

GENDER MAINSTREAMING CHECKLIST FOR PROJECTS

Date:
SAP#:

Project Manager:
Project Name:

Project Component	Question	Yes	No	Partially	Comments*
Analysis/ Justification	1. Does the project explicitly address a gender issue or issues? If so, please describe how and if not, please provide explanation.				
	2. Does the background/context analysis of the project examine: a) the different situations of women and men b) the impacts the project will have on different groups				
Data & Statistics	3. Will the project collect and use sex disaggregated data and qualitative information to analyse and track the gender issues?				
Results Framework	4. Are outcomes, outputs and activities designed to meet the different needs and priorities of women and men? Has a gender marker been assigned at the output-level ('central focus of output', 'significant attention', 'limited attention' or 'no attention to gender')? **				
	5. Does the results framework include gender responsive indicators, targets and a baseline to monitor gender equality results?				
Budget	6. Have adequate financial resources been allocated for the proposed gender activities (vis-à-vis % of total budget)?				
Stakeholders & Participation	7. Are women/gender focused groups, associations or gender units in partner organizations consulted/included in the project?				
	8. Does the project ensure that both women and men can provide inputs, access and participate in project activities (target at least 40 % of whichever gender is underrepresented)?				
Gender Capacities	9. Has a gender expert been recruited <u>OR</u> does the project staff have gender knowledge and have gender related tasks incorporated in their job descriptions?				
	10. Will all project staff be sensitized to gender (e.g. staff will complete basic online course; I Know Gender Course on UN Women's eLearning Campus https://trainingcentre.unwomen.org)?				
Project Implemen- tation	11. Is there gender balanced recruitment of project personnel and gender balanced representation in project committees?				
Monitoring & Evaluation	12. Will the monitoring and evaluation of the project cover gender issues and monitor behavioural changes towards greater gender equality?				

*Comments are mandatory for each question answered "No" or "Partially".

** A user guide on how to assign a gender marker within UNIDO's SAP PPM system is found on the [Intranet](#) and [OpenText](#)

