

## Creating & Conducting an Organizational Gender Audit

### What is an organizational gender audit?

An **organizational gender audit is an examination of social norms involving gender and social standards in an organization.** It is a gender mainstreaming tool to help organizations identify places where their policies, culture, and programs can be more equitable, impactful, and gender inclusive.

It helps organizations gain a better understanding of current challenges from a gender-based perspective while highlighting strengths and weaknesses that are faced.



### Why should organizations do gender audits?

Gender audits evaluate the current policies and determine if there are areas that need to be improved. This helps organizations gain an understanding of how gender mainstreaming works in their operations.

The goal of an organization is to be as impactful as possible. To do this, they need to provide a safe work environment, safe programs, and encouraging atmospheres. Gender audits identify successful areas as well as areas in which the organization needs to increase efforts.



## How do you prepare for a gender audit?

Gender audits are an intensive time commitment that can require a lot of work and potentially money, depending on your methods. The process can last up to three to four months in some cases.

Before you begin your gender audit, consider whether it is going to be used for internal or external purposes. Internal means it will be reviewed and acted upon by your organization. External means it will be reviewed and considered by an external organization such as a funder.



## Checklist to Prepare a Gender Audit

- Ensure that senior management is committed to following through with appropriate changes based on what is revealed by the gender audit.
- Brainstorm and document the risks and benefits of doing a gender audit.
  - Possible risks: lack of political will can lead to no progress being made and the audit can highlight negative aspects of your organization.
  - Possible benefits: recognizing progress that your team members are making, expressing commitment to positive change, and encouraging active progress in gender equity.
- Clearly communicate the terms of your gender audit to your staff.
  - This includes meeting with them to determine the logistics of the audit, letting them know the importance of the audit, and informing them of their roles in the audit.
- Decide which stakeholders you will include in the audit and in which capacities.



## Steps to Conduct a Gender Audit

### Step 1: Find a gender audit protocol that fits your context.

#### EXAMPLES:

- 🏆 International Labour Office
- 🏆 Overseas Development Institute
- 🏆 United Nations Country Team Report from Azerbaijan

Want more? Click a bullet point for examples to use for your organization!

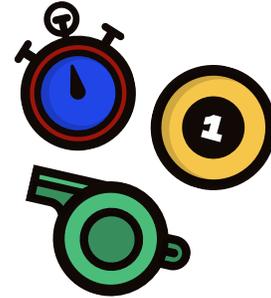
## What to Measure in Your Gender Audit

### Qualitative Measurements

- 🏆 Work environment is positive and open for sharing and learning ideas
- 🏆 Participants feeling of physical and emotional safety in programs
- 🏆 Healthy relationships with coworkers and superiors
- 🏆 Staff feeling of physical and emotional safety at work
- 🏆 Staff ability to balance work and non-work responsibilities
- 🏆 Community and family support for programs

## Qualitative Measurements

- ⚙️ Gender parity within organization's
  - ➔ board, organizational leadership, organization staff, and contractors
- ⚙️ Gender parity within program participants
- ⚙️ Existence of gender policies
- ⚙️ Adherence to gender policies
- ⚙️ Equal pay and compensation among individuals of equivalent jobs regardless of gender
- ⚙️ Staff meetings, board meetings, and programs are held at times when individuals of all genders can participate equally
- ⚙️ Policies and organization and program manuals use gender inclusive language
- ⚙️ Regular, mandatory gender equity trainings for organization staff



**Step 2: Do a baseline gender audit of your organization.**

**Step 3: Make changes to your programs and organizational policies based on the audit's feedback and results.**

**Step 4: Repeat the gender audit protocol yearly or every 2-3 years.**

## Step 5: Monitor progress. Compare your previous gender audits to see where you are improving and identify focus areas.

Establish benchmarks.

→ This can help to visualize how the changes are being implemented in regard to program implementation and organizational policies to make sure that the changes that were made were correct and that progress is on track.

Establish a gender task force to ensure that gender equity is being actively enforced.

Acknowledge attitude shifts regarding gender-based topics.

→ This can include verbal or nonverbal interactions amongst staff or increased awareness of certain topics.



## Participatory Gender Audits

**Participatory methodology** refers to **the inclusion of multiple stakeholders in the process of planning, conducting, and evaluating the gender audit process.**

Participatory Gender Audits (or PGA) allow an organization to more accurately understand the condition and implementation of their programs and policies. In addition, including staff members and program participants in the gender audit gives autonomy and respect to these stakeholders, which also increases buy-in.

## Participatory Gender Audit Example Methods

- ⚙️ Listening sessions or focus groups with staff, beneficiaries, coaches, and community members.
- ⚙️ Photovoice or other multimedia data gathering from community members.
- ⚙️ Staff or program participants questionnaires which allow for all members to be represented and held accountable in the audit.
  - ➔ The purpose of these questionnaires could be to anonymously determine the general ideas, feelings, and behaviors that are exhibited by the staff in regard to gender-related topics.
  - ➔ Example questions that can be included on the questionnaires include:
    - ⚙️ “How comfortable would you be openly discussing gender-related issues with our organization?”
    - ⚙️ “Is our organization doing enough to promote gender equity? Why or why not?”
    - ⚙️ “In what ways does our organization consider gender equity as a priority during the planning stages of projects?”
    - ⚙️ “What gender policies are adhered to at our organization?”
  - ➔ Try to stick to open ended questions when possible.
- ⚙️ Group-based designs to create an action plan for the future after analyzing the results from the questionnaires.