Guidance Note: Mainstreaming gender equality

Annex: Self-assessment toolkit

Classification system	
0 Not applicable:	The particular element (policy, process, practice or attitude) is not present and/or not relevant to the programme's current operation and activities.
1 Square one:	The particular element (policy, process, practice or attitude) is not yet formalised within the programme's policies, plans or strategies. There are no written policies, or approved plans and strategies.
2 Case by case:	The particular element (policy, process, practice or attitude) is subject to ad hoc arrangements but without a holistic, unified approach to gender equality promotion.
3 Beginning implementation:	The particular element (policy, process, practice or attitude) is part of a vision and/or strategy under development and/or with minimal implementation.
4 Moderate implementation:	The particular element (policy, process, practice or attitude) is part of a written and approved policy, plan or strategy in place, but not yet widely accepted or utilised.
5 Full implementation:	The particular element (policy, process, practice or attitude) is part of a written and approved policy, plan or strategy already in place, widely accepted and utilised and integrated to the programme's mission, values and routines.

Part 1: Policies and processes

- Does the programme constitution document (it could be the MSG charter or the MSG terms of reference depending on each context) include provisions to ensure gender equality in the process of becoming a member of decision-making bodies of the programmes such as the MSG?

- Does the programme constitution document (it could be the MSG charter or the MSG terms of reference depending on each context) include provisions to ensure gender equality in recruitment to administrative bodies of the programme such as the National Secretariat?

- Does the programme have a code of ethics and conduct guidelines that include provisions on gender equality?

- Do the programme's work plans provide clear targets to improve gender equality in access to decision-making and administrative bodies?

- Does the programme consider gender specific needs in the planning, implementation and reporting of interventions and fundraising actions?

- Does the programme conduct its monitoring, evaluation and strategic planning in a gender-disaggregated manner?

- Does the programme consider gender equality in the recruitment of staff, consultants and contractors?

- Are staff, consultants and contractors made aware of obligations to adhere to gender equality and non-discrimination policies (including but not limited to the CoST Safeguarding Policy)?

- Does the programme collect information on recruitment, employment (per position, grade and promotion) and staff training in a gender-disaggregated manner?

- Do the MSG take responsibility for and lead the development and implementation of policies that support gender equality (for example in the programme's structure, administration and outreach)?

Part 2: Structure and decision-making

- Is the current gender structure (i.e. the ratio between men and women) at decision-making bodies of the programme (such as the MSG) aligned with gender balance objectives?

- Is the current gender structure (i.e. the ratio between men and women) at administrative bodies of the programme (such as the National Secretariat) aligned with gender balance objectives?

- Are tasks and responsibilities related to the mainstreaming gender equality clearly demarcated for programme's activities?

- Are there effective mechanisms for coordination, consultation and gender learning between various parts of the programme, both horizontally and vertically?

- Are decisions being made taking into account results of monitoring and evaluation exercises and any other relevant information available, in relation to gender issues affecting the programme?

- Are decisions (involving gender issues) dealt with in a timely manner?

Part 3: Culture and attitude

- Is gender taken seriously and discussed openly by men and women within the programme, in relation to how the programme is managed externally and internally?

- Are programme activities/interventions gender sensitive, conducted at appropriate venues, seasons, and respect for cultural and social norms, values and beliefs?

- Do women within the programme, and among beneficiaries, perceive the programme to be gender-equal and woman-friendly?

- Are programme stakeholders, including in leadership and influencing positions, open to the idea of mainstreaming gender equality in the programme's structure, administration and outreach?

- Does the programme provide a safe space to discuss gender equality?

- Does the programme provide training to all stakeholders on gender equality issues both internally (among staff and consultants at different levels on topics such as gender in programming activities and operations), and externally?

- Are the gender discussions conducted enough to ensure clarity and awareness on gender equality issues?

- Is stereotyping (e.g. 'construction is not for women') addressed and countered by the programme and its stakeholders?

- Does the programme develop targeted partnerships with gender organisations, for example to improve the networking of women professionals within the infrastructure sector?

- Are gender conflicts in the workplace dealt with adequately, for example around issues of sexual harassment, or dealing with resistance to gender equality.