Programme / Project Implementation Checklist

- Have all possible steps been taken to ensure gender balance in staffing?

- Do the terms of reference for all posts include a requirement of relevant gender sensitivity, knowledge and/or experience?

- Has gender training been provided to individuals and organisations responsible for implementing the programme/project?

- Are women and men equitably involved in implementation of the programme/project?

- Does the programme/project seek to involve men and boys as partners in working for gender equality?

- Is gender balance amongst training / workshop / seminar participants ensured?

- Is there gender equitable participation of women and men in all meetings?

- Do staff raise relevant gender issues in programme/project meetings?

- Is information and support to facilitate participation in the programme/project provided to women and men? (e.g. advance notice, transportation, childcare facilities)