



## Towards A Gender-Transformative Organisation (2023)

### Annex 3: Self-assessment survey template



	Questions	Choose one of the following 0: No idea, good to further analyse within the organisation 1: Yes, very much so 2: Yes, to a large extent 3: Yes, to some extent 4: No, not at all	Motivate your answer
<b>Attitudes and practices (organisational level)</b>	a. Employees of all genders, with different intersecting identities, and at all levels of seniority within the organisation use the mechanisms in place at the organization to allow for a decent life-work balance (think of formal or informal options for flexible working hours, remote work options, part-time work, the way field sessions are organized, parental leave, menstrual leave, etc.		
	b. We have a policy against Sexual Exploitation, Abuse and Harassment (SEAH) in place		

	c. Employees are aware of the formal complaint mechanism that is in place and feel free to use it (or in absence of such complaint mechanism: employees feel able to file a complaint to relevant people within the organisation)		
	d. The way workshops, breaks, and (voluntary) after-work sessions are organized is inclusive of all: everyone feels welcome to join and feels their availability is respected		
	e. Jokes within the organisation are inclusive of all: they do not hurt anyone and certainly not women and people from under-represented groups		
	f. My organisation creates a work environment where employees feel included.		
	g. Our communication and promotion materials (website, news articles, flyers etc.) demonstrate and/or represent the views of a large diversity of people, people of all genders and from under-represented groups		
	h. In our organisation, we are mindful of and actively seek to avoid reproducing gendered division of tasks in the workplace. Examples could include but are not limited to: who sets up meeting spaces; who is		

	responsible for taking notes, who facilitates meetings and/or whose voices are heard.		
	i. When our organisation communicates externally – for example, during interviews and press releases – we ensure that people of all genders are equally selected as spokespersons and representatives		
	j. We have clean, safe and comfortable infrastructures in place for menstrual health and breastfeeding. That can include (and not limited to), access to soap, clean tap water, menstrual products, a quiet and private space to breastfeed/pump breast milk, etc.		
<b>Governance systems, representation and leadership</b>	k. My organisation is serious about hiring and promoting (at all levels of seniority) people (women/men/other) from historically under-represented groups (think Indigenous, ethnicity, sexual orientation, age, marital status, with/without kids, rural/urban etc.)		
	l. My organisation actively promotes gender balance and representation of women with different intersecting identities at all governance levels		
	m. In the programmes we are involved in, my organisation actively promotes gender balance and ensures that women with different		

	intersecting identities are well-represented in governance systems at all levels		
	n. The women involved in these governance systems feel that their contributions are valued and taken up by others		
	o. My organisation has a gender and/or diversity committee, working group, or focal point.		
<b>Programming and engagement</b>	p. My organisation actively tries to facilitate a process in which norms and attitudes that undermine gender equality can be changed		
	q. My organisation aims to address gender inequality and gender-based violence in all its (very recent or anticipated) work.		
	r. My organisation actively tries to address the systems of oppression facing people from under-represented groups in all its (recent or anticipated) work.		
	s. When applying a gender lens in its (recent or anticipated) programmatic work, my organisation makes a conscious choice to actively facilitate a process in which power and access to resources is redistributed		
	t. During the design of a programme, my organisation undertakes a solid gender analysis/assessment with an		

	intersectional lens and transformative approach		
	u. My organisation seeks support from either one or more of the following during design or implementation: women's rights groups/networks or movements/groups that work with a gender-transformative/gender-justice approach and that work towards dismantling structures of (colonial) oppression gender specialists		
	v. In our (recent or anticipated) lobby and advocacy work, my organisation actively seeks to address all forms of gender inequality and gender-based violence to distribute power and access to resources		
	w. My organisation is highly knowledgeable and capable of facilitating processes to address gender issues and systems of historical and social/colonial oppression in the context of our work.		

**Write below a short report about your answers to these questions and main discussion points highlighted during the completion of the questionnaire, according to these 3 dimensions:**

Attitudes and practices:

Governance systems, representation and leadership:

Programmation and engagement: