

This checklist was developed by the Gender and Diversity Task Force (GDTF) in July 2019 to increase knowledge and use of gender mainstreaming in project management. It presents a minimum requirement for all projects, and is a living document to be periodically improved based on your experience and feedback.

Gender Mainstreaming: *The process of assessing the implications for women and men [and all gender identities] of any planned action, including legislation, policies or programmes, in all areas and at all levels. It is a strategy for making women’s as well as men’s [and all gender identities’] concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes in all political, economic and societal spheres so that women and men [and all gender identities] benefit equally and inequality is not perpetrated. The ultimate goal is to achieve gender equality.’ - ECOSOC*

Instructions:

1. The Checklist is divided into 3 sections related to the Project Cycle.
2. This is not a blue print. You are encouraged to jump from one section to another if useful.
3. The list is divided in two columns:
 - Left column (blue) - brief description of the requirements
 - Right column (black) questions, examples, clarifications or resources
4. Please, contact the GDTF for further explanation of any of the issues presented in this list our doubts you might have.



I. Design	
Context Analysis – Development Challenge	
<input type="checkbox"/> <u>TORs include gender mainstreaming</u>	If you have money to hire a consultant to draft the project document, make sure gender mainstreaming is included in the TOR for the consultant or research.
<input type="checkbox"/> <u>Gender Analysis</u> (mark option A or B)	<input type="checkbox"/> A: If you have the funds, you should hire a consultant to do a proper gender analysis that can feed into and strengthen your context analysis. <input type="checkbox"/> B: If you do not have the funds, then you need to do a light analysis yourself or seek help from the GDTF to find the gender issues at play , considering aspects such as:
<ul style="list-style-type: none"> ○ Do you ‘see’ the people (men, women, children, young males, women workers, etc) in the text or is it ‘blind’ (“people”, “beneficiaries”, “youth”)? If it is blind, you must “break down” these categories because most likely they experience the context/challenge in different ways depending on their gender, age, language, profession, location, ethnicity, etc. ○ Is the data presented dis-aggregated? If not or there is none, then you should look for data (both quantitative <i>and</i> qualitative) that can highlight different realities, needs, wants of the various stakeholders. ○ As people, institutions and communities are never the same nor homogenous, you need to ask yourself the questions such as the below when thinking about solving a development problem: <ul style="list-style-type: none"> ▪ Who does what, and where and when among women and men? In other words, what is the ‘gender division of labor’ in this sector/community/family? ▪ What are expectations and norms for men here – what are they expected to do and behave? ▪ What are needs of men that women might not need, and vice versa? ▪ How many women is in this profession? What stops women from entering this profession? ▪ Who is represented in this meeting – who is speaking, who is silent? ▪ Who holds the decision-making power? (e.g. over use of income, priorities of the company, municipal budget, etc.) 	
If you want to add a Leaving No One Behind Lens , please consult our UNDP Guidance here .	
<input type="checkbox"/> <u>Consult a wide range of stakeholders, including gender related actors</u>	E.g: Gender specialists (e.g. Women’s Commission, gender research centers, individual gender experts), relevant government bureau or departments, relevant statutory bodies, non-governmental organizations, gender related associations (e.g. women, ethnic, minorities, LGBT, etc.), gender minoritized group likely to be affected positively/negatively by this project, etc.

<input type="checkbox"/> Check the last Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) and the UPR reporting cycle of China	Please consult the last recommendations that came up in the last report via this link - English and Chinese version available. Also check out the last Universal Periodic Review (UPR) of China from 2018 here . The role of the UN/DP is to help countries reach these goals/commitments that they have signed on to, thus your project should be aligned and support realize these commitments.
<input type="checkbox"/> Consult national or local policies on gender equality	Are there relevant national or local policies on gender equality that can you can refer to and that the project can help bring about?
<input type="checkbox"/> Contribution to which SDGs targets?	Which SDG 5 target and other gender specific targets within the SDGs is the project contributing to? Check out the UN Women Report from 2018 on how gender is mainstreaming in the 2030 Agenda [Full report (en), summary (en), summary (cn)].
Results and Resources Framework (RRF)	
<input type="checkbox"/> Explicit outcome and outputs	The outcome and outputs should be 'broken down' per beneficiaries. E.g. "Women and men employees have increased knowledge of..."
<input type="checkbox"/> (Gender) dis-aggregated indicators	The indicators need to be (gender) dis-aggregated. E.g. number of men, women, age groups, types of profession, levels of education, income, etc.
<input type="checkbox"/> Gender equality is present as a goal	Is there at least 1 output and/or several activities that are meant to bring about gender equality? Meaning, you need activities and outputs designed to meet the different situations, roles, needs and challenges of women, men, and other gender identities. Ask the GDTF if you are in doubt about how to incorporate one activity or output for gender equality.
Budget	
<input type="checkbox"/> Gender responsive budgeting	How much resources been allocated to address specifically the identified needs of women and men or other minoritized gender identities. How much to minorities or others made marginalized? Please stipulate a percentage. For more info on GBR, see here .
Gender Capacities	
<input type="checkbox"/> TORs include gender knowledge	Has gender expertise/knowledge been included in TORs for consultancies, reviews, procurements, consultancy teams, etc.?
<input type="checkbox"/> Key personnel have gender expertise	Do the project manager and/or other key personnel have gender expertise/knowledge? If not, does the project intend to recruit a gender advisor or expert to help in project implementation?
<input type="checkbox"/> Project staff is trained/briefed on gender mainstreaming	Have all project staff responsible for the different stages of work (design, implementation, monitoring and evaluation) been briefed or given training on gender issues?
II. Implementation and Monitoring	
<input type="checkbox"/> Based on Gender Equality principles	Have the project implementation arrangements followed gender equality principles? E.g. gender balanced recruitment of project personnel, gender balanced representation in project committees, etc.
<input type="checkbox"/> Cultural and social norms considered	Have cultural and social gender norms and stereotypes impact on the implementation and respective beneficiaries been considered?
<input type="checkbox"/> Special measures for equality included	Have there been any special measures to address women's and other minorities' needs during the implementation process?
<input type="checkbox"/> Checked different effects on different genders	Have any sub-groups of women or other minorities been affected differently from men during the implementation process? E.g. eligibility, level of benefits, accessibility, availability of support facilities, etc.

<input type="checkbox"/> <u>Participation</u> is not a burden	Has it been ensured that participation of women or other minorities does not increase their workload, but rather increase their involvement in decision-making processes and beyond?
<input type="checkbox"/> Monitoring include the <u>gender lens</u>	Is there a designated person or team responsible for monitoring this project from the gender angle? If not, how do you plan to seek this support and capacity?
<input type="checkbox"/> (<u>Gender</u>) <u>dis-aggregated data</u> collected and monitored	Have gender-disaggregated data and indicators (qualitative or quantitative) been collected or compiled to monitor the process and outcome of this project?
<input type="checkbox"/> <u>Monitoring addressed gender issues</u>	Has the monitoring of the project addressed gender issues and behavioral changes towards greater gender equality? Even if your project does not have a gender analysis, it is never too late to do one. And, even if there are no gender specific results in your RRF, AWP or similar, you can still measure contribution to gender equality.
III. Evaluation	
<input type="checkbox"/> <u>TOR</u> include impact on gender equality	Has the assessment of the impact on gender equality been included in the TOR for the evaluation?
<input type="checkbox"/> <u>Balanced staff</u> ensured	Has a gender balance been ensured in the evaluation team?
<input type="checkbox"/> (<u>Gender</u>) <u>dis-aggregated data</u> evaluated	Have gender-disaggregated data and indicators (qualitative or quantitative) been analyzed in the evaluation process?
<input type="checkbox"/> <u>Intersectionality</u> considered	Does the evaluation show gender differences or correlations with multiple variables? E.g. age, disabilities, family role, education, employment status, income group, residence status, sexual orientation, race, ethnic origin, etc.
<input type="checkbox"/> <u>Consult gender related actors</u>	Has any of the following been consulted during external evaluation: <ul style="list-style-type: none"> <input type="checkbox"/> Gender specialists (e.g. Women's Commission, gender research centers, individual gender experts) <input type="checkbox"/> Relevant government bureau or departments <input type="checkbox"/> Relevant statutory bodies <input type="checkbox"/> Non-governmental organizations <input type="checkbox"/> Gender related associations (e.g. women, LGBT, Trans, etc.) <input type="checkbox"/> Gender minoritized group likely to be affected positively/negatively by this project
<input type="checkbox"/> <u>Gender equality goals</u> achieved	Has this project, in any way (directly and indirectly, in the short, medium or long-term), resulted in: <ul style="list-style-type: none"> <input type="checkbox"/> improving upon any previous legislation/public policy/programme that was discriminatory or disadvantageous to women or other gender identities; <input type="checkbox"/> establishing legal and other protection of the rights of women and minoritized gender identities; <input type="checkbox"/> strengthening women's and minoritized gender identities' decision-making role; <input type="checkbox"/> increasing women's and minoritized gender identities access to and control of resources; or <input type="checkbox"/> contributing towards empowerment of women and other minoritized gender identities? <input type="checkbox"/> any other way, e.g. _____
<input type="checkbox"/> <u>Gender-related omissions and successes</u> are reflected	Have staff who are responsible for reviewing the evaluation reports ensured that gender-related omissions and successes in this project and other related ones are properly reflected?