GENDER INTEGRATION CHECKLIST

About the Checklist

This checklist is a resource developed by Land O'Lakes Venture37 that can help development practitioners assess a project's progress towards gender integration. You are encouraged to use this document alongside Venture37's Gender Integration Guide.

The checklist is divided into three main sections, which reflect the three stages of the project cycle:

1. Project Design

2. Project Implementation

3. Monitoring, Evaluation, and Learning

After completing the checklist, you can tally up your responses in the "Scorecard" section to help you assess where your project stands in its progress towards gender integration. While this checklist will help you think through if you have the appropriate capacity and resources to integrate gender into the project lifecycle, the use of this checklist should be complimented by continuous reflection, assessment and discussion through project design and implementation.

Banner Photo: The USAID Cooperative Development Activity 4 led a youth engagement campaign to help young people get involved in cooperatives.

Section 1: Project Design

Project Design: Staff Capacity

☐ **There is a gender expert/consultant on the design team.**

☐ **The design staff have sufficient gender knowledge in the country and sector of interest for the project, which should include understanding the responsibilities, needs, constraints and opportunities for women, men and gender non-binary to participate and benefit from the project.**

For Reflection

What are strengths and weaknesses on the design team's capacity for successful gender integration? What kind of training is needed to make sure the team is well capacitated?

_____

_____

_____

_____

Project Design: Gender Activities

☐ **The design team has conducted a gender analysis that identified the responsibilities, needs, constraints, and opportunities for women, men, and gender non-binary individuals in the country and sector(s) of interest.**

☐ **Women, men, and gender non-binary individuals were consulted during design capture and/or the gender analysis.**

☐ **The design team has assessed all activities for whether men, women, and gender non-binary groups can equally participate and benefit.**

☐ **Activities have been designed to support men, women, and gender non-binary groups to equally participate and benefit to overcome any constraints.**

Project Design: Budget

☐ The budget includes funding for a gender expert/consultant, a gender analysis, and gender training as needed.

☐ There is appropriate budget for all gender activities in the design approach.

Section 2. Project Implementation

Project Implementation: Staff Capacity

☐ There is a designated gender advisor, either full time or consultant, on the project.

☐ All staff understand the importance of gender integration and the specific constraints and opportunities of men, women and gender non-binary groups in the country and sector(s).

For Reflection

What are some of your team's skills and strengths related to gender integration? What are some gaps in your team's skills/capacities, and what resources, tools, or training sessions could help close these gaps?

_____
_____
_____
_____
_____
_____

Project Implementation: Gender Action Plan

☐ **The project has completed a gender analysis.**

☐ **The project has created a Gender Action Plan.**

☐ **The Gender Action Plan includes activities that address all key constraints to men, women, and gender non-binary individuals to improve equal participation and benefit from the project.**

For Reflection

What are the key activities added through the Gender Action Plan to ensure equal participation and benefit to men, women, and gender non-binary individuals?

_____
_____
_____
_____
_____
_____
_____
_____

Project Implementation: Budget

☐ **The budget incorporates any new/changed activities that were added in the Gender Action Plan.**

Section 3. Monitoring, Evaluation, and Learning (MEL)

MEL: Theory of Change and Indicators

☐ The theory of change includes gender-specific results.

☐ All people indicators are disaggregated by sex.

☐ There are specific gender equality indicators that measure the gender equality outcomes that the project intends to achieve.

For Reflection

What are the specific gender equality outcomes and associated indicators for the project?

_____

_____

_____

_____

_____

_____

_____

MEL: Data Collection

☐ Data collection teams and questionnaires are gender-sensitive to ensure a feeling of safety of participants according to findings in the gender analysis.

☐ Data collection processes are put in place to ensure men, women and gender non-binary individuals can participate and share their views effectively (e.g. different group discussions for different genders, transport).

☐ Data is collected from men, women, and gender non-binary individuals during all data collection events, ensuring barriers to seeking feedback from different groups are overcome.

For Reflection

What barriers to data collection from men, women, and gender non-binary individuals were identified in the gender analysis? How will the team address these?

_____
_____
_____
_____
_____
_____
_____

For Reflection

Gender and power dynamics can be difficult to quantify. By exclusively using quantitative measures, you may overlook unintended gender-related consequences of interventions. If you are planning a quantitative study, have you considered how to incorporate qualitative methods, such as focus groups or key informant interviews, to help you better measure gender-related dynamics and potential unintended consequences? Which measures have you considered?

_____
_____
_____
_____
_____
_____
_____

MEL: Learning and Adaptation

☐ **Project leaders have fostered a culture of learning and adaptation.**

☐ **Discussions on differences in participation and benefit of men, women, and gender non-binary individuals are included in all reflection sessions.**

☐ **Additional studies have been conducted, as needed, to explore why there are differences in participation or benefit from project activities for men, women, and gender non-binary individuals.**

Scorecard

For each section, tally the number of checklist items that you've ticked off. Higher scores indicate that you've successfully taken measures towards achieving a gender transformative approach on your project. Lower scores indicate that there is still work that needs to be done to ensure your project is adequately integrating gender considerations.

Again, please remember that your score can be a useful tool for reflecting on your progress towards gender integration but should be updated periodically throughout implementation to understand how the project has progressed in gender integration.

Project Design	Project Implementation	MEL
/8	/6	/9