**GENDER AUDIT CHECKLIST**

**I. OVERVIEW**

1. Administrative information:

Name of organisation:

Contact person:

Contact information:

1. Please give a brief background of the organisation, its history, objectives, and targets.

II. KEY GENDER ISSUES

1. What do you consider to be the key gender issues in your area of work?
2. To the extent that your work involves promoting freedom of expression and or fighting censorship, do you believe that there are any gender dimensions to this? If so what are they?
3. To the extent that your work involves working with the media, what do you regard as the key gender issues?

**III. GENDER POLICY FRAMEWORK**

1. What is the policy formulation process in the organisation?
2. Are both women and men consulted and do they participate in the policy formulation process?
3. Do international agreements on gender equality, such as CEDAW, inform the policies and activities of your organisation?
4. To what extent does the governing body regard gender mainstreaming as a priority?
5. Has the issue of gender ever arisen in your policy dialogue and or other dealings with donors, particularly SIDA? To the extent that it is a conditionality, how is this reflected? Is it a condition for funding, and if so what is your view of this?
6. Does your organisation have a written gender policy that affirms commitment to gender equity? Could you please provide a copy.
7. Does this policy mandate the integration of gender equality into programmes and projects?
8. What was the process by which this was developed? Does everyone in the organisation feel ownership of the gender policy?
9. Does management take responsibility for the implementation of the gender policy? Is this referred to frequently? Where and how?
10. To the extent that your organisation is global or regional and has offices/operations elsewhere, how do you ensure that positions taken on gender at head office or vice versa are consistent, resonate, and are shared by the whole organisation?
11. To the extent that your organisation has a stand alone gender policy, how does this inform other policies and/ or practices in the organisation (for example your human resource policy, codes of conduct, editorial policies?) Please provide examples.
12. If your organisation does not have a gender policy, in what way is gender reflected in existing documents that guide the work of your organisation? Please provide examples.
13. Is gender reflected in the mission and vision of the organisation? Please provide these.

IV. PROGRAMME AND PROJECT ANALYSIS

**A) Programme/project plan and design**

1. What is the work of the organisation and how is it structured? Please provide relevant documents such as the annual report, strategic plan, organisational information etc.
2. Who are the target beneficiaries of your programmes? Are these disaggregated by gender?
3. Has your organisation conducted any research on the gendered dimensions of your work? What did this show and how has this been acted upon? NO
4. Is gender taken into account during strategic planning of the organisation’s work?
5. To what extent are gender concerns reflected and addressed in the choice of programme areas?
6. Do you have any gender specific programmes or projects (e.g. a project to promote gender equality in the media, a course on covering gender, women’s radio listening clubs etc) Please give examples of these and describe how they came about.
7. To what extent is gender mainstreamed in all projects/programmes. For example, are project and programme objectives, strategies, activities and results defined in a gender specific manner? Please give examples.
8. Are gender questions or criterion included in your programme/project proposal approval process?
9. Are clear gender-related results and indicators specified?

**B) Programme/project implementation**

1. Does the implementation plan for programmes/projects ensure that women and men benefit equally.? For example if you provide training, do you ensure equal participation by women and men? How is this monitored? To the extent that gender gaps are identified how is this addressed?
2. Do your project /programme implementation plans challenge/reinforce gender stereotypes? How?
3. Does your organisation have the capacity to recognise and handle resistance to addressing gender issues in your programmes/projects?

**C) Advocacy, lobbying and communications**

1. Are advocacy campaigns and initiatives planned and informed by a gender perspective?
2. Do you partner with/draw on the skills of women’s organisations, networks and gender experts?
3. Is gender incorporated in your organisation’s communications and media strategies?
4. What measures are in place to ensure that information reaches women and men equally, especially in remote areas?
5. Is there a gender analysis of and is there gender disaggregated data on access to information and content of information that is produced and disseminated by your organisation?
6. Are efforts made to ensure that women participate actively in your discussions and campaigns?
7. Is commitment to gender equity a criteria in your organisation’s selection of partner or local NGO affiliates with whom to conduct campaigns. Please give examples.

**D. Publications**

1. To the extent that you produce publications to what extent do you ensure gender balance in contributions?
2. To what extent do the images you use depict women and men?
3. If the articles quote other people, is there an attempt to ensure gender balance in sources?
4. Do articles/images challenge or reinforce gender stereotypes. Please give examples.
5. Is the language used gender sensitive. Please give examples.
6. Do your publications include gender specific articles? Please give examples.
7. Is gender mainstreamed into other articles? Please give examples.
8. Do you have data on whom your publications reach, and has this been disaggregated by gender? What did this show and how was this acted upon?
9. How do you solicit feedback from those who access/use your publications? Is there a gender analysis of this feedback? What does this show and how have these findings been acted upon.

**E) Monitoring and evaluation**

1. What gender indicators, if any, have been developed for your programmes?
2. Is gender disaggregated data collected for projects and programmes? Does this inform programme/project design and evaluation?
3. Is the gender impact of programmes/projects monitored and evaluated?
4. What are some of the obstacles to incorporating gender analysis in programming/project planning, implementation and evaluation in your organisation?

**V. ORGANISATIONAL**

**A) Personnel**

1. Please provide a summary of the composition of the organisation using the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No of women | No of men  | Total  | %women |
| Board |  |  |  |  |
| Management |  |  |  |  |
| Programme staff |  |  |  |  |
| Administrative |  |  |  |  |
| Clerical  |  |  |  |  |
| Total  |  |  |  |  |

\* Is the Chair or President of the Board a woman or a man?

\* Is the CEO/Executive director/ main manager a woman or a man?

1. Based on the above what are the main gender gaps within the organisation?
2. Has the organisation taken explicit measures to promote a more equal sex balance among staff in the organisation at all levels? What are these?
3. Have there been changes over the last few years? If so what have these been? Have these been a result of deliberate policy of natural evolution?
4. Are there proactive strategies implemented to recruit or promote women into senior positions?

**B) Selection and recruitment**

1. Is there a written equal opportunity policy?
2. How are jobs advertised? What efforts are made to encourage women to apply? Are data banks of possible women applicants kept?
3. Are interview panels gender balanced?

**C) Career pathing**

1. What special efforts are made to provide training for women to bridge the gender gap?
2. Is gender a consideration in promotion?

**D) Working conditions and environment**

1. Are there flexible work arrangements in your organisation?
2. Is there a maternity and paternity leave policy?
3. Does the organisation have child care facilities/provisions?
4. Does the organisation comply with gender sensitive behaviour, e.g. in terms of language used?
5. Does the organisation have a sexual harassment policy?
6. Would you regard your organisation as having family friendly policies? If so what are these, and how have they affected the way that the organisation works?

**E) Gender management system**

1. Is there a person or committee responsible for coordinating gender mainstreaming in your organisation?
2. Is each staff member, including those at management level, required to take gender into account in their work?
3. How does gender feature in the performance management system? Is this work valued/rewarded?
4. Do staff have the necessary knowledge, skills and attitudes to integrate gender considerations into their work?
5. Is gender awareness training offered within the organisation? What have been the effects of this?
6. Is there training of project and programme staff in gender planning and analysis?

**VI. CONCULSIONS AND RECOMMENDATIONS**

1. How significant is gender to your work? Do you feel you are doing enough on this front?
2. What could SIDA and or other partners do to assist you?
3. Please give two or three key recommendations of how you would like to see this process moving forward.