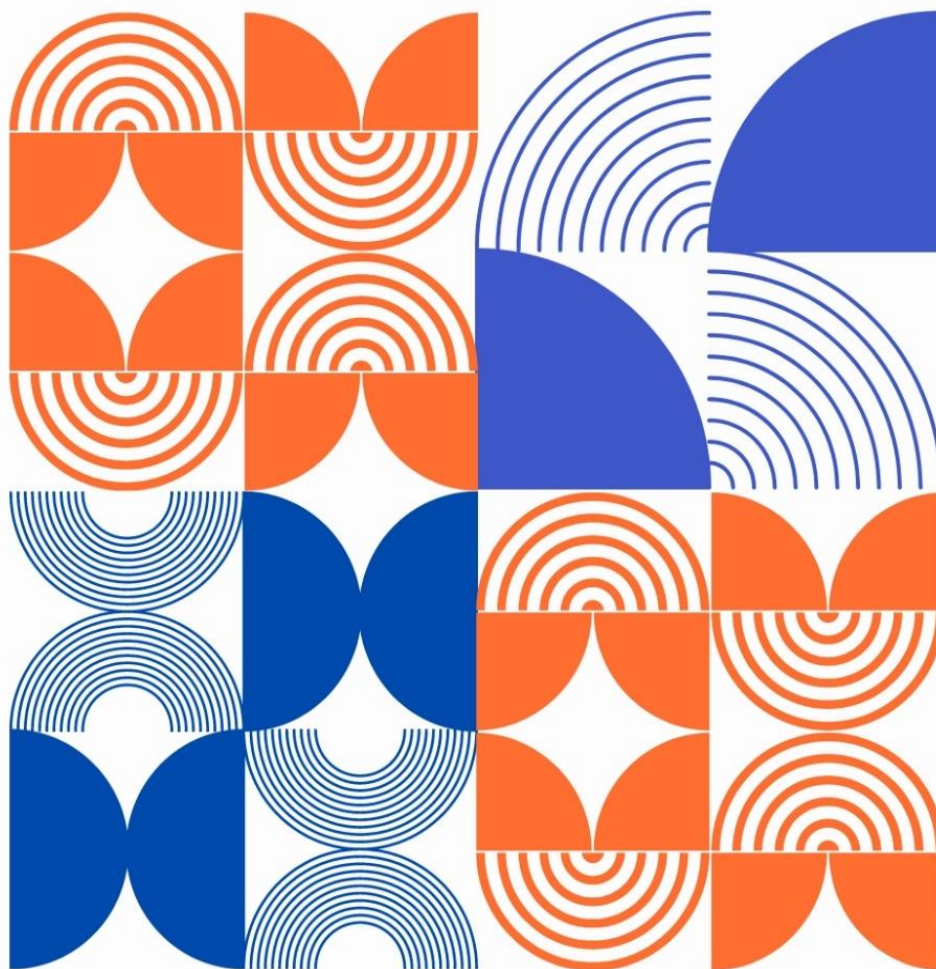Gender Mainstreaming Training Programme for Financial Support to Third Parties (FSTP) Implementers in Western Balkans and Türkiye

CHECKLIST ON GENDER MAINSTREAMING FOR FSTP IMPLEMENTERS

EU TECHNICAL ASSISTANCE
TO CIVIL SOCIETY ORGANISATIONS
IN THE WESTERN BALKANS AND TURKEY

CHECKLIST ON GENDER MAINSTREAMING FOR FSTP IMPLEMENTERS

PREPARED BY

– Ozge Konuralp, EU TASCO 3, Country Coordinator for Türkiye
– Alexandra Gligorovic, EU TACSO 3, Country Coordinator for Montenegro

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INTRODUCTION

WHAT IS THE CHECKLIST FOR?

This checklist aims to provide practical information on gender mainstreaming to inform civil society organisations (CSOs) on how to mainstream gender equality in their organisational structures, activity designs and project development/implementation processes. Beginning from the development of an organisational structure in a CSO, the checklist aims to inform CSOs on the necessary principles and steps of ensuring gender equality and fully implement gender equality in the planning, implementation and monitoring & evaluation processes of their projects.

WHO IT IS FOR?

The checklist is both for the current implementers of Financial Support to Third Parties (FSTP) programmes and CSOs who are interested in developing and implementing FSTP programmes in the future.

WHAT IS IN IT?

The checklist provides the key information on the concepts related to gender equality, and the necessary principles and steps for ensuring gender equality in the planning, implementation, monitoring and evaluation processes of FSTP projects.

WHEN IT SHOULD BE USED?

The checklist should be used before the design of an FSTP project and even should start with ensuring gender equality in the team composition of any project. The checklist can be used regularly throughout the project cycle and can be extended in line with the objectives and requirements of CSOs.

HOW IT CAN BE USED?

The best way to benefit from the checklist is to work on it together with all members of CSO and the team members of any project by ensuring gender equality among the members.

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1) KEY CONCEPTS

❖ **Sex:** The classification of a person as male or female. Sex is assigned at birth and written on a birth certificate, usually based on the appearance of their external anatomy and on a binary vision of sex.

❖ **Gender:** Refers to a social construct which places cultural and social expectations on individuals based on their assigned sex.

❖ **Binary definition of sexes:** Classification of gender into two distinct forms as "women" and "men... Both biologically determined and socially assigned.

❖ **Non-binary:** Refers to gender identities other than male or female.

❖ **Gender identity:** Refers to each person's deeply felt internal and individual experience of gender, which may or may not correspond with the sex assigned at birth, including the personal sense of the body (which may involve, if freely chosen, modification of bodily appearance or function by medical, surgical or other means) and other expressions of gender, including dress, speech and mannerisms. Some people's gender identity falls outside the gender binary and related norms.

❖ **LGBTI+:** Acronym for lesbian, gay, bisexual, trans and intersex people.

❖ **Gender mainstreaming:** The systemic integration of the respective needs, interests and priorities of people with different gender identities in all the organisation's policies and activities as well as preparation, design, implementation, monitoring and evaluation of policies and programmes.

❖ **Gender disaggregated data:** The collection and separation of data and statistical information by gender to enable comparative analysis/gender analysis.

❖ **Gender analysis:** Critical examination of how differences in gender roles, activities, needs, opportunities and rights/entitlements affect women, men, girls and boys in a given policy area, situation or context.

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- ❖ **Gender equality principle** is acknowledged in the statute/ principles/ mission statement of CSOs.

- ❖ Gender equality is acknowledged in the form of a **separate policy paper**.

- ❖ The governance body of the CSO was established by taking into consideration **gender balance**.

- ❖ **Safety** of women and LGBTI+ individuals and their **feelings** are prioritised.

- ❖ **Gender-sensitive recruitment policy** is identified.

- ❖ **Diversity of experiences** among women, girls, men, boys, LGBTI+ individuals and other groups are acknowledged.

- ❖ Measures to be taken in case of **gender-based discrimination** and/or **sexual harassment** are identified.

- ❖ **Participation of women and LGBTI+ individuals** by considering gender balance and gender diversity in all departments, management levels and occupational groups is ensured.

- ❖ **Safe space** for women and girls in their programs, projects and activities is ensured.

- ❖ **The development, implementation and evaluation processes** of programs and projects are carried out by considering the gender equality approach.

- ❖ Women, men, LGBTI+ individuals and children are provided with **inclusive services** to strengthen their access to services.

- ❖ **Employees are equipped** to carry out programs, projects and activities targeting gender equality.

- ❖ The **gender equality policies** adopted by the CSOs continuously checked with the participation of women, men and LGBTI+ individuals and improved when necessary.

WHAT SHOULD A GENDER EQUALITY POLICY LOOK LIKE?

❖ Identify gender-sensitive recruitment policy.

❖ Acknowledge the diversity of experiences among women, girls, men, boys, LGBTI+ individuals and other groups who have diverse sensitivities.

❖ Acknowledge discrimination and clearly identify how to eliminate this.

❖ Clarify measures to be taken in case of gender-based discrimination and/or sexual harassment.

❖ Clarify how to ensure the participation of women and LGBTI+ individuals by considering gender balance and gender diversity in all departments, management levels and occupational groups.

❖ Ensure a safe space for women and girls in their programs, projects and activities and to serve with this approach.

❖ Ensure that the development, implementation and evaluation processes of programs and projects are carried out by considering the gender equality approach.

❖ Ensure that women, men, girls and boys are provided with inclusive services to strengthen their access to services.

Safe space refers to…

❖ Making people **accountable** for sexist, homophobic, transphobic, racist, or any kind of discriminatory behaviour or any kind of violence.

❖ **Respecting privacy** and making sure that the consent of the participants was received before taking any pictures or making recordings of the event.

❖ Not sharing **the personal information** of the attendees without receiving their consent.

❖ Providing equal time for people to speak and express their opinions and not allowing some participants to talk so long that it causes others not to speak.

❖ Using signs, flags, stickers, posters, etc., on gender equality which show commitment to gender mainstreaming.

- ❖ The data collected before the design of the programme is **segregated according to gender** with all its diversity.

- ❖ Key **gender-related indicators** were identified, and a monitoring and evaluation framework was developed in order to track progress and outcomes related to gender equality.

- ❖ **Gender analysis** was conducted to identify the root causes of gender inequality and understand the social, cultural, and economic factors that contribute to gender-based marginalization, discrimination, and violence within the target population.

- ❖ **Risks** were assessed associated with the program from a gender perspective.

- ❖ **Stakeholders and resource CSOs** are identified to consult on mainstreaming gender equality.

- ❖ Project staff was provided with **gender mainstreaming training** in order to fully implement gender equality principles throughout the project management cycle.

- ❖ Activities are designed together with a **gender-sensitive approach** by taking into consideration time, space, and methods of activities.

- ❖ **Women and LGBTI+ individuals** are effectively consulted during the project development on how the action will impact them.

- ❖ The **target group** of the FSTP programme is well-defined, and the scope and the content of sub granting programme are adjusted accordingly.

- ❖ **Capacities** and state of gender representation of the target group are analysed.

- ❖ Relevant **capacity-building and training opportunities** for potential sub-grantees on gender-equality concepts, principles, and practices were identified to provide the sub-grantees with the necessary knowledge and skills to implement gender-responsive programs.

- ❖ **Gender-sensitive budgeting** was ensured during the development of the project.

- ❖ **Gender-sensitive communication plan** was developed.

4) IDENTIFICATION OF SELECTION CRITERIA FOR THE SUB-GRANTING PROGRAMME

The selection criteria of the sub-granting program are based on the **evidence-based analysis** of the target group.

4.1) IF THE TARGET GROUP CONSISTS OF MIDDLE OR BIG-SCALE CSOS WHO HAVE A CERTAIN LEVEL OF CAPACITY…

You can identify **"gender equality"** as a **"must"**…

And at least you can expect commitment to adopt a gender-sensitive approach in their organisational structure…

It is important to keep in mind…

"Capacity" refers…
- Necessary skills and knowledge to develop and implement projects
- Ability to speak foreign languages
- Digital literacy
- Owning necessary material and intellectual resources
- Owning the necessary network

❖ It is asked whether the applicant CSO has an **organisational gender equality policy**.

❖ It is asked whether the applicant CSO's organisational policy secures **gender representation** and **gender-responsive content**.

❖ It is asked whether the applicant CSO **fully implement the gender equality principle** in the managerial structures.

❖ It is asked whether the applicant CSO has a **proven track of implementation of gender policies** in previous projects, advocacy and visibility activities.

❖ It is asked whether the applicant CSO's planned activities are based on **evidence-based analysis,** which includes a gender-sensitive perspective.

❖ It is asked whether the applicant CSO takes into consideration **gender equality** during the implementation of their activities.

❖ It is asked whether the applicant CSO installed a gender equality policy in **internal and external communication**.

❖ It is asked whether the applicant CSO have a plan to assess their impact from a **gender-sensitive perspective**.

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You can also make sure that…

- ❖ **Gender** of the applicant is asked in the application form, which also includes the option "not prefer to disclose", such as "female", "male", "non-binary", or "not prefer to disclose".

- ❖ You can identify gender representation as a selection criterion in order to give priority to "self-organisations". For instance, if the main objective of your sub-granting programme is to support women's grassroots organisations, you can **check the gender identity of the applicant.**
- ❖ You can also conduct face-to-face or online interviews as a part of the evaluation process in order to let the applicant CSOs express themselves better and make a more accurate evaluation.
- ❖ You can create guidelines on gender mainstreaming with simplified language and by giving concrete examples of mainstreaming gender equality**.**
- ❖ **Check out Civic Space – Gender Mainstreaming Guideline:** https://civicspace.eu/wp-content/uploads/2022/03/Gender-Mainstreaming-Guideline-1.pdf

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It is important to keep in mind…

Gender Representation means ensuring the representation of women, men and LGBTI+ individuals in the process of decision-making, analysis, collection of gender-disaggregated data, planning, implementation monitoring and evaluation.

People with different sexual identities have different life experiences…that's why it is important to reflect these experiences into the design, implementation, monitoring, and evaluation process.

Even if you target middle or big-scale CSOs who have a certain level of capacity, they might still need capacity development and mentoring support to be able to fully adopt and implement gender equality in the planning, implementation, monitoring, and evaluation processes of their planned projects/activities.

Thus, it might be important to offer capacity development and mentoring support during the implementation process of their planned projects/activities.

4.2) IF THE TARGET GROUP CONSISTS OF SMALL CSOS AND GRASSROOTS ORGANISATIONS WHO HAVE LIMITED CAPACITY TO ADOPT A GENDER-SENSITIVE PERSPECTIVE AND WHO HAVE LIMITED ACCESS TO RESOURCES…

❖ It is asked whether the applicant CSO's organisational policy secures gender representation and gender-responsive content.

❖ It is asked whether the applicant CSO takes into consideration gender equality during the implementation of their activities.

❖ The call published clearly identifies the reason for the specific emphasis on gender equality.

❖ The call clarifies what kind of capacity development and mentoring support you are planning to provide to the sub-grantees.

❖ The call clarifies how you provide the CSOs with **self-assessment tools**.

It is important to keep in mind…

While providing capacity development training and mentoring support, it is important to remember that the main objective is not only improving their knowledge and skills but also enhancing their resources and networks…

5) IMPLEMENTATION OF THE FSTP PROGRAMMES

- ❖ **Gender equality trainings** are organised periodically to provide the staff with adequate knowledge on gender mainstreaming.
- ❖ The adopted **organisational gender equality policy** is checked regularly and updated when necessary, in consultation with women, men and LGBTI+ individuals.
- ❖ All **resource documents** (such as guidelines, checklists, reports, useful links etc.) on gender equality are compiled in an online or physical resource hub for the use of sub-grantee CSOs.
- ❖ Sub-grantees are equipped with relevant capacity development and mentoring support in order to develop their own **self-assessment tools**.
- ❖ Sub-grantees are equipped with relevant capacity development and mentoring support in order to prepare their **monitoring and evaluation framework**.

5.1) ORGANISATION OF TRAININGS AND MEETINGS

- ❖ **Accessibility** of the training and meeting places are checked.
- ❖ **Gender balance** in the panels or conferences is ensured.
- ❖ Activities are designed together with a **gender-sensitive approach** by taking into consideration time, space, and methods of activities.
- ❖ **Service provision** is ensured with a gender-sensitive perspective.
- ❖ **Gender-sensitive language** is used during the training/meetings.

5.2) COMMUNICATION STRATEGY

- ❖ **Gender-sensitive language** is adopted.
- ❖ **Gender-neutral images and visuals** are preferred.
- ❖ **Communication materials** do not re-produce traditional gender roles (e.g., depicting women not primarily as wives or mothers but as decision-makers, politicians, breadwinners or men as caretakers of children or house-chores).
- ❖ **Organisational communication strategy** involves a child protection policy and none of the online communication channels and online/printed publications involve photos of children and photos that show people victims.
- ❖ The selection of **communication tools/channels** is gender inclusive.

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6) MONITORING AND EVALUATION OF FSTP PROGRAMMES

6.1) MONITORING OF THE EFFECTIVENESS OF ORGANISATIONAL GENDER EQUALITY POLICY AND PROJECT ACTIVITIES

- ❖ The organizational structure guided by the **organizational gender equality policy** is regularly monitored through monitoring the implementation, conducting internal surveys and in-depth interviews.
- ❖ A **self-assessment tool** is developed in order to regularly assess the effectiveness and relevance of the organisational structure.
- ❖ The data collected during the monitoring and evaluation of the project activities is **segregated according to gender** with all its diversity.
- ❖ The **results of the monitoring activity are analysed by all the staff** and used to improve project activities.
- ❖ The **results of the monitoring activity are publicly available** both to ensure transparency and accountability and to provide an example to other CSOs.

6.2) MONITORING OF THE ACTIVITIES AND ACHIEVED RESULTS OF THE SUB-GRANTEES

- ❖ The activities and publications of the sub-grantees are monitored to check whether a **gender-sensitive approach and language** is adopted.
- ❖ The data collected during the monitoring and evaluation of the project activities is **segregated according to gender** with all its diversity.
- ❖ Sub-grantees are requested to share the results of their **self-assessment study** and provided with further capacity development or mentoring support if necessary.
- ❖ Subgrantees are requested to share **interim/mid-term monitoring reports** of their projects.
- ❖ Subgrantees are requested to **perform monitoring activities** regularly during the implementation process of their projects and use the results to adjust or replan their project activities.

- **Civic Space – Gender Mainstreaming Guideline:** https://civicspace.eu/wp-content/uploads/2022/03/Gender-Mainstreaming-Guideline-1.pdf
- **Council of Europe Gender Equality Strategy 2018-2023,** https://www.coe.int/en/web/genderequality/gender-equality-strategy
- Council of Europe Commissioner for Human Rights, Report on "**Discrimination on the Grounds of Sexual Orientation and Gender Identity in Europe**": https://rm.coe.int/discrimination-on-grounds-of-sexual-orientation-and-gender-identity-in/16809079e2
- **EU Gender Action Plan III:** https://ec.europa.eu/commission/presscorner/detail/en/IP_20_2184
- **EU Gender Equality Strategy 2020-2025:** https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_en
- **European Commission 2023 Report on Gender Equality in the EU:** https://commission.europa.eu/system/files/2023-04/annual_report_GE_2023_web_EN.pdf
- **Gender Analysis - European Institute for Gender Equality (EIGE):** https://eige.europa.eu/publications-resources/thesaurus/terms/1055
- **Gender Budgeting (EIGE),** https://eige.europa.eu/gender-mainstreaming/toolkits/gender-budgeting/step-4-project-assessment
- **Gender sensitive communication checklis,** The Council of Europe, https://shorturl.at/kpqxM
- **Gender-inclusive service provision:** A quick guide for financial and business development services providers (ILO), wcms_837254.pdf (ilo.org)
- **Gender-sensitive Language - European Institute for Gender Equality (EIGE):** https://shorturl.at/mswHX
- **Gender-sensitive reporting,** FREEPRESS UNLIMITED, https://kq.freepressunlimited.org/themes/gender-equality/gender-in-media-content/gender-sensitive-reporting/
- **Global Standard for CSO Accountability – Self Assessment Tool – RendirApp:** https://www.app.rendircuentas.org/en/
- **Guidelines for Gender Sensitive Reporting for media associations,** Ekvilib Institute, http://www.ekvilib.org/wp-content/uploads/2017/06/en_GUIDELINES_FOR_GENDER_SENSITIVE_REPORTING.pdf
- **ILGA Europe Glossary:** https://www.ilga-europe.org/about-us/who-we-are/glossary/
- **ILGA Europe Rainbow Map:** https://www.ilga-europe.org/report/rainbow-europe-2023/
- **Tips for gender-sensitive communication**, **UN DGACM,** DGACM gender sensitive communication guidelines — February 2021
- **Manual for Trainers: Gender Equality and Gender Mainstreaming**, Ekvilib Institute, http://www.ekvilib.org/wp-content/uploads/2017/06/00_Introduction_to_the_Manual.pdf
- **Gender-responsive Self-Assessment Tool for Recruitment,** UN Women in partnership with ILO, https://asiapacific.unwomen.org/en/digital-library/publications/2019/03/gender-responsive-self-assessment