TOOLS TO ACHIEVE THE GENDER MINIMUM STANDARDS

This document is your guide to all existing tools to help achieve the Gender Minimum Standards.

MINIMUM STANDARD 1

KEY ACTIONS	TOOLS
KEY ACTION 1.1 All human resource data is disaggregated by sex and age, department, salary range and employment category.	For more, see the verification tool. All data must be disaggregated by: (i) sex, (ii) age, (iii) department, (iv) salary range, (v) employment category. The different categories are also summarized in the GMS additional tools and guidance on the No Hunger Forum.
KEY ACTION 1.2 An internal analysis of staff composition is conducted examining sex, age, salary, responsibility level, family status and care-taking responsibilities	Additional guidance on elements to be considered are found in the GMS Guidance document on page 11. A template for this is also included in the GMS additional tools and guidance on the No Hunger Forum.
KEY ACTION 1.3 All organizational safety and security plans consider gender and age	Details to consider gender and age in safety and security plans are found in the GMS Guidance Document on page 11. Additional guidance can be found on this external EISF briefing paper we recommend you to use
KEY ACTION 1.4 Staff feedback mechanisms exist and are accessible to all staff.	In order to achieve this action, feedback mechanisms must exist and be accessible for staff. See the verification tool for more details.
KEY ACTION 1.5 Purpose of all staff feedback mechanisms is communicated to staff and explicitly encourages gender and age related concerns.	There must be some sort of communication on the feedback mechanisms. This may include emails, induction processes, inclusion in Human Resources handbook, etc.
KEY ACTION 1.6 Gender mainstreaming considerations are integrated into country or headquarter strategy (includes budget, HR plan, etc.) and reflected in objectives, actions and indicators	There should be specific gender considerations in (i) objectives, actions or indicators, (ii) budget lines, (iii) HR Plans. For example, if there is a Gender Champion or Gender Focal Point dedicating time to mainstream gender and their responsibilities are integrated into their JD and performance objectives, gender is considered in both HR plans and budgets.
KEY ACTION 1.7 Internal and external communications (including written content, images, emails, meetings and webinars) use inclusive language and avoid perpetuating stereotypical gender roles	Gender sensitive communication guidelines are available and should be shared with all staff. The Endorsement of the Communication Guidelines template should also be signed to achieve the action.

MINIMUM STANDARD 2

KEY ACTIONS	TOOLS
KEY ACTION 2.1 Organizational partners receive Action Against Hunger's gender policy	The Gender Policy can be found on the No Hunger Forum.
KEY ACTION 2.2 Organizational partners are committed to upholding core gender equality principles	Examples of sentences that can be included in MoUs are outlined on Page 12 of the GMS Guidance document.
KEY ACTION 2.3 Local partners with gender expertise are mapped	The definition of "gender expertise" is located in the GMS Guidance document on page 12. Keep in mind this action includes initial research, and does not require meetings or even communication. A "report" should be produced outlining their name, contact information, specific gender expertise and other notes.

MINIMUM STANDARD 3

KEY ACTIONS	TOOLS
KEY ACTION 3.1 All job descriptions include an expectation for staff to demonstrate a commitment to gender equality	Examples of sentences to be included in job descriptions are outlines in the GMS Guidance document on page 13.
KEY ACTION 3.2 Recruitment processes ensure assessment of gender sensitivity of all candidates	Examples of ways to assess a candidates' gender sensitivity is in the GMS Guidance document on page 13.
KEY ACTION 3.3 Staff commitment to gender equality is assessed through performance management processes	Ways to assess staff commitment to gender equality through performance management processes is outlined in the specific tool to integrate gender in performance management processes.
KEY ACTION 3.4 Staff with specific gender related responsibilities have this identified in their performance objectives (including members of the gender taskforce)	Staff with specific gender related responsibilities include any positions responsible for gender tasks and members of the Gender Taskforce (Gender Champions and Gender Focal Points).
KEY ACTION 3.5 A minimum of one gender focal point per office	The terms of reference (ToR) for all members of the Gender Taskforce (Gender Champions and Gender Focal Points) can be found on the No Hunger Forum.

MINIMUM STANDARD 4

KEY ACTIONS	TOOLS
KEY ACTION 4.1 Induction processes for all staff include the gender policy	The Gender Policy can be found on the No Hunger Forum.
KEY ACTION 4.2 Induction processes for all staff include the child protection policy	The Child Protection Policy can be found on the No Hunger Forum.
KEY ACTION 4.3 Gender capacity building needs are identified and actioned	Ways to identify gender capacity building needs are included in this specific guidance on how to assess gender capacity needs.

MINIMUM STANDARD 5

KEY ACTIONS	TOOLS
KEY ACTION 5.1 A gender analysis is conducted for the geographical and thematic areas of intervention	Action Against Hunger's Gender Analysis Manual will help offices to conduct a gender analysis and to produce a gender analysis report Tool 13 in the manual also includes a report template.
KEY ACTION 5.2 All projects are based on the gender analysis	Action Against Hunger's Gender Analysis Manual will help offices design projects based on the gender analysis.
KEY ACTION 5.3 All data is sex and age disaggregated throughout the project cycle from assessment and implementation, to monitoring and evaluation	Sex and age disaggregated data includes specific data for women, men, girls and boys. Keep in mind that the data should not only be disaggregated by gender, but also age. This includes, for example, under 5 girls/boys, adolescent women/men and elderly women/men.
KEY ACTION 5.4 Gender indicators—which are informed by the project design—are integrated, monitored and evaluated in every field-level project	A definition of gender indicators is included on page 14 of GMS Guidance document . Tool 14 in the Gender Analysis Manual outlines more guidance on how to create gender sensitive indicators.
KEY ACTION 5.5 Beneficiary feedback and complaint mechanisms are gender and age sensitive	Beneficiary feedback and complaint mechanisms should be accessed by at least two different ways (including electronically, by telephone, direct contact, handwritten , etc.). For more guidance on beneficiary feedback and complaint mechanisms, contact the Gender Unit who can share internal examples of existing mechanisms.

ABOUT THE SELF-ASSESSMENT TOOL

The self-assessment tool provides details for each key action. For example, it outlines that for Action 1.7, an office manager must sign the gender sensitive communication guidelines, and that the gender sensitive communication guidelines have been circulated. Offices should therefore develop the action plan looking at this tool.

Once you have completed the self-assessment and action plan, please upload the final document to the "Completed Self-Assessments and Action Plans" folder in the Gender Minimum Standards section of the No Hunger Forum.

QUESTIONS?

CONTACT THE GENDER UNIT'S HELPDESK SUPPORT:
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