gender analysis and planning.** Institutions making transport policy and planning and designing transport interventions should have the ability to use gender disaggregated information and be gender-aware and gender-sensitive. Gender training is often required to ensure that such capacity is built up within institutions, and should include general gender training as well as training in gender issues relevant to the particular sector. Training already being undertaken is important to building capacity.
- **Information required for gender analysis.** Decision makers need access to gender disaggregated data, information on relevant gender analysis methodologies and on gender-sensitive indicators, information on relevant practice (good and bad), training materials. This information may, or may not, be readily available.
- **Motivation for change.** Integrating gender into transport interventions may require changes in how institutions work. This means they should be motivated to effect change; this can be done either through an incentive system of providing rewards for the achievement of gender integration goals, or through defining acceptable behavior and setting minimum standards that must be achieved, and sanctions if they are not. The degree of motivation for change should be assessed.

4.2.3 Enabling Environment

The third key element of the analytical framework for use in the case studies is the enabling environment. The degree to which gender is integrated into transport policy, programs and projects and the impact they have will depend significantly on the wider macro context in which these policies and interventions are planned and implemented. Key elements of the context that will need to be explored include:

- Political commitment
- Adequate human and financial resources
- Legislative and administrative framework

⁵ Commonwealth Secretariat (1999): A Quick Guide to Gender Management System.

- Women in decision-making positions at all levels
- Active involvement of civil society.

Political commitment: Political commitment at the highest level among national governments and other stakeholder institutions (including donors), is essential to creating a strong supportive environment for gender mainstreaming. The level of political commitment can be assessed by: the commitment to globally agreed principles (e.g., Beijing Platform for Action, CEDAW), the existence of gender sensitive policies and an adequately resourced national or institutional gender machinery (e.g., a gender department, or a women’s bureau) and seriousness with which gender is considered in the overall national and institutional framework. Lack of political will is demonstrated where the burden of change is on women alone and where there is tokenism and inadequate resources for addressing gender issues.

Adequate human and financial resources: The level of gender awareness among different stakeholders, the availability of skilled gender-analysts and gender-sensitive information can facilitate integration of gender issues. Institutions and governments integrating gender will require additional demands on peoples’ time and therefore additional financial and administrative support to planning, coordination and evaluation.

Legislative and administrative framework: An environment is supportive of gender integration if its legislative framework contains non-discriminatory provisions, such as laws on equal employment opportunities, anti-sex discrimination laws that include provision of childcare facilities and social services, laws against violence against women, ownership of land and property and inheritance.

Women in decision-making positions at all levels: The presence of women in positions of decision-making in the stakeholder institutions and at all levels of government can facilitate gender integration. Where institutions are male-dominated it is less easy to create a culture that promotes gender-equality.

Active involvement of civil society: The degree to which gender issues are accepted in the wider civil society and the influence and credibility of women’s organizations generally, will influence the level of integration of gender and transport.

4.2.4 The Analytical Framework

The interaction between the elements described above is shown in the analytical framework in Table 4.

Table 4. Case Study Analytical Framework

Poverty attribute	Transport issues (with respect to gender disparities)	Interventions impacting on the gendered use of transport			Expected outcomes/targets	Impacts/User perceptions
		National policy (cross-sector)	Transport sector policy and programs	Transport operations and planning		
Opportunity	<ol style="list-style-type: none"> 1. Access to employment 2. Access to education and training 3. Employment within transport sector 4. Affordability of transport 5. Time use / time poverty 6. Access to market credit 7. Access to farm input 8. Opportunity to own transport 9. Access to transport services 				Improved economic conditions	
Capability	<ol style="list-style-type: none"> 1. Access to health and social services 2. Access to land and housing 3. HIV/AIDS 4. Access to education and training 5. Access to water 				Enhanced human capital and quality of life	

Poverty attribute	Transport issues (with respect to gender disparities)	Interventions impacting on the gendered use of transport			Expected outcomes/targets	Impacts/User perceptions
		National policy (cross-sector)	Transport sector policy and programs	Transport operations and planning		
Security	1. Personal security 2. Road safety / safety in operation 3. Environmental inputs 4. Time use / time poverty 5. Access to land and housing				Greater economic and physical security	
Empowerment	1. Participation in planning/ policy-making/ management 2. Knowledge/ information – user involvement 3. Development of social capital / social networks 4. Access to education and training				Increased political participation and gender equality	

4.3 SURVEY METHODOLOGY

The survey process outlined below sets out how the case study surveys will be undertaken. The survey process should be carried out in order of:

- Identification of stakeholder representatives
- Specification of data requirements
- Outline of case study reports

4.3.1 Stakeholder Representatives

The purpose of the case study is best served by including as many transport stakeholder representatives as can be accommodated in the available time. Table 5 shows the main stakeholders, and the main components of transport policies, programs and projects. While each stakeholder group can take a view on any key component of intervention, the most informed responses (indicated by the number of checks in the matrix cells) are likely to be:

- Objectives and intent of government and donors
- Implementation and operational issues from transport operators
- Actual impact and outcomes from users

Table 5. Interventions and Possible Survey Techniques

Respondents	Goals and intent	Institutional reform	Implementation and operational issues	Impact
Donors	X 	X 	X	
Govt/Ministries	X 	X 	X 	
Transport operators		X	X 	X 
NGOs		X	X  	X 
Users			X 	X  

- | | | | |
|---|--------------------------|---|---------------------------------|
|  | Key informant interviews |  | Participatory appraisal methods |
|  | Focus group discussions |  | Questionnaire surveys |

It is expected that different stakeholder groups will provide very different types of information. For example, the donors and government ministries will have more influence on goals and intent of

interventions, while transport users will be affected most by the interventions. The case study consultants will use appropriate survey instruments from a selection of recommended methods described in the “survey toolbox”, which is summarized in Section 4.4. Further substance of the toolbox is included in the attachments to this report. The methods combine quantitative and qualitative approaches that allow for verification of the data and detailed analysis.

The choice of organization within any particular category should reflect any important attributes that are distinctive and readily discernible, e.g. private and state-owned transport operators. It is vital that users are consulted, to describe actual gender impact.

It is essential that the case study consultants keep the Consultants and the Bank well-informed throughout the case studies. A mechanism to enable this will be set up as part of the arrangements detailed in the contracts of the case study consultants.

4.3.2 Data Requirements

Secondary Data Collection: The case study consultants will be required to gather as much data from secondary sources as possible, particularly relating to the macro/micro environment in which policies, programs and projects are implemented. This will require an analysis of project planning documents from which quantitative data will also be derived. For the analysis of World Bank projects and programs, it will be necessary to have access to such documents, and hence Bank personnel from the case study countries should be informed of the gender study and make relevant documents available to the survey team.

Obtaining secondary data for some interventions may present some difficulties. It is apparent that at least two forms of permission will be needed in most cases. First, clearance for the case study will be required from the government concerned with each intervention. Second, the approval of the financier may be required. The Consultants propose to address this difficulty as soon as the case studies are selected.

Primary Data Collection: The contracted sub consultants will be responsible for the collection of raw data from which the framework for analysis and case study reports will be completed. The case study consultants should use any of the recommended survey methods described in the ‘Survey Toolbox’, to obtain information required from the checklist of issues and indicators in Table 3.

The survey team will analyze the primary and secondary data collection to identify and measure the following, as described in the framework for analysis:

- Gender integration in the planning and design of policies, projects and programs
- Gender impacts of transport policies, projects and programs
- Contextual factors that facilitate or constrain gender integration

4.3.3 Case Study Report Outline

Each case study consultant will present the results – data and other information, analysis, findings and conclusions - in a case study report, outlined as:

Case Study Report Outline

1. Methodology

- Describe the methodological process
- Sampling of policies/programs/projects: rationale for including the policy/program/project in the sample
- Primary and secondary data collection methods

2. Enabling environment and macro context (as described in 4.2.3)

- Background to the country context: macro issues, economy, politics, gender awareness

3. Institutional analysis (as described in 4.2.2)

- Describe the development of transport sector policy
- Describe the perceived gender problems and issues and how they are prioritized from the perspective of donors and government which resulted in the project/program/policy design.
- Describe the actual transport problems and issues that affect gender issues from the perspective of operators and users

4. Describe the project/program/policy design and implementation

- Describe how the project/program/policy was both designed and implemented from the perspective of donors and government officials. How gender sensitive were these?
- Indicate whether the operators and users were involved in the project design and implementation and describe their perception of intended outcomes

5. Gender differences in outcomes

- For donors and government officials, describe intended impacts of the project/program/policy on beneficiaries
- For operators and users, describe actual impacts of the project / program / policy and whether these were contributory to improving or impairing the four key gender dimensions described in the framework for analysis:
 - Opportunity
 - Capability
 - Security
 - Empowerment

6. Lessons learned

- How and why have externalities influenced the integration of women into the policies/programs and projects?
- Institutional factors affecting the impacts of the policy/program/project
- Contextual factors affecting the impacts of the policy/program/project
- Is the policy/project replicable in other countries? If yes, how might this be achieved? If no, why not? What factors determine replicability?
- How can findings from the policy/project be applied in other policies/projects or countries?

7. Conclusions

- Why were the policies/programs/projects under review considered to be an example of best practice?
- What are the criteria for a policy/program/project being best practice in addressing gender problems and issues?

A case study report must be completed for each project, program or policy under review and there must be sufficient primary (survey) and secondary (literature) evidence to support the findings made in the report.

4.4 SURVEY TOOLBOX

Surveys will combine the collection of qualitative and quantitative data using a mixture of tools that will ensure the ‘triangulation’ of data. These tools will depend largely on local conditions, cost of enumerators and availability of secondary data. A toolbox of detailed examples of good practice are contained Appendices 3-5.

The order in which surveys are undertaken should ideally be bottom-up, promoting a participatory approach that informs policy makers from the grass-roots, to identify transport issues and problems for which intervention is required. The framework should also capture information on cases where participation has been an important part of project design or policy development.

However, to identify the purpose and objectives of each intervention, it may be necessary to begin by surveying policy makers and planners. It is also likely that there may not be a particular gender-specific component within the project or program. In these cases, a more top-down approach might be adopted.

The case study interviews could proceed in the order of:

- Transport users (sampled from low income settlements in rural/urban areas) – to identify what transport related problems women experience, whether the poor are consulted in the project / program design and how the outcome has improved their livelihoods.
- Civil society organizations (representing a variety of interests, particularly gender relations e.g., professional bodies, women’s groups, co-operatives and NGOs) - to identify how they are involved in transport planning and the way in which they have lobbied support for transport interventions that advocate gender equity.
- Operators (formal and informal - in both public and private sectors and for a variety of modes) - to identify how they are involved in the planning of transport, the impact of regulation on their operations, the nature of their services and how they have responded (or being impacted) by the transport program (or project) under review.
- Government / ministries / local government (principally those involved in the direction of the transport sector, e.g. Finance, Transport, Local Government, District Councils and Municipalities) - to identify how transport is planned, programmed and regulated, the origins of the program (or project) that is being assessed and what attention is given to gender in this process.
- Donors: those specifically involved in the transport sector and the program/project(s) which have been identified as the focus of the case-study work - in particular to identify the justification for providing credit to the transport sector and the way in which gender issues were included in program/project design.

4.4.1 Qualitative Data Collection

Surveys should combine different instruments to provide verification for the data acquired and to investigate more fully the salient issues emerging from discussions with different stakeholder groups, which will generate both subjective and objective responses. Each case study team can make an informed decision as to the survey methods it uses to obtain the information required from the checklist; the recommended methods fall into four categories:

- Desk study
- Key informant interviews
- Focus group discussions
- Participatory appraisal tools

Desk study

This method is used to gather the existing documented information on the specific topic. This tool is very relevant in getting background information on the specific topic and can provide a useful introduction to existing knowledge. Specifically when implementing gender analysis, this tool aims to understand the extent of gender disaggregated data available in the country and will often involve detailed review of relevant documents.

Key informant interviews

Key informant interviews are the most appropriate mechanism for interviewing donor and government representatives because they are more formal than other methods and usually entail interviewing just one or two people rather than a group. Time-keeping will be critical in these meetings and it is recommended that the interview last no longer than 90 minutes.

The interviews should be semi-structured and therefore the interviewer should make a list of key items that he/she wishes to discuss in order to provide some structure to the interview without having a prescriptive list of questions. It is recommended that there be two survey staff at the interview, one to ask the questions and the other to make detailed notes. The following provides guidance for conducting a semi-structured interview:

- Semi-structured interviews are discussions based on a checklist of topics either with individuals or groups
- Only the topics are pre-determined
- Discussions should be informal and conversational but controlled
- The interview should use open-ended questions (what? why? when? who? how? where?)

Focus group discussions

Focus group discussions are best used with a group of respondents sharing a common interest. In this instance, it is appropriate to hold a focus group with transport operators who share many of the same issues and problems, and are likely to have similar views about transport users – particularly women. Focus group discussions are much like a key

informant interview, in that only the topics are pre-determined, and questions should evolve from discussions. Meetings are held with a group of respondents, and it is recommended that the group should comprise of between 8-12 people, but no more than 15 people to ensure that everybody has the chance to speak and there is no monopoly of answers.

It might be useful to disaggregate groups by age and gender (although it is unlikely that there will be many female transport operators) to distinguish between responses from different demographic groups.

It might be useful to conduct a focus group with government representatives, transport operators and users in one session to generate discussion between different stakeholders and to get a more realistic perspective on reactions to the policies, programs and projects under review.

Participatory appraisal tools

Participatory appraisal tools (known as participatory rural appraisal or participatory urban appraisal) are used to undertake an intensive, systematic but semi-structured learning experience carried out amongst a community using visual tools to exemplify the problems and issues experienced both before and as a result of transport intervention.

A prerequisite of participatory appraisal is that data collection and analysis are undertaken by local people, with outsiders facilitating rather than controlling, and outcomes of the participatory process are fed back to the participating community in a process of learning and reflection. The key principles of participatory appraisal include participation, teamwork, flexibility and triangulation whereby information is derived from more than one source or PRA tool to ensure the qualitative data is valid and reliable.

Participatory tools can inform the learning and reflective process and help respondents to visualize both problems and solutions. A sample of typical PLA tools is:

- **Calendars and timelines:** analyzing seasonal and longitudinal variations
- **Mapping and transect walks:** providing distribution information relating to geographical space
- **Diagramming and ranking:** summarizing empirical information relating to routine activities, and influence of institutions. Also ranking of preferences and concerns.

For this study, participatory appraisal tools are most appropriate in generating discussions with transport users. Respondents can be sampled from communities, or directly from transport services. It is recommended that groups involved in participation are no larger than 12-15 people. The survey team should be sufficiently familiar with participatory techniques if they choose to use them. Where possible, groups should be disaggregated by gender and age, and there should be a minimum of two facilitators, one to lead the session, and the other to make detailed notes.

4.4.2 Quantitative data collection

While the scope of the Study is not conducive to administering a full questionnaire survey, quantified data will be sourced from existing research, secondary data and in particular, project plans that should contain detailed information regarding impact of transport interventions on

(female) beneficiaries. Quantitative data collection could in theory be used to directly gather quantitative information from the beneficiaries on their socio-economic characteristics. Typically household interviews are carried out by quantitative study experts. Interviews include a sequence of focused questions in a fixed order, often with pre-determined, limited options for responses. They are carried out among the direct beneficiaries of projects. The average duration of such an interview is estimated as one hour. Any quantitative data thus collected will help to interpret the qualitative data gathered through other sources.

4.5 CASE STUDY ANALYSIS

The Consultants will synthesize findings from the ten case studies into a final case study report that will highlight:

- Lessons learnt from the planning and implementation of existing policies, programs and projects
- Best practice scenarios
- Potential for replication in other countries and necessary criteria
- Implications for integration of women in future policies, programs and projects
- Implications for production of training material.

The analysis report will condense information derived from the ten case studies into an analytical framework (see Table 4) to identify:

- Interventions with impact on the gendered use of transport:
- National (cross-sector) policy
- Transport sector policy and programs
- Transport operations and planning
- Expected outcomes/targets
- Actual impacts / user perceptions

The framework set out in Table 4 will also demonstrate where interventions adopted either through policies, programs or projects have been effective in improving opportunity, capability, security and empowerment for women. These four dimensions are to be used in the Study to describe gender issues in transport, in similar fashion to their application in poverty studies.