

# **CoST Thailand Gender Audit**

## **Annex**

## ANNEX A

Interviewee	Gender	Role
1	Female	Administrative office coordinator
2	Male	Programme manager
3	Male	Programme manager
4	Male	Programme advisor / researcher
5	Female	Programme supervisor
6	Female	Programme coordinator
7	Female	Programme director
8	Male	Programme manager
9	Female	Team leader
10	Female	Programme administrator
11	Female	Programme administrator
12	Female	Researcher
13	Female	Financial analyst
14	Female	Multi-stakeholder group
15	Male	Multi-stakeholder group

## ANNEX B

### Investigation Questions

#### Measuring the difference in CoST Thailand

- What is the estimated ratio of women to men in the programme?
- What roles do men and women typically play in the programme?
- What is the staff salary distribution in CoST Thailand?
- Are women paid different wages than men for the same work?
- Who makes decisions and who does the groundwork in the programme?
- Do women and men have equal access to capacity building events, training, and programme's benefits and services?
- How is the gender balance of staff promoted and retained?
- Are initiatives to help women to break through the glass ceiling? What are they?
- Are recruitment, selection and appraisals procedures transparent and gender-sensitive?

#### Assessing the Programme Design

- Is CoST Thailand designed in a way that facilitates active participation from both men and women?
- Are men and women likely to have equal access to and equal participation in available training sessions provided by CoST Thailand?
- Does CoST Thailand consider that female staff may have greater responsibilities regarding child care and housework?
- Will participating in CoST Thailand work increase a woman's workload to an unsustainable level?
- Do women actively participate in formal decision-making structures/bodies in CoST Thailand?
- What percentage of each staff member's time and programme budget is spent on gender-related activities?
- Are gender equality objectives formulated and translated into performance indicators and targets of the programme?
- Are gender equality objectives reflected in budget allocation?
- Are financial resources available to carry out activities promoting gender equality issues (gender-specific and mainstreamed)? Are these adequate?
- Have CoST Thailand developed a gender equality action plan to develop the needs of women?
- Are there gender specific indicators for measuring results?
- Who funds the work unit's activities? Are there funds earmarked / dedicated for gender equality?
- Are staff members encouraged to earmark funds made available by gender funders (beyond UNDP)?

#### Assessing the Programme Implementation

- What systems, methods and/or programme instructions for planning and reporting does the work unit staff use?
- What are the opportunities and limitations of the existing systems and instruments for mainstreaming gender equality?
- How can the systems be improved in order to better incorporate and monitor gender issues?
- Who is always included in decision-making? Is this selection related to functions, hierarchical position or other factors? What other factors?
- Do men and women participate equally in decision-making?
- Do men and women participate equally in budget-making?
- Does CoST Thailand have a gender policy?
- Are employees / representatives aware of CoST *Safeguarding Policy*?
- Does CoST Thailand have policies to support flexible working arrangements for female staff with outside child care and housework?

#### CoST Thailand Interaction with gender organisations and NGOs

- Does CoST Thailand interact actively with gender organisations (international / national), NGOs, women's organizations?
- What is the nature of these contacts?
- Does capacity on gender issues feature as a criterion for partnership selection?

#### CoST Thailand Public Image

- Does the CoST Thailand have a web page / audio / visual materials? How is gender represented on the in these materials?
- Is attention given to gender-sensitive language and images in all documents produced by the work unit?
- Does your senior leadership regularly use its voice to raise and promote issues of gender equality?

#### The role of women in the community

- What roles do men and women typically play in the community?
- Who works for pay?
- Who cares for children and covers other family work ('reproductive work')?
- How many hours a day are spent on home and family care?
- What level of education do men and women have?
- Do men and women have unequal education or knowledge in areas that are important for successful engagements/interventions? If yes, in what areas?
- Are there views about the kind of work/activities that are considered more appropriate for women and men? If yes, do these stereotypes contribute to women engaging in activities that are less likely to be profitable or skilled?
- What are the reasons behind these differences in gender, name the differences?
- Will gender awareness training be necessary to ensure that husbands, families, and communities support female engagements?
- Do cultural and religious factors contribute to explaining these differences in gender?
- Is CoST Thailand involved in promoting the empowerment of women and in changing cultural norms in society?

## Interview Questions

### Female Professionals

1. What is your role in CoST Thailand?
2. What are your main activities / responsibilities for your position?
3. How long have you been involved in CoST Thailand work?
4. How have you been selected to work for CoST (hiring process)? Do you think the selection process was fair?
5. How much do you earn (salary)?
6. Have you been promoted (job promotion / salary increase) since you started with CoST Thailand work?
7. Are / were you personally in charge (part of the selection process) of selecting any of CoST Thailand staff? If so, how was the selection conducted?
8. Is it common to find women in this kind of job / role in Thailand?
9. What is your educational background (studies)?
10. What kind of systems and proceedings are in place to develop the CoST Thailand work?
11. Do you have male colleagues that are the same level as you in the organisation?
12. Do you think your male colleagues at the same level as you are being assigned the same responsibilities?
13. Do you think you have the same workload as your male colleagues?
14. Do you see a difference in the kind of roles played by men and women in CoST Thailand? If so, why do you think that happen?
15. In your opinion, are there views in CoST Thailand about the kind of work that are considered more appropriate for women and men?
16. Are you aware of any training programs / events sponsored by CoST?
17. Are these training programs / events open to all staff members?
18. Do you think women and men have equal access to CoST Thailand training programs / events?
19. Are you aware of the Gender Equality Act (passed in Thailand in 2015)?
20. Have discussions been held / training been provided by CoST Thailand about the Gender Equality Act?
21. Are you aware of CoST Safeguarding Policy? Are you aware that it includes gender provisions?
22. In your household, who cares for children and covers other family work?
23. Does children and family work take a lot of your time when you are at home?
24. Is it difficult to manage these two 'careers'?
25. Do you feel like you must work twice as much than your male colleagues due to your family work?
26. Do you consider that your workload in CoST Thailand is appropriate to conciliate with your family duties at home?
27. Is CoST Thailand and your line manager (boss) taking that into account?
28. CoST Thailand has a high representation of female staff, is this normal in Thailand? (women in professional roles / in the job market?)
29. What roles do men and women typically play in your community?
30. Do men and women have equal education in areas that are important to obtain successful jobs?
31. Are there views in society about the kind of work/activities that are considered more appropriate for women and men? If yes, do you think these stereotypes contribute to women engaging in activities that are less likely to be skilled?
32. Do you think these stereotypes are reflected in the way CoST Thailand is managed?
33. What are the reasons behind these differences in gender, name the differences?
34. Do cultural and religious factors contribute to explaining these differences in gender?
35. Does CoST Thailand interact actively with gender organisations (international / national), NGOs, women's organizations?
36. In what ways do you think CoST Thailand is a gender-equal employer?
37. Have you felt in CoST Thailand that you have less opportunities, less responsibilities and less chances of growing professionally because you are a woman?
38. Do you think you could reach a management position in CoST? What are the obstacles? How to deal with them?)
39. Did you ever experience or know of other female colleague experience any form of sexual harassment?
40. Is there any system to report cases of alleged sexual harassment?
41. In your view, how could CoST become a better gender-equal employer?

### Questions to staff – For Interview

## Male Professionals

1. What is your role in CoST Thailand?
2. What are your main activities / responsibilities for your position?
3. How long have you been involved in CoST Thailand work?
4. How have you been selected to work for CoST (hiring process)? Do you think the selection process was fair?
5. How much do you earn (salary)?
6. Have you been promoted (job promotion / salary increase) since you started with CoST Thailand?
7. Were/are you personally responsible for hiring any of the CoST staff (part of the selection process)? If so, how was the selection conducted? Are there any criteria to select new staff members?
8. When hiring a woman, do you consider that a female staff may have greater responsibilities regarding child care and housework?
9. Were/are you personally in charge of deciding on staff promotions? Are there any criteria to decide on staff promotions?
10. What is your educational background (studies)?
11. What kind of systems and proceedings are in place to develop the CoST Thailand work?
12. How is the work allocated among CoST employees?
13. When allocating work, do you consider that a female staff may have greater responsibilities regarding child care and housework?
14. How are decisions taken?
15. Who decides on budget allocation?
16. Are there funds addressed to tackle gender equality issues within CoST Thailand?
17. Does CoST Thailand offer any training program to the staff? Are these trainings accessible to all staff?
18. CoST Thailand has a high representation of female staff, is this normal in Thailand?
19. What roles do men and women typically play in your community?
20. Are there views in society about the kind of work/activities that are considered more appropriate for women and men? If yes, do these stereotypes contribute to women engaging in activities that are less likely to be profitable or skilled?
21. Do you think these stereotypes are reflected in the way CoST Thailand is managed?
22. What are the reasons behind these differences in gender, name the differences?
23. Do cultural and religious factors contribute to explaining these differences in gender?
24. Does CoST Thailand interact actively with gender organisations (international / national), NGOs, women's organizations?
25. Does CoST have a gender policy?
26. Are staff members aware of the Gender Equality Act (passed in Thailand in 2015)?
27. Have discussions been held / training been provided by CoST Thailand about the Gender Equality Act?
28. Are you aware of CoST Safeguarding Policy? Are you aware that it includes gender provisions?
29. Is there any system to report cases of alleged sexual harassment?
30. In your view, how could CoST become a better gender-equal employer?

## ANNEX C

### CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

**THIS CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT** (the “Agreement”) executed on \_\_.\_\_.\_\_\_\_ (the “Effective Date”) by and between CoST – The Infrastructure Transparency Initiative (“CoST”), and \_\_\_\_\_, (herein defined as “the Translator”). For the purposes of this agreement, CoST and the Translator are collectively defined as “Parties” and each individually a “Party”.

CoST agreed to retain the services of the Translator to provide translation support in Thailand during the period between 24 June 2019 and 6 July 2019 (the “Services”). In connection with the Services, CoST will disclose to the Translator certain Confidential and Sensitive Information (as defined below) that CoST desires the Translator to treat as confidential.

**NOW, THEREFORE**, for and in consideration of the foregoing, the Parties do hereby agree as follows:

1. The Translator shall (i) use reasonable efforts to maintain the confidentiality of the information and materials, whether oral, written or in any form whatsoever, of the other that may be reasonably understood to be confidential and to which the Translator owes a duty of nondisclosure (collectively, “Confidential and Sensitive Information”) and (ii) take reasonable action in connection therewith, including without limitation at least the action that each takes to protect the confidentiality of its comparable proprietary assets.
2. The Translator shall hold in strict confidence, and shall not use, assist others to use, or disclose to anyone, without the prior express written authorization of CoST, any Confidential and Sensitive Information or confidential matter revealed to the Translator during the provision of the Services.
3. The Translator agrees not to derive any personal profit or advantage from any Confidential and Sensitive Information that he/she may acquire during the provision of the Services assigned by CoST.
4. The Translator agrees to return to CoST all documents and material related to the Services and not to retain any such information, including any and all means from which the information can be recovered or reproduced in any form.
5. The obligations of the Translator under this Agreement shall continue and survive the completion or abandonment of the Services and shall remain binding for a period of ten (10) years from the Effective Date.
6. As a violation of this Agreement by the Translator could cause irreparable harm to CoST, in case of a breach of the provisions of this Agreement by the Translator CoST will be entitled to seek appropriate remediation and compensation measures under the applicable law. In the event CoST is required to enforce this Agreement through legal action, then it will be entitled to recover from the Translator all costs incurred thereby, including without limitation, reasonable attorney’s fees.
7. Any provision of this Agreement held or determined by a court (or other legal authority) of competent jurisdiction to be illegal, invalid, or unenforceable in any jurisdiction shall be deemed separate, distinct and independent, and shall be ineffective to the extent of such

holding or determination without (i) invalidating the remaining provisions of this Agreement in that jurisdiction or (ii) affecting the legality, validity or enforceability of such provision in any other jurisdiction.

8. This Agreement is to be governed by and construed in accordance with the laws of England. Neither Party shall be deemed to waive any of its rights, powers or remedies hereunder unless such waiver is in writing and signed by said Party. This Agreement is binding upon and inure to the benefit of the Parties and their successor and assigns.

9. This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter hereof and is intended as the Parties' final expression and complete and exclusive statement of the terms thereof, superseding all prior or contemporaneous agreements, representations, promises and understandings, whether written or oral. This Agreement may be amended or modified only by an instrument in writing signed by both Parties.

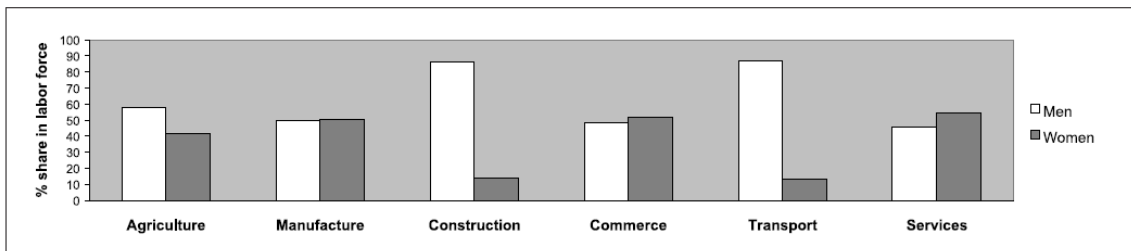
**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed by their duly authorized officers on the day and year first above written.

By:  
Name:  
Title:

By:  
Name:  
Title:



## ANNEX D



Source: National Statistical Office, *Labour Force Survey*, 2001.

Current industry	Migrant			Non-migrant		
	Male	Female	Total	Male	Female	Total
Agriculture/ fishery	42.2	36.3	39.9	47.9	48.7	48.2
<b>Non-Agriculture</b>	<b>57.8</b>	<b>63.7</b>	<b>60.1</b>	<b>51.9</b>	<b>51.2</b>	<b>51.6</b>
Production	15.9	14.5	15.4	8.8	8.2	8.5
Construction	11.8	2.7	8.3	7.8	1.8	5.0
Sales	13.7	16.4	14.8	14.5	15.3	14.9
Service	10.5	15.1	12.3	10.4	12.5	11.4
Financial/ real estate/ business	2.2	2.5	2.3	2.9	3.1	3.0
Government/ admin/ clerks	3.6	9.9	6.0	7.3	9.1	8.2
Domestic	0.1	2.5	1.0	0.2	1.2	0.7
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>

Source: National Statistical Office, *Migration Survey*, 2007.

## ANNEX E



