

CLARIFYING QUESTIONS ON THE GENDER MINIMUM STANDARDS

Since launching the Gender Minimum Standards back in March 2017, the gender unit has been working with all offices across Action Against Hunger to achieve the standards. In these conversations different questions arose. This document seeks to address a number of these questions and provides further clarification.

NOTE ON QUALIFICATION:

A conditional gender qualification can be awarded if offices achieve standards 1,2,3 and 4 and commit to achieving standard 5 within six months of the qualification. If Standard 5 is not achieved within 6 months, the qualification is revoked.

MINIMUM STANDARD 1

1.6: Gender mainstreaming considerations are integrated into country or headquarter strategy (includes budget, HR plan, etc.) and reflected in objectives, actions and indicators.

Some offices have questions about this key action since they do not have a formalized strategy. If there is no formalized strategy, gender considerations should be included in annual budgeting and human resource (HR) planning tools, or other planning tools. Considerations may include budgets for capacity building needs or gender expertise. If an office has a Gender Champion who has their gender specific roles and responsibilities clearly outlined in their job descriptions and performance management processes, these are considerations integrated into HR strategies and budgets.

1.7: Internal and external communications (including written content, images, emails, meetings and webinars) use inclusive language and avoid perpetuating stereotypical gender roles.

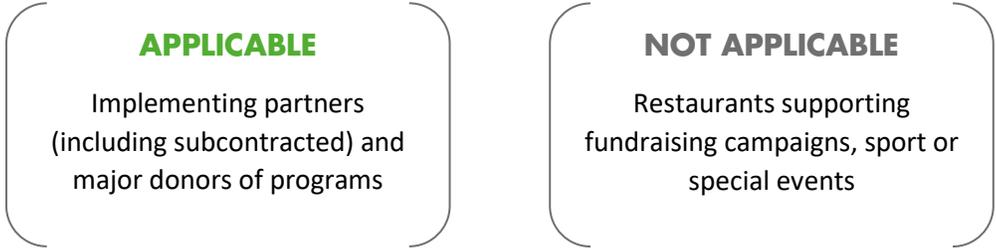
There are [communication guidelines](#) to guide offices with this key action. In order to achieve this action, offices must disseminate [these guidelines](#) and sign the [endorsement of communications guidelines template](#). All tools are available in the gender section of the No Hunger Forum (NHF).

MINIMUM STANDARD 2

2.1: Organizational partners receive Action Against Hunger's gender policy.

There has been a lot of discussion on the definition of "organizational partners". Some offices have noted that this key action should not be applicable for restaurants we partner with in a fundraising campaign, for example.

This key action is not applicable to non-programmatic partners at headquarter level. Rather, it is targeted to operational partnerships within beneficiary-facing projects. If there are specific questions, the office will provide a list of the type of partnerships they have and the gender unit will help determine what type of “organizational partners” this key action applies to.



While not obliged, some offices will still ensure restaurants and other partners supporting fundraising campaigns will receive the gender policy by including documentation with any contract and/or memorandum of understanding (MoU) signed. This will be done by adding a short paragraph on the gender policy and their commitment to upholding the core gender equality principles outlined in the policy (key action 2.2).

2.2: Organizational partners are committed to upholding core gender equality principles.

The same definition of “organizational partners” from key action 2.1 is applied to this key action. This action is applicable to Memorandum of Understandings (MoUs) signed after the self-assessment, or for ongoing relations with partners if there is room for modifying or including annexes to MoU.

The gender unit can review existing MoUs with non-operational partners to check if there is room for this sentence.

2.3: Local partners with gender expertise are mapped.

Similar to standard 5, this key action is not applicable to offices that do not implement projects, if the projects do not have direct contact with affected populations, and/or if the project does not determine the selection or use of resources, goods or services accessed by affected populations.

MINIMUM STANDARD 3

3.3: Staff commitment to gender equality is assessed through performance management processes.

Questions have surfaced around how to measure staff commitment to gender equality through performance management processes. Discussions are currently being held with HR Directors to

find a solution to integrate into existing processes and procedures (i.e. adding commitment to gender equality as a core competency).

Additional guidance has also been developed to support the achievement of this action. This can be found in the [gender section of the No Hunger Forum \(NHF\)](#).

3.4: Staff with specific gender related responsibilities have this identified in their performance objectives (including members of the Gender Taskforce).

The idea behind this action is to ensure that members of the Gender Taskforce are able to dedicate time out of their day on specific gender objectives.

Some offices noted other methods of including gender specific responsibilities for members of the Gender Taskforce. For instance, the UK office suggested that instead of having a person with specific gender objectives, the Gender Champion position will include specific objectives for the office (not to a specific person). Thus, if the Gender Champion changes, the office is still accountable to the objectives set. This has been validated by the gender unit. If your office would like to do something similar, please consult the gender unit.

3.5: A minimum of one gender focal point per office.

This key actions means at least one gender focal point per management unit (1 focal point per HQ, regional office or HQ, not per base or sub offices). Having a Gender Champion is more advanced than a Gender Focal Point.

Go to the [gender section of the No Hunger Forum \(NHF\)](#) for more information on the Gender Taskforce and the different roles and responsibilities.

MINIMUM STANDARD 4

There have not been questions on this standard that need to be clarified.

MINIMUM STANDARD 5

Offices that do not implement projects are exempt from standard 5. This include many member offices, such as Spain, USA, France and the UK.

This standard is applicable to offices that implement projects, engage directly with affected populations and/or determine the selection or use of resources, goods and services accessed by affected populations. If there is a concern or doubt, contact the gender unit for more guidance.