GENDER EQUALITY AND SOCIAL INCLUSION POLICY (GESI)

Abstract

We confront and challenge discrimination and human rights violations based on gender, including gender-based violence and other forms of exclusion.

Year of Amendment

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Contents

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1. INTRODUCTION

The Freehearts Africa Reach Out Foundation (FAROF), is one of the leading charitable and nonprofit development and human rights organization in West Africa using Nigeria as a pilot location to implement her innovative programs. FAROF is a registered entity (CAC/IT/NO 61548), with a consultative status at the United Nations ECOSOC; and certified by the Federal Ministry of Finance, Budget and National Planning Abuja Nigeria. Our target groups are marginalized women and children particularly those living in rural communities.

Our thematic areas are:

- Health –Nutrition and MNCH programs
- Education
- Child protection
- Community Development-Empowerment
- DX dance project
- Information Communication Technology (ICT).

FAROF is committed to an inclusive approach in all her programs, which will ensure that key gender and social gaps are reduced in ways that benefits all, including those with less power in decision making. GESI is a foundation for achieving FAROF's goals and missions and objectives to provide quality healthcare, empowerment, education and to ensure that all gender and social groups benefit from FAROF's programs.

1.1. POLICY STATEMENT

We confront and challenge discrimination and human rights violations based on gender, including gender-based violence and other forms of exclusion. We also challenge stereotyping and unequal power relations between women, men, boys and girls to promote gender equality, women's rights and inclusion. We foster organizational culture that exemplifies and embraces our commitment to gender equality, women's right and inclusion, while supporting staff to adopt good practice, positive attitudes and principles of gender equality and inclusion. Our goal is to create and foster equitable opportunities for all people to overcome barriers, have access to quality healthcare and contribute to their communities' development and realize their full rights and potential. As an organization, we imbibe a workplace culture that embraces gender equality and social inclusion characterized by:

- Access to opportunities

- Recruitment and promotion based on merit
- Inclusive policy and practice
- Recognition and acceptance of the principle of equality of opportunity for all people
- Fair and participative decision making
- Freedom from bias
- Transparent processes
- Reasonable adjustments to remove barriers to employment
- Engaged employees performing to their full potential
- Respectful communication
- Demonstrated, more democratic leadership.

1.2. PURPOSE OF POLICY

➢ The purpose of this policy is to establish a clear vision, direction, common language and consistent message to operationalize and communicate our commitment to the promotion of gender equality, women's rights and inclusion for all our staff, at all levels.

➢ Gender inequality and exclusion vary in their expression from place to place but, in all communities where we work, we encounter different forms of gender-based discrimination, gender stereotyping and an unequal distribution of power between women, men, girls and boys,2 as well as exclusion based on multiple factors. These factors include identities such as culture, class, ethnicity, ability, language, traditions among others. We recognize that individuals have multiple identities that shape their experiences. We believe that our work on tackling gender inequality can be strengthened by examining how these identities intersect, and by using this learning to inform programs and influencing. Gender inequality intensifies the negative effects of all other forms of exclusion and as a result, exclusion is different and often worse for girls and women. Girls often face the most significant barriers to exercising their rights among excluded groups, which is why gender equality and women's rights remain a distinct priority for our work.

➢ Our commitment is inspired by global agreed principles such as non-discrimination, it is based on global ambitions set out in the Sustainable Development Goals (SDGs). Attention to gender-specific rights violations is clear in the SDGs, as evidenced by a hard-won stand- alone goal which calls on the world to "achieve gender equality and empower all women and girls" (Goal 5) and a goal to reduce inequality within and among countries (Goal

10). Such commitments provide a solid foundation for our priority focus on gender equality, women's rights and inclusion.

1.3. FAROF GESI OBJECTIVES

The following objectives will guide us in mainstreaming GESI in the FAROF:

➢ All gender -the poor, the vulnerable and the excluded within that group-concerns are incorporated in shaping laws, policies, programs and projects.

➢ All gender has equal access and ability to participate and influence in the decision making process

➢ Effective GESI mainstreamed in the FAROF institutional changing process that would improve the quality of the FAROF 's institution.

2. DEFINITIONS

➢ *Gender Equality* means that all persons, regardless of their gender enjoy the same status in society; have the same entitlements to all human rights; enjoy the same level of respect in the community; can take advantage of the same opportunities to make choices about their lives; and have the same amount of power to shape the outcomes of these choices. Gender equality does not mean that women and men, or girls and boys are the same. Women and men, girls and boys, have different but related needs and priorities, face different constraints, and enjoy different opportunities. Their relative positions in society are based on standards that, while not fixed, tend to advantage men and boys and disadvantage women and girls. Consequently, they are affected in different ways by policies and programs. A gender equality approach is about understanding these relative differences and intersecting identities, appreciating that they are not rigid and can be changed. It is important to keep these differences and intersecting identities in mind when designing strategies, policies, programs and services. Ultimately, promoting gender equality means transforming the power relations between women and men, girls and boys in order to create a more just society for all. One part of a strategy to achieve gender equality is gender equity. A gender equity approach is the deliberate process of being fair in order to produce equal and measurable outcomes.

➢ *Inclusion* is about bringing people into a process in a meaningful manner. It is the process of improving the terms for individuals and groups to take part in society and to fully enjoy their rights. It requires addressing the root causes

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of exclusion and understanding how intertwined the roots of different forms of exclusion are. Inclusion involves improving the opportunities available to girls, boys, youth, in particular those who are vulnerable and excluded, including children with disabilities, who are excluded on the basis of the social groups they identify with or are associated with, as well as respecting their dignity

➢ *Exclusion* is the process that prevents certain individuals or groups from fulfilling their rights. Exclusion is caused by inequality in the distribution of resources and power, by inequality in the value assigned to different groups, and by the social norms that perpetuate these differences. These causes are interlinked and compound each other. It is most often those that are not valued whose rights are not realized. For example, girls, boys and youth with disabilities are often stigmatized and not valued; schools are not designed to be accessible and teachers are not adequately trained which means that their specific needs are not addressed and subsequently their right to an education is denied.

➢ *Social inclusion* ensures that socially excluded people have equal conditions for realizing their full human rights and potential to contribute to national, political, economic, social and cultural development, and to benefit from the results.

➢ *Diversity* acknowledges that each individual is unique. It means recognizing, accepting, celebrating and finding strength in individual differences such as gender, age, nationality, race, ethnicity, ability, socio-economic status, religious beliefs, political beliefs, or other ideologies.

➢ The term "*persons with disabilities*" is used to apply to all persons with disabilities including those who have long-term physical, mental, intellectual or sensory impairments that, in interaction with various attitudinal, environmental and institutional barriers, hinder the full realization of their rights as well as their full and effective participation in society on an equal basis with others.

➢ *Gender* refers to socially and culturally defined characteristics about the roles and behaviors of women and men (and female/male children) and the relationships between them. Social perceptions of gender vary across cultures, social classes, time and degree of urbanization and serve to include or exclude particular people from particular activities.

➢ *Gender Balance* requires that men and women be equally represented - either in equal numbers or in proportion to their presence - in particular settings.

➤ *Gender Mainstreaming*: as the process of assessing the implications for women and men of any planned action, including legislation, policies or programs, in all areas and at all levels. It is a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programs in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. The ultimate goal of gender mainstreaming is to achieve gender equality (ECOSOC, 1997).

3. APPLICATION

In order to effectively promote gender equality, women's rights and inclusion, we:

➤ design, implement, monitor and evaluate quality gender transformative and inclusive development and humanitarian programs and influencing. Implement long-term strategies of social norm change to end injustice, challenge unequal power relations and address the root causes of discrimination;

➤ integrate gender equality and inclusion measures that align to and complement our Values and Behaviors Framework into our business processes, management functions and leadership, and the way we conduct our work. We do not tolerate practices that result in gender-based discrimination, exclusion or inequality based on gender or other forms of identity;

➤ strengthen and build partnerships that promote respect for gender equality, diversity and inclusion. Engage partners in joint approaches to promote gender equality, women's rights, and inclusion, and expand our partnership base giving particular emphasis to representative groups such as women's and girls' rights movements, disabled people's organizations and indigenous rights movements.

➤ strengthen and scale up our efforts to influence decision makers at all levels to embrace gender equality, girls' rights and inclusion;

➤ mobilize and dedicate the appropriate/necessary human, technical and financial resources in line with and to meet our commitments to gender equality, women's rights and inclusion.

➤ monitor and evaluate all of our work from the perspective of achieving gender equality, girls' rights, and inclusion, in order to improve the quality of our program and influencing work, contribute to continuous learning, provide an

evidence base to inform decisions, and ensure accountability to the people we work with and for.

4. ROLES AND RESPONSIBILITIES

➢ All of our staff members, regardless of function or location, are responsible for the implementation of the requirements outlined in this policy. These requirements are reflected in recruitment processes, job descriptions and performance reviews of staff at all levels and in the way we hold each other to account.

➢ All senior managers are accountable for this policy; the CEO will monitor what senior managers are doing, and is ultimately responsible for our commitment to and implementation of this policy.

➢ To support accountability for this policy, there will be an effective review and monitoring process, led by FAROF's Human Resource Department. In FAROF, this will include an annual review and auditing of implementation and compliance with the policy, which will be shared across FAROF's Entities.

5. SOCIAL INCLUSION

Social Inclusion is an area where there continues to be misunderstanding. Social inclusion is not limited to poverty, even though poverty is an important dimension of exclusion; social inclusion involves more than just improving economic resources for poor people. As with Gender, people may be excluded on the basis of discriminatory or stigmatized attitudes, beliefs or perceptions. Their exclusion robs them of dignity, security and the opportunity to lead a better life. The concepts of 'equality' and 'equity' are critical requirements to mainstream Gender and Social Inclusion. Promoting equity to access opportunities leads to inclusive transformation which contributes to changes in attitudes, behaviors and expectations of those people who have been traditionally excluded as well as their families and communities, resulting in improved opportunities for all – and thus an improved quality of life for all.

5.1. GENDER AND SOCIAL INCLUSION

GESI is enshrined in the 2030 Agenda for Sustainable Development – that every person should enjoy minimum standards of wellbeing. The ACT program is committed to the 2030 Agenda, and appreciates that these goals are difficult to

achieve unless all institutions and organizations support sustainable change for those in poverty and those who are most marginalized. The principle of 'leave no-one behind' is a commitment central to the Sustainable Development Goals (SDGs). In part 'leave no-one behind' is an anti-discrimination agenda, but it also goes beyond this. It is recognition that expecting progress to 'trickle down' is naïve, and that explicit attempts are needed to ensure those at risk of exclusion are identified and included from the start. The SDG Outcomes provide an illustrative list of the groups who are left behind:

- Children
- Youth
- Persons with disabilities (of whom more than 80% live in poverty)
- People living with HIV/AIDS
- Older persons
- Indigenous People
- Refugees
- Internally displaced persons
- Migrants
- Women and income poor (appear separately as people who are marginalized)

6. MAINSTREAMING GENDER EQUALITY AND SOCIAL INCLUSION

Cross-cutting issues such as gender equality and social inclusion shall be addressed in FAROF through the practice of mainstreaming. The philosophy of mainstreaming can be extended to people of diverse language, ethnicity, cultural background, age, religious belief and family responsibilities. It can also address inequality brought about by differences in educational level, life experience, work experience, socio-economic background, marital status and disability.

6.1. PROCEDURES FOR INTERNAL GESI MAINSTREAMING

6.1.1. Appointment and Promotion

➢ advertise the fact that we are an equal opportunity employer.
➢ Encourage women to apply for positions or promotions in FAROF
➢ Proactively provide women with professional development with a view to promoting them into decision making.
➢ Ensure that they are women represented in panels and committees
➢ Encourage independent representatives on our selection panels to ensure appointments are made based on merit.

- ➢ Ensure we consider an applicants' ability rather than disability
- ➢ Include questions that relate to gender equality and social inclusion in our questions. (for example, ''as a manager, when a woman comes to you with a complaint about being harassed in the workplace- what will you do?).

6.1.2. Conditions of Employment

- ➢ Identify whether there is any disparity between the remuneration for men and women performing the same role in FAROF
- ➢ Ensure males and females are provided with the same employment benefits
- ➢ Provide opportunities for pregnant women to continue with meaningful work.
- ➢ Continue options for reduced or flexible working hours to meet individual's needs.
- ➢ Consult with our staff on issues that concern their health and wellbeing in the workplace.

6.1.3. Training and Induction

- ➢ We shall ensure that new staff in FAROF are aware of GESI principles and practices.
- ➢ We shall ensure that our staff are provided with adequate education material on GESI.
- ➢ Conduct regular GESI refresher and awareness training for all staff in FAROF.

6.1.4. Discipline

- ➢ Take prompt and appropriate action on receiving a complaint from a worker that they are being treated unfairly.
- ➢ Maintain a register of GESI complaints and as required, elevate this information to the Human Resource department for action.

6.1.5. Programs

- ➢ FAROF shall consider GESI principles when designing and delivering services to the community.
- ➢ We shall look for opportunities to integrate GESI considerations and awareness into our programs and activities.
- ➢ Identify and develop partnerships with communities to support GESI initiatives and provide information and assistance.

- ➢ Capture and monitor communities' demographics and statistics. (e.g. ratios of men and women, persons with disabilities represented in the community).

6.1.6. Policy and Procedures

- ➢ Make copies of the GESI policy available to all staff.
- ➢ Development of an in-house GESI policy or action plan within FAROF.
- ➢ Ensure other related policies and information are available in the office (e.g. Domestic Violence, Sexual Harassment, Disability, Code of conduct and Ethics).
- ➢ Organize policy-relevant research and information regarding disability.
- ➢ Provide support information, a toolkit and/or response guidelines for staff when GESI issues arise.
- ➢ Incorporate GESI considerations into its decision making processes and templates.
- ➢ Ensure staff confidentiality will not be breached when reporting and investigating GESI issues.
- ➢ Ensure your agency has a financial plan to reasonably accommodate for officers and employees living with disabilities.

7.0. STRATEGIES IN MAINSTREAMING GESI

In order to achieve these goals, five strategies will be applied in mainstreaming GESI in FAROF's programs:

- ➢ Promoting all gender's economic empowerment especially women and the vulnerable such as persons living with disabilities.
  - All gender, individual and groups, have different needs, interests, knowledge, skills and responsibilities, therefore, all these concerns must be incorporated in the design, implementation, and monitoring of projects, programs and management in FAROF.

- ➢ Reinforcing GESI mainstreaming by:
  - Gender and social inclusion responsive policy, data, target and planning in FAROF: The context and situation analysis should provide gender disaggregated data on the situation of all gender, vulnerable and excluded people. Targeted and beneficiary groups should be clearly defined using GESI values with clear definition of who they are.

- Capacity building: gender mainstreaming is a process. Adopting GESI needs an organizational process transformation such as capacity building. Lack of knowledge and skill competencies about GESI among staff potentially challenge the implementation of gender mainstreaming in institutions. A capacity in strengthening national and subnational sex-disaggregated databases and analyses is needed. Ways to ensure a coherent approach between gender analysis and strategy are needed to safeguard that GESI is mainstreamed in all activities.

➢ Strategic Communication on GESI Policy: GESI policy, action plans and targets need to be disseminated to all stakeholders and partners in order to have a significant impact to take place. In addition, communication products, knowledge-sharing and information management should reflect GESI consideration. Generating communication products and Lessons Learnt use at least gender-disaggregated data as a start to ensure all gender and social groups' concerns are documented, heard and incorporated in the project communication products.

➢ Measures for Integrating GESI in FAROF's Monitoring, evaluation and reporting are ways to measure how GESI is mainstreamed. Monitoring, evaluation and reporting are used to reveal whether a program addresses different priorities and needs of women, men, youth, and varied special groups in the program and project design. The monitoring could be started by assessing gender equality and social inclusion in the objectives of a project or program. No one is left behind during the activity's design, implementation and evaluation. This is a mechanism as one way where all project activities could contribute to the achievement of FAROF's objectives and GESI mainstreaming. The application of GESI analysis at project level during the planning, execution and evaluation refer to designated indicators contribute to the success of FAROF's objectives. Monitoring and evaluation should ensure that data collection for evaluations is disaggregated by poverty, sex, caste, ethnicity, location and other categories relevant to the specific project. Monitoring and evaluation should focus on the outcome, results of action, and process of implementation from GESI perspective. For example, with whom the activity in a project was done and how it was done. In addition, quantitative data need to be complemented with process changes in the relevant outcomes. An illustration of case study including voices of women, the poor, the vulnerable and the excluded about their level of participation, benefit and risks from the entire project may provide good lessons.

These are to be addressed through mainstreaming GESI FAROF's targeted programs and activities to address gender inequalities and social exclusion.

➢ Identify strategic partnerships and synergies
Ensuring the GESI goal and objectives are mainstreamed in FAROF requires greater effort and commitment from all stakeholders. Finding a strategic partnership and synergy is crucial to ensure GESI is mainstreamed in all FAROF's activities. In addition, collaboration with partners who are more knowledgeable on GESI on the ground will be helpful to ensure GESI is incorporated.

➢ Time, Fund and Resource
Investment is needed to ensure GESI is mainstreamed. The investment could be extra time and fund to ensure concerns of all gender and varied social groups to be consulted and incorporated. To some extent, project activities just need to reallocate the cost to give meaningful impact to be more gender sensitive. Gender analysis should be part of program/project design and implementation.
In addition, practical tools might be needed to help implementing staff in ensuring GESI mainstreaming. Training in varied forms is important for building awareness of GESI analysis. FAROF reaffirms to encourage more resource allocation to close resource gaps for achieving gender equality and social inclusion in all activities. Strategic partnership to address GESI issue will help addressing this resource gap issue.

A commitment of financial resources to GESI-related activities is essential element of mainstreaming GESI especially at project activities, FAROF is aware that investment to GESI related activities depends on the assigned activities and available fund. However, it is expected that intervention should at least consider barriers for women and social groups to participate, benefit and impact to the program

8.0. INCLUSION ORGANIZATIONAL SELF-ASSESSMENT

The Foundation shall do well to conduct self-assessment on an annual base, this is aimed at ensuring staff and programs are reflected on the GESI principles of FAROF, kindly see **Annexure B** under Appendix B to access FAROF's GESI Assessment tool.

APPENDIX A -Child protection and safeguarding policy

FAROF has a standalone child protection policy and can be found on www.farof.org

APPENDIX B-Monitoring and Evaluation Framework

Monitoring and Evaluation Framework.

Monitoring and Evaluation (M & E) Framework is developed to ensure that GESI value is fully integrated throughout the system of Monitoring and Evaluation. The main point of M & E is to map out the results, showing GESI relevance. It is part of the institutional learning to understand the effectiveness of a project, as a reflection on the lessons learned from the process, to determine if it has impact to power relation (all gender attitude towards the changes) and contribute to assess the achievements.

The results of a project and program will contribute to the achievement of objectives in FAROF's programs. This M & E Framework follows universal mechanism with emphasis on GESI. The achievements are measured against GESI segregated baseline and indicators Whenever the baseline and indicators mention about person or community-related indicators, the basic baseline and indicators have to cover and state clearly men, women, youth, and varied social groups in terms of representation, number, participation, benefits and impacts of project activities. Participation can be assessed in several stages: being informed, attended, join the discussion and part of decision-making team, for example, a project needs to identify the participation concerns, to what stage participation is required in a project. A qualitative explanation would benefit to explain quantitative number.

The monitoring values process in mainstreaming GESI, input, output and outcomes that contribute to achievement of projects or program. This can only be conducted with tools that accommodate collecting gender disaggregated data and analysis. Monitoring and Evaluation can be conducted by staff members, a special team or community participation. In different situation, M & E conducted and participated by community will enable the community, men, women, youth and social groups, determine and control over the indicators and their own lives and resources, as well as what success means to them. However, the latter approach needs support in systemizing all the information and data.

In order to look at the achievement of targets and objectives, reporting period has to be in harmony with reporting period of FAROF's Monitoring and Evaluation mechanism. Finally, all FAROF's policy, documents & publications must clearly articulate GESI values.
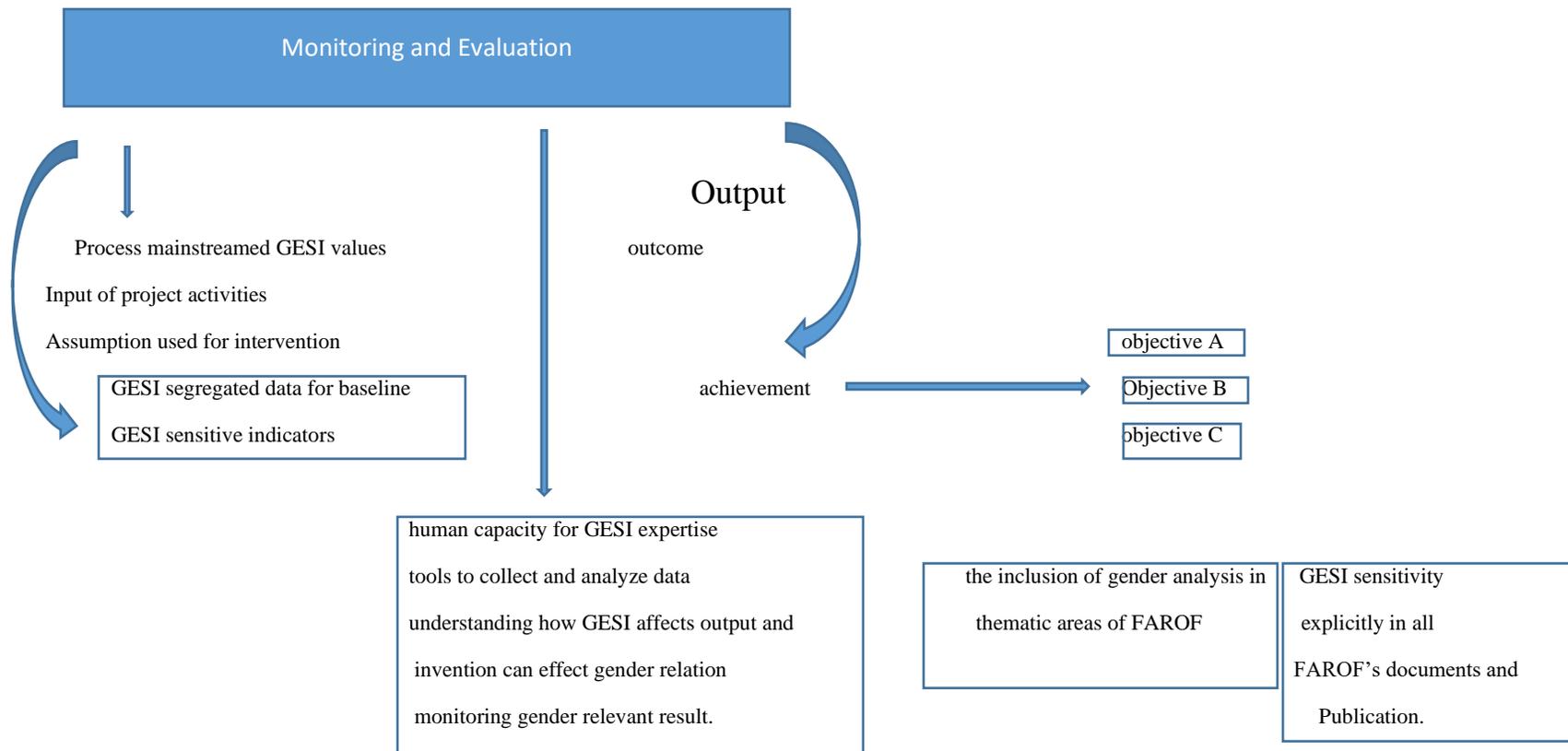
Figure   1 Monitoring and Evaluation Framework

Key Questions in preparing project proposal, implementing and reviewing projects

These lists of questions are designed to help team members in writing project proposals, implementing and reviewing projects, to check the understanding of the gendered significance of, potential findings and consequences of their work.

Gender analysis in combination with stakeholder analysis can be conducted at the beginning of a project to understand different roles; needs; interests; the constraints preventing all gender and varied social groups from accessing to and benefiting from the various resources; and potential benefits and impacts. This analysis contributes to problems formulation and thus strategy to address the challenges and achievement of outcomes.

Proposal development stage:

1) Problem identification & formulation

a) Is the gender perspective highlighted in background information?

i) Does the background information provide information on the gender based roles, interests, and needs?

ii) How do these varied roles and interest contribute to the effect of the program/intervention?

b) Are gender segregated data provided in background information?

c) Did all gender, in particular women, involve in the consultation process of project proposal development?

2) Objective

 a) Does the objective articulate clearly about all gender benefits?

b) Does the objective seek to correct gender imbalance through addressing practical needs of all gender?

c) Does the project address all gender's interest and needs?

3) Beneficiaries Selection a. How does a project select the targeted beneficiaries?

b. Does a project consider all gender and different social groups in targeting beneficiaries?

4) Activities

a) Do proposed activities involve all gender?

b) How does a project address social group exclusion?

c) How does a project address to promote all gender's participation in decision making process? d) Does a project have a coherent approach between gender analysis and strategy in addressing the gender concerns? (How different roles and interest may be affected by the program/intervention?

5) Expected outputs and outcomes

a) Does the output consider all gender to participate in activities?

b) Does the output measure voice of all gender in decision making?

c) Does the outcome measure benefits to all gender?

6) Monitoring and evaluation

a) Are the indicators and baseline gender-segregated?

b) How are women consulted for monitoring and evaluation process?

7) Risks and Benefits

a) Has the project calculated the risk, impacts and benefits to all gender?

b) Does the project bring stakeholder changes in gender relation and perspective?

8) Resource Plan

a) Is the need of gender training accommodated in the project?

b) Does the project allocate resources for gender analysis of its intervention and risk analysis?

c) Does the project allocate dedicated staff or focal point to ensure gender is mainstreamed in the project?

Implementation

1. Does the implementing organization have capacity in assessing gender responsive approach?

2. Does the staff have capacity and aware of gender and able to implement activities sensitive to Gender throughout project implementation?

3. Does the project provide opportunity for women to participate in a meaningful way?

4. Does the project provide support to advance all gender in participating in project activities? For example, pre preparation to women's group to increase self-esteem such as information, confidence in appearing in public spheres, allow meeting's time and venue to be accessed by women.

5. What are the main drivers for different stakeholders to participate in the intervention?

6. Which male stakeholders can be important for gender interventions, and in what way (spouses, community leaders, men in institutions)?

7. Who has access to which information? Does a project provide information inclusively?

8. Does the project intervention provide opportunity to improve women's participation in decision making mechanism? For example, co-management.

9. What is the proportion of all gender's participation in the project? in terms of involvement, level and quality of their involvement

10. How does a project assess the intervention not causing time burdens and hardship?

11. Monitor and evaluate the progress of project against the gender-based indicators

Reviewing projects

1. Does the project have clear gender objectives and outputs?

2. Did the project recognize the different ways of men and women interact with their environment?

3. Does a project mention about women and men in problem formulation?

4. Does a project involve women in the activities?

5. How did the project select the beneficiaries?

6. To what extent did the project assess opportunities, risk, impacts and benefits to men and women?

7. Did the project allocate dedicated staff and focal point to ensure gender mainstreaming?

8. How did the project enhance capacity of staff in understanding gender and gender analysis?

9. In the ToR of staff, did the project mention that staff must be aware of gender sensitivity and gender mainstreaming in all activities? The ToR should include GESI responsibilities.

10. To what extent do the indicators performance reflect on the identified gender opportunities and barriers?

11. To what extent does the project improve all gender's understanding on joint decision making and sharing tasks and responsibility?

12. Question to target beneficiaries and community:

At household level:

a. Is there any changes in roles and relations during this project implementation?

For example, are women taking on activities that before were considered male only? Are men taking on activities that were considered female only? Who makes the decisions about the household budget?

b. Is there any negative effects due to project intervention? For example, any domestic violence as a result of participation in this project

c. Any double burden impact due to project activities?

At productive/community level:

 a. Are women more active now in decision-making?

b. How decision is made now in the village? And in the community?

c. Are women more involved now in public meeting and decision-making process? For example, are women consulted?

At governance/policy making level:

How supportive are governments and leaders in your gender mainstreaming work?

FAROF GESI ASSESSMENT TOOLS

Inclusion Organizational Self-Assessment

The inclusion organizational assessment tool (CAT) is a tool that allows FAROF to self-assess different domains of inclusion, both internally and in our external activities. We identify priority areas for action and possible capacity building needs. Action items become part of the action plan.

Name of organization	
Participants in the Assessment / Position in the organization	
Networks for Peace Staff Participants / Position	
Date of Assessment	
Date of Previous Assessment (if applicable)	
Areas Response	

Areas	Response	Action Items	Capacity Building Needs
Management and Planning			
Has the organization taken steps to ensure that women and marginalized groups are included in leadership positions within the organization? If yes, what are they? How many women or marginalized group members are there in leadership positions? Do they		Priority ☐	Priority ☐

have a gender lens in their work?			
Does the organization engage in gender budgeting? Does the organization budget for reasonable accommodations? Is there translation		Priority ☐	Priority ☐
Human Resources			
Does the organization actively recruit women and other marginalized groups.		Priority ☐	Priority ☐
Has the organization taken steps to ensure that young people have opportunities to advance within the organization? If yes, what are they? How many youth members are there in leadership positions?		Priority ☐	Priority ☐
Has the organization taken steps to ensure that ethnic or religious minorities		Priority ☐	Priority ☐

have opportunities to advance within the organization? If yes, what are they? How many ethnic or religious minorities are there in leadership positions?			
Research			
Has the organization conducted gender analyses to inform its implementation approaches? If yes, briefly describe how this was done and how the findings of the analyses were used		Priority ☐	Priority ☐
Gender Inclusion			
Does your organization routinely consult women when designing and planning interventions that affect them?		Priority ☐	Priority ☐
Has the organization taken steps to ensure women equally participate in and benefit from its activities? If yes, what are they?		Priority ☐	Priority ☐
Disability Inclusion			
Does the organization		Priority ☐	Priority ☐

provide reasonable accommodation for people with disabilities at the office? If yes, describe how.			
Does your organization routinely consult people with disabilities when designing and planning interventions that affect them?		Priority ☐	Priority ☐
Has the organization taken steps to ensure that people with disabilities equally participate in and benefit from its activities? If yes, what are they?		Priority ☐	Priority ☐
Ethnic and Religious Minority			
Does your organization routinely consult ethnic and religious minority groups when designing and planning interventions that affect them?		Priority ☐	Priority ☐
Has the organization taken steps to ensure that different ethnic and religious groups equally participate in and benefit from		Priority ☐	Priority ☐

its activities? If yes, what are they?			
Youth			
Does your organization routinely consult youth groups when designing and planning interventions that affect them? Do you consider the gender equity of youths in your consultations?		Priority ☐	Priority ☐
Has the organization taken steps to ensure that young people participate in and benefit from its activities? If yes, what are they? Do you consider gender equity in their participation?		Priority ☐	Priority ☐
Inclusion Related Polices			
Does the organization have written policies which seek to promote gender equality and social inclusion? *If yes, please attach.*		Priority ☐	Priority ☐
Does the organization have written policies to		Priority ☐	Priority ☐

prevent and address sexual harassment, exploitation, and abuse in the workplace and in its activities? *If yes, please attach.*			
Safeguarding			
Does the organization have a mechanism for reporting harm against program participants? Does it make that mechanism known to participants?		Priority ☐	Priority ☐
Does the organization offer referrals to resources to support victims/survivors of sexual harassment, abuse, or human trafficking?		Priority ☐	Priority ☐
If working with children under age 18, does the organization have child safeguarding policies in place? Is the organization aware of and comply with international child rights and protection frameworks?		Priority ☐	Priority ☐
General comments and Reflections			

This policy is signed and approved by:

Chairman Board of Trustees:	Chief Executive Officer

Date: 15th December 2023

Date: 15th December 2023

Signature

Signature: