

**Gender Mainstreaming Checklist  
for Non-governmental Organisations  
in the Social Welfare Sector**

**(for completion upon award of project)**

Gender mainstreaming is a global strategy advocated by the United Nations (UN) for the promotion of women's advancement and gender equality. It seeks to ensure that women and men have equitable access to, and benefit from, society's resources and opportunities, with the aim of achieving women's advancement and gender equality.

For promoting the application of gender mainstreaming, an NGO is, upon award of a Social Welfare Department (SWD) project, required to complete and return Part One of the Gender Mainstreaming Checklist for conducting gender assessment on the project design and implementation. After the completion of the project, the NGO has to complete and return Part Two of the Gender Mainstreaming Checklist for conducting a gender assessment on the monitoring, evaluation and review of the project. (Note: If the project is completed within one year, the NGO has to complete and return Part Two of the Gender Mainstreaming Checklist after completion of the project. If the project takes more than one year for completion, the NGO has to complete and return Part Two of the Gender Mainstreaming Checklist after the first year of implementation of the project.)

The Checklist is an analytical tool containing a set of simple questions to assist the officer-in-charge of the project in applying gender mainstreaming concepts, as well as considering the different needs and perspectives of both genders in a more systematic way during the process of design, implementation, and monitoring, etc., of the project.

**General Information**

Title of the project:

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Objective and main content of the project:

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Groups/persons likely to be benefited:

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Officer-in-charge:

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Post Title)

\_\_\_\_\_ (Name of Organisation)

\_\_\_\_\_ (Tel No)

\_\_\_\_\_ (Fax No)

**I.            Design**

**Y/N/NA\***

***Compilation and analysis of gender information***

1. Have sex-disaggregated data on the major beneficiaries been collected and considered?
2. Do the data show gender differences in respect of the following factors?
- age
  - disabilities
  - education
  - employment status
  - ethnic origin
  - family role
  - income group
  - residence status
  - others (please specify: \_\_\_\_\_)

3. Please provide a summary of such data on the above.

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***Considering specific needs of both genders***

4. Have specific needs of women and men been identified, considered and integrated in the project design?
5. Does the project require any specific reference to women and men?

\* If “Yes”, please fill “Y” in the box; if “No”, please fill “N” in the box; if “not applicable”, please fill “NA” in the box.

**Resources**

6. Have resources been allocated to address the identified needs of women, if any?

**Considering impact on women**

7. Will women or any sub-groups of women be affected differently from men by this project?

If yes, in a positive or negative way?

Positive / Negative^

8. Will this project, in any way (directly and indirectly, in the short, medium and long-term):
- (a) reduce discrimination to women;
  - (b) promote / prejudice^ women's advancement;
  - (c) protect the rights of women;
  - (d) strengthen women's decision-making role;
  - (e) increase women's access to and control of resources;
  - (f) contribute towards empowerment of women;
  - (g) assist women who intend to enter the labour market in working (full-time or part-time);
  - (h) make women more willing to participate in volunteering work;
  - (i) assist women with caring responsibilities in taking care of her families (e.g. elderly, children, etc.);
  - (j) any other way, e.g. (\_\_\_\_\_ )

If "yes" in any item above, please elaborate:

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^ Please delete as appropriate

Y/N/NA\*

9. Will there be any restrictions or limitations, even of a temporary nature, imposed on women (or sub-groups of women) by this project?

If yes, please elaborate:

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## **II. Implementation**

### ***Public education and promotion***

10. Through what means is this project promoted?

- (a) printed materials  
(b) mass media  
(c) exhibition  
(d) talk / seminar / workshop  
(e) others (please specify: \_\_\_\_\_)

11. Has the promotional content been presented in a gender-sensitive manner?

### ***Gender-sensitive language***

12. Is gender sensitive language used throughout the promotion materials?

### ***Impact on women***

13. Have women or any sub-groups of women been affected differently from men during the implementation process, e.g. eligibility, level of benefits, accessibility, or availability of support facilities? If yes, please elaborate:

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Y/N/NA\*

14. Have there been any special measures to address women's needs during the implementation process?  
If yes, please elaborate:

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**Relevant Website**

Gender Mainstreaming Website:

[https://www.hyab.gov.hk/Gender\\_Mainstreaming/en/index.html](https://www.hyab.gov.hk/Gender_Mainstreaming/en/index.html)

Please return the completed Checklist to the Social Welfare Department office responsible for awarding the project.