



Towards A Gender-Transformative Organisation (2023)

Annex 4: OGAP template

Areas of work	Gender specific issues	Baseline results	What specifically needs to change?	Strategies to adopt/key targets	Person or team responsible	Year	Budget
Organisational policies and strategy	The organisation has a gender equality policy in place						
	The organisation seeks to mainstream gender in its work and explicitly refers to gender issues in its vision/mission and strategies						
	The organisation mainstreams gender in its planning, programming and evaluation cycle						
	Sufficient resources (e.g. budget, staff hours) are allocated to work on gender						

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	The organisation has a gender working group and/or a Gender Focal Point (who can be of any gender)						
	Gender policies are revised and updated on a regular basis, and all employees (new and existing) are encouraged to read these						
Staffing, governance systems, representation and leadership in the organisation and its programmes	Staff of all genders are equally paid for the same position and responsibilities						
	People of all genders are equally short-listed during all recruitments if qualified applications are found						
	People of all genders are almost equally represented amongst all employees						

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	People of all genders are almost equally represented in the senior management team						
	The organisation hires and promotes (at all levels of seniority) people of all genders from historically under-represented groups						
	Mentoring workshops are organised for women employees and employees with diverse gender identities to enhance their leadership skills						
	There is a gender balance and representation of women and people with diverse intersecting* identities at all governance levels						
	Regular evaluation processes are in place to determine whether						

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	women and people with diverse gender identities involved in the governance systems feel that their contributions are valued and taken up by others						
Attitudes and Practices	Mechanisms are in place to allow for decent work-life balance: flexible working hours, remote work options, part-time work, parental leave						
	Space is provided so that employees can (breast)feed their babies comfortably in private						
	Discussions about menstruation are openly encouraged among all employees in order to remove the stigma						
	Some or all of the following are freely						

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	available in the workplace bathrooms: clean water, soap, menstrual products, wastebin, contraceptives						
	A policy against SEAH (Sexual Exploitation, Abuse and Harassment) is in place						
	A complaint mechanism is in place and employees feel comfortable to use it						
	The organisation avoids reproducing gendered division of tasks in the workplace and workshops						
Programming and engagement with communities and local partners	The organisation facilitates processes in which norms and attitudes that undermine gender equality can be changed to eliminate all forms of gender inequality and gender-based violence						

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	The organisation actively tries to address systems of oppression faced by people from historically under-represented groups in all its work						
	The organisation makes a conscious choice to actively facilitate a process in which power and access to resources is redistributed						
	At community level, the organisation undertakes a solid gender analysis/assessment with an intersectional* lens and transformative* approach						
	The organisation is highly knowledgeable and capable of facilitating processes to address gender issues and systems of historical and						

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	social/colonial oppression in the work context						
	The organisation engages in policy advocacy with local, national, global policymakers to demand gender justice						
	The organisation engages with or is part of gender/women's rights networks and coalitions						
Other areas you consider important according to your local context	The organisation adopts an intersectional lens and a gender-transformative approach in its external communication (e.g. in publications, resources, vacancies...)						
	The organisation encourages periodic monitoring and evaluation to keep track and report progress and						

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	best practices that are gender-transformative						

You can consult the [IOM guidance on gender-inclusive communication](#) for more information and guidelines on the inclusive language we have proposed in this template.

For words marked with an asterisk (*) please consult the definitions in Annex 1.