



International  
Labour  
Office



## **Tools for Gender Mainstreaming**

# Foreword

The **Gender Tools** desktop reference package was designed to assist ILO staff, constituents, and partner organizations to mainstream gender equality goals throughout our work. In the face of everyday deadlines and demands, our attention to gender is sometimes lost in the rush. This package provides a set of easy-to-use checklists for quickly assessing the extent to which gender concerns and goals are integrated in the design and implementation of programmes and projects. By referring to this desktop reference, program managers and project staff can identify and flag whether necessary steps have been taken to ensure that gender remains an integral part of our goals and efforts and that our commitment to gender equality is explicit and visible in our internal products and activities as well as in the messages and image we present to the public.

We gratefully acknowledge the contributions of the many units and staff that contributed to this work. The package was developed as part of a project on "The Incorporation of Gender Issues in the Time Bound Programme to Combat Child Labor in the Philippines and Indonesia" funded under the ILO/DFID Partnership Framework Agreement on Gender Mainstreaming and coordinated by Ms. Anita Amorim of IPEC. It is based upon generic tools and resources available in the ILO, particularly from the Gender Bureau and IPEC. ILO and IPEC management, staff and partners in the Philippines and Indonesia provided considerable inputs for modifying and validating the tools. We would also like to thank Naomi Cassirer, Oktavianto Pasaribu and Hilda Tidalgo who coordinated the development of the package and provided technical inputs.

It is hoped that ILO staff and partners will find these tools useful in mainstreaming gender equality goals to support the achievement of decent work for all women and men.

December 2004, Geneva and Manila

Frans Röselaers  
Director  
International Programme on the Elimination of Child Labour – IPEC  
Geneva



Werner Blenk  
Director  
Subregional Office for Southeast Asia and the Pacific  
Manila



# Guides to Using the Gender Tools

This package of Gender Tools is intended for use in our everyday planning and programming work. The checklists enable a quick assessment of whether gender concerns have been integrated in a number of tasks we perform frequently:

- Designing and reviewing projects;
- Organizing workshops;
- Developing terms of reference (ToR) and external collaborator (excol) contracts;
- Preparing budgets;
- Preparing invitations/announcements; and
- Disseminating our messages.

In using the checklists, if most of your answers to the questions are **Yes**, it suggests that the work is **gender sensitive**. If, however, the answers include many **No** or **Not Sure** responses, more attention to gender is needed. If this is the case, many tools and resources are available to assist you. The Gender Mainstreaming Strategy (GEMS) of the Regional Office for Asia and the Pacific, its corresponding tools kit, the ILO Gender Bureau's webpage, and your Office's Gender Focal Point are all good starting points for finding what you need.

For those working in ILO Jakarta and for partner organizations in Indonesia, the Gender Mainstreaming Strategy of ILO Jakarta, and the gender resource shelves at the Public Information Center of ILO Jakarta offer valuable resources in English and Bahasa Indonesia. For those working in ILO Manila and for partner organizations in the Philippines, we invite you to explore the gender section of our library for international and local materials. Our websites below also offer materials and links on gender mainstreaming.

For more information and comments, please contact:

In the Philippines:  
Gender Focal Point  
SRO Manila  
Phone: (632) 580-9900  
Email: [MANILA@ilomnl.org.ph](mailto:MANILA@ilomnl.org.ph)  
Website: [www.ilo.org/manila](http://www.ilo.org/manila)

In Indonesia:  
ILO Jakarta  
Gender Focal Point  
Phone: (6221) 391-3112  
Email: [JAKARTA@ilojkt.or.id](mailto:JAKARTA@ilojkt.or.id)  
Website: [www.ilo-jakarta.or.id](http://www.ilo-jakarta.or.id)

ILO Headquarters:  
The Bureau for Gender Equality  
Geneva, Switzerland  
Email: [Gender@ilo.org](mailto:Gender@ilo.org)  
Website: [www.ilo.org/gender](http://www.ilo.org/gender)

# Project Documents

CRITERION	Yes	No	N/A
<b>GENERAL</b>			
Does the document show that the ILO/work unit has incorporated a gender perspective in its analysis of economic, social, political and environmental factors related to the world of work?			
Does it refer to international agreements on gender equality?			
Does it show that the ILO/work unit takes the institutional gender context into consideration in analyses, research, and advocacy related to the ILO's four strategic objectives?			
<b>PLANNING PROCEDURES</b>			
Has a stakeholder analysis been undertaken and is there explicit reference to a balanced participation and the specific needs of women and men in preparatory activities?			
Did the national machineries for the promotion of gender equality participate in the design of the document?			
<b>PROBLEM IDENTIFICATION</b>			
Does the document consider the factors contributing to girls'/boys' or women's/men's labour situations from a gender perspective?			
Does the document take account into the different experiences of women and men, and if yes, in what ways?			

<b>CRITERION</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does the document use gender-sensitive language?			
Does the document use data disaggregated by sex?			
If there are visual images, are these gender-sensitive and balanced?			
<b>PROJECT OBJECTIVES</b>			
Do the project objectives state gender equality goals?			
Are indicators disaggregated by sex?			
Are targets disaggregated by sex when appropriate?			
Do targets include organizations/institutions that work on gender equality issues?			
<b>PROJECT IMPLEMENTATION, MONITORING, EVALUATION</b>			
Do project inputs reflect gender responsibilities and expertise?*			
Have financial and/or technical resources been allocated to promote gender equality?			
Does the project evaluation require assessments of the differential results of project activities for girls/boys or women/men?			
Have women and men been equally consulted in assessing the usefulness of the activity?			

\* Sample Statement : [ The consultant will be responsible for ensuring that gender issues are mainstreamed into all work, through the collection and reporting of sex disaggregated data, consultations with relevant gender experts and organizations, gender analysis and explicit discussion of the gender dimensions of the technical work, and incorporation of gender planning into project approach, objectives, indicators and activities.]

# Workshops

CRITERION	Yes	No	N/A
<b>GENERAL</b>			
Does the document show that the ILO/work unit has incorporated a gender perspective in its analysis of economic, social, political and environmental factors related to the world of work?			
Does it refer to international agreements on gender equality?			
Does it show that the ILO/work unit takes the institutional gender context into consideration in analyses, research, and advocacy related to the ILO's four strategic objectives?			
<b>WORKSHOP PLANNING AND IMPLEMENTATION</b>			
Does the ToR show that there are mechanisms for planning, monitoring and evaluation that are conducive to mainstreaming gender equality?			
<p>Is there a mechanism in place that monitors the following factors in a gender-disaggregated manner?</p> <ul style="list-style-type: none"> <li>■ Resources allocated and spent on gender equality goals</li> <li>■ Results for equal opportunity and equal treatment of women and men in the world of work</li> <li>■ Institutional goals related to gender equality</li> <li>■ Sex balance of participation in activities of projects, seminars, workshops and conferences</li> </ul>			

CRITERION	Yes	No	N/A
<ul style="list-style-type: none"> <li>▪ Sex balance among ILO staff and constituents as resource persons</li> </ul>			
<p>If the document contains ToRs for consultancies or reports, do they stipulate that gender equality issues should be addressed and reported upon substantially?*</p>			
<p><b>WORKSHOP REPORTING</b></p>			
<p>Does the report show:</p> <ul style="list-style-type: none"> <li>▪ How many of the participants were women and how many were men, and from which hierarchical levels or sectors?</li> <li>▪ Whether both women and men actively took part?</li> <li>▪ Whether there were gender issues on the agenda and how important they were considered?</li> </ul>			
<p>Does it show who are the people championing gender equality in/by/for ILO and/or at what levels are support and resistance located?</p>			

\* Sample Statement : [ The consultant will be responsible for ensuring that gender issues are mainstreamed in workshop activities, including research that is commissioned, consultations that occur, invitations issued to participants, workshop agendas, presentations given by the consultant, guidelines for presentations by invited speakers, and in monitoring, evaluation, reporting efforts.]

# ToRs and Excol Contracts

CRITERION	Yes	No	N/A
<b>GENERAL</b>			
Does the document show that the ILO/work unit has incorporated a gender perspective in its analysis of economic, social, political and environmental factors related to the world of work?			
Does it refer to international agreements on gender equality?			
Does it show that the ILO/work unit takes the institutional gender context into consideration in analyses, research, and advocacy related to the ILO's four strategic objectives?			
<b>TORS AND EXCOLS</b>			
Does the call for applications encourage under-represented groups to apply? (Given the current sex balance of the office by hierarchical level and prevailing sex stereotypes about the job being advertised- eg. male drivers/ female secretaries)			
Does the job description specify that gender equality issues should be addressed and reported upon substantially?*			

\* Sample Statement : [ The consultant will be responsible for ensuring that gender issues are mainstreamed into all work, through the collection and reporting of sex disaggregated data, consultations with relevant gender experts and organizations, gender analysis and explicit discussion of the gender dimensions of the technical work, and incorporation of gender planning into project approach, objectives, indicators and activities.]



# Invitations/Announcement

CRITERION	Yes	No	N/A
<b>GENERAL</b>			
Does the invitation/announcement show that the ILO/work unit has incorporated a gender perspective in its analysis of economic, social, political and environmental factors related to the world of work?			
Does it refer to international agreements on gender equality?			
Does it show that the ILO/work unit takes the institutional gender context into consideration in analyses, research, and advocacy related to the ILO's four strategic objectives?			
<b>PARTICIPATION</b>			
Does it call for the sex balance of participation in activities of projects, seminars, workshops and conferences?*			
Has the ILO invited related participants and partner organizations that are capable of contributing to the achievement of gender equality? (e.g. Ministries of Gender Equality, Women/gender agencies in Ministries of Labor, gender focal points/women's desks of trade unions and employers' organizations, NGOs working on gender equality, Gender/Women's Studies departments in academia, etc.)			

\* Sample Statement : [The ILO is committed to gender equality in all programs and activities and encourages participating organizations to ensure that at least 30 percent of their representatives to the event/meeting/workshop are women and/or men respectively.]

# Media

CRITERION	Yes	No	N/A
<b>GENERAL</b>			
Does the document show that the ILO/work unit has incorporated a gender perspective in its analysis of economic, social, political and environmental factors related to the world of work?			
Does it refer to international agreements on gender equality?			
Does it show that the ILO/work unit takes the institutional gender context into consideration in analyses, research, and advocacy related to the ILO's four strategic objectives?			
<b>KNOWLEDGE AND INFORMATION MANAGEMENT</b>			
<p>Does the document reflect that the ILO/work unit has undertaken the following activities to promote knowledge management on gender?</p> <ul style="list-style-type: none"> <li>■ Research and Publications</li> <li>■ Library and Documentation</li> <li>■ Seminars, Conferences, Meetings</li> <li>■ Network Building</li> <li>■ Website</li> </ul>			
Does it indicate whether sources of information on gender issues are widely accessible, and to whom?			

CRITERION	Yes	No	N/A
<b><i>ILO AS A GENDER-SENSITIVE ORGANIZATION(PRODUCTS AND IMAGE)</i></b>			
Does the document indicate how the ILO is perceived by the constituents, partner organizations, and the wider public, from a gender point of view?			
<p>If the document is a promotional or public relations document such as a brochure promoting the unit's work:</p> <ul style="list-style-type: none"> <li>■ Does it represent the ILO/work unit as gender-sensitive?</li> <li>■ Is this an accurate representation of the real situation?</li> </ul>			
Does it provide sex disaggregated information and data?			
If there are pictures, are they sex balanced and non-stereotypical?			

# Budgets

<i>CRITERION</i>	Yes	No	N/A
<i>RESOURCE ALLOCATION</i>			
Does the budget explicitly allocate resources to gender-related work? (e.g. gender training; ad-hoc or continuous gender expertise; missions for the gender specialist)			
Does it identify a mechanism in place for reporting purposes that monitors the resources allocated and spent on gender equality goals?			

# Sample Statements

## GENERAL

### - ILO Vision -

The overall objective of the ILO is the promotion of opportunities for women and men to obtain decent and productive work, in conditions of freedom, equity, security and human dignity.

### - ILO Statement on Gender -

The ILO has identified gender as a cross-cutting issue to be mainstreamed in all its programmes and activities in the world of work. The Director General of the ILO has issued a policy statement reiterating his and the organization's commitment to the goal of gender equality. The principle of equality among women and men is also central to the ILO Declaration on Fundamental Principles and Rights at Work and to key International Labour Conventions. The ILO's Decent Work Agenda also holds gender equality central in its four strategic areas of promoting basic human rights at work, expanding opportunities for quality jobs, ensuring fundamental social protections, and ensuring the freedom to organize and promoting dialogue among the social partners.

## OTHERS

### - For Research and Project Documents -

The consultant will be responsible for ensuring that gender issues are mainstreamed into all work, through the collection and reporting of sex disaggregated data, consultations with relevant gender experts and organizations, gender analysis and explicit discussion of the gender dimensions of the technical work, and incorporation of gender planning into project approach, objectives, indicators and activities.

### - For Project Implementation and Workshops -

The consultant will ensure that gender issues are mainstreamed in workshop activities, including research that is commissioned, consultations that occur, invitations issued to participants, workshop agendas, presentations given by the consultant, guidelines for presentations by invited speakers, and in monitoring, evaluation, reporting efforts.

### - For Invitation Letters -

The ILO is committed to gender equality in all programs and activities and encourages participating organizations to ensure that at least 30 percent of their representatives to the event/meeting/workshop are women and/or men respectively.

