

Gender Equality Training

Step 9: Plan and implement a monitoring framework and procedures

Monitoring is a process that consists in the **‘systematic and continuous collecting, analysing and using [of] information for the purpose of management and decision-making’**. This process aims at ensuring the continuing relevance and effectiveness of the initiative.

Regular monitoring needs to be planned and carried out on a regular basis throughout the implementation phase of the gender competence development initiative, in order to make sure that the activity:

- Is well planned and delivered in a suitable format (in terms of both content and audience)
- Meets the needs of participants (as identified during the needs assessment exercise)
- Is in line with the previously established learning objectives
- Meets the budget lines

Monitoring can be carried out by **collecting and analysing information on the ongoing development of the activity** to assess its successes and pitfalls. A wide range of information can be collected, such as:

Quantitative data, including attendance numbers, type of gender tools, and skills acquired by participants and their current application

Qualitative data on participants’ perception in terms of the initiative itself (organisation, implementation and reception); the gender issues that were tackled; the usefulness of the tools and skills acquired; and programmes where participants are applying their new knowledge and skills.