



LESOTHO TRAINING OF TRAINERS WORKSHOP REPORT

Dates: 4 - 8 June 2012

Venue: Victoria Hotel, Maseru



Participants doing group work feedback supported by the Namibia Country Manager



THE GERMAN DEVELOPMENT
COOPERATION



TABLE OF CONTENTS	PAGE NUMBERS
Executive summary	3
Background	3-4
Objectives	4
Process and activities	4 - 12
Outcomes	12
Summary and Way forward	12
Annexes	13 - 23
<i>Annex A: TOT workshop programme</i>	
<i>Annex B: Launch programme</i>	
<i>Annex C: Participants list</i>	
<i>Annex D: Summary of actions agreed with country managers during side meetings</i>	
<i>Annex E: Summative evaluation</i>	

Executive summary

The report seeks to provide information about the training of trainers' workshop on gender mainstreaming in local authorities held from the 4 - 8 June 2012, for gender champions, gender focal persons and district gender officers in Lesotho. GL Lesotho hosted the training in partnerships with GIZ Lesotho who funded the training. The participants of the workshop consisted of the district gender officers from the ten districts, two people from each of the ten COE councils in Lesotho representing the gender champions and gender focal persons respectively. There were 48 participants in attendance, 14 men and 34 women see **Annex C** for a detailed participants list.

Participants also included GL country managers from Zambia, Zimbabwe, Namibia, Botswana, Swaziland, Madagascar, the Gender and Governance and Country Operations Managers from South Africa as well as GL's Chief Executive Officer, Colleen Lowe Morna. During the training sessions as well as in the evenings, GL CEO also hosted strategy meetings with the country managers and a detailed matrix and actions agreed upon during those meetings is attached at **Annex D**.

The workshop took place over five days where participants were equipped with knowledge and skills on how to mainstream gender in local authorities' activities using the ten staged COE model developed by Gender Links. The workshop programme (**Annex A**) shows how the stages were covered and which country managers facilitated the different stages and modules. A village level workshop was held at Makhoarane council to demonstrate to the participants the practical way of conducting a village level workshop.

During the fourth day of the workshop, there was a launch of the Lesotho local government elections research report conducted by Gender Links in partnership with the Ministries of Gender and Youth, Sports and Recreation and of Local Government and Chieftainship, see **Annex B** for more information on the programme of the launch. Different speakers were invited to give their analytical views on efforts made by the Lesotho government to achieving gender parity in governance. It was during this event that participants of the ToT workshop were given certificates to recognise their attendance and active participation as drivers of change in gender mainstreaming.

Participants found the training sessions very informative and helpful and a detailed summative evaluation is attached at **Annex E**.

Background on the process in Lesotho

The decentralisation model in Lesotho is based on the principle of participatory governance. It is about the active and meaningful involvement of citizens in the manner in which they are governed, beyond participation to national and local electoral processes. Citizens are involved in local government in a number of ways - as voters, as consumers of services, as members of interest or stakeholder groups, through traditional authorities and leaders, and through specialized structures such as community and district councils. Participatory local governance is about supporting and facilitating the involvement of all stakeholders including non-state actors and chiefs.

Gender Links is an organisation that does work around gender equality and justice. Through its media, particularly governance and gender justice programme, Gender Links strives for a Southern African region in which women and men are able to participate equally in all aspects of public and private life. Looking into the future, GL Lesotho therefore seeks to expand from the 10 COE's it has been working with in Lesotho to 30 COE's through a variety of strategies, including existing gender focal points, gender champions, peer educators.

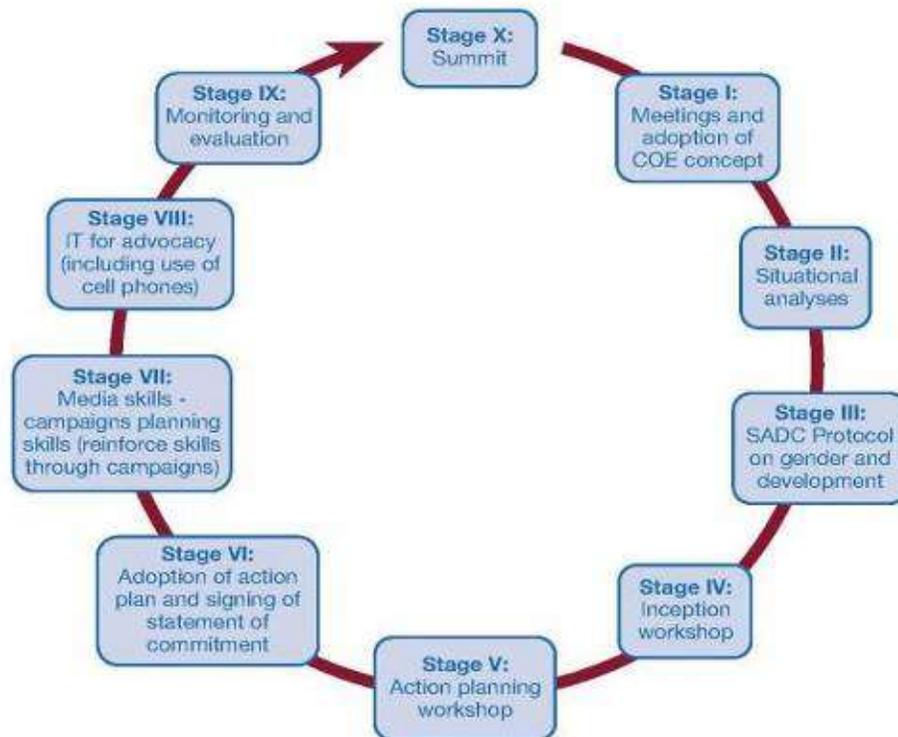


Mr M. Hoohlo, Ms M. Mabetha, Mr T. Moorosi and Mr. M.Khooa during ToT workshop discussions

The COE approach includes a unique blend of research and evidence, applied to strategies and action planning, with on-the-job capacity building and applied learning, vigorous Monitoring and Evaluation, affirming of good practise, and sharing of learning at the annual summits. Emerging evidence suggests that this is an effective and sustainable model.

The stages covered are illustrated in the diagram below:

Stages in the Centres of Excellence



Key principles of the COE model include:

Strategic objective	Stage	Who
Political support: Getting buy-in at decision-making level and launching of the action plan, signing of a statement of commitment to ensure implementation	1, 6	GL, DGO.
An evidence-based approach: Conducting a situation analysis that is council-specific and will help to address the needs of that council.	2	GFP
Community mobilisation: SADC Gender Protocol village level workshops that familiarise communities with the provisions of the sub-regional instrument and empower them to hold their council's accountable	3	GC
Context specific interventions: Conducting council-specific gender and action plan workshops that localise national and district gender policies and action plans.	4,5	GL, DGO, GFP, GC
Capacity building through on-the-job training with council officials and political leaders.	7,8	GL media specialists, linked to Sixteen Days of Activism Campaigns, GFP
Application of skills: Assisting councils and communities to apply these new skills through running major campaigns, e.g. 365 Days to End Gender Violence; the 50/50 campaign etc.		
Monitoring and evaluation: Administration of score cards and other monitoring and evaluation tools that can be used to measure change in the immediate, medium and long terms.	9	GL, DGO
Knowledge creation and dissemination: Working to gather and disseminate best practises, case studies, etc. that can be presented at the annual gender justice and local government summit and awards that provide councils and communities with a platform to learn from each other on empowering women and ending violence at the local level.	10	GFP, GC (GL, DGO)

Learning from the first phase has been incorporated in the second phase that has expanded the original six phases to ten phases. The gender violence component will be strengthened through monitoring of the incidence of GBV at the outset and after implementation.

Strengthening of action plans through additional content and practise on climate change and sustainable development; care work and local economic development, and also IT skills of councillors will be strengthened as part of the communications component. Training of trainers' workshop therefore will be very imperative to the successful rolling out of the COEs process in Lesotho.

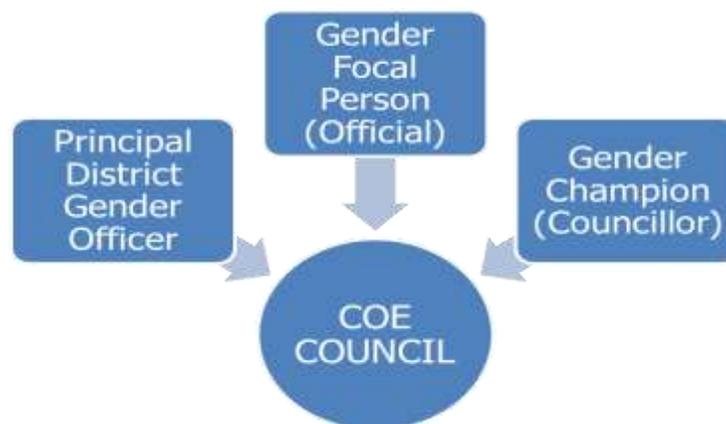
The Lesotho model for cascading the COEs

Lesotho is divided into ten districts, each headed by a district administrator. The districts are further subdivided into 80 constituencies, which consist of 64 local community councils, one municipal council, and 10 urban councils.

Clearly, the implementation of the COE activities is beyond the scope of one NGO. It is also not desirable that GL drives every one of the COE stages and therefore ownership is key. And this underpins the MOU between GL and the gender ministry. Skills building and transfer are also essential for sustainability. Gender mainstreaming needs to be embedded within councils and council practise, as well as in the support systems provided by the gender ministry. As such, GL identified three key target groups that participated at the training of trainers.

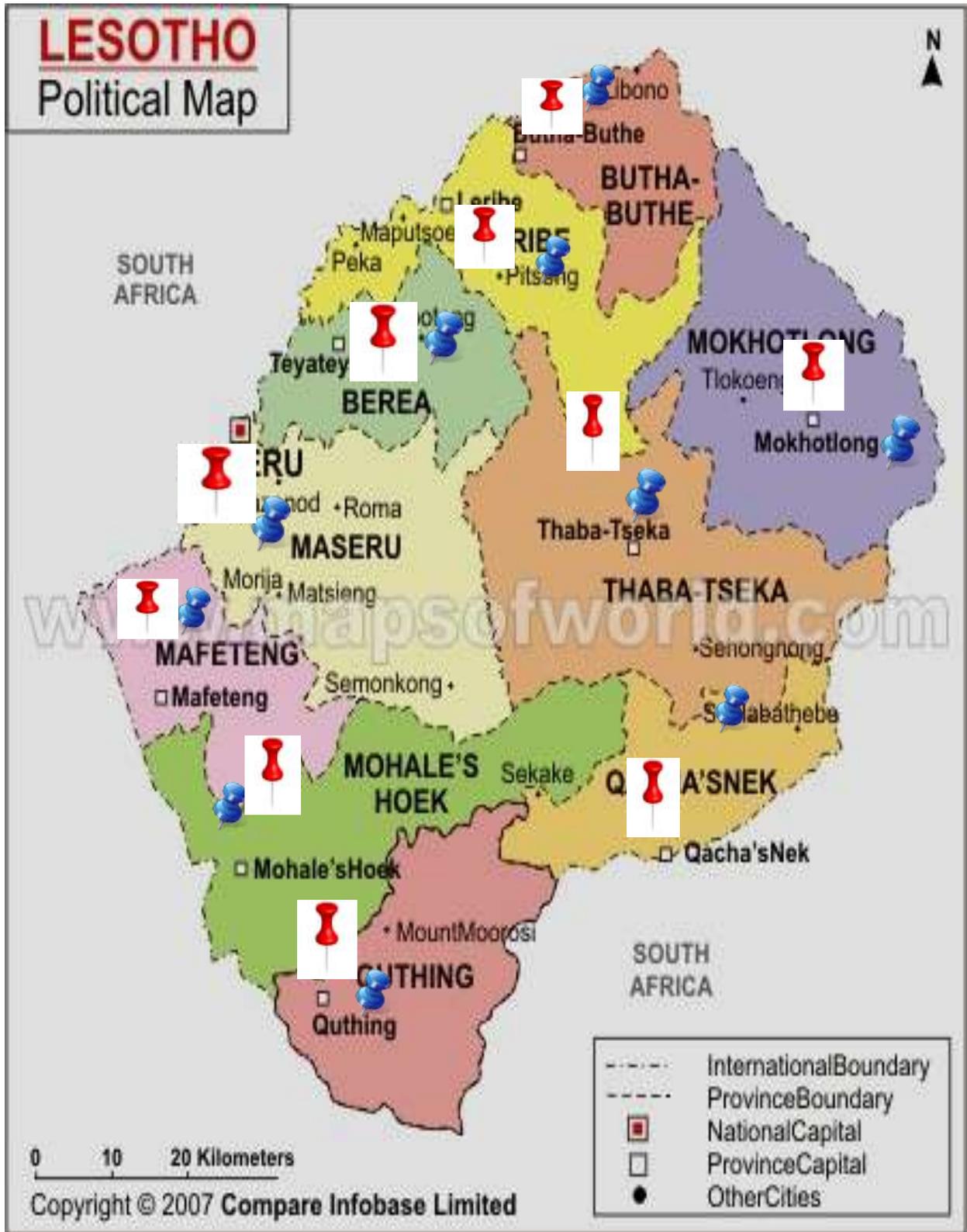
- **Principal District Gender Officers:** The strategy is to support the 10 principal district gender officers from all 10 districts (**see the map of localities highlighted below**) to cascade the COE work to at least 10 community councils in their localities. Aside from cascading the COE to other councils, the officers will also be trained as trainers to ensure the continuous support, championing, ownership and the sustainability of all COE activities in their councils once GL's support is phased out. By having gender champions that function within these councils it becomes possible and also easier to sustain the COE activities and hold partners accountable for ensuring the cascading and ownership of the COE process. The 10 District Gender Officers were already trained during the pilot phase of the project. This is to ensure that capacity is retained at the local level to support local councils in gender mainstreaming work when the project phases out.
- **Gender focal points:** The strategy is to identify a GFP within each Council who is tasked with driving the process from within. The GFP's will receive training in the entire process and will conduct certain key stages, such as the situation analysis.
- **Gender champions:** Each council will identify a gender champion at political level within the Council to be trained in the COE process. The gender champions will have particular responsibility for the SADC Gender Protocol Village workshops and community mobilisation linked to this.

Therefore each COE council should have the support of the following individuals:



LESOTHO

Political Map



Objectives of the ToT

The objectives of the workshop therefore were to;

- Provide participants with background on the COE process in Lesotho and the model of cascading the COE's to other councils.
- Build capacity of the District Gender officers, Gender Champions and Gender Focal Persons on the COE in light of their role in the cascading process.
- Develop innovative strategies for putting across key concepts on how to run the workshops.
- Through the country managers, share learning on how to run the workshops.
- Share and build the capacity of the district gender officers, gender focal persons and gender champions on the monitoring and evaluation tools of GL that are used at each stage.
- Share the current COE training manual with the participants.
- Share information and ideas on topical issues relevant to the local government contexts.
- Come up with a plan to roll out each stage for the respective councils.
- Create a platform for learning between and amongst the participants especially those who have co-facilitated the workshops before.

Process and activities

The programme was spread to cover five days and country managers were allocated different stages and modules to facilitate the discussions with the participants. The whole process was designed to enable engagement and active participation of all so that participants were able to share learning from one another as set by one of the objectives of the workshop. Participants' were also introduced to different Monitoring and Evaluation tools that GL uses to measure progress made and prepare for changes and challenges. A field trip was conducted at Makhoarane council for SADC protocol village level meeting. This helped the participants on how to conduct the meetings at village level and how to engage them in decision making.

Day one

The workshop was officially opened by Mrs Matau Futho-Letsatsi, the Director of Gender from the Ministry of Gender and Youth, Sports and Recreation. She welcomed everybody present to the workshop and briefed participants on the key gender concepts and how important it is to recognize the work of women in development and the smart partnerships formed between women and men in achieving gender parity. She further said the workshop as its objectives have been elaborated below will empower the participants to become drivers of change because they are going to be equipped with skills on how best the gender agenda can be pushed forward. She finally urged the participants to actively participate in the workshop and thanked Gender Links by holding this important workshop for the people of Lesotho to be the best in gender mainstreaming.

During this day participants were introduced to the COE process and the ten stage COE model of mainstreaming gender in the local authorities, the processes and planning framework. There were presentations made on the current situation within the COE councils and what challenges are faced so that during the workshop these can be addressed.

The SADC Protocol on Gender and Development DVD was also played to highlight the important targets of the protocol and share learning from work done by others outside Lesotho. Country managers were given a chance to share their experiences on gender mainstreaming in their different countries, this was done in relation to the ten stage COE model and how these stages aid our processes on the ground. The stages that were discussed during the first day were stage one, management meeting and stage two, which is situational analysis.

Discussions

Discussions concentrated mainly on the current situation of the COE work and how best the situation can be improved. The presenters showed that the current work of the COEs in the country is faced with challenges of shortage of funds to implement the action plans especially because gender is not seen as an activity and responsibility of the councils and staff who can help the councillors to effectively mainstream gender into their activities and help them in the monitoring and evaluation of the process. Participants suggested that the gender activity



Country Manager from Namibia discussing the gender concepts with the participants stage 4

is a cross cutting issues so there should not be any problems of budget and others suggested that it will be more easier for the councils to realize their full responsibility on gender mainstreaming if the activity can be decentralized.

Day two

The day started with the discussions on the next stage which is stage four, inception workshop. Participants were introduced to key gender concepts. This was done through interactive sessions, role plays and group work amongst themselves. Different score cards for each stage were also discussed for the relevant stages. A role play was staged for conflict resolution module where participants staged a play to show causes of conflict, and how conflict can be solved.

Further discussions included stages five, action planning, where participants were equipped with skills on how to conduct the workshops to help the councils develop their own gender action plans.

Different modules were discussed which included the following, gender policy and planning concepts, gender and the economy, HIV/AIDS and care work, local economic development, sustainable development and climate change, and finally the gender based violence.

Discussions

Participants had their own different understanding of gender and the roles to be played by different sexes, after the role play on gender concepts, it became clear that all men and women can join hands in development, if all are given an opportunity to participate without being discriminated or sidelined that other activities are mainly men or women.

Action panning also seemed very interesting as participants engaged in debates on how best they can help the councils develop their own plans and how they can include activities from other modules. Participants looked into the plans and came up with suggestions that some issues on the plan are not relevant to our councils in Lesotho.

The following issues were raised

- Land and housing, in Lesotho housing is not an activity for the councils because people build their own houses, the council's only need to allocate land, so housing was taken out of the action plan.
- Lighting in streets and their names, this activity is only implemented by urban councils but in the villages where most of the COEs operate there are no street lights let alone the streets themselves, so this activity can only be weight in relation to the COEs which are urban based.
- Gender does not appear in the job descriptions of staff as the key function of the workers of the councils, however it was suggested that gender be included as a key component in the functions of staff.



Community members during the SADC village level meeting at Makhoarane

Different role plays and group works on different modules were staged by participants to deepen understanding of the modules and to show their interrelationship with one another.

Day three

Participants were further grouped by districts to discuss different sections of the action planning framework. They did this work in conjunction with the local government score card to check which sections are relevant and those that are not relevant to their localities and come up with suggestions that will inform the action plan in different councils. Different experiences were also shared amongst the country managers on the importance of adopting the action plan and signing the statement of commitment by the councils. Following this exercise, different M&E tools used to monitor progress were also discussed and best ways to administer them.

Later during the day, the participants took a field visit to Makhoarane Council to conduct stage three workshop, SADC protocol village level meeting. Although there were few

people than expected, those who attended were introduced to the SADC protocol on gender and development and a platform for discussions was created to get from the people how far they know about the protocol and the role they should play as community together with their local authorities to implement the protocol. The attitude and knowledge survey was conducted, and the SADC protocol quiz was also administered.

Discussions

As discussed the previous day on action planning, the participants also discussed the importance of adopting the plan and the following suggestions were made on how best the council can include the communities' suggestions so that they will own the plan and support its implementation;

- That the council should invite the community before the adoption of the plan so that the community is given opportunity to comment on the plan.
- The council can now adopt the plan after it has been discussed and owned by the community, followed by the statement of commitment for implementation.

M&E tools were also discussed and agreement was reached that these are important to monitor progress and pave way for future plans.

In relation to the village level meeting held, the following were discussed that before a meeting is held one should be aware of language to be used in the meeting so that all should be on the same level of understanding,

- The facilitator of the meeting should always avoid top down kind of communication as this sometimes make it difficult for people to be free to air their views.
- The environment of the meeting should be flexible enough to allow everybody to actively participate.
- The community should be left some materials used during the meeting so that they keep reading and disseminate the message to those who were not able to attend the meeting.
- The facilitator should also try not to behave like quests nor be seen as high class people as this normally hinders communication.
- There should be inclusion of the existing structures like chiefs within the village in the meetings as this establishes continuity and sustainability of any process undertaken.
- Time of the meeting should also be taken into consideration, because people do not always attend meetings during plowing season or church hours, so the facilitator should always consider time factor when planning for the meetings.
- Rallies can also be used before the meetings to attract more people to the meeting and make it clear what the meeting is all about.
- Schools can also be targeted to engage in debates about some issues, this will also help to build a gender sensitive future nation.

Day four

Stages seven and eight which involve media skills, use of information technology, and campaign planning skills were discussed on day four, that participants were further equipped with skills on how to use media to mainstream gender at community and at work place, how they plan for campaigns such as 16 days of activism and those against gender violence. These stages will help the councillors to share ideas and learn from others through using media like cyber dialogues, Skyping and others.

Participants were organized in small groups where they were introduced to use of Information Technology machinery, in this case they used computers to create Skype addresses and communicate amongst themselves, and they also created email addresses that will help them to communicate with their friends elsewhere.

Launch of the Lesotho local government elections pamphlet

Background

In 2005, Lesotho held first local government elections which gave women 58% representation in the local authorities' seats, whilst the second elections gave around 49% seats for women. This was due to different quota systems used during the elections. This was done to achieve the SADC protocol on gender and development, the provisions of target 12-13 on issues of governance.



Gender Links therefore, embarked on mission to compile information and make a comparative analysis of the two models. This was developed into a report which provides information on how the two systems worked to achieve parity in the decision making where women and men equally participate.

Gender Links worked with the Ministries of Gender and Youth, Sports and Recreation and of Local Government and Chieftainship on gender mainstreaming with the Local Authorities to come up with a very informative report in Lesotho.

Participants during the IT for Advocacy session

Different stakeholders and partners with GL were invited to the launch of the pamphlet held by GL. The purpose was to disseminate information on the SADC protocol on gender and development and the pamphlet was used as a case study to show how best Lesotho did in trying to achieve parity in decision making. See attached agenda at **Annex B.**

During the event there was a panel of people selected to give a brief discussion on gender and elections in Lesotho and make a comparative analysis of the two models and what are the challenges faced by the country.

Presentations were made by Libakiso Matlho from WLSA and Mats'eliso 'Mota from Lesotho Non Governmental Organizations. Following the presentations by the panelists, the floor was opened for debate and experiences from different participants.

Participants were also introduced to the Gender Links local government and media COEs. Mrs Maseabata Ntoanyane gave detailed information on how GL has been collaborating with media in Lesotho and improvements made to date, where she said this has influenced the curriculum at tertiary level, and gender has also been adopted as a subject.



Participants during the local government elections pamphlet launch event

Present also to the launch were participants of the 2012 GL regional summit, amongst who was the winner under the category of support, Bosao Monyamane, who also shared the experience of the summit in Johannesburg and how exiting the event is, to meet with different people from different parts of Southern Africa, has been quite a learning to her. She concluded her speech by thanking GL for the opportunity given to attend the summit because she has learned a lot and was able to meet with people who do same work and made friends.

It is during this event that Gender Links gave certificate of attendance to the participants of the ToT workshop to acknowledge their active participation and of course to show commitment towards gender

mainstreaming in Lesotho. Participants were given certificates as drivers of change within their different localities. The CEO Gender Links, Colleen Lowe Morna was giving out the certificates with the Board member Mr. Rethabile Pholo.

Discussions

Most of the participants got excited with the use of IT for advocacy. Some of the participants were using the computer for the first time during this workshop. They were able to create email addresses. They were also introduced to skyping and how to cyber dialogue. Some also during this exercise signed an online petition on 50% women representation in parliament. The petition goes to the Prime Minister and reads " *The honorable Prime Minister, we as umbrella NGO dealing with issues of Gender in*



M. Secheche received a certificate as driver of change in gender mainstreaming

Lesotho, we have brought to you a petition to ensure that at least 30% of your cabinet are women. We are concerned because in the past cabinet only 15% were women. Lesotho as a signatory to the SADC protocol on gender and development has undertaken to ensure 50% representation of women in governance by 2015. We hope that the petition will be highly considered. Regards"

However, most participants found IT for advocacy very useful for networking; they also raised their concern that in most community councils it will not be possible to use the IT because of lack of equipment and availability of electricity, only the urban councils will benefit from these stages.

Day five

On this day, participants were taken through all the M&E forms that GL uses in different stages of the COE workshops. They were given a platform for discussions and clarity in relation to these different tools. Different roles of different groups, gender focal persons, gender champions and district gender officers, were discussed about which stages would be conducted by which individuals and that Gender Links will play an over side, advisory and monitoring role to all the groups.

Participants concluded by stating what they have learned during the five days they stayed in Maseru for the workshop. A few quotes have been cited below;

'I learned that gender involves everybody, no one should be discriminated against by sex, all should be part of the decision making in development' **Ts'epo Talanyane Councillor Makhoarane**

'I have learned different techniques and methods of engaging with others, I also learned how to communicate through skypeing, this will help me to engage in debates about gender issues and build more friends through use of IT' **Mapuleng Secheche, Chief Gender Officer**

'the model of the COEs is a very strategic way of mainstreaming gender in the local authorities activities and it is very easy to follow, the model is very easy and can be replicated to other councils and localities without much problems' **Thato Mokuena Councilor Senekane**

'smart partnerships formed with Gender Links in Lesotho, Ministry of Gender and Ministry of Local government both join hands to mainstream gender in local councils' **Faides Nsofu Country Manager Zambia**

Side meetings GL CEO Colleen Lowe Morna and the GL country managers

While some of the training sessions were taking place and also every evening after the daily workshop sessions, the GL CEO, the Gender and Governance and Finance managers as well as the country managers from the respective that participated in the TOT also had meetings to discuss their individual country strategies, work plans, budgets, etc. as it is very rare that all of the country managers are able to be together as often as possible. As summary of key discussion points and agreed actions that took place at the meeting is summarised in the matrix attached at **Annex D**.

Outcomes

Participants of the workshop have acquired skills and knowledge of the COE process on gender mainstreaming in local authorities, how to engage everybody in decision making, to do the action planning that is gender sensitive and finally how to monitor progress made and be able to map way forward.

Next steps

- Finalise budgets submitted by Principal District Gender Officers during training and see what the possible solutions and to ensure implementation as soon as possible.
- Concretise the cascading model for Lesotho in consultation with the Principal District Gender Officers, the respective ministries and other relevant partners in Lesotho.
- Do a follow up meeting with the Principal Secretary from the Ministry of Gender to reach consensus on the MOU.
- Circulate report to partners, particularly the ministries of gender and local government to lobby for their support and commitment around the COE activities.
- Agree on the identified ten new COE councils and host stage one meetings with them.
- The Principal District Gender Officers to do the situation analyses of the ten new councils and present the findings to the councils.

Conclusion and way forward

In conclusion the Gender Links CEO made closing remarks and thanked everybody who participated in the workshop. She also thanked the Gender Links team that through their active participation the workshop was made a success. As she said that participants were very lucky to witness how Lesotho transits from one government to another peacefully, stating that Lesotho has made a remarkable progress in giving women the power to influence decisions, however, there are some gaps when it comes to the national level where women representation is progressing very slowly.

Participants were finally reminded of their different roles to play in the districts and how to engage the community in every decision making so that the community will own every process of development for sustainability of the gender mainstreaming.

Annex A



**LESOTHO TOT
PROGRAMME
4 – 8 JUNE 2012**

NB: From day two GL country managers will be paired with district gender officers, gender focal persons and gender champions to run the sessions

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
SUNDAY, 3 JUNE 2012			
	Travel and arrival of participants	ALL	
MONDAY, 4 JUNE 2012			
8:00 – 8:30	Registration	All	
8:30 – 9:00	Ice breaker, welcome and introductions, objectives	Colleen Lowe Morna, Chief Executive Officer, Gender Links	
9:00 - 9:15	Opening speech by the Ministry of Gender and Youth, Sports and Recreation	Matau Futho – Letsatsi, Director, Ministry of Gender	
9:15 – 9:30	Presentation of the ten stage COE process	Abigail Jacobs – Williams, Governance Programme Manager, Gender Links	Process planning framework
9:30 – 10:30	Panel discussion on current COEs: what has worked, what has not worked, how can we do things better	Panellists	
10:30 – 11:00	<i>TEA</i>		
11:00 – 12:30	How adults learn; policy, action plans and capacity building	Colleen Lowe Morna, Chief Executive Officer, Gender Links	
12:30 – 13:00	SADC Protocol on Gender and Development DVD	ALL	
13:00 – 14:00	<i>LUNCH</i>		

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
14:00 – 15:00	Why stages one of the COE model? – GL country managers share their understanding and highlight the importance of these stages and how it aids our processes on the ground.	Role play, Gender Links country managers	<ul style="list-style-type: none"> - Participants list - GMDC form - KAS form - LG scorecard
15:00 – 16:00	Stage two: Situation analysis - Mock interviews for the situation analysis and local government score card	Malepota Mafeka, GL Lesotho country manager	<ul style="list-style-type: none"> - LG scorecard - LG policy checklist
16:00 – 16:30	TEA		
16:30	Country managers, district gender officers, gender focal persons and gender champions to group themselves in pairs for training the next day		
TUESDAY, 5 JUNE 2012			
8:30 – 9:00	Eyes and ears recap		
9:00 – 9:45	Stage four: inception workshop Key gender concepts (interactive session including roles plays, group work, etc.)	Sarry Xoagus-Eises, GL Namibia country manager	<ul style="list-style-type: none"> - Participants list - GMDC form - KAS form - LG scorecard - Workshop evaluation form - Gender aware leadership scorecard
9:45 – 10:45	Gender governance and transformative leadership (interactive session including roles plays, group work, etc.)		
10:45 – 11:00	TEA		
11:00 – 12:00	Conflict resolution (interactive session including roles plays, group work, etc.)	Malepota Mafeka GL Lesotho country manager	
12:00 – 13:00	Stage five: action planning workshop		<ul style="list-style-type: none"> - Participants list - Workshop evaluation form - Gender aware leadership scorecard
	Gender policy and planning concepts, including gender budgeting (interactive session including roles plays, group work, etc.)	Faides Nsofu, GL Zambia country manager	
	Gender and the economy (interactive session including roles plays, group work, etc.)		
13:00 – 14:00	LUNCH		

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
14:00 – 15:00	HIV/AIDS and Care Work (interactive session including roles plays, group work, etc.)	Ncane Mziya, GL Swaziland country manager	
15:00 – 16:00	Local Economic Development (interactive session including roles plays, group work, etc.)	Roos Van Dorp, GL Botswana, Programme officer	
16:00 – 16:15	<i>TEA</i>		
16:15 – 17:15	Sustainable Development and Climate Change (interactive session including roles plays, group work, etc.)	Priscilla Maposa, GL Zimbabwe country manager	
17:15 – 18:15	Gender Based Violence (interactive session including roles plays, group work, etc.)	Keabonye Ntsabane, GL Botswana country manager	
WEDNESDAY, 6 JUNE 2012			
8:30 – 9:00	Recap, eyes and ears		
9:00 – 10:00	Understanding the gender action plan framework – group work	ALL	
10:00 – 10:30	Why a stage six : Why should councils adopt their action plans and why do we encourage them to publically sign a statement of commitment – country managers share their experiences	GL country managers	<ul style="list-style-type: none"> - Participants list - GMDC form - Workshop evaluation form
10.30-11.00	<i>TEA</i>		
11:00 – 13:00	Group work on M and E forms to be administered to the community – how best to do this	ALL	Alliance pack
13:00 – 14:00	<i>LUNCH</i>		
14:00 – 16:00	Stage three: SADC protocol village level meeting		<ul style="list-style-type: none"> - Participants list - GMDC form - KAS form (Knowledge - SADC protocol quiz) - Citizens scorecard - Workshop
	Field visit - community village level meeting - Makhoarane Council	ALL	

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
			evaluation form
THURSDAY, 7 JUNE 2012			
8:30 – 9:00	Recap, eyes and ears		
9:00 – 10:30	Community mobilisation debrief and discussion	Gender champions	
10:30 – 11:00	<i>TEA</i>		
11:00 – 13:00	Stage seven: Media skills; campaign planning skills (interactive session including roles plays, group work, etc.)	Ialfine Tracolaut, GL Madagascar country manager, Skhonzile Ndlovu, Gender Links Media Programme Manager	<ul style="list-style-type: none"> - Participants list - GMDC form - Workshop evaluation form
13:00 – 14:00	<i>LUNCH</i>		
14:00 – 16:00	Stage eight: IT for advocacy (including use of cell phones) (interactive session including roles plays, group work, etc.)	Sarry Xoagus-Eises, GL Namibia country manager, Skhonzile Ndlovu, Gender Links Media Programme Manager	Participants list GMDC form Workshop evaluation form KAS form (Skills form – IT skills)
16:00 – 16:30	<i>TEA</i>		
EVENING	GENDER, LOCAL GOVERNMENT EVENING AND CITIZEN VOICE (see <i>Annex B</i> for programme)	ALL	
FRIDAY, 8 JUNE 2012			
8:30 – 9:00	Recap, eyes and ears		
9:00 – 10:30	Bringing all of the M&E together = relooking all of the tools, questions of clarity	GL country managers	All COE related M&E tools
10:30 – 11:00	<i>TEA</i>		
11:00 – 12:30	Discussion with district gender officers, gender focal persons and gender champions Roles and responsibilities Clarity on next steps	Colleen Lowe Morna, Chief Executive Officer, Gender Links	
12:30 – 13:00	Summary and way forward Thanks and closure	Colleen Lowe Morna, Chief Executive Officer, Gender Links	

Annex B



**GENDER AND LOCAL GOVERNMENT AND CITIZEN VOICE EVENING
THURSDAY, 7 JUNE 2012**

DRAFT PROGRAMME

Time	Activity	Who
MC: Malepota Mafeka		
18:30 – 18:40	Official welcome and opening	Rathabile Polo, Gender Links Lesotho Board Member
18:40 – 19:00	The SADC Protocol on Gender and Development	Colleen Lowe Morna, Chief Executive Officer, Gender Links
19:00 – 19:30	Panel discussion on gender and elections	<ul style="list-style-type: none"> • Libakiso Matlho, National Coordinator WLSA • Matau Futho-Letsatsi, Director Gender Ministry • Thusoana Ntlama Federation of Women Lawyers • Matseliso 'Mota, Women and Children Commission Coordinator, Lesotho council of NGOs
19:30 – 19:50	Launch local government elections pamphlet	Mapitso Panyane Principal Secretary Min of Local Government
19:40 – 19:50	Introduction of the local government and media CEO's	Skhonzile Ndlovu, Gender Links Media Programme Manager
19:50 – 20:00	Recognising the winners at the Gender Justice and Local Government Summit	Rathabile Polo, Gender Links Lesotho Board Member
20:00 – 20:10	Speech by Bosao Monyamane Lesotho winner regional summit from Lesotho child counselling Unit	Bosao Monyamane, Lesotho child counselling Unit
20:10 – 20:30	Media literacy graduation	Skhonzile Ndlovu, Gender Links Media Programme Manager
20:30	Closing and thanks	Sarry Xoagus-Eises, GL Namibia country manager on behalf of the Gender Links Country Managers



**GENDER LINKS LESOTHO: TRAINING OF TRAINERS
4 – 8 JUNE 2012
VICTORIA HOTEL, MASERU**

PARTICIPANTS LIST

NAME	SEX F/M	ORGANISATION	DESIGNATION	PHONE
Mahlompho NKhabu	F	Ministry of Gender	Gender Officer	62006889
Mathoka Khaile	M	Ministry of Gender	Gender Officer	58738952
Thato Molomo	F	Ministry of Gender	Gender Officer	58811257
Nthatsi Mataboko	F	Ministry of Gender	Gender Officer	58902850
Lineo Rakaibe	F	Ministry of Gender	Gender Officer	58920803
Mathabo Ramollo	F	Ministry of Gender	Gender Officer	57176362
Mahali Sekants'i	F	Ministry of Gender	Gender Officer	58014615
Rets'elisitsoe Petlane	M	Ministry Of Gender	Gender Officer	62956963
Mamolibeli Ngakane	F	Ministry of Gender	Gender Officer	58854132
Mantebohelong Mabetha	F	Ministry of Gender	Gender Officer	58932306
Mapuleng Secheche				

NAME	SEX F/M	ORGANISATION	DESIGNATION	PHONE
	F	Ministry of Gender	Chief Gender Officer	58966702
Mamosiuoa Masenyetse	F	Ministry of Local Gvt	Chief Local Gvt Officer	22310558
Ts'elisehang Tsuinyane	M	GIZ	HIV/AIDS Advisor	22323391
Nthatisi Mothibi	F	Sets'abelo Sa Khotso	Chairperson	63136541
Nthabeleng Moseme	F			58742093
Maphahlahla Lebofa	F	Tsoelikane Council	Assistant Administrator Officer	58022692
Kali Molefe	M	Thaba-Tseka Urban	Assistant Administrator Officer	58488838
Leeto Sesioana	M	Sanqebethu Council	Assistant Administrator Officer	63311379
Tuke Moorosi	M	Qomo-Qomong Council	Clerical Assistant	63121119
Khuto Malefetsane	M	Mashaleng Council	Assistant Administrator Officer	63290920
Matipi Tlali	F	Ts'ana-Talana Council	Clerical Assistant	59100125
Nthatisi Pelei	F	Makhoarane Council	Council Secretary	58817987
Molibeli Ntlaba	M	Likila Council	Assistant Administrator Officer	58959359

NAME	SEX F/M	ORGANISATION	DESIGNATION	PHONE
Mothibeli Khooa	M	Ramapepe Council	Assistant Administrator Officer	62132048
Maitumeleng Moloji	F	Senekane Council	Clerical Assistant	63204386
Mafu Lerotholi	F	Sangebethu Council	Councilor	63573234
Mamorobane Ngakane	F	Tsoelikane Council	Councilor	59513114
Maile Phaila	M	Thaba-Tseka Urban	Councilor	58504372
Thapelo Lemena	M	Qomo-Qomong Council	Councilor	63311790
Makholu Moshoeshoe	F	Mashaleng Council	Councilor	58923232
Tieang Sefali	M	Ts'ana-Talana Council	Councilor	59156897
Ts'epo Talanyane	M	Makhoarane	Councilor	58466362
Manoosi Khetsi	F	Likila Council	Councilor	58573304
Mpeako Hoohlo	M	Ramapepe Council	Councilor	59032526
Thato Mokuena	F	Senekane Council	Councilor	63402505
Keabonye Ntsabane	F	GL	CM	
Roos Van Dorp	F	GL	PO	

NAME	SEX F/M	ORGANISATION	DESIGNATION	PHONE
Ialfine Papisy	F	GL	CM	
Sarry Xoagus-Eises	F	GL	CM	
Ncane Maziya	F	GL	CM	
Faides Nsofu	F	GL	CM	
Priscilla Maposa	F	GL	CM	
Sikhonzile Ndlovu	F	GL	Manager	
Abigail Jacobs-Williams	F	GL	Gender and Governance Manager	
Malepota Mafeka	F	GL	CM	
Colleen Lowe Morna	F	GL	CEO	
Nomthandazo Mankazana	F	GL	Executive Assistant	
Ntolo Lekau	F	GL	PA	

GENDER DISAGGREGATION

Participants	Male	Female
48	14	34
100%	29%	71%

Annex D: Summary of actions agreed with country managers during side meetings

**GL GOVERNANCE PROGRAMME AND COUNTRY OPERATIONS TRACKING SHEET
JUNE 2012**

COUNTRY	NO COE	PLAN COE	TOT – CASCADING	GBV INDICATORS	ELECTIONS	STRATEGY DOC	BUDGET	DONOR STATUS	OFFICE
Botswana	23	6	Yes	Cascading from national to local	No	Almost complete for CLM	Almost complete for CLM	Mtgs with UNFPA, USAID, possible UNDP via WAD	OK
Lesotho	10	10	Done – cascade via PDGO	Possible – CLM paper to UNFPA	No	Needs to be updated with GBV indicators	Needs to be consolidated	UNFPA, GIZ – share strategy; GIZ = R105,000	OK
Mauritius	9	15	With gender ministry for WIP	Done- now need to draw up fact sheets for GBV action plans during cascading	Yes	Not done – urgently needed – LV	Does not include media?	EU concept note – village level work	OK
Madagascar	31	31	Yes	No	Yes	Needs to be completed – IT/LV	Urgently needed – UNDP, UNFPA	UNDP - \$75 000; UNFPA- \$30 000= \$105 000 = R840 000	??
Mozambique	7	6	No	No	No	Needs to be completed – EN	Urgently needed	IBIS - R560 000	OK

COUNTRY	NO COE	PLAN COE	TOT – CASCADING	GBV INDICATORS	ELECTIONS	STRATEGY DOC	BUDGET	DONOR STATUS	OFFICE
Namibia	14	10	Yes- ASAP, include regional gender officers – mtg with ministry?	No – if EU concept goes through, use that	No	Needs to be realigned with latest NEPAD doc	Align with NEPAD	NEPAD 1 941 535	
South Africa	8		No	Done in three provinces; now Limpopo – how being used?	No	Urgently needed – AJW, NM (KR)	Needs to be finalised	UN Gender Equality Fund	OK
Swaziland	12	12	Yes – AMICAL – possible cascading 55 Tikundla.	UNICEF interested	Yes	Needs to be finalised – CLM possible visit week 18 June	Needs to be finalised = media lit	Need meetings – UNICEF etc	OK
Zambia	13	7	Yes, possibility of working with GIDD	UNICEF interested – making money available through GIDD	No	Need to expand strategy doc – similar to Zim – before Thurs mtg	Need to finish	Mtg with Sida 14 June; urgently need mtg with GIDD	OK – LGAZ
Zimbabwe	14	6	Yes	Yes	Possible	Need to integrate Sida and UNWOMEN	Need to integrate Sida, UNWOMEN	UNWOMEN - \$80 000; Sida \$394 835 = \$474 835 = R 3 798 680	Needs to be urgently resolved

COUNTRY	NO COE	PLAN COE	TOT – CASCADING	GBV INDICATORS	ELECTIONS	STRATEGY DOC	BUDGET	DONOR STATUS	OFFICE
TOTAL	143	103						R 7 245 215	

Annex E

EVALUATION FORM
Date: 04-08 June 2012
Venue: Victoria Hotel Maseru

	SCORE OUT OF TEN
1. PROGRAMME DESIGN	87%
2. PROGRAMME CONTENT	95%
3. DOCUMENTATION	92%
4. FACILITATION	96%
5. GROUP WORK	89%
6. OUTPUTS	86%
7. OUTCOMES AND FOLLOW UP PLANS	88%
8. LEARNING OPPORTUNITY	95%
9. NETWORKING OPPORTUNITY	90%
10. ADMINISTRATIVE ARRANGEMENTS	98%
11. OVERALL	92%

GENERAL COMMENTS

Sessions found most useful and why

- Sustainable development and climate change as it affects our everyday life.
- IT for advocacy because this relate to our day to day work issues and enhances communication.
- Presentation of the different modules and COE process because it gives a clear understanding of gender.
- All the modules that seem to teach about empowerment of women.
- Gender budgeting because this is where now projects that focus on women are given priority.
- Governance issues since they are relevant to our work.
- It was my first day to learn how to skype and communicate with other people with skype.
- Issues of GBV and how women can protect themselves.
- Action planning stage because it teaches us to be more gender focused in planning.
- Methods and tools used for monitoring and evaluating all the stages and the whole COE process.
- Group discussions allowed more interaction and networking, getting to know each other better.

Sessions found least useful and why

- IT for advocacy because in the rural areas councils do not have access to IT equipment and electricity so for them the session was least useful.

How will you apply what you have gained from this engagement?

- Through disseminating message to my peers and in council meetings.
- In every meeting with the community councils to make them aware of the gender issues.

- Teaching my family first to understand the gender issues and then take the message to the community, talk to my colleagues at work.
- Teach my colleagues at church.
- Engage more councils to be part of the COEs to achieve gender equality.
- The workshop has enhanced my ability to engage in talks with other people and methods of mainstreaming gender.
- By running trainings and using gender mainstreaming in advocacy processes.

Any other comments

- Full decentralisation of the gender activity to the councils so that council are able to have full responsibility and be able to budget for the activities.
- Gender focal persons and Champions to be equipped with tools to carry on the work of the COEs.
- The information has been very useful and an eye opener for many things especially the gender and SADC protocol.
- I have learned techniques of communicating with people at different levels and that adults learn differently and by doing.
- More people should be engaged in this kind of workshops and again this kind of workshops should be held for school children for the future generation that will be gender sensitive.
- Regular refresher courses for ToTs.