

Annex 2: Checklist for Mainstreaming Gender into Projects

Project Identification and Preparatory Stage

1. Do project objectives explicitly refer to women and men (where relevant)?
2. Have gender issues relevant to the particular project/programme been identified?
3. Have gender issues been raised in the Pre-PAC and LPAC meetings?
4. Have the Programme Team been briefed on gender issues?
5. Do project documents describe project consultation and participation strategies (with women and men, local NGOs, partners)?
6. Does the partner agency have the capacity to implement gender sensitive projects?
7. Do the ToR of Programme Manager, independent consultants, and missions reflect relevant knowledge and experience in gender?
8. Has an assessment been carried out on the potential impacts on women's and men's roles and relations as a result of the project activities?
9. Are arrangements in place to monitor impacts on women's and men's roles and responsibilities?
10. Are project resources adequate to deliver services and opportunities to women and men?
11. Has all background information been disaggregated by sex and age?

Project Implementation and Monitoring Stage

1. Have steps been taken to ensure gender balance in the project staff and the project steering committees?
2. Have gender issues been raised in the project monitoring and review meetings?
3. Are all backstopping missions briefed on gender issues?
4. Have strategies and targets for promoting equal opportunities and benefits been identified in the project design?
5. Are adequate gender-sensitive monitoring mechanisms in place and in operation?
6. Are both women and men equally participating in project activities? What are the justifications for their participation?
7. Do project reports identify gender gaps and gender related project successes?

Project Evaluation Stage

1. Has the project succeeded in promoting equality of opportunities and benefits for women and men?
2. Have women and men been disadvantaged or advantaged by the project?
3. Has women's status improved as a result of the project?
4. Is there a change in capacity of the partner agency to implement gender sensitive projects?
5. Do the ToR of Evaluation missions reflect gender knowledge and experience?
6. Are Evaluation mission members briefed on gender issues?
7. Do programme staff review the draft evaluation report to ensure that gender related omissions and successes in the project/programme are reflected?