

Gender and Diversity Organisational Assessment Tool

The relevant elements/indicators that need to be adapted to the defined diversity context are marked with*

Theme I: Political will and leadership						Total score	Comments
Leadership demonstrates a commitment to gender and diversity							
Points	2	1	1	1	1		
1. Policy, Strategy, frameworks	A policy and/or strategy on gender and diversity is established and endorsed with a clear review window in the coming five years	A plan of action/framework is that is based on the policy/strategy is developed with specific and measurable results is approved	Staff are aware of the gender and diversity policy/strategy and how it relates to their work	The integration of gender and diversity during revision of all NS policies/strategies takes place	The policy/strategy/plan of action is monitored, reviewed and updated on a regular basis		
2. The Board of Governance ensures follow-up of National Society commitments to gender and diversity	The Board has a plan for ensuring equal representation and voice of men and women, as well as *diverse groups, in middle and senior management	The Board receives regular progress reports on gender and diversity issues, including management, staff and volunteer composition and gender and diversity balance data	The Board receives gender and diversity awareness session as part of orientation	The Board has a gender balance and is composed of diverse groups from the society, including youth and *underrepresented groups in the community	There is a designated Board member who is responsible for monitoring the NS plan and championing gender and diversity issues within it		
Representation							
Points	2	1	1	1	1		
3. Improved gender and diversity composition at all levels of the National Society (governance, management, staff and volunteers) ³ (See also sub-theme 9 under People Management)	The NS's statutes and/or internal regulations specify that a balanced and fair gender and *diversity balance/representation at all levels is a goal	Leadership has put in place and enforces proactive strategies to recruit or promote underrepresented genders and *diverse groups including in senior management positions	There has been an increase in underrepresented genders and *diverse groups in staff and volunteers	There has been an increase in underrepresented genders and *diverse groups in the Board	Proactive strategies are in place to ensure improved composition of volunteers, according to genders and *diverse groups		
4. Fair representation in internal and external events/forums	Events are organised with gender balanced and diversified panels and speakers	NS sends gender and diversity balanced delegations/representatives to external events, forums and conferences	Events are organised with gender balanced and diversified participants and invited guests	Events are organised to be gender and diversity sensitive* e.g. taking into account time for prayer, disability accessible venues			
5. Partnerships on gender and diversity within the Movement	Gender and diversity are identified as an integral part in partnership agreements with IFRC, ICRC and other NSs	The NS has an agreement on how to clearly mainstream gender and diversity in programmes/projects supported by other NSs	The NS collaborates with ICRC, IFRC or other NSs on how to strengthen its overall capacity on gender and diversity	The NS participates in Red Cross Red Crescent networks on gender and diversity			
6. Partnerships with organisations promote gender and diversity	NS participates in gender and *diversity ⁴ related networks in the country (participates in network/cluster meetings, contributes to joint events, etc.)	Ensure new collaborations with stakeholders are formed on the basis of agreements on IFRC and the NS's commitments to gender and diversity	Review existing collaborations with stakeholders follow up on the IFRC and the NS's commitments to gender and diversity	The NS actively advocates in forums to promote its commitments to gender and diversity			
Maximum total score for theme: 33							

Theme II: Organisational culture						Total score	Comments
The National Society provides a fair, equitable and safe environment for all genders and *diverse groups							
Points	2	1	1	1			
7. National Society encourages gender-and diversity-sensitive behaviour of all staff, members and volunteers	Leadership and senior management paying equal attention to all genders and diverse groups, discourage expressions of discriminatory/insulting jokes and comments made, etc.	NS encourages gender and diversity- sensitive behaviour from all staff, members and volunteers, e.g. in terms of language used, jokes and comments made	Ensure representation of all genders and *diverse groups in decision-making meetings in the NS	NS puts in place procedures (e.g. policies, plans and panels) to ensure disciplinary measures are in place to hold staff and volunteers accountable for any sexual harassment and abuse they may commit			
The National Society contributes to reduce gender- and diversity-based inequality and discrimination and violence							
Points	2	1	1	1			
8. Staff, volunteers and members are encouraged to support a culture of open dialogue on gender, diversity and power	Sensitisation of staff, members and volunteers to gender and diversity sensitive policies, organisational structures and expectations	Mainstream and integrate information related to gender and diversity sensitive policies, organisational structures and expectations into NS trainings and workshops	Opportunities are created within programmes, for learning and dialogue to promote gender equality and respect for diversity and to prevent gender and diversity-based discrimination. This includes engagement with community, indigenous or religious leaders and external organisations to build support for actions to transform gender relations and promote equality.	Opportunities are created within the NS to promote the equal sharing of power and participation in decision making process for women, men and those from other *diverse backgrounds.			
Maximum total score for theme: 10							

3 Several initiatives can be taken to proactively and over a long-term recruit underrepresented groups with the necessary expertise and competency. This can include diversifying channels of recruitments, establish mentorship programmes and support training opportunities to existing staff members and volunteers, etc.

4 This can include networks working on minority groups, persons with disability, children, etc.

Theme III: Resources and capacities

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People management							
Points	2	1	1	1	1		
9. Staff composition is gender and diversity balanced and is representative of the community	Policies are in place for equitable recruitment, equal benefits for equal work and equitable opportunities	Job advertisements are written in a neutral language which does not show preference for a gender, age, background etc., and the text states that the NS strives to be a non-discriminatory organisation (Exceptions are made for positions where the nature of the work requires a certain gender, age, language skill, etc.)	HR staff, managers and interview panels are trained in how to recruit and interview candidates in an unbiased way (all candidates should get the same tests and be asked the same questions. The focus should be on their ability to fulfil the work in the job description, not their family situation, etc.)	Applications to job advertisements, written tests etc. are anonymised of name, age and gender	Affirmative action initiatives are used to increase the number of staff from under-represented gender/*group (where two candidates are equally qualified for a job, the candidate from the underrepresented gender/ group is preferred, internal mentorship arrangements help to advance the career of underrepresented gender/ group to positions of higher responsibilities, etc.)		
10. Volunteer composition has a fair gender and diversity balance and is representative of the community	Policies are in place for equitable recruitment and equitable opportunities	The NS is perceived as welcoming and accepting of persons of all genders and backgrounds who want to be volunteers	Affirmative action initiatives are used to increase the number of volunteers from underrepresented gender/*groups (e.g. methods/campaigns are used to recruit more male/minority group volunteers) The NS makes a proactive effort in recruiting volunteers to ensure a gender balance and that diverse groups from the community are represented	Trainings, including first aid trainings, are adapted to *persons with disabilities/translated to various languages spoken in the community, etc.	The NS successfully recruits new volunteers ensuring a gender balance and the inclusion of diverse groups from the community		
11. Safe, accessible, enabling facilities	Facilities have accessible culturally appropriate gender sensitive sanitary facilities (toilets, showers, etc. Female, male, sex segregated, unisex) with locks and lights	*NS has disability friendly facilities (parking lot and ramp for wheelchairs, braille language, pictographs, lifts, etc.)	*Prayer rooms are available to all	*NS office(s) has nursery/ breastfeeding rooms available for mothers with babies	Child care facilities are available for staff (and volunteers) where affordable and accessible facilities are not provided in the community		
Knowledge, skills, attitudes							
Points	2	1	1	1	1		
12. Tools, manuals, materials	IFRC gender and diversity materials are translated and contextualised to NS, country and community	IFRC gender and diversity materials are disseminated	IFRC gender and diversity materials are used	Case studies and new materials related to gender and diversity, and based on IFRC, ICRC and local government standards are developed by the NS	Gender and diversity related materials from other organizations/actors are adapted to the RCRC mandate, the volunteer structure and context and used		
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13. Technical knowledge and attitudes	High number of staff, volunteers, management and senior leaders trained in the Minimum Standard Commitments ⁵ (or: Total # trained (#m/#f))	High number of staff, volunteers, management and senior leaders trained in particular diversity issues (disability inclusion, SOGIE, child protection, etc.) (or: Total # trained (#m/#f))	High number of staff trained in sexual and gender based violence prevention and response (or: Total # trained (#m/#f))	High number of staff, volunteers, management and senior leadership trained on Internal Protection Systems such as Prevention of Sexual Exploitation and Abuse, Code of Conduct, Child Protection and Anti-Harassment guidelines (or: Total # trained (#m/#f))	Increasing number of staff, volunteers, management and senior leaders trained in IFRC's cross-cultural behaviour and communications training (or: Total # trained (#m/#f))		
14. Gender and diversity resource person(s)	The NS has a part time Gender & Diversity Focal Point/officer or advisor for the whole organisation (not only responsible for one project/programme)	The NS has a Gender & Diversity committee/steering group or a specific gender and diversity unit/department	Gender & Diversity Focal Points are designated at branch and department levels	Personnel assigned to gender and diversity have the knowledge and skills to support targeted and integrated work with regards to gender and diversity	Personnel assigned to gender and diversity have the opportunity and support from within the National Society to support targeted and integrated work with regards to gender and diversity		
Finance and budget							
Points	2	1	1	1	1		
15. Specific allocations for gender and diversity activities	Budget is allocated to gender and diversity mainstreaming from core National Society budget and reported on as part of annual spending	Funds dedicated to gender and diversity mainstreaming are spent	Staff are aware that gender and diversity commitments receive some core funding from NS budget	Funds are given for marking particular workplace events that promote gender and diversity inclusion, such as International Women's Day, 16 Days of Activism against GBV, International Day for People with a Disability, etc.	Recommendations from previous gender and diversity budget spends or audits are implemented		
Maximum total score for theme: 42							

