



## GENDER EQUALITY SEAL DOCUMENT CHECK LIST

Below is a list of mandatory documents that Country Offices (COs) will need to have ready when doing the online assessment. Preparing this check list will allow COs to go through the assessment quicker.

### 1. Management Systems for Gender Mainstreaming

- Country Office (CO) Gender Equality Strategy or Gender Action Plan document.
- Compilation of relevant information provided voluntarily from the Results and Competency Assessments (RCAs) provided by the Resident Representative/Resident Coordinator, Deputy Resident Representative /Country Director /Deputy Country Director and Assistant Resident Representative (if agreed by the manager).
- CO's Monitoring & Evaluation plan for the current year, with gender-specific activities highlighted.
- A listing of the Gender Focal Team (GFT) members with their designations and their specific roles in the GFT (e.g. Chair, Convenor).
- Current Terms of Reference (ToR) and annual action plan of the GFT. This should include information on how the action plan is tracked and monitored.
- CO scores on GEN2 and GEN3 of Atlas Gender Marker (check Atlas for scores) of the last year. Available at: <http://home.undp.org/programme/?vu=HQ,BDP,H21/>
- A project summary of one gender focused project (i. e. rationale, expected outcomes, total budget and source of funding) in the current Country Programme.

### 2. Capacities

- A full staff list with dates of completion of the UNDP online course (Gender Journey link <http://www.jposc.org/documents/courses/gender/>).



- Gender learning materials or modules used as part of the induction courses for new appointees.
- An office Organigram showing the location of the gender specialist and/or gender unit, with reporting lines highlighted and a copy of the Terms of Reference of the Gender Specialist.
- Competency assessment profiles for all programme managers.
- A list of activities funded by the CO learning budget, with the outlays for gender-related learning highlighted separately.
- Brief descriptions of gender-related learning events including a list of people who attended the event.

### 3. Enabling Environment

- A report on the implementation of work/life policies by the staff and a brief note on measures taken to implement it.
- A brief note on specific actions taken to implement sexual harassment prevention policy.
- A full list of staff members with the date of certification for the sexual harassment online course.
- Highlight CO's actions taken in achieving gender parity, along with a brief note on the actions taken for the current year.
- Gender-aware interviewing guidelines and techniques, as well as a brief note on the training provided to all managers and staff involved in recruitment.
- Extract data from Scorecard (Available on intranet: <http://home.undp.org/scorecard/?vu=HQ,BDP,H21/>).
- A list of CO committees and decision-making bodies, with membership disaggregated by sex.
- Provide your CO's score for the Global Staff Survey (GSS) for both the current and previous years on the following items:
  - a. Staff feel encouraged to have open and honest discussions with the management.
  - b. Staff feel empowered to express their views in the office.(Available on intranet: <https://intranet.undp.org/unit/bom/ohr/SitePages/Surveys.aspx>).



#### 4. Knowledge Management

- Title and executive summary of the cited knowledge product produced.
- A list of substantive interventions made by staff to regional and global online gender communities in the last 12 months.
- Provide CO's Communications & Advocacy Plan document, as well as details on the gender training for the Communications Specialist.
- A copy of the CO/unit guidelines for gender-sensitive language.
- A link to the CO website and if available Facebook site, Twitter handle and other CO social media accounts.

#### 5. Programmes/Projects

- Provide Country Programme Document (CPD) and a note explaining how it has been aligned with the UNDP Gender Equality Strategy.
- A copy of the CPD highlighting the gender outcome and related indicators, as well as a brief note on progress in achieving this outcome.
- A note describing the mechanism used to ensure gender screening and incorporation of gender concerns into project document.
- A list of at least 25% of programmes/projects supported by the CO during the last three years, ensuring priority areas representation and highlighting gender-responsive outcome indicators.
- CO scores on the Atlas Gender Marker (percentage of output projects scoring of GEN 2, 3), and (budgets and expenditures). Available at: <http://home.undp.org/programme/?vu=HQ,BDP,H21/>
- A project document of the cited gender cross-practice initiative.

#### 6. Partnerships

- A note with including objectives, strategy and budget of cited collaboration with women's machinery.
- A note with including objectives, strategy and budget of cited collaboration with one key Ministry on a substantive gender issue.
- A note summarizing the details of collaboration with women's organisation(s).



- A note summarizing the contributions to the Inter-Agency Gender Thematic Group (IA-GTG) of the past 12 months.
- A note summarising the rationale, expected outcomes, budget and strategy of joint activity with UN Women (provided UN Women has a country presence).

## 7. Gender Equality Results/Impacts

- Provide an extract report on “transformational changes” in the Results Oriented Annual Report (ROARs) for both the current and previous years (Available on intranet: [https://intranet.undp.org/roar/SitePages/ROAR1\\_Login.aspx/](https://intranet.undp.org/roar/SitePages/ROAR1_Login.aspx/) )
- A note summarising the CO impact on gender equality in the country, with evidence in support of the claim, including reports of independent evaluations, government reports and media coverage.
- A short summary of CO campaign (issue, strategy, activities, partners, budget) and materials (media report, public impact assessment data, feedback from partners) to validate its impact
- Samples of media coverage (e.g. newspaper articles, TV clips, magazine features).