

GENDER EQUALITY & INCLUSION AUDITS

WHY DO A GEI AUDIT?

A GEI audit:

- establishes a baseline of current practices and performance
- identifies best practices, existing strengths, learning and opportunities
- identifies benchmarks for future progress
- identifies specific practical recommendations for moving forward
- creates a common language and understanding of gender equality, inclusion
- leads to a clear roadmap of where the organization is, where it wants to go and how to get there.

WHAT IS THE SCOPE OF A GEI AUDIT?

GEI Audits involve an assessment of the organization as a whole. This includes:

ORGANIZATION:

- Organizational Policies and Statements
- Governance and Leadership
- Staffing
- Human Resources
- Advocacy & Public Engagement
- Communications
- Financial Resources
- Organizational Culture

PROGRAMS:

- Planning
- Implementation
- Monitoring and evaluation
- Program related expertise
- Program partners
- Links to SDGs, GAC, national policies, local resources

WHO IS INVOLVED IN A GEI AUDIT?

A GEI Audit is a participatory process that involves all levels of the organization (Board, Management, Staff, Volunteers, Interns, Overseas and Domestic Partners / Stakeholders). An external GEI Audit Expert should lead the process to ensure objectivity and full engagement. An Audit Committee, consisting of representatives from across the organization supports the process. The Committee Members are responsible for providing input to guide the Audit tools and process, for encouraging and supporting their department's participation and for following up on any next steps once the Audit is complete.

HOW LONG DOES A GEI AUDIT TAKE?

It depends on multiple factors. A GEI Audit should *not* be a check-the-box exercise. It is an intentional, methodological, thoughtful process that requires thoughtful input from across the organization, facilitated by an external GEI Audit Expert to ensure full engagement. The Consultant role requires approx. 60 consulting days over a period of 6-10 months from start to completion. The actual timeframe and level of engagement by the Consultant is determined by the size and complexity of the organization, the scope and focus of the Audit etc. Also, although a Consultant is usually responsible for designing and implementing the process, it is critical that the organization plans for and enables staff to have the time and space to participate meaningfully in the process without feeling that this is 'an add-on' to existing workloads and competing priorities.

GEI METHODOLOGY

GEI Audits use a various combination of tools and methods including:

- Online surveys
- Focus Group Discussions
- Document reviews
- Interviews.
- Field visits to overseas offices / partners

GEI DELIVERABLES

- GEI Audit Report (approx. 30 pages)
- GEI Strategy & Action Plan*
- GEI Framework for Accountability*
- GEI guidelines – department specific*
- Staff Training*
- Updated/revised documents/policies
- * = additional

Karen is a leading Canadian GEI Audit Expert. She successfully delivered GEI Audits for 7 NGOS, one overseas partner and one Network-wide, enabling them to deliver on equality.