

PROJECT GENDER MAINSTREAMING CHECKLIST

The checklist is intended to ensure that gender issues are mainstreamed properly into project cycle and that the project contributes to, besides its direct goals, the overall promotion of gender equality.

Question	Yes	No	Comments (How? Why? When?) or Reference to Project Document
1 Has a gender analysis and stakeholder analysis been carried out during project design and planning?			
a) Is the data collected, compiled, analyzed and fed into the project gender-disaggregated?			
b) Were gender experts or women's NGOs involved in project design?			
c) Have women's practical and strategic gender needs, and (changes in) access to and control over resources (power, time, financial resources) been analyzed?			
d) Have men's practical and strategic gender needs, and (changes in) access to and control over resources (power, time, financial resources) been analyzed?			
e) Have the gender division of labour and changes in the gender division of labour been analyzed? (reproductive, productive, community-managing and political roles; paid and unpaid labour)			
f) Does the information provided in the gender analysis explicitly feed into the project design?			
2 Is gender systematically and effectively mainstreamed in the project/project documents? If yes, in which way (e.g. in the logframe, in objectives, activities, specific measures)?			
a) Have the outputs been planned to be relevant and beneficial for both women and men?			
b) Have specific outcome indicators and/or key questions referring to gender been developed?			
3 Is overall project implementation gender			

	sensitive (e.g. communication, reporting, specific budget lines etc.)?			
	a) Has gender know-how been among the criteria for selection of partners?			
	b) Will the planned activities reach and involve both women and men? A minimum of 1:3 ratio is advised.			
	c) Is there a specific budget for gender activities in the project? E.g. to compensate for lack of participation by and smaller benefit for either of the sexes.			
	d) Will gender experts be involved in project implementation?			
	e) Will project reporting include gender sensitive indicators?			
4	Has Organization itself taken measures in order to enhance gender know-how within Organization/with Partners?			
	a) Has the programme/project manager in charge received specific gender training?			
	b) Will project partners receive gender training?			
	d) Has the Organization carried out other gender promotion activities with regard to the project, e.g. sensitization or awareness raising campaigns?			
	e) Is Organization entertaining an active policy dialogue with governmental authorities concerned by the project?			
5	Are there any potential challenges and/or risks to mainstreaming gender issues into project planning, implementation and monitoring?			
	a) Can these risks be minimized and what is required for this (e.g. skills, expertise, preventive action)?			
6	Other general comments			