

## Annex 3.1: INSTITUTIONAL GENDER ASSESSMENT CHECK LISTS

Adapted from InterAction's Commission on the Advancement of Women and adopted by the Australian Red Cross

ASPECT 1: TECHNICAL CAPACITY	1 Very small degree	2 Small degree	3 Moderate degree	4 Good degree	5 Great degree	TOTAL SCORE
There is a person and/or division responsible for gender in my organisation						Divide by 6
Staff have been trained to have the necessary knowledge and skills to carry out their work with gender awareness						
Program/project planning, implementation, valuation and advisory teams in my institution consists of members who are gender sensitive.						
Program/project planning, implementation, valuation and advisory teams in my institution include at least one person with specific expertise and skills in gender issues						
Gender analysis is built into our program planning and implementation procedures						
Gender analysis is built into our program evaluation procedures						
<b>SUBTOTALS</b>						
<b>Total score</b>						

ASPECT 2: ORGANISATIONAL CULTURE	1 Very small degree	2 Small degree	3 Moderate degree	4 Good degree	5 Great degree	TOTAL SCORE
Gender issues are taken seriously and discussed openly by men and women in my organisation						Divide by 5
My institution has a reputation for integrity and competences in gender issues among leaders in the field of gender and development						
The working environment in my institution has improved for women over the past two years						
Staff in my institution are committed to the advancement of gender equality						
My institution has made significant progress in mainstreaming gender into our operations and programmes						
<b>SUBTOTALS</b>						
<b>Total score</b>						

<b>ASPECT 3: ACCOUNTABILITY</b>	<b>1 Very small degree</b>	<b>2 Small degree</b>	<b>3 Moderate degree</b>	<b>4 Good degree</b>	<b>5 Great degree</b>	<b>TOTAL SCORE</b>
Data collected for programmes and projects are disaggregated by sex						<b>Divide by 4</b>
The gender impact of projects and programmes is monitored and evaluated						
My institution's programmes and projects ensure equal participation of, and benefit to, men, women, boys and girls.						
Gender awareness is included in job descriptions and/or job performance criteria						
<b>SUBTOTALS</b>						
<b>Total score</b>						

<b>ASPECT 4: POLITICAL WILL</b>	<b>1 Very small degree</b>	<b>2 Small degree</b>	<b>3 Moderate degree</b>	<b>4 Good degree</b>	<b>5 Great degree</b>	<b>TOTAL SCORE</b>
The integration of gender equality in programmes/projects is mandated						<b>Divide by 5</b>
There is a written policy that affirms commitment to gender equality						
Senior management actively supports and takes support for our policy on gender equality (or promoting gender equality if no policy exists)						
There has been increase in the representation of women in senior management positions in the past few years						
My organisation has budgeted adequate financial resources to support our gender integration work.						
<b>SUBTOTALS</b>						
<b>Total score</b>						

### UNDERSTANDING THE SCORES

<2	Your institution has some work to do to improve this aspect of gender capacity and mainstreaming
2-3	Your institution is moving in the right direction in this aspect of gender capacity and mainstreaming, but there remains work to be done
4	Your Institution has achieved a lot in this aspect of gender capacity and mainstreaming, but embedding and sustaining your efforts remain the biggest challenge
5	Your institution demonstrated a genuine commitment to gender capacity and mainstreaming in this aspect. Congratulations!