



Gender Assessment Tool

Name of Organisation	
Date of assessment	

About the Gender Assessment Tool

NB: this tool replaces previous versions and has been updated based on input and discussion at the global MEL meeting in July 2016.

This Gender Assessment Tool has been developed by ADD, based on existing good practice in the development sector, to support capacity building with DPOs in the following ways:

- To support discussion/ awareness raising of gender issues and practical action which can be taken to promote gender inclusion
- To analyse gender inclusion issues and practice within the organisation in a systematic way
- To identify specific areas for improvement on gender inclusion
- To identify CB support needed from ADD/other sources to address the issues raised
- To track progress on gender inclusion over time

This tool may not be representative of the positions and opinions of the whole Inclusion Works consortium.

Who uses the Gender Assessment Tool, and when?

- Gender Assessments should be done with DPOs annually, by ADD MEL and programme staff working together, as the process is as much about capacity building and planning as it is about monitoring and evaluation.
- Each assessment should be done **on the same document** for each organisation so that we can build up a picture of progress over time.
- The results of the gender assessment will also feed in to the Organisational Capacity Assessments which ADD carries out with DPOs, as gender inclusion is a key aspect of overall organisational capacity

How to use the Gender Assessment Tool

- The assessment should be done mainly through focus group discussion/ interviews with key DPO leaders, staff and members
- Particularly if you are doing a first assessment, you will need to start with a general discussion on gender to introduce the concepts: What do we mean by 'gender'?; what terminology is used locally?; do we all have the same understanding of the

term?; what is the difference between focusing on women, and focusing on gender?; Why is this important for the work of DPOs?

- Once you are confident that there is a shared understanding of ‘gender’ and how it relates to DPOs, you can move on to looking at the questions in the Gender Assessment Tool, completing each of the 4 areas before moving on to the next one.
- For each area, start with the indicator questions and agree on a ‘yes/no’ answer for each, noting this down in the relevant column for this assessment. For some questions the answer will be simple, but others may need more discussion.
- Considering the answers against indicators (the ‘yes/no’ questions), and the discussion you have had around those questions, move on to discuss what overall ranking you would allocate for capacity in this area on a scale of 1 – 5, using the ranking system here:

Gender Capacity Ranking:

1. No capacity
2. Low capacity
3. Average Capacity
4. Good capacity
5. High capacity

- Explain why you have agreed on the ranking given in the ‘justification’ box – how does your ranking relate to performance against the indicators?
- Based on the gaps and challenges identified during your discussions, identify what the DPO’s priorities for improvement will be for the coming year. Remember – this should be **realistic and achievable for this DPO over the coming year**, and not a list of everything that might be possible, at some point, with unlimited resources.
- Discuss what ADD can do to support this process over the coming year, and agree on a plan which is realistic and achievable with current resources. You may need to focus on just one or two of the 4 areas – don’t feel that we need to make a commitment to working on all 4 areas at once, as this may not be realistic or achievable – agree on priorities. You should consider the different ways in which ADD supports organisational capacity development:
 - ✓ **Technical support** – including training/ information etc. This can be provided by ADD or other external providers
 - ✓ **Strategic inputs** – could include equipment/ infrastructure/ staff costs associated with strengthening gender capacity
 - ✓ **Accompaniment/mentoring** – working closely with DPOs through project planning, implementation and MEL to ensure that gender issues are considered at every point.
 - ✓ **Brokering links** - Identifying key external stakeholders/powerholders and facilitating initial links; advocating for DPO representation at key meetings in governmental/non-governmental fora

A note on conducting interviews/ focus group discussions

- Focus group discussions and interviews might need to be held with separate groups of men and women, and should be scheduled to avoid clashing with women's other workload
- The venues for FGD/interviews must be accessible to women in terms of physical distance, safety (e.g. maybe not in the evening), childcare.

Other evidence

Where possible, evidence from interviews should be backed up by reviewing documentary evidence from the following sources:

- Review of DPO status and documents
- self-assessment questionnaires
- review of reports and documents to assess how the project has positively/negatively impacted on both men and women
- Review of evaluation ToRs/ reports

Area 1: Gender in policy framework

Indicators	Yes/ No?			
	1 st	2 nd	3 rd	4 th
Does the DPO's constitution, vision and mission include reference to gender?				
Does the organisation's strategy/strategic plan include different gender needs?				
Do action plans include gender based programmes?				
Is there a gender policy?				
Is there a child and vulnerable adult safeguarding policy that addresses gender?				
Do manuals/publications/periodic reports/publicity material reflect gender?				

Assessments – Area 1

Date of 1 st assessment		# female participant		# male Participant		Gender Capacity Ranking (1 – 5)	
Ranking Justification							

Priorities for improvement

ADD contribution (this year)

Area 2: Gender Knowledge and Skills

Indicators	Yes/ No?			
	1 st	2 nd	3 rd	4 th
Is there a gender focal point amongst DPO members/staff?				
Have members had gender training?				
Have members requested gender training?				
Are resources on gender (publications, reports, website links...) available to members for them to develop further their gender knowledge and skills?				
Is the DPO member of a network/platform/collaboration of gender focused organisations?				

Assessments – Area 2

Date of 1 st assessment		# female participant		# male participant		Gender Capacity Ranking 1 - 5	
Ranking Justification							

Priorities for improvement	
ADD contribution (this year)	

Area 3: Gender conscious organization (practicing gender awareness and equity at all levels)

Indicators	Yes/ No?			
	1 st	2 nd	3 rd	4 th
Is gender balance promoted with the organization?				
Are policies in place/used to prevent sexual harassment and gender discrimination?				
In holding meetings and activities, is there sensitivity to different access needs of men and women (safety, timetable)?				
Is gender included in administrative/operations documents (TORs, vacancy adverts, reports etc.)?				
Is there gender balance at management committee level? NB 'gender balance' defined as at least 50% women				
Is there gender balance at full board level?				
Is there gender balance at different staff levels?				
Is there gender balance at volunteer level?				

Assessments – Area 3

Date of 1 st assessment		# female participant		# male participant		Gender Capacity Ranking 1 - 5	

Ranking Justification

Priorities for improvement	
ADD contribution (this year)	

Area 4: Gender in Programming

Indicators	Yes/ No?			
	1 st	2 nd	3 rd	4 th
Is baseline data collected disaggregated by gender?				
Does baseline data collected give details of different situations, needs and priorities of men and women?				
Is there active participation of women (including carers of disabled persons) in development of programmes?				
Is there gender balance in programme activities e.g. workshops, focus groups meetings?				
Do the programme facilities support equal access for men and women (e.g. location/ sanitation provision)?				
Is budget available to facilitate women's participation including allocation to cover travel, childcare (assistant or childminder in kids club)?				
Do programme evaluations address gender issues in programme delivery and outcomes?				

Assessments – Area 4

Date of 1 st assessment	# female participant	# male participant	Gender Capacity Ranking 1 - 5
Ranking Justification			

Priorities for improvement	
ADD contribution (this year)	