ICR
INVESTMENT CLIMATE REFORM FACILITY

Co-funded by the European Union

BRITISH COUNCIL

**PRACTICAL TOOLS FOR CCIs AND BMOs**

# GENDER ASSESSMENT: EVALUATE THE PROGRESS OF YOUR ORGANISATION IN MAINSTREAMING GENDER

**As a Chamber of Commerce and Industry (CCI) or Business Membership Organisation (BMO), integrating gender equality into your policies, programs, and services strengthens your role as a business enabler. A gender-responsive approach can expand economic opportunities, enhance service delivery, and ensure your organisation remains relevant to a diverse business community.**

**To assess your organisation's progress in gender mainstreaming, you can start by conducting a gender assessment. To lead the assessment, designate a focal point, ideally with sufficient gender expertise, to lead the process and involve key staff members across departments. This assessment will identify strengths, gaps, and areas for improvement, helping you prioritise actions and resources. It provides an overview of your institution's readiness to advance gender equality and identifies areas for improvement. The assessment offers short, medium, and long-term recommendations, including quick wins and priority interventions.**

## 1. LEADERSHIP COMMITMENT & SUPPORT FOR GENDER EQUALITY

- **Leadership engagement:** Does the organisation's leadership visibly support gender equality? This includes public statements, internal communications, and active participation in related initiatives.
- **Gender equality strategy:** Does the organisation have a formal gender equality strategy, which is based on a gender analysis, including:
  - Clear objectives, measurable targets, and timelines
  - A strong business case for gender equality
  - Inclusive employee and stakeholder consultation processes
  - Regular communication on the strategy to all members and employees
  - Clear accountability mechanisms to track progress
- **Resources and reporting:** Does the organisation allocate resources (such as staff, funding, expertise) for gender equality initiatives? Is there regular reporting to key stakeholders, including the board, on gender-related progress?
- **Organisational culture:** Is gender equality integrated into the organisation's culture, core values, and daily practices, promoting inclusive leadership and decision-making?
- **Staff awareness and accountability:** Are all staff members well informed and trained on gender equality issues? Is gender equality considered in performance appraisals and development opportunities?

## 2. GENDER EQUALITY IN STAFFING & HUMAN RESOURCES MANAGEMENT

- **Gender balance:** Is there gender balance across all organisational levels, particularly in leadership and decision-making roles?
- **Equal pay:** Does the organisation regularly assess gender pay equity and take necessary actions to close any gaps? Is the organisation transparent in reporting on gender pay equity?
- **Recruitment and promotions:**
  - Are recruitment and promotion practices designed to on encourage women to apply, especially for roles where they are underrepresented?

- Are job descriptions and recruitment processes neutral and free from bias, ensuring equal opportunities for women? Is there a focus on gender-sensitive job descriptions and gender-balanced interview panels?

- Are recruitment and promotion outcomes monitored by gender? This includes tracking new hires, turnover rates, and reasons for staff departure, ensuring that data is disaggregated by sex.

- **Professional development:** Are there development opportunities specifically aimed at women, such as leadership training, mentoring, and networking programs?
  - Are these opportunities accessible to women and men, considering work-life balance (e.g., scheduled taking into consideration the needs and constraints of both men and women)?
  - Are there clear targets for increasing the representation of women in senior positions?
- **Workplace flexibility and family support:** Does the organisation provide:
  - Paid maternity and paternity leave and family-friendly policies?
  - Flexible work arrangements (e.g., remote work, part-time options)?
- **Bias reduction:** Does the organisation regularly review Human Resources practices for gender bias and actively work to eliminate it?

## 3. SEXUAL HARASSMENT & NON-DISCRIMINATION POLICY

- **Policy & training:** Does the organisation have a clear sexual harassment and non-discrimination policy, communicated to all employees and potential hires?
  - Is the policy informed by external expertise and supported by confidential grievance mechanisms?
  - Is there regular training for all staff, including managers, on these issues?
- **Incident reporting & handling:** Are employees comfortable reporting instances of harassment or discrimination? Are these incidents addressed in a timely manner, with a focus on trends and improvements over time?
- **Data collection:** Does the organisation collect and analyse sex-disaggregated data on incidents of harassment and discrimination, with corrective actions taken where necessary?

## 4. GENDER-RESPONSIVE MONITORING & EVALUATION

- **Data collection & analysis:** Does the organisation regularly collect and analyse sex-disaggregated data across all activities, including HR, procurement, and program outcomes?
- **Progress tracking:** Is this data used to track progress, assess actions, and make decisions on adjustments to gender equality initiatives?

## 5. GENDER-RESPONSIVE COMMUNICATION & MARKETING

- **Gender-sensitive marketing:**
  - Are marketing materials and strategies designed to be gender-sensitive and inclusive, challenging stereotypes where appropriate?
  - Does the organisation effectively target women members while avoiding gender bias?

## 6. ASSESSING GENDERED NEEDS IN PRODUCTS/SERVICES

- **Product & service design:** Does the organisation conduct market research and develop products/services tailored to the specific needs of women and men?
- **Member satisfaction & feedback:** Are member satisfaction surveys and feedback mechanisms used to track how well women and men needs are being met?

## ADDITIONAL RESOURCES

- Gender Auditing: Creating a gender-sensitive workplace, Investment Climate Reform (ICR) Facility
- The Gender Performance Checklist, Guidance from a gender-intentional investor, Women's World Banking (WWB)
- Participatory Gender Audit Methodology, International Labour Organisation (ILO)
- The UNCDF Gender Self-Assessment Toolkit for Financial Service Providers
- WEPs Gender Gap Analysis Tool, From Principles to Practice, United Nations Global Compact, UN Women, IDB Invest

**ANY QUESTIONS? Contact us**

Rue du Trône 108
1050 Brussels
Belgium

**Get in touch**
info@icr-facility.eu
**in** /icr-facility

**Access our knowledge hub**
www.icr-facility.eu/knowledge-hub

Implemented by giz BRITISH COUNCIL EXPERTISE FRANCE GROUPE AFD SNV