

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

**(for use after completion of project or
after the first year of implementation 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:

Objective and main content of the project:

Groups/persons likely to be benefited:

Officer-in-charge:

_____ (Name)

_____ (Post Title)

_____ (Name of Organisation)

_____ (Tel No)

_____ (Fax No)

I. Monitoring

Y/N/NA*

Compilation and analysis of gender information

1. Have sex-disaggregated data and indicators (qualitative and quantitative) been collected or compiled to monitor the process and outcome of this project?

II. Evaluation and review

2. When, and how, the evaluation of the design, implementation and outcome of this project was conducted / would be conducted^?

Gender analysis of the impact on women

3. Have sex-disaggregated data and indicators (qualitative or quantitative) been analysed in the evaluation process?

4. Does the analysis 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: _____)

If “yes” in any item above, please elaborate:

* 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.

^ Please delete as appropriate

5. Whether the project, in any way (directly and indirectly, in the short, medium or long-term), resulted / would result[^] in :

- (a) reducing discrimination to women;
- (b) promoting / prejudicing[^] women's advancement;
- (c) protecting the rights of women;
- (d) strengthening women's decision-making role;
- (e) increasing women's access to and control of resources;
- (f) contributing towards empowerment of women;
- (g) assisting women who intend to enter the labour market in working (full-time or part-time);
- (h) making women more willing to participate in volunteering work;
- (i) assisting 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:

6. Have there been any restrictions or limitations imposed on women or sub-groups of women? If yes, please elaborate:

[^] Please delete as appropriate

Relevant Website

Gender Mainstreaming Website:

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.