



**ZAMBIA
TRAINING OF TRAINERS WORKSHOP**

REPORT

**17 – 20 SEPTEMBER 2012
VENUE ACCAMS LODGE, ROMA EXTENSION, LUSAKA-ZAMBIA**



Workshop participants after receiving Certificates as drivers of change by Albert Ngosa



LGAZ



MLGH

MGCD

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Executive summary

The report seeks to provide information about the training of trainers' workshop on gender mainstreaming in local authorities held from the 17 - 20 September 2012 for gender champions, gender focal persons and Provincial Child and Gender Coordinators. GL Zambia hosted the training in partnerships with LGAZ, MGCD. The participants of the workshop consisted of the Provincial Child and Gender Coordinators from the Ministry of Gender and Child Development from 6 Provinces, two persons from each of the new 11 COE councils in Zambia representing the gender champions and gender focal persons respectively as well as the gender focal point person from the Ministry of Local Government and Housing.

A detailed workshop programme is attached at **Annex A**. There were 33 participants in attendance, 9 men and 24 women and a full participants list is attached at **Annex B**. Participants also included representatives from the LGAZ, the Ministry of Gender and Child Development who came to officially open the workshop, GEMSA partners and Gender Links staff.



Participants engaging during group work by Albert Ngosa

From the workshop representatives from the councils also came up with tentative dates for their COE activities – please see **Annex C** for a detailed map of all dates. The workshop took place over four 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. Participants found the training sessions very informative and helpful and a detailed summative evaluation is attached at **Annex D**.

Background of the COE process in Zambia

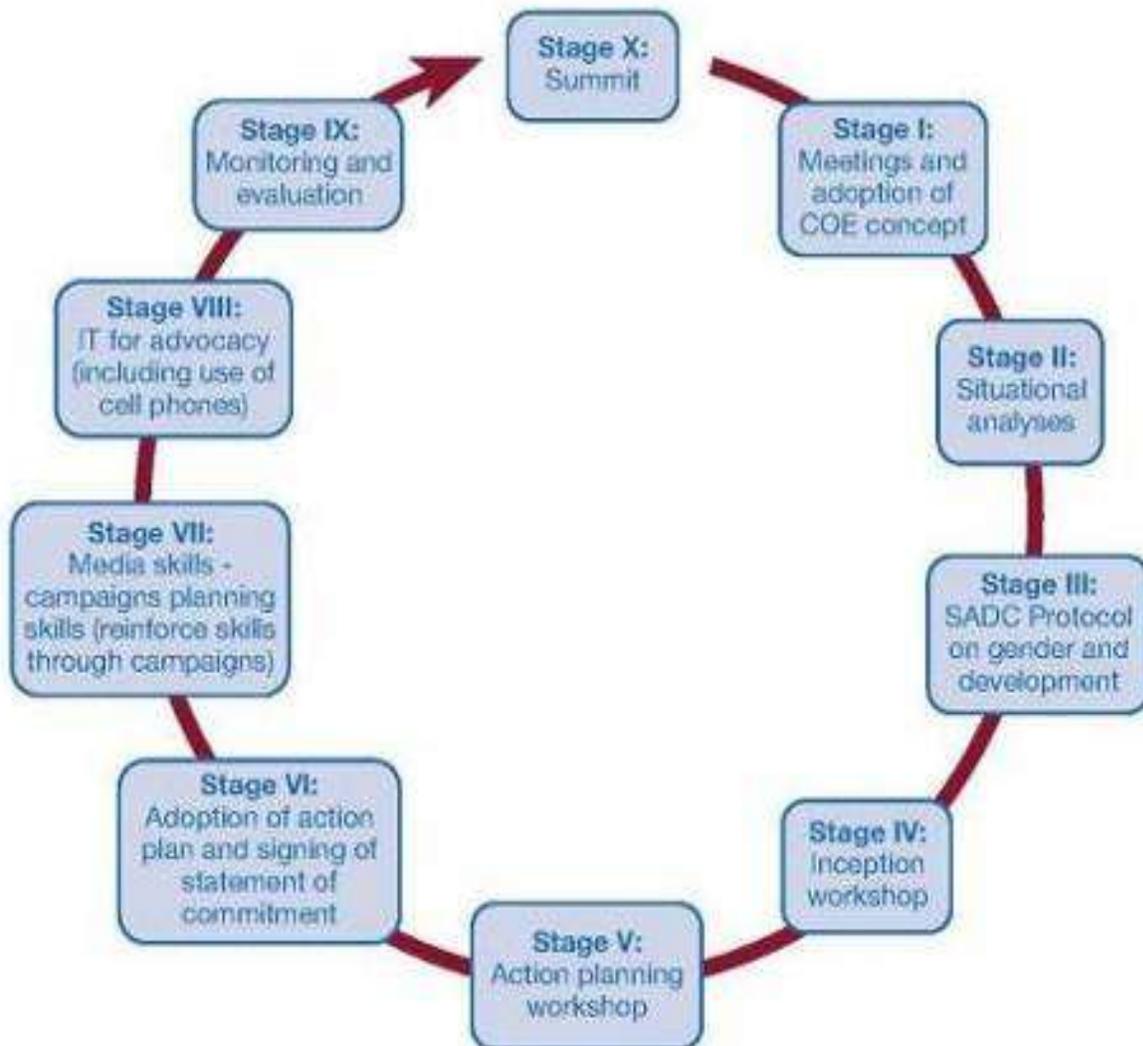
Gender Links is an organisation that does work around gender equality and justice. Through its media, particularly governance and gender justice programme, Gender Links strives for a Southern African region in which women and men are able to participate equally in all aspects of public and private life. To date GL has rolled out the COE model to 10 councils namely; Kabwe, Kapiri, Chongwe, Chingola, Luanshya, Mazabuka, Katete, Monze, Ndola and Kafue.

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.

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.

The stages covered are illustrated in the diagram below:

Stages in the Centres of Excellence



Key principles of the COE model include:

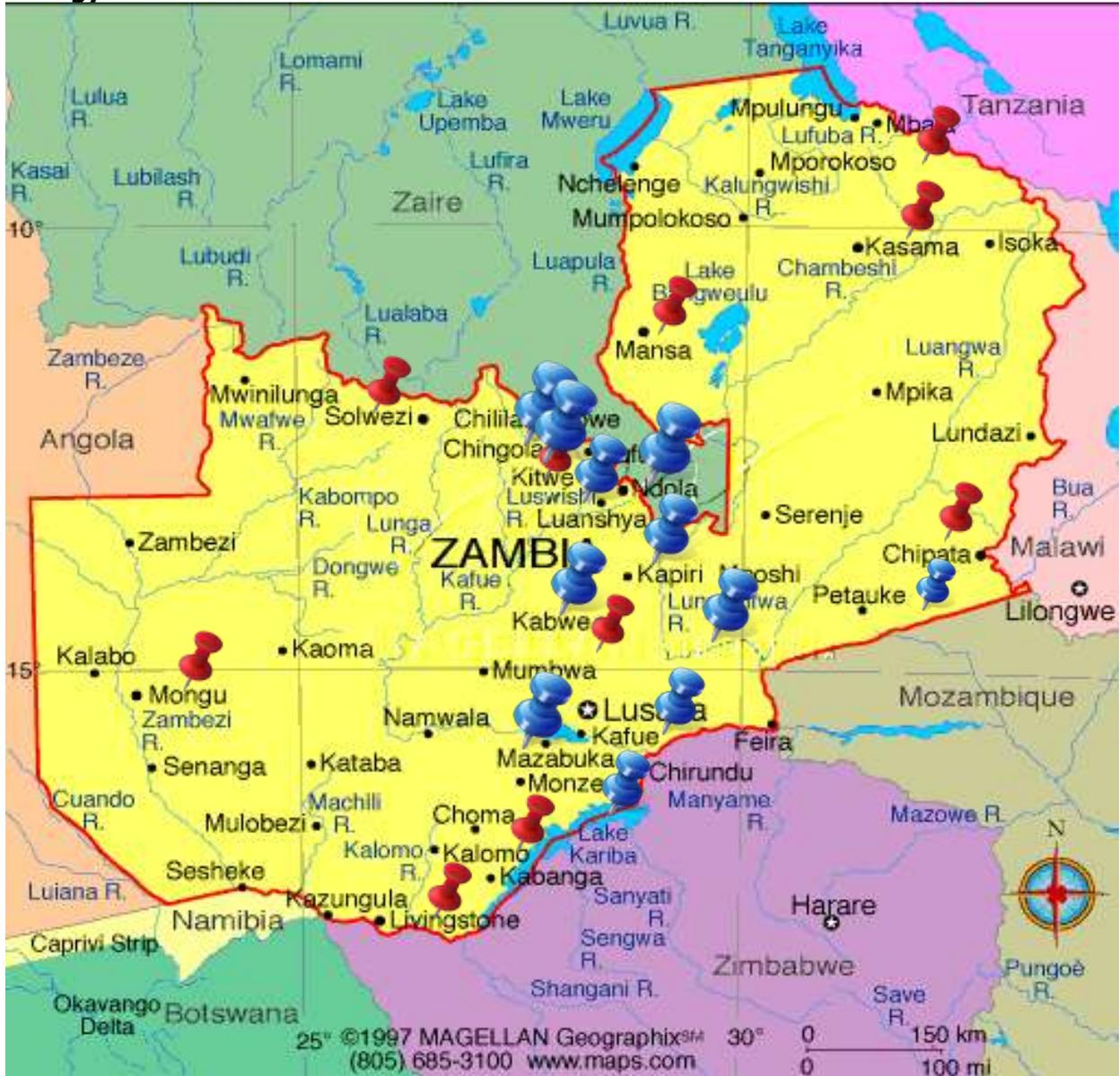
Strategic objective	Stage	Who
Political support: Getting buy-in at decision-making level and launching of the action plan, signing of a statement of commitment to ensure implementation	1, 6	GL, GC, GFP, RGC
An evidence-based approach: Conducting a situation analysis that is council-specific and will help to address the needs of that council.	2	GFP
Community mobilization: SADC Gender Protocol village level workshops that familiarize 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 localize national and district gender policies and action plans.	4,5	GL, GC, GFP, RGC
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, GC, GFP, RGC
Knowledge creation and dissemination: Working to gather and disseminate best practices, 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	GL, GC, GFP, RGC

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 Zambia.

The Zambia model for cascading the COEs

Zambia is divided into 10 Provinces, each province headed by a Provincial Minister and his Deputy with a Permanent Secretary. The provinces have been further divided into 150 constituencies, which consist of 4 city councils, 65 local authorities and 14 municipal councils.

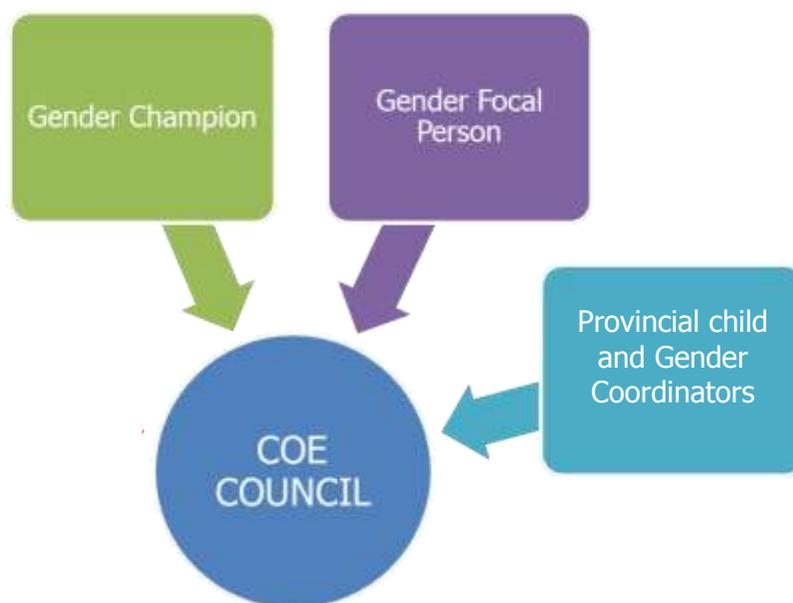
Strategy for rollout in Zambia



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. 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 ministry of Gender. As such, GL identified three key target groups and their parent ministries that participated at the training of trainers.

- **Provincial Child and Gender Coordinators:** The strategy is to train the 10 provincial child and gender coordinators and from Ministry of Gender and Child Development to cascade the COE work to at least to one or more councils in their respective localities. Aside from cascading the COE to other councils, the coordinators 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 trainers 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. 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:



Objectives of the training of trainers

- To provide background on the COE process in Zambia and the model of cascading the COEs to other councils.
- To build the capacity of the provincial gender and child coordinators, gender focal persons and gender champions on the COE model in light of their roles in the cascading process.
- To develop innovative strategies for putting across key concepts on how to run the workshops.
- Through the GL Zambia country manager, share learning' on how to run workshops.
- To share and build the capacity of the provincial gender and child coordinators, gender focal persons and gender champions on the monitoring and evaluation tools of GL that are used at each stage.
- To understand the role of the Zambia media COE country facilitator at stage seven and eight of the local government COE model.
- To share the current COE training manual with participants.
- To share information and ideas on topical issues relevant to the local government contexts.
- GL Zambia together with the provincial gender and child coordinators, gender focal persons and gender champions of their respective councils come with a plan to roll out each stage for their respective councils (these plans to be recorded and filed by GL Zambia and the councils)
- To create a platform of learning between GL Zambia and provincial gender and child coordinators.

Process and activities

The programme was spread over four days and the country manger with the help of the Board Member, GL media facilitator and GEMSA facilitated all different stages and modules including 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.

Day one

The workshop was officially opened by Mr Joe Kapambwe – Director Finance and Economics on behalf of the Permanent Secretary MGCD, followed with remarks by LGAZ. In his speech, he said this workshop has drawn participants from Chipata, Chibombo, Chinsali, Kitwe, Solwezi, Livingstone, Mansa, Nakonde, Mufulira, Kasama and Kalulushi. This training is part of Gender Link's project on helping councils mainstream gender at local and develop gender polices and establish centres of excellence for mainstreaming gender which is aimed at broadening our understanding of addressing gender dimensions of our day to day work and also improving our service delivery through the inclusion of women in strategic and decision making position at local level.



Joe Kapambwa from MGCD official opening of the workshop by Albert Ngosa



Mr Masweu speaking on behalf of LGAZ during the official opening by Albert Ngosa.

This workshop comes at important time when the country is addressing empowerment of local citizens and devolution of power to local government and the role of all stakeholders to ensure that there is enough information channelled at local level to empower the people to fully realize their rights and participate actively at local level. GBV is now the second biggest problems in Zambia, next to HIV and AIDS. And as you may be aware, the government has declared zero tolerance against perpetrators of gender based violence as a positive step in fighting the vice. The Zambian

government last year enacted the GBV Act of 2011 that is aimed at protecting survivors of GBV, an action which has pleased many stakeholders including Gender Links

as this is a sign of commitment to ending GBV in the country.

It is for this reason that the Councillors act as a critical partner and play a pivotal role in making decisions that will impact positively to the growth of our District if these activities can be given priority at council. I would also like to thank most sincerely the Council staff for taking this decision of having this educative workshop to impact all the participants on the importance of Gender mainstreaming at Local Level.

Later to speak was the representative from the Local Government Association Mr Masweu on behalf of the Executive Secretary of the Association, in his speech he said local government was closer to communities and therefore critical in promoting gender equality. Mr Masweu however bemoaned the small number of women in decision making positions at local level and called on Government and other stakeholders to put in place measures which would resolve the problem. The workshop aims at building capacity of the provincial gender officers, gender focal persons and gender champions on the Centres of Excellence model.



Mary Sinkala Former PHSS Director sharing the COE experience with Kabwe Council by Albert Ngosa.

There after participants were introduced to three councils of excellence (Kabwe) who highlighted on what has worked and what has not for they specific COE's and how can they do things better. There were presentations made on the current situation within the

COE's and what challenges they faced so

Discussions

Representing Kabwe Council, former Kabwe Director Public Health and Social Services, Mary Sinkala, discussed that her council began with a plan of action in 2009 on gender mainstreaming, on set they decided to get everyone in government involved. The then drew up

activities and made sure that the council had a gender advocacy plan. Hence, they started implementing them from grass roots and this has help in eradicating some ill factors like gender-based violence.

However, they had challenges as they had no specific budget from the council in the initial year of implementation.

All councils further noted that activities should be a responsibility for council staffs to help 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 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.

In the afternoon, the trainers were then taken through stage three of the COE model. The SADC Protocol on Gender and Development DVD was played to highlight the important targets of the protocol and share learning from work done by others outside Namibia. Participants especially the gender champions from the local authorities were briefed how to conduct these meetings. Stage three workshops were seen as the mobilisation meetings with council's representatives and key stakeholders on the provision of the SDC Protocol on Gender and Development.



Workshop participants during official opening listening to the guest speaker by Albert Ngosa.

Day two

The day began eye and ears recap on what was covered the day after. This was followed by presentations were participants presented on gender concepts which included Gender governance, transformative leadership and conflict resolution. This was done through interactive sessions, role-plays and group work amongst themselves. The role was about sex, gender and inter-changeable roles society has given on people. This was any eye open to some participants because they could now understand the gender demission better. Although gender is dynamic some of the participants challenged some of the gender roles in their role plays, by means of socialization. The suggested that this gender roles should remain as they are.

Then next was a role play on gender and governance where participants portrayed a woman running for elections and how other women did want to vote for her, eventually the election was won by a male.

To follow was conflict resolution, some participants played as community in need of answers, other played the council's role and there was a mediator to mediate the discussion of conflict situation. Whereby, the communities will rise up issues and the council will answer.

There after a video presentation on HIV/AIDS and Care Work the presentation touched most of the participants because the video documented a babe's corpse which went missing in the mortuary for seven months to negligence. To follow it was time for different score cards for each stage were also discussed for the relevant stages. A role play, video presentation was staged. For voting participants staged a play to show to show how women don't vote for their female counter parts and show cased how causes of conflict, and how conflict can be solved.

Local Economic Development and Gender Based Violence were role played and discussed as well. On the other the presentation involved Sustainable Development and Climate Change, a concept which was new to many, the participants pointed change in weather patterns being the evident change the have noticed.

Later on participants worked on stage five which involved gender policies and planning concepts and they were taught how to do gender budgeting. In gender and the economy a role play was staged, so was in HIV/AIDS and Care Work and local economic development. Participants were given an hour to do the presentations and role plays according to their groupings.

Discussions

Participants had their own different understanding of gender and the roles to be played by different sexes, after the 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.

The following issues were raised

- Dark alleys were contributors to GBV, as this can be hot spots for offenders to commit crimes. The participants initiated councils should make sure lights are put in these streets.
- The issues of Sustainable Development and Climate Change was said to be a pressing issues and the most overlooked ones. Participants from the mining towns explained how waste disposal from the mines has negatively contributed to the degradation of soil and air pollution.
- Gender governance and transformative leadership participants highlighted the low numbers of women in decision making positions especially in local government, even when they are present their voices are not heard.

Different role plays and group works on different modules were staged by participants to deepen understanding of the modules and to show their interrelated with one another. Saddening was a video that was played by one of the councils that showed negligence and dilapidated mortuary.

Day three

Participants were further grouped according to the on councils to discuss different sections of the action planning framework. This stage is crucial because it ensure that the councils formally adopt the action plan development during stage Five. Participants were then engaged in debate on how best they can help the councils develop their own plans and how they can include



Workshop Participants doing role play on GV by Albert Ngosa

activities from other modules with the help of the facilitators. Participants looked into the plans and came up with suggestions that some issues on the plan are not relevant to their councils.

Day three continued on to stage six. This stage deals with issues related to ownership, on why should councils adopt their action plans and why do we encourage them to publically sign a statement of commitment. Faides Nsofu facilitated this module. Participants were asked by the facilitator to meet with the respective councils or committee to do a formal signing of a statement of intent. They further shared the

experiences.

Later on the participants were introduced to IT as an advocacy skill – i.e. this module was facilitated by Perpetual Sichikwekwe the use of information technology, and campaign planning skills were discussed. 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, Skype, facebook, Tweeter, g-mail later alone newspapers. On this participants were taught how to create e-mail accounts and social media accounts.

It was evident that some of the participant lacked media skills; campaign planning skills and the found this session pretty useful. Participants were again asked work in conjunction with the score cards 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.

Other discussions we included in stages five that involved working on the action planning. The action plan equipped participants with skills on how to conduct 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

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;

- Gain understanding on how media works
- Gender should appear in the job descriptions of staff as the key function of the workers of
- The community should also be involved the adoption process of the action plan.
- Only then can the council adopt the plan after, followed by the statement of commitment for implementation.
- Councils should also consult with each other councils to seek assistance were they don't understand.

Councils were committed to becoming fully pledged COEs since they now understood the importance of gender mainstreaming they were ready to take ownership. M&E tools were also discussed and agreement was reached that these are important to monitor progress and pave way for future plans.

Day four

On this day participants we asked to finalise their M&E forms. They were later engaged in a presentation/discussion session with Madube Pansi over Media literacy. Participants learnt about Gender at work in the media with an over view on different kinds of media households, reporting and media stereotypes including the use of SMS to express opinion. They then performed an exercise analysing newspapers reporting on sources, check weather reporter was male/female and checked if any person living with HIV was interviewed in the stories. And participants were also taught on creating own media, they later wrote letters to the editor on different matters, the letters were written to several newspaper houses and one of the letters was published in the post newspaper dated 21 Sept 2012.

The presentation further raised questions to participants like how do gender roles in society reflect in the media, doe media mirror the reality. Making the use of different newspapers the counted the number of female and male reporters first, secondly the counted the number of female and male sources, thirdly identify if this male and female were expects or not. Some of the findings where appalling, the participants found even though there was a high percentage of women reporters, male sources still dominate as sources in news. However, the presentation involved encouraging assure-rite of reinforcing fair coverage. The presentation also touched on degrading or exploitation of women, especially in the area of advertising and entertainment. On an advertising a photos where shown

Issues raised by participants

- Sectors like communication shouldn't be cut off as this weakens the nation
- Zambia people are reactionists, the only act when something happens. This was suggested maybe it should change
- The use of SMS was found important, so the suggest this could be a platform the can use to advocate for key gender issues in the action plan.
- Take appropriate measures that encourage the media to play a constructive role in the eradicating media stereotypes and gender based violence

SMS platform was identified as a powerful tool because it is instant, cheap and political leaders to pays or rather do read the section. During the closing, on behalf of the participants and the Ministry of Local government Charity Mtonga, thanked GL for making an effort to make a difference at local level, especially the involvement of local authorities as they have for a long time been left out in gender issues. GL Zambia Board member thanked the participants for their commitment and the passion to drive the COE process at local level, he referred to them as

drivers of change. She urged the participants to remain committed and continue the fight of ensuring that women at local level participate actively so as to attain the 50/50 of women and men in decision making positions.

Day four also involved participants receiving their certificates. Photos were taken as participants displayed pleasure.

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

- Concretise the cascading model for Zambia in consultation with the Provincial Gender Coordinators from MGCD, the MLGH and other relevant partners in Zambia.
- Do a follow up meeting with the Ministry of Gender to discuss a possible MOU around the COE model.
- Circulate report to partners, particularly the ministries of gender and local government to lobby for their support and commitment around the COE activities.
- The Gender Focal Persons to do the situation analyses of the eleven new councils and present the findings to the councils.

Conclusion and way forward

In conclusion the GL board member Sara Longwe did the closing remarks and thanked everybody who participated in the workshop. She thanked the Gender Links team for going the extra mile and that everything ran smoothly over the four days. She thanked the participants for their active participation and that they made the workshop a great success. Participants

were finally reminded of their different roles to play in the councils and how important it is to wear their gender lenses and be the change that they wish to see in their council around gender mainstreaming. Participants were encouraged to transfer the skills learnt through the TOT to their fellow colleagues and partners to ensure that change is brought about.

Participants concluded by stating what they have learned during the four days in the workshop. A few quotes have been sited below;



GL Zambia board member Sara Longwe and MLGH GFP Charity Mtonga handing over a certificate to a participant by AN

Comments from participants after workshop

"The workshop was very educative and participatory; I never had a dull moment as we all had a role to play in making this workshop a success" Charity Chilambe Kitwe council.

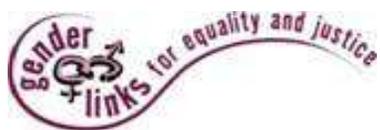
"Creating own media was very interesting, I never knew one can create their own media and also profile themselves" Bernadatte Malama Kalulushi Council.

"The workshop provided a learning and sharing platform, the facilitator help me to gain facilitation skills by creating an enabling environment for all, this has motivated me to be more proactive as a GFP and will endeavour to drive this process" Lipenga Cholwe, Livingstone Council.

" Finally my council is part of the COE process we are in the outskirts and mostly we are left out in these processes because of distance, our council has never had a female councillor and with this process I see us lobbying for women to stand" Mukwasa Lenard Chairman Nakonde Council.

"The conflict resolution session depicted the real conflicts between council and community members it was very interesting and I learnt a lot from that session" Kabwe Mwape Councillor Mufulira Council.

Annex A: Workshop programme



Zambia TRAINING OF TRAINERS
17 – 20 September 2012
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PROGRAMME

NB: From day two gender officers, gender focal persons and gender champions will be paired to run the sessions

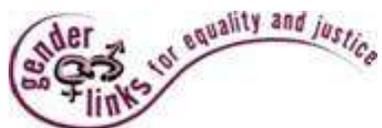
DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
SUNDAY, 16 Sept 2012			
	Travel and arrival of participants	ALL	
MONDAY, 17 Sept 2012			
8:00 – 8:30	Registration	All/ LG	
8:30 – 8:45	Ice breaker, welcome and introductions, objectives	FN	
8:45 – 9:00	Welcoming Remarks	LGAZ	
9:00 - 9:15	Official opening speech by the Ministry of Gender and Child Development	PS – Edwidge Mutale	
9:15 – 9:30	Presentation of the ten stage COE process	Faides Nsofu, Country 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 from Previous Kabwe Focal point person	Panellist Mary Sinkala	
10:30 – 11:00	<i>TEA</i>		
11:00 – 12:30	How adults learn; policy, action plans and capacity building	FN	
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, FN	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	FN	LG scorecard LG policy checklist
16:00 – 16:30	TEA		
16:30 – 17:30	Stage three: SADC protocol village level meeting	FN	Participants list GMDC form KAS form (Knowledge - SADC protocol quiz) Citizens scorecard Workshop evaluation form
17:30	Country manager, regional gender coordinators, gender focal persons and gender champions to group themselves in pairs for training the next day	ALL	
TUESDAY, 18 Sept 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.)	FN	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.)	FN	
12:00 – 13:00	Stage five: action planning workshop	FN	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.)	FN	
	Gender and the economy (interactive session including roles plays, group work, etc.)		
13:00 – 14:00	LUNCH		
14:00 – 15:00	HIV/AIDS and Care Work (interactive session including roles plays, group	FN	

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
	work, etc.)		
15:00 – 16:00	Local Economic Development (interactive session including roles plays, group work, etc.)	FN	
16:00 – 16:15	<i>TEA</i>	FN	
16:15 – 17:15	Sustainable Development and Climate Change (interactive session including roles plays, group work, etc.)	FN	
17:15 – 18:15	Gender Based Violence (interactive session including roles plays, group work, etc.)	FN	
WEDNESDAY, 19 Sept 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 –FN share the experiences	FN	Participants list GMDC form Workshop evaluation form
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.)	PS/MP	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.)	AN	Participants list GMDC form Workshop evaluation form KAS form (Skills form – IT skills)
THURSDAY, 20 Sept 2012			
8:30 – 9:00	Recap, eyes and ears		
9:00 – 10:30	Group work on M and E forms to be administered to the community – how best to do this	ALL	Alliance pack Protocol, score card
10:30 – 11:00	<i>TEA</i>		
11:00 – 12:00	Bringing all of the M&E together = relooking all of the tools, questions of clarity	FN/KR	All COE related M&E tools
12:00 – 13:00	Discussion with Provincial coordinators, gender focal persons and gender champions Roles and responsibilities	FN/KR	

DAY/TIME	ACTIVITY	WHO	M AND E TOOLS TO BE USED AT EACH STAGE
	Clarity on next steps		
	Summary and way forward	SL/KR	
	Thanks and closure		
13:00 – 14:00	<i>LUNCH</i>		

Annex B: Participants List



ZAMBIA TRAINING OF TRAINERS
17 – 20 September 2012
ACCAMS LODGE, ROMA EXTENSION Lusaka-Zambia

NAME	Sex M/F	ORGANISATION	DESIGNATION	PHONE	E-MAIL
Kasonde Chisanga	F	Mufulira Municipal Council	Director of Environment	0965781216	Kasondechisanga56@yahoo.com
Kabwe B Mwape	F	Mufulira Municipal Council	Councillor	0977924753	
Malama Bernadette	F	Kalulushi Municipal Council	Councillor	0977189757	
Lapukeni Mary	F	Nakonde District Council	Chief Administrative Officer	0977978125	marylapukeni@yahoo.com
Kaimba Mary	F	Livingstone City Council	Councillor	0977822165	marykashishi@yahoo.com
Mukwasa Leonard	M	Nakonde District council	Council Chairperson	0976464319	
Choolwe Maunga Lipenga	F	Livingstone City Council	Librarian	0977897739	Lipengacm1@yahoo.com
Josephine Chenda Simwinga	F	Kalulushi Municipal Council	Director of Administration	0977645210	chendajosephine@yahoo.com
Violet M Kangwa	F	Kasama Municipal Council	Chief community development Officer	0975265517	
Timothy Mwate	M	Ministry of Gender and child Development	PCDC	0966945380	tmwate@yahoo.com
Mary Sinkala	F	Chinsali Municipal Council	Director Environment & S.S.	0977416392	sinkalamary@gmail.com
Josephine Mwanza Phiri	F	Gender and child dev.	PCDC	0977532842	Josphiri2004@yahoo.com

		Eastern province			o.co.uk
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ATTENDANCE STATISTICS BY GENDER

FEMALE	24	72%
MALES	9	28%
TOTAL	33	100%

Annex C: Tentative dates for new COE council stages

DATES AGREED FOR COE ROLL-OUT

STAGE	NO. OF DAYS	WHO	Chibombo	Chipata	Chinsali	Kalulushi	Kasama	Kitwe	Lusaka	Livingstone	Mansa	Mufuli	Nakonde	Solwezi
One	0.5 days	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done
Two	2 days	GFP	3 Oct 2012	2 Oct 2012	03 Oct 2012	4 Oct 2012	5 Oct 2012	3 Oct 2012	Done	Done	10 - 11 Sept 2012	28 Sept 2012	4 Oct 2012	28 Sept 2012
Three	0.5 day	GC	1-3 Oct 2012	9-10 Oct 2012	18-19 Oct 2012	17 Oct 2012	14-15 Oct 2012	11 Oct 2012	16 Oct 2012	11-12 Oct 2012	5 Oct 2012	8 Oct 2012	9-10 Oct 2012	10-11 Oct 2012
Four	4 days	GL, GFP, GC	30 Oct – 2 Nov 2012	20-23 Nov 2012	27-30 Nov 2012		13-16 Nov 2012	16-19 Oct 2012	23-26 Oct 2012	6-9 Nov 2012		16-19 Oct 2012	4-7 Dec 2012	11-14 Dec 2012
Five														
Six	1 days	GL, GFP, GC												
Seven	3 days	GL media COE country facilitators, GFP												
Eight														
Nine	1 day	GL												

STAG E	NO. OF DAYS	WHO	Chibombo	Chipata	Chinsali	Kalulushi	Kasama	Kitwe	Lusaka	Livingstone	Mansa	Mufulira	Nakonde	Solwezi
Ten	3 days	GFP, GC (GL)												

Annex D: Summative Evaluation

EVALUATION FORM

Date: 17 – 20 September 2012

Venue: ACCAMS Lodge, Roma Extension Lusaka-Zambia

WORKSHOP EVALUATION FORM

Programme: Gender and Local Government

Event: Training of Trainers for Gender focal persons and Gender champions

Date: 17 – 20 September 2012

Administration information

Sex	<input type="checkbox"/> Male		<input type="checkbox"/> Female			
Country	Zambia					
City/ Town/ Village	Lusaka					
Age Group	<input type="checkbox"/> 12 - 17	18 -30 <input type="checkbox"/>	31- 40 <input type="checkbox"/>	41 - 50 <input type="checkbox"/>	51 – 60 <input type="checkbox"/>	60 + <input type="checkbox"/>
Education level	Primary School <input type="checkbox"/>	Secondary School <input type="checkbox"/>	Tertiary <input type="checkbox"/>	Vocational <input type="checkbox"/>	Adult literacy <input type="checkbox"/>	

Please score the following 1-10 where 1=very poor; 10=excellent

WORKSHOP EVALUATION	SCORE OUT OF TEN
1. PROGRAMME DESIGN	10
2. PROGRAMME CONTENT	10
3. DOCUMENTATION	10
4. FACILITATION	10
5. GROUP WORK	10
6. OUTPUTS	10
7. OUTCOMES AND FOLLOW UP PLANS	9
8. LEARNING OPPORTUNITY	10
9. NETWORKING OPPORTUNITY	10
10. ADMINISTRATIVE ARRANGEMENTS	9

Comments

1. Which session did you find most useful? Why?

- All pertinent issues were addressed.
- Group work was very informative.
- Gender concepts. It was very interesting and educative.
- Role plays were interesting and made the workshop highly participatory.

- Gender Based Violence.
- Training as a system.
- Media session
- Adult learning Techniques

2. Which session did you find least useful? Why?

- None.
- Tea breaks consumed much of our time.

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

- I will use this information to train in my local authority.
- Include gender issues in the organisation I work for and champion the equity.
- I am prepared to train others.

4. Any other comments

- This training has been very helpful.
- In Future please allocate more time to sensitive subjects such as Gender Based violence.
- This was a well packaged workshop. I have acquired New and Interesting knowledge on Gender Based Violence.