GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE- POLICY

The Policy questionnaire consists of 13 descriptors that track the progress of an organization's efforts in integrating GAD in its plans and policy issuances.

⬥ At the **Foundation Formation level**, organizations issue policies supporting the elements of GAD Planning and Budgeting, review existing policies to ensure consistency with new GAD issuances, and issue documents to support attendance to PCW-led GAD-related events.

⬥ At the **Installation of Strategic Mechanisms level**, organizations progress to the issuance of policies to address gender issues using gender-fair language and images among its internal and external clients.

⬥ At the **GAD Application level**, a GAD agenda or strategic framework is already adopted and implemented to ensure that GAD is being integrated in the organization's major programs and projects.

⬥ At the **Commitment Enhancement and Institutionalization level**, the plans and policies of the organization have already resulted in positive impacts.

⬥ At the **Replication and Innovation level**, these plans and policies are continually enhanced and used as standards by other organizations in developing their own gender-sensitive policies and plans.

GUIDE FOR ANSWERING THE GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRES

1. Each item is marked with specific scores representing (1) YES; (2) PARTLY YES; and (3) NO. Indicate a score in the appropriate column to signify the degree to which your organization has complied with the GAD element required.

2. Under the MOV/Remarks column, indicate/attach the means of verification required or provide an explanation in support of your response. Failure to provide the appropriate MOVs could disregard/invalidate the "partly yes" or "fully yes" scores of the organization.

3. Transfer all the scores per questionnaire to the GMEF Score Sheet.

GMEF SCORESHEET

Name of the Organization Assessed: _____

Date Administered: _____

Inclusive Period of Assessment: _____

Key Areas	Score
Policy	
1. Issuance of initial policies on GAD	
2. Issuance of policies to mainstream GAD in the organization	
3. Integration of GAD in the Organization's Policies	
4. Updating and Continuous Enhancement of GAD Policies	
5. Model GAD Policy	
Sub-Total:	
Level for Policy:	
People	
1. On Establishing GFPS & GAD Champions/Advocates	
2. On GAD Initiatives & Capacity Development Activities	
3. GAD Sponsorship & Related Programs	
4. GAD Champions as Program Implementers	
5. GAD Experts	
Sub-Total:	

4. To get the total score per entry point, add the sub-total scores per questionnaire and refer to the following legend of scores to determine the organization's level of GAD mainstreaming efforts:

	RANGES	LEVEL DESCRIPTION
Level Per Entry Point	0-7.99 points	1: Foundation Formation
	8-14.99 points	2: Installation of Strategic Mechanisms
	15-19.99 points	3: GAD Application
	20-23.99 points	4: Commitment Enhancement and Institutionalization
	24-25 points	5: Replication and Innovation

5. To get the overall level of the GAD mainstreaming efforts of the organization, add all the scores per entry point and refer to the following legend of scores to interpret the ratings:

	RANGES	LEVEL DESCRIPTION
Over-all Level	0-30.99 points	1: Foundation Formation
	31-60.99 points	2: Installation of Strategic Mechanisms
	61-80.99 points	3: GAD Application
	81-95.99 points	4: Commitment Enhancement and Institutionalization
	96-100 points	5: Replication and Innovation

6. Organizations should take note of questions/descriptors with "NO" and "PARTLY YES" responses and design programs or undertake activities to improve their score.

7. The organization may re-administer the GMEF Organizational Assessment Questionnaires after a specified period of time (e.g. every 3 years) to keep track of its GAD mainstreaming efforts.

POLICY ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE

DESCRIPTORS	SCORE — NO	SCORE — PARTLY	SCORE — YES	Score per item	Means of Verification/Remarks
1. Issuance of Foundational Policies (max score: 5; for each item or question, 1.67)					
1.1 Has the organization issued policies articulating support to GAD mandates and establishing the essential elements of GAD Planning and Budgeting? *(possible scores are 0, 0.83 and 1.67)*	No policy/policies articulating support to GAD mandates and establishing essential elements of GAD planning and budgeting issued	Policy/policies articulating support to GAD mandates and establishing at least one (1) essential element of GAD planning and budgeting issued	Policy/policies articulating support to GAD mandates and establishing all four essential elements of GAD planning and budgeting issued		Enumerate the GAD related policies issued *(e.g., policy on setting up GFPS or GAD Office; collection and maintenance of sex-disaggregated database; conduct of organization-wide gender audit; capacity-building plan for GFPS and HR of organization).* Policy Title | Purpose/Subject Matter | Date Issued
1.2 Has the organization conducted a review of existing policies for consistency with emerging GAD issues? *(possible scores are 0, 0.83 and 1.67)*	No policy reviewed	Some existing policies reviewed but no new policies re-issued and/or revised	Some existing policies reviewed, revised and re-issued		Enumerate policies reviewed and/or re-issued/revised for consistency with new GAD issuances *(e.g. policy reconstituting the GAD Focal Point System based on MC 2011-01, etc.).* Title | Type | Purpose/Subject Matter | Date Issued

	No broad statement supporting GAD-related activities issued	1-2 broad statements supporting GAD-related activities issued	3 or more broad statements supporting GAD-related activities issued		Enumerate broad statements issued in support of GAD related activities/issues (*e.g., memorandum for the organization to participate in Women's Month activities, 18-day Campaign on VAW, etc*).

1.3 Has the organization issued broad statements of intentions or aspirations reflecting its support for GAD-related activities?
(possible scores are 0, 0.83 and 1.67)

Title	Type	Purpose/ Subject Matter	Date Issued

Sub-total GMEF Score (Level 1 Policy)

2. Issuance of Policies to mainstream GAD in the Organization (max score: 5; for each item or question, 1.67)

2.1 Has the organization issued policies reflecting its interest for gender mainstreaming?
(possible scores are 0, 0.83 and 1.67)

	No policy reflecting the organization's interest for gender mainstreaming issued	1-2 policies reflecting the organization's interest for gender mainstreaming issued	3 or more policies reflecting the organization's interest for gender mainstreaming issued		List all policies issued by the organization related to gender mainstreaming (e.g. issuance of DOH department order to integrate GAD in all programs):

Title	Type	Purpose/ Subject Matter	Date Issued

Question	Score 0	Score 0.83	Score 1.67	Documentation Required
2.2 Has the organization issued policies addressing the gender needs of the clients (internal and external)? *(possible scores are 0, 0.83 and 1.67)*	No policy reflecting gender needs of internal and/or external clients issued	1-2 policies reflecting gender needs of internal and/or external clients issued	3 or more policies reflecting gender needs of internal and/or external clients issued	Enumerate all policies issued addressing gender needs of internal and external clients of the organization *(e.g. issuance of policy for the establishment of a child-minding center for use of employees and clients with small children)* Title / Type / Purpose/Subject Matter / Date Issued
2.3 Has the organization used gender-fair language and images in its policy issuances? *(possible scores are 0, 0.83 and 1.67)*	Gender-fair language and images not yet used in policy issuances	Gender-fair language and images used in some policy issuances	Gender-fair language and images used in all policy issuances	Attach sample policy of the organization directing the use of gender-fair language and polices as well as policies of the organization that used gender-fair language and images.
Sub-total GMEF Score (Level 2 Policy)				

3. Integration of GAD in the Organization's Policies (max score: 5; for each item or question, 1.67)

Question	Score 0	Score 0.83	Score 1.67	Documentation Required
3.1 Has the organization adopted a GAD Agenda/Strategic Framework? *(possible scores are 0, 0.83 and 1.67)*	No GAD Agenda/Strategic Framework formulated	GAD Agenda/Strategic Framework formulated but not adopted by management	GAD Agenda/Strategic Framework formulated and adopted by management	Attach a copy of the GAD Agenda/Strategic Framework of the organization (or GAD Code, if LGU)

Question	GAD perspective not integrated	GAD perspective integrated in selected areas	GAD perspective integrated in all areas	Documentation
3.2 Has the organization integrated GAD perspective in its organizational and/ or national/sectoral plan/s? *(possible scores are 0, 0.83 and 1.67)*	GAD perspective not yet integrated in organizational and/ or national/ sectoral plan/s	GAD perspective integrated in selected areas of the organizational and/ or national/sectoral plan/s	GAD perspective integrated in all areas of the organizational and/or national/ sectoral plan/s	Enumerate the organizational and/or national/ sectoral plan/s in which GAD has been integrated *(e.g. Philippine Development Plan, Annual Budget Call or Gender-Responsive LGU Plans such as Comprehensive Development Plan for LGU)* Organizational Plans *(e.g., Work Plan, Capacity Development Plan, Procurement Plan; Sectoral Plan i.e. Youth Plan, Disaster Plan, Disability Plan etc.)* Title / Type / Date Issued
3.3 Has the organization formulated organizational/national/ sectoral policies on GAD? *(possible scores are 0, 0.83 and 1.67)*	No organizational/ national/sectoral policies on GAD issued	1-2 organizational/ national/ sectoral policies on GAD issued	3 or more organizational/ national/sectoral policies on GAD issued	Provide complete title of sector specific GAD policies issued *(e.g. Agency provision in the MCW i.e. CSC-Special Leave for Women, DFA-establishment of Gender Focal Point Officer in Philippine Embassies and Consulates, GAD Code, RH Code and NAP WPS)* and attach copies if available. Title / Type / Purpose/ Subject Matter / Date Issued

Sub-total GMEF Score (Level 3 Policy)

4. Updating and Continuous Enhancement of GAD Policies (max score: 5; for each item or question, 1.67)

Question	Score 0	Score 0.83	Score 1.67	Documentation
4.1 Has the organization's GAD policy/policies resulted in bridging gender gaps of its clients (internal and external)? *(possible scores are 0, 0.83 and 1.67)*	No gender gaps addressed by GAD policy/policies	Gender gaps of either internal and/or external clients are addressed by 1-2 GAD policies	Gender gaps of either internal and/or external clients are addressed by 3 or more GAD policies	List down existing GAD policies of the organization and how it bridged gender gaps of its internal and/or external clients *(e.g. lowering and responding to the cases Violence against Women*

Title of GAD Policy Issued	Intended Client/ Beneficiaries	Gender Gaps Addressed

Attach a copy of the policy assessment or Gender Impact Assessment conducted by the organization, if applicable.

Question	Score 0	Score 0.83	Score 1.67	Documentation
4.2 Has the organization used the results of gender analysis in the development and/or enhancement of policies? *(possible scores are 0, 0.83, and 1.67)*	Results of gender analysis was not used in the development and/or enhancement of policies	Results of gender analysis used in the development and/or enhancement of 1-2 policies	Results of gender analysis used in the development and/or enhancement of 3 or more policies	Enumerate enhanced policies, guidelines and/or documents enhanced based on the results of gender analysis.

Policy/ Guidelines and/or Documents Enhanced	Gender Analysis Tools Used	Remarks

Question				
4.3 Has the organization integrated GAD perspective in its Vision, Mission and Goals? *(possible scores are 0, 0.83, and 1.67)*	GAD perspective not yet integrated in the Vision, Mission or Goals	GAD perspective integrated in either the Vision, Mission or Goals	GAD perspective integrated in the Vision, Mission and Goals	Identify where GAD perspective is integrated in the Vision, Mission and/or Goals (VMG) of the organization.

Sub-total GMEF Score (Level 4 Policy)

5. Model GAD Policies (max score: 5; for each item or question, 5)

Question				
5.1 Has the organization's GAD policies been used as model/standard by other organizations? *(possible scores are 0, 2.5 and 5)*	Other organizations have not used the organization's policy/policies as model or standard	1-2 organization/s have used the organization's policy/policies as model/standard	3 or more organizations have used the organization's policy/policies as model/standard	List down existing GAD policies used as a model or replicated by other organizations *(e.g., GAD Agenda or Strategic Framework for NGAs; Policy creating a Provincial GAD Office or GAD Code for LGUs)*

GAD Policy	Organization/ Agency Adopting/ Replicating the Policy	Remarks

Sub-total GMEF Score (Level 5 Policy)

TOTAL GMEF SCORE (Policy)

GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE- PEOPLE

The People questionnaire consists of 27 questions that assess the progress of an organization's efforts in ensuring that its people, whether top management, GAD Focal Point System (GFPS) members or employees are gender-responsive and supportive of the organization's gender mainstreaming efforts.

◈ At the **Foundation Formation level**, the organization designates key people to be part of its GFPS and ensures that the appropriate capacity development sessions on GAD are provided to its top management, GFPS and staff members;

◈ At the **Installation of Strategic Mechanisms level**, the organization moves from the conduct of GAD orientation sessions towards ensuring that its program implementers are trained to do gender analysis, and clients are given opportunities to articulate their gender issues as per direction of its top management;

◈ During the **GAD Application level**, top management GFPS members and program implementers are consciously integrating GAD in the organization's regular operations.

◈ At the **Commitment Enhancement and Institutionalization level**, the organization's GFPS members are already tapped as GAD resource person within the organization and are able to develop GAD-related tools, customized to the mandate of the organization; and

◈ At the **Replication and Innovation level**, the people of the organization are already recognized and tapped as GAD experts by other organizations, while its top management is able to raise GAD concerns during high level meetings/discussions.

GUIDE FOR ANSWERING THE GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRES

1. Each item is marked with specific scores representing (1) YES; (2) PARTLY YES; and (3) NO. Indicate a score in the appropriate column to signify the degree to which your organization has complied with the GAD element required.

2. Under the MOV/Remarks column, indicate/attach the means of verification required or provide an explanation in support of your response. Failure to provide the appropriate MOVs could disregard/invalidate the "partly yes" or "fully yes" scores of the organization.

3. Transfer all the scores per questionnaire to the GMEF Score Sheet.

GMEF SCORESHEET

Name of the Organization Assessed: _____

Date Administered: _____

Inclusive Period of Assessment: _____

Key Areas	Score
Policy	
1. Issuance of initial policies on GAD	
2. Issuance of policies to mainstream GAD in the organization	
3. Integration of GAD in the Organization's Policies	
4. Updating and Continuous Enhancement of GAD Policies	
5. Model GAD Policy	
Sub-Total:	
Level for Policy:	
People	
1. On Establishing GFPS & GAD Champions/Advocates	
2. On GAD Initiatives & Capacity Development Activities	
3. GAD Sponsorship & Related Programs	
4. GAD Champions as Program Implementers	
5. GAD Experts	
Sub-Total:	

4. To get the total score per entry point, add the sub-total scores per questionnaire and refer to the following legend of scores to determine the organization's level of GAD mainstreaming efforts:

	RANGES	LEVEL DESCRIPTION
Level Per Entry Point	0-7.99 points	1: Foundation Formation
	8-14.99 points	2: Installation of Strategic Mechanisms
	15-19.99 points	3: GAD Application
	20-23.99 points	4: Commitment Enhancement and Institutionalization
	24-25 points	5: Replication and Innovation

5. To get the overall level of the GAD mainstreaming efforts of the organization, add all the scores per entry point and refer to the following legend of scores to interpret the ratings:

	RANGES	LEVEL DESCRIPTION
Over-all Level	0-30.99 points	1: Foundation Formation
	31-60.99 points	2: Installation of Strategic Mechanisms
	61-80.99 points	3: GAD Application
	81-95.99 points	4: Commitment Enhancement and Institutionalization
	96-100 points	5: Replication and Innovation

6. Organizations should take note of questions/descriptors with "NO" and "PARTLY YES" responses and design programs or undertake activities to improve their score.

7. The organization may re-administer the GMEF Organizational Assessment Questionnaires after a specified period of time (e.g. every 3 years) to keep track of its GAD mainstreaming efforts.

PEOPLE ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE

1. On the Establishment of GFPS & GAD Champions/Advocates (max score: 5; for each item or question, .083)

DESCRIPTORS	SCORE			Score per item	Means of Verification/Remarks
	NO	PARTLY	YES		
1.1 Has the organization designated key people in strategic positions as members of its GAD Focal Point System (GFPS)? *(possible scores are 0, 0.41, and 0.83)*	The organization has yet to identify key people to be members of its GFPS	Some members of the GFPS occupy strategic positions in the organization	Majority of the members of the GFPS occupy strategic positions in the organization		If yes, provide details on the policy formalizing the creation/reconstitution of the organization's GAD Focal Point System (GFPS) and attach a copy for validation. If no, explain why the organization has not designated people in strategic positions as members of its GAD Focal Point System (GFPS)? ———————— *Majority is defined at least 50%+ 1 of all GFPS members as per SO, AO, DAO or policy creating/reconstituting the GAD Focal Point System of the organization
1.2 Have the organization's GAD Focal Point System (GFPS) members attended appropriate and relevant training on GAD? *(possible scores are 0, 0.41, and 0.83)*	GFPS members have not attended any of the basic GAD training	GFPS members attended 1-2 basic GAD training	GFPS members attended all three basic GAD training		List down basic GAD training attended by GAD Focal Point System members *(e.g. Gender Sensitivity Training (GST), Gender Analysis (GA) and GA Tools and GAD Planning and Budgeting).* 	Title of GAD Training	Number of Participants	Trainer/ Institutional Provider	Date	 					 					

Question	0	0.41	0.83	Means of Verification
1.3 Has the organization's top management attended Basic GAD Orientation or Gender Sensitivity Training (GST)? (possible scores are 0, 0.41, and 0.83)	Top management has not yet attended Basic GAD Orientation or GST	Only selected members of the top management attended Basic GAD Orientation or GST	All top management officials have attended Basic GAD Orientation or GST	List down top management official/s who attended Basic GAD Orientation/Gender Sensitivity Training (GST) Name of Top Management Official / Basic GAD Orientation/GST Attended / Institutional/Training Provider / Date
1.4 Have the organization's staff members been oriented on GAD? (possible scores are 0, 0.41, and 0.83)	Less than 50% of the organization's staff members attended Basic GAD Orientation or GST	50-99% of the organization's staff members have attended Basic GAD Orientation or GST	100% of the organization's staff members have attended Basic GAD Orientation or GST	Attach attendance sheets of all Basic GAD Orientations or Gender Sensitivity Training (GST) conducted/attended by the organization's staff members.
1.5 Are the organization's top management and GAD Focal Point System (GFPS) members aware and conscious of GAD-related policies and mandates? (possible scores are 0, 0.41, and 0.83)	Top management and GFPS members are not yet aware and conscious of GAD-related policies and mandates	Some GFPS members are aware and conscious of GAD-related policies and mandates	Some top management and all GFPS members are aware and conscious of GAD-related policies and mandates	If yes, explain how the top management and GFPS members manifest awareness and consciousness of GAD-related policies and mandates (e.g. top management approves and directs implementation of GPBs, attends GAD-related activities, allows staff to participate in GAD-related activities, supports appointment of qualified women to management positions, etc.)

Indicator	Score 0	Score 0.41	Score 0.83	Means of Verification
1.6 Does the organization's top management allow staff members to participate in GAD-related activities? *(possible scores are 0, 0.41, and 0.83)*	Top management does not allow staff members to participate in GAD-related activities	Top management allows only the GFPS members to participate in GAD-related activities	Top management allows all key officials, GFPS members and staff members to participate in GAD-related activities	Attach copies of policies issued by top management allowing staff members to participate in GAD-related activities *(e.g. office orders, travel orders, department orders, executive orders, admin memos, etc.)* or accomplish the table below: GAD-related Activity / Participants / Organizer / Date

Sub-total GMEF Score (Level 1 People)

2. GAD Initiatives & Capacity Development Activities (max score: 5; for each item: 0.83)

Indicator	Score 0	Score 0.41	Score 0.83	Means of Verification
2.1 Does the top management direct the implementation of the GAD Plan and Budget (GPB) of the organization? *(possible scores are 0, 0.41, and 0.83)*	Top management does not direct GPB implementation	Top management approves GPB but not visible during critical/significant GAD activities	Top management approves GPB and attends critical / significant GAD activities	Cite critical incidents of top management directing the implementation of the organization's GPB *(e.g. presence or participation during the setting of GAD agenda, strategic planning on GAD, etc.)* Attach relevant documents indicating support of top management to the implementation of the GAD Plan and Budget of the organization *(e.g. attendance sheet, copy of Opening/Closing Remarks during GAD training, photos taken during GAD training, etc.)*

Indicator	Score 0	Score 0.41	Score 0.83	Means of Verification
2.2 Are program implementers trained on gender analysis (GA) and the use of gender analysis (GA) tools? (possible scores are 0, 0.41, and 0.83)	Program implementers not yet trained on GA and use of GA tools	Only selected program implementers are trained on GA and use of GA tools	All program implementers are trained on GA and use of GA tools	Enumerate training on Gender Analysis (GA) and Gender Analysis (GA) Tools attended by program implementers. Attach training design and attendance sheets of Gender Analysis and GA Tools training attended by program implementers.
2.3 Are concerned staff members trained in the importance of collecting sex-disaggregated data (SDD) and gender statistics? (possible scores are 0, 0.41, and 0.83)	Concerned staff members are not yet trained in the importance of collecting SDD and gender statistics	Concerned staff members are trained in the importance of collecting SDD and gender statistics	Concerned staff members are trained in the importance of collecting SDD and gender statistics, and are collecting them	List down trainings conducted for concerned staff members on the importance of collecting sex-disaggregated data and gender statistics.
2.4 Are male employees involved and appreciative of the organization's GAD PAPs? (possible scores are 0, 0.41, and 0.83)	Male employees do not participate in the organization's GAD PAPs	Male employees participate in the organization's GAD PAPs	Male employees initiate and participate in the organization's GAD PAPs	Provide list of the organization's PAPs initiated and/or participated by male employees:

2.2 — Enumerate training on Gender Analysis (GA) and Gender Analysis (GA) Tools attended by program implementers.

Title of GA Training	Participants	Trainer/ Provider	Date

2.3 — List down trainings conducted for concerned staff members on the importance of collecting sex-disaggregated data and gender statistics.

Title of Training	Participants	Date Conducted

2.4 — Provide list of the organization's PAPs initiated and/or participated by male employees:

GAD PAPs	Type of Involvement of Male Employees	Participants

Type of Involvement of Male Employees: as participants, organizers and/or resource persons in the conduct of the organization's GAD efforts.

Indicator	Score 0	Score 0.41	Score 0.83	Means of Verification
2.5 Are clients (internal and external) aware of the GAD efforts of the organization? *(possible scores are 0, 0.41, and 0.83)*	Clients are not yet oriented on the GAD efforts of the organization	Either internal or external clients are oriented on the GAD efforts of the organization	Both internal and external clients are oriented on the GAD efforts of the organization	If yes, identify efforts to orient clients on the GAD efforts of the organization *(e.g. PCW website, news, GAD corner in the organization, social media (FB, Twitter)*, among others. **Activity | Targeted Audience | Date Conducted** Also attach results of assessments or surveys conducted to measure awareness of clients (internal and external) on the GAD efforts of the organization, if applicable.
2.6 Are the clients (internal and external) able to articulate their gender needs/issues in the development of the organization's GAD PAPs? *(possible scores are 0, 0.41, and 0.83)*	Clients (internal and external) are not able to articulate gender needs/issues in the development of the organization's GAD PAPs	Either internal or external clients are able to articulate gender issues/needs in the development of the organization's GAD PAPs	Both internal and external clients are able to articulate gender issues/needs in the development of the organization's GAD PAPs	Attach documentation of consultations/ meetings *(e.g. survey, focus group discussions, key informant interviews)* and list of issues raised by clients (internal and external) during consultations, etc.
Sub-total GMEF Score (Level 2 People)				

3. GAD Sponsorship & Related Programs (max score: 5; for each item: .83)

Question	Score 0	Score 0.41	Score 0.83	Means of Verification
3.1 Does the top management direct the integration of GAD perspective in the organization's programs/activities/ projects (PAPs) and performance indicators? *(possible scores are 0, 0.41, and 0.83)*	No initial discussion among top management officials on the integration of GAD perspective in the organization's PAPs and performance indicators	With initial discussion among top management officials regarding integration of GAD perspective in the organization's PAPs and performance indicators	Top management issued directive/s to integrate GAD perspective in the organization's PAPs and performance indicators	Attach directive/s issued by top management to integrate GAD perspective in the organization's program/activities/projects (PAPs) and performance indicators.
3.2 Are the GFPS members and program implementers able to integrate GAD perspective in the development of the organization's programs/activities/ projects (PAPs)? *(possible scores are 0, 0.41, and 0.83*	GFPS members and program implementers are not yet able to integrate GAD perspective in the development of the organization's PAPs	Either GFPS members or program implementers are able to integrate GAD perspective in the development of the organization's PAPs	Both the GFPS members and program implementers are able to integrate GAD perspective in the development of the organization's PAPs	Enumerate organization programs/activities/ projects (PAPs) and performance indicators integrated with GAD perspective by GFPS members and program implementers.

Responsible Unit	Type	Purpose/ Subject Matter	Date Issued
GFPS			
Program Implementers			

Question	Score 0	Score 0.41	Score 0.83	Documentation
3.3 Are concerned staff members able to utilize sex-disaggregated data (SDD) and/or gender statistics for gender analysis (GA) to enhance the organization's GAD PAPs? (*possible scores are 0, 0.41, and 0.83*)	Concerned staff members are not yet able to utilize SDD and/or gender statistics for GA	Concerned staff members utilize SDD and/or gender statistics for GA	Concerned staff members utilize SDD and/or gender statistics for GA and recommend strategies to enhance the organization's GAD PAPs	If yes, explain how concerned staff members utilize sex-disaggregated data and/or gender statistics for gender analysis to enhance the organization's GAD PAPs. Type of SDD/ Gender Statistics | P/A/P where SDD was Applied | GAD Efforts Enhanced
3.4 Does the top management support the appointment of qualified women staff members to leadership positions? (*possible scores are 0, 0.41, and 0.83*)	Top management does not appoint women to leadership positions	Top management appoints women to leadership position but provides limited support	Top management appoints women to leadership position and provides full support	Attach documents issued by top management supporting the appointment of qualified women staff members in leadership positions (*e.g. department order or executive orders, list of training available, documentation of mentoring activities, etc.*).
3.5 Do women assume critical roles and authority in the organization? (*possible scores are 0, 0.41, and 0.83*)	Women occupy less than 50% of the third level, middle management and technical positions in the organization	Women occupy less than 50% of third level positions but comprise 50% or more of the middle management and technical positions in the organization	Women occupy 50% or more of the third level positions in the organization	Identify the number of employees in the following positions: Position | No. of Men | No. of Women | % of Women Top Management Middle Management Technical Staff

3.6. Are the clients (internal and external), able to participate in the planning and implementation of the organization's GAD PAPs? *(possible scores are 0, 0.41, and 0.83)*	No client (internal and external) involvement in the planning and implementation of the organization's GAD PAPs	Either internal or external clients participate in the planning and implementation of the organization's GAD PAPs	Both internal and external clients participate in the planning and implementation of the organization's GAD PAPs	If yes, describe how clients (internal or external) participate in the planning and implementation of the organization's GAD PAPs. _____ _____ _____ Attach documents showing external clients' membership in the technical working groups (TWGs) and project management offices (TWGs) as well as attendance sheets and documentation of meetings participated by internal and external clients.

Sub-total GMEF Score (Level 3 People)

4. GAD Champions as Program Implementers (max score: 5; for each item: 0.83)

4.1 Are the GAD Focal Point System (GFPS) members able to serve as GAD resource persons within the organization, including its regional offices and attached agencies? *(possible scores are 0, 0.41 and 0.83)*	GFPS members are not yet serving as resource persons on GAD within the organization	Less than 50% of the GFPS members are serving as GAD resource persons within the organization	50% or more of the GFPS members are serving as GAD resource persons within the organization	Attach list and profile of the GFPS members including the GAD-related training conducted.

Name of GFPS Member who served as GAD Resource Person	Title of GAD Activities Conducted	Name of Office/Unit, Regional Office and/or Attached Agency	Date Conducted

Question	0	0.41	0.83	Means of Verification
4.2 Does the top management direct the monitoring of the organization's GAD PAPs? *(possible scores are 0, 0.41 and 0.83)*	No initial discussion among top management officials on the monitoring of the organization's GAD PAPs	With initial discussion among top management officials on the monitoring of the organization's GAD PAPs	Top management issued directive/s to monitor the organization's GAD PAPs	Attach copies of directive/s issued by top management regarding the monitoring of the organization's GAD PAPs as well as monitoring reports, as applicable.
4.3 Are concerned staff members able to adjust GAD PAPs to address emerging gender issues? *(possible scores are 0, 0.41 and 0.83)*	Concerned staff members not able to adjust GAD PAPs to address emerging gender issues	Concerned staff members able to identify emerging gender issues but are not capable of addressing them	Concerned staff members able to identify and adjust GAD PAPs to address emerging gender issues	List down GAD PAPs calibrated to address emerging gender issues.
4.4 Do top management and concerned staff members reflect GAD functions in their performance contracts or terms of reference (TORs)? *(possible scores are 0, 0.41 and 0.83)*	GAD is not reflected in the performance contracts or TORs of both top management and concerned staff members	GAD reflected in the performance contracts or TORs of either top management or concerned staff members	GAD reflected in the performance contracts or TORs of both top management or concerned staff members	Attach sample of Terms of Reference (TORs), Performance Contract, Individual Performance Commitment and Review (IPCR) forms of staff members and Career Executive Service Performance Evaluation System (CESPES) of top management officials of the organization

List down table (for 4.3):

Title of Adjusted GAD PAPs	Emerging Gender Issues Addressed	Unit/ Concerned Staff Responsible

	Score 0	Score 0.41	Score 0.83	
4.5 Are concerned staff members able to develop tools and/or knowledge products (KPs) on GAD? *(possible scores are 0, 0.41 and 0.83)*	Concerned staff members not yet able to develop GAD tools and KPs on GAD	Concerned staff members develop GAD tools and KPs on GAD with assistance from external GAD experts/resource persons	Concerned staff members develop GAD tools and KPs on GAD on their own	Please provide details of tools and/or knowledge products (KPs) on GAD developed. **GAD Tools and/or KPs Developed** / **Purpose** / **Name and Designation of GAD experts tapped for assistance**
4.6 Are clients (internal and external) able to participate in 3 or more levels of the development planning cycle of the organization's GAD PAPs? *(possible scores are 0, 0.41 and 0.83)*	No participation from clients in all levels of the development planning cycle of the organization's GAD PAPs	Either internal or external clients have participated in 1-2 levels of the development planning cycle of the organization's GAD PAPs	Both internal and external clients have participated in all levels of the development planning cycle of the organization's GAD PAPs	If yes, describe the participation of internal and/or external clients in the development planning cycle *(planning, implementation and management, monitoring and evaluation)* of the organization's GAD PAPs.
Sub-total GMEF Score (Level 4 People)				

5. GAD Experts (max score: 5; for each item, 1.67)

5.1 Does the top management raise GAD concerns during high-level meetings/ discussions? (e.g. Cabinet cluster meeting, international conferences) *(possible scores are 0, 0.83 and 1.67)*

- Top management has not raised GAD concerns during high- level meetings
- Top management is able to raise GAD concerns during high-level meetings
- Top management is able to raise and receive support on GAD concerns from colleagues during high-level meetings

Attach documentation of meetings and/or discussions where GAD concern/s was/were raised by the organization's top management.

Meeting/ Discussion	GAD Concerns Discussed/ Raised	Name of Top Management who Raised GAD Concern	Name of Person who Supported the GAD Concern

5.2 Are the organization's staff members recognized as GAD experts by other organizations? *(possible scores are 0, 0.83 and 1.67)*

- Staff members not yet tapped by other organizations
- Staff members recognized as GAD experts and tapped by 1-4 organizations
- Staff members recognized as GAD experts and tapped by 5 or more organizations

Attach list and profile of internal GAD experts.

Enumerate seminars/conferences/training facilitated by internal GAD experts for other agencies and organizations.

Name of In-ternal GAD Expert	Title of GAD Activities Conducted	Name of Inviting Organizations	Date Conducted

5.3 Are external clients of the organization recognized as GAD champions by reputable local, national and international organizations? *(possible scores are 0, 0.83 and 1.67)*	External clients not yet recognized for their gender mainstreaming efforts	External clients received nominations or have shortlisted and/or cited in their respective localities for their gender mainstreaming efforts by reputable local, national and international organizations	External clients received awards for their gender mainstreaming efforts from reputable local, national and international organizations			
				Awards/ Citations/ Nominations Received	Organization Conferring the Award/Citation	Date Conferred
				Attach copies of news articles, other write-ups or documentation (e.g. TV interviews) regarding gender mainstreaming efforts of the external clients of the organization, if applicable.		
Sub-total GMEF Score (Level 5 People)						
TOTAL GMEF SCORE (People)						

GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE- ENABLING MECHANISMS

The Enabling Mechanisms questionnaire consists of 23 questions that assess the progress of an organization's efforts in ensuring that mechanisms to mainstream the GAD perspective are established and fully functional.

◈ At the **Foundation Formation level**, the organization has established or reconstituted its GAD Focal Point System (GFPS) as a catalyst for gender mainstreaming. It is also at this level where the organization has conducted exploratory engagements with PCW and other GAD-related institutions and experts;

◈ At the **Installation of Strategic Mechanisms level**, other GAD mechanisms that will address the needs of the organization's internal and external clients are established, and there is a marked increase in the utilization of the GAD Budget.

◈ At the **GAD Application level**, the organization judiciously utilizes more than the minimum 5% GAD budget allocation while boasting of a fully functioning M&E System and has set-up a Knowledge Management System.

◈ At the **Commitment Enhancement and Institutionalization level**, the organization's enabling mechanisms can now track desired gender-related impacts and are able to produce GAD-related knowledge products; and

◈ At the **Replication and Innovation level**, the enabling mechanisms are recognized as models by other organizations and the whole budget of the organization is fully gender-responsive.

GUIDE FOR ANSWERING THE GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRES

1. Each item is marked with specific scores representing (1) YES; (2) PARTLY YES; and (3) NO. Indicate a score in the appropriate column to signify the degree to which your organization has complied with the GAD element required.

2. Under the MOV/Remarks column, indicate/attach the means of verification required or provide an explanation in support of your response. Failure to provide the appropriate MOVs could disregard/invalidate the "partly yes" or "fully yes" scores of the organization.

3. Transfer all the scores per questionnaire to the GMEF Score Sheet.

GMEF SCORESHEET

Name of the Organization Assessed: _____

Date Administered: _____

Inclusive Period of Assessment: _____

Key Areas	Score
Policy	
1. Issuance of initial policies on GAD	
2. Issuance of policies to mainstream GAD in the organization	
3. Integration of GAD in the Organization's Policies	
4. Updating and Continuous Enhancement of GAD Policies	
5. Model GAD Policy	
Sub-Total:	
Level for Policy:	
People	
1. On Establishing GFPS & GAD Champions/Advocates	
2. On GAD Initiatives & Capacity Development Activities	
3. GAD Sponsorship & Related Programs	
4. GAD Champions as Program Implementers	
5. GAD Experts	
Sub-Total:	

4. To get the total score per entry point, add the sub-total scores per questionnaire and refer to the following legend of scores to determine the organization's level of GAD mainstreaming efforts:

	RANGES	LEVEL DESCRIPTION
Level Per Entry Point	0-7.99 points	1: Foundation Formation
	8-14.99 points	2: Installation of Strategic Mechanisms
	15-19.99 points	3: GAD Application
	20-23.99 points	4: Commitment Enhancement and Institutionalization
	24-25 points	5: Replication and Innovation

5. To get the overall level of the GAD mainstreaming efforts of the organization, add all the scores per entry point and refer to the following legend of scores to interpret the ratings:

	RANGES	LEVEL DESCRIPTION
Over-all Level	0-30.99 points	1: Foundation Formation
	31-60.99 points	2: Installation of Strategic Mechanisms
	61-80.99 points	3: GAD Application
	81-95.99 points	4: Commitment Enhancement and Institutionalization
	96-100 points	5: Replication and Innovation

6. Organizations should take note of questions/descriptors with "NO" and "PARTLY YES" responses and design programs or undertake activities to improve their score.

7. The organization may re-administer the GMEF Organizational Assessment Questionnaires after a specified period of time (e.g. every 3 years) to keep track of its GAD mainstreaming efforts.

GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE - ENABLING MECHANISMS

1. Setting up of Essential GAD Mechanisms (max score: 5; for each item or question, 1.67)

DESCRIPTORS	SCORE			Score per item	Means of Verification/Remarks
	NO	PARTLY	YES		
1.1 Has the organization created/reconstituted its GAD Focal Point System (GFPS) in accordance with Magna Carta of Women Implementing Rules and Regulations (MCW IRR) Sec. 37-C and other pertinent policies issued by concerned oversight agencies? *(possible scores are 0, 0.83, and 1.67)*	GFPS not created/reconstituted in accordance with MCW IRR Sec 37-C and pertinent policies issued by concerned oversight agencies	GFPS or similar GAD mechanism created/reconstituted in the central office and/ or selected regional and/or attached agencies/offices only	GFPS or similar GAD mechanism created/reconstituted in the central office and all regional offices and attached agencies		Attach the directory of the newly-created/reconstituted GFPS of the organization, including its regional and attached offices as applicable* *Agencies with created/reconstituted GFPS or similar GAD mechanisms in accordance with mentioned pertinent guidelines with no regional and attached offices will be awarded 1.67 points equivalent to a "yes" answer*
1.2 Has the organization initiated exploratory activities with the Philippine Commission on Women (PCW) or other agencies/LGUs, institutions and/or individuals to facilitate gender mainstreaming? *(possible scores are 0, 0.83 and 1.67)*	No exploratory activities initiated at all	Organization conducted initial meetings/consultations with PCW, organizations and/or individuals to facilitate gender mainstreaming	Organization initiated exploratory activity/activities with PCW, organizations and/or individuals to facilitate gender mainstreaming		If yes, list down the exploratory activities initiated by the organization (e.g. meeting with PCW for the identification of necessary capacity development activities for GFPS and staff members) to facilitate gender mainstreaming List of Organizations/Individuals | Exploratory Activities Conducted | Remarks

Question	No information collected	Data and information collected but are not yet disaggregated by sex	Intake forms developed and used to collect sex-disaggregated data or gender statistics	
1.3 Has the organization collected information towards the establishment of sex-disaggregated database and enhancement of its M&E system? *(possible scores are 0, 0.83, and 1.67)*	No information collected	Data and information collected but are not yet disaggregated by sex	Intake forms developed and used to collect sex-disaggregated data or gender statistics	Attach intake forms such as attendance sheets, profile forms, etc., with separate columns for sex, used by the organization to gather sex-disaggregated data. Include list of information that can be disaggregated by sex *(e.g. list of client beneficiaries, service providers, partners, etc.)*

Sub-total GMEF Score
(Level 1 Enabling Mechanisms)

2. Functional GAD Mechanisms (max score: 5; for each item or question, 1)

Question	No functional GFPS based on the provisions of the guidelines issued by relevant oversight agencies	GFPS performing limited functions based on the provisions of the guidelines issued by relevant oversight agencies	GFPS members actively performing all the functions based on the provisions of guidelines issued by relevant oversight agencies	
2.1 Does the organization have a functional GAD Focal Point System based on the provisions of the guidelines issued by relevant oversight agencies? (e.g. PCW MC 2011-01 for NGAs, JMC 2013-01 for LGUs and CHED MO 2015-01 for SUCs) *(possible scores are 0, 0. 5 and 1)*	No functional GFPS based on the provisions of the guidelines issued by relevant oversight agencies	GFPS performing limited functions based on the provisions of the guidelines issued by relevant oversight agencies	GFPS members actively performing all the functions based on the provisions of guidelines issued by relevant oversight agencies	If GFPS is performing limited functions, explain the challenges faced by the GFPS of the organization in mainstreaming GAD. _____ _____ _____ _____

	No other GAD mechanism established	1 other GAD mechanism established	2 or more other GAD mechanisms established	
2.2 Has the organization established other GAD mechanisms? *(possible scores are 0, 0. 5 and 1)* *Other GAD Mechanisms refer to those in addition to the GFPS and the GAD Database	No other GAD mechanism established	1 other GAD mechanism established	2 or more other GAD mechanisms established	Enumerate other GAD mechanisms established *[e.g. Committee on Decorum and Investigation (CODI), Violence against Women and their Children (VAWC) Referral System, Barangay Violence against Women (VAW) Desk, Women's Economic Empowerment (WEE) Desk, etc.]* | Other GAD Mechanism/s Established	Function/s	Members	Date Established
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2.3. Has the organization utilized at least 5% of its budget* to implement GAD PAPs? *(possible scores are 0, 0. 5 and 1)* *refers to the total GAA of NGAs and LGUs or COB for GOCCs*	No GAD budget utilized	Organization utilized less than 5% of total budget to implement GAD PAPs	Organization utilized 5% or more of total budget to implement GAD PAPs	Attach the GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD AR) of the organization for the same fiscal year *(e.g. 2013 GPB and GAD AR)* If no, explain why budget allocated for the implementation of GAD PAPs is less than 5%? _____ _____ _____

Indicator	Score 0	Score 0.5	Score 1	Guide Questions
2.4. Has engagement with organizations with organizations such as PCW, LGUs and/or other agencies, and individuals been established towards the conduct of GAD-related PAPs of the organization? *(possible scores are 0, 0.5 and 1)*	Organization has not engaged with agencies/LGUs, institutions and/or individuals towards the conduct of GAD-related PAPs	Organization has sporadic engagement with agencies/LGUs, institutions and/or individuals towards the conduct of GAD-related PAPs	Organization has established working engagement with agencies/LGUs, institutions and/or individuals towards the conduct of GAD-related PAPs	List down consultations with organizations/individuals regarding the conduct of GAD-related PAPs of the organization *(e.g. conduct of a series of capacity development activities and technical assistance for the preparation of GPB, etc.):*
2.5. Is the organization able to collect or generate sex-disaggregated data (SDD) and/or gender statistics*? *(possible scores are 0, 0.5 and 1)*	No effort from the organization yet to collect or generate SDD and/or gender statistics	Organization is in the process of collecting or generating SDD and/or gender statistics	Organization is collecting and generating SDD and/or gender statistics	If yes, enumerate types of SDD and/or gender statistics collected or generated *(e.g., sex-disaggregated profile of employees, client beneficiaries, cases of VAW, etc.).* If applicable, list down installed gender-responsive data collection system/s of the organization (e.g. National Violence Against Women (NVAW) referral system, gender-responsive Community-Based Monitoring System (CBMS) etc.).

Guide table for 2.4:

List of Organizations/ Individuals Engaged	Purpose of Engagement (e.g., request for review of GAD PB etc.)	Results of Engagement

Sub-total GMEF Score (Level 2 Enabling Mechanisms)

3. Integration of GAD in the Organization's Mechanisms (max score: 5; for each item or question, 1)

Question				Remarks
3.1 Do the organization's other GAD mechanisms coordinate, monitor and report the progress of the implementation of its functions? *(possible scores are 0, 0.5 and 1)*	Other GAD mechanisms established but not functional	Other GAD mechanisms coordinate and monitor progress of implementation but do not generate status/progress report	Other GAD mechanisms coordinate, monitor and generate status/progress report of implementation	Attach status/progress report of the other GAD mechanisms established by the organization, including analysis of its functions and recommendations.
3.2 Has the organization utilized 30% or more of its total budget* to implement GAD PAPs? *(possible scores are 0, 0.5 and 1)* *refers to the total GAA of NGAs and LGUs or COB for GOCCs	Organization utilized 5% or less of total budget to implement GAD PAPs	Organization utilized 6-29% of total budget to implement GAD PAPs	Organization utilized 30% or more of total budget to implement GAD PAPs	Attach the GPB and GAD AR from the same fiscal year *(e.g. 2013 GPB and 2013 GAD AR)*

Question	Score 0	Score 0.5	Score 1	Means of Verification
3.3 Has the organization judiciously utilized its GAD budget to implement GAD activities based on its GPB? *(possible scores are 0, 0.5 and 1)*	With AOM indicating non-utilization of at least 5% of its budget for GAD or Notice of Disallowance from COA with no justification from the organization	With AOM indicating non-utilization of at least 5% of its budget for GAD with acceptable justification from the organization	With AOM commending the judicious use of GAD funds or no AOM from COA indicating non-utilization of at least 5% of its budget for GAD	Attach a copy of the **Audit Observation Memo** (AOM) or **Notice of Suspension and Disallowances** (NDs) received from the Commission on Audit (COA) and the organization's justification, if applicable.
3.4 Has the organization partnered with agencies/ LGUs, institutions and/or individuals towards the strategic implementation of its GAD PAPs? *(possible scores are 0, 0.5 and 1)*	Has not partnered with other organizations towards the strategic implementation of GAD PAPs	Partnered with 1 organization towards the strategic implementation of GAD PAPs	Partnered with 2 or more organizations towards the strategic implementation of GAD PAPs	List the partnership/s or joint program/s towards the strategic implementation of the organization's GAD PAPs (*e.g. partnership for the conduct of a GAD-related program*)

Means of Verification for 3.4 (table):

Name of Partner Agency/ Institution/ Individual	GAD Effort Implemented	Type of Engagement	Inclusive Dates

If applicable, attach copies of Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Terms of Reference (TORs), Partnership Agreement, etc.

				List GAD-related data and indicators used in the development planning cycle.

	No SDD or gender statistics utilized in the development planning cycle	SDD and/or gender statistics utilized in 1-2 stages of the development planning cycle	SDD and/or gender statistics utilized in all stages of the development planning cycle	
3.5 Is the organization utilizing sex-disaggregated data and/or gender statistics in the development planning cycle (planning, implementation and management and monitoring and evaluation)? *(possible scores are 0, 0.5 and 1)*				

Development Planning Cycle Stage	Data Utilized	Output	Indicators Used to Measure Gender-Related Impacts of PAPs

***Sub-total GMEF Score
(Level 3 Enabling Mechanisms)***

4. Advanced GAD Mechanisms (max score: 5; for each item or question, 1)

	Other GAD mechanisms are fully functional but still has to contribute to the attainment of desired impact/s	Other GAD mechanisms are fully functional and contributing to the attainment of desired impact/s	Other GAD mechanisms are fully functional and resulted in desired impact/s	Attach status/progress report, client satisfaction survey, results of gender impact assessment, documented testimonies, etc.
4.1 Are the organization's other GAD mechanisms able to contribute towards the attainment of its desired impact/s? *(possible scores are 0, 0.5 and 1)*				

Indicator	Score 0	Score 0.5	Score 1	Means of Verification
4.2 Has the organization utilized 70% or more of its total budget* to implement GAD PAPs? *(possible scores are 0, 0.5 and 1)* *refers to the total GAA of NGAs and LGUs or COB for GOCCs*	Organization utilized 30% or less of total budget to implement GAD PAPs	Organization utilized 31-69% of total budget to implement GAD PAPs	Organization utilized 70% or more of total budget to implement GAD PAPs	Attach the GPB and GAD AR of the organization for the same fiscal year *(e.g. 2013 GPB and 2013 GAD AR).*
4.3 Is the organization's database with sex-disaggregated data and/or gender statistics able to generate sector-specific knowledge products (KPs) on GAD? *(possible scores are 0, 0.5 and 1)*	Database has no SDD and/or gender statistics and is not able to generate sector-specific KPs on GAD	Database with SDD and/or gender statistics generated 1-2 sector-specific KPs on GAD	Database with SDD and/or gender statistics generated 3 or more sector-specific KPs on GAD	Enumerate sector-specific KPs developed from database with SDD and/or gender statistics *(e.g. caselets, case studies, briefers, fact sheets, etc.).*

Title of Sector Specific Knowledge Products	Content of the Knowledge Products	Utilization of the Knowledge Products

4.4 Is the organization's M&E system able to track the desired gender-related impacts of its GAD PAPs on clients (internal and external)? *(possible scores are 0, 0.5 and 1)*	M&E system is not able to track gender-related impacts of GAD PAPs on clients (internal and external)	M&E system able to track gender-related impacts of GAD PAPs on either internal or external clients	M&E system able to track gender-related impacts of GAD PAPs on both internal and external clients	Attach copies of M&E reports reflecting gender-related impacts of the organization's GAD PAPs on its internal and external clients, such as:

Attach copies of M&E reports reflecting gender-related impacts of the organization's GAD PAPs on its internal and external clients, such as:

1. **NGAs:** Gender Impact Assessment (GIA); Annual Audit Reports (AARs); Audit Financial Reports (AFRs); Special Audit Reports (SARs); Socio-Economic Reports (SERs), Philippine Development Plan (PDP) Reports, program/project reports, accomplishment reports and other related knowledge products (KPs);

2. **LGUs**: End of term reports; Annual Audit Reports (AARs); administrative/accomplishment reports; State of the Municipal Address (SOMA); State of the Province Address (SOPA), Socio-Economic Reports (SERs), Regional Project Monitoring & Evaluation System (RPMES) Reports, program/project reports, and other related knowledge products

Identify indicators that measure gender-related impacts of the organization's GAD PAPs.

Question	Score 0	Score 0.5	Score 1	Means of Verification
4.5 Does the organization have a Knowledge Management (KM) System with GAD-related knowledge products (KPs)? *(possible scores are 0, 0.5 and 1)*	KM system does not have GAD-related KPs	KM system has GAD-related KPs accessed and utilized by either internal or external clients	KM system has GAD-related KPs accessed and utilized by both internal and external clients	Explain how the organization's KM system facilitates the sharing of GAD-related KPs to its clients (internal and/or external). _____ _____ _____ Attach the list of KPs produced and shared through the KM system as well as the KM Plan/framework or link of the KM system, if applicable.

Sub-total GMEF Score
(Level 4 Enabling Mechanisms)

5. Model GAD Structures and Systems (max score: 5; for each item or question:1)

Question	Score 0	Score 0.5	Score 1	Means of Verification
5.1 Has the organization's GAD Focal Point System been recognized or awarded as a model GAD mechanism by reputable local, national, and international organizations on gender mainstreaming? *(possible scores are 0, 0.5 and 1)*	GFPS not yet recognized as model GAD mechanism by reputable organizations on gender mainstreaming	GFPS nominated, shortlisted or cited as model GAD mechanism by reputable organizations on gender mainstreaming	GFPS awarded as model GAD mechanism by reputable organizations on gender mainstreaming	List awards/citations/documented testimonies received.

Awarding Institutions	Local/ National/ International	Award/ Citations Received	Year

Indicator	Score 0	Score 0.5	Score 1	Means of Verification
5.2 Has the organization's other GAD mechanisms been recognized as models by other organizations? *(possible scores are 0, 0.5 and 1)*	Other GAD mechanisms not yet recognized by other organizations as models	Other GAD mechanisms recognized as models by 1-2 organizations	Other GAD mechanisms recognized as models by 3 or more organizations	List awards/citations/documented testimonies received. Awarding Institutions / Local/National/International / Award/Citations Received / Year
5.3 Has the organization utilized 100% of its total budget* to implement GAD PAPs? *(possible scores are 0, 0.5 and 1)* *refers to the total GAA of NGAs and LGUs or COB for GOCCs*	Organization utilized 70% or less of its total budget to implement GAD PAPs	Organization utilized 71-99% or less of its total budget to implement GAD PAPs	Organization utilized 100% of its total budget to implement GAD PAPs	Attach the GPB and GAD AR of the organization for the same fiscal year *(e.g. 2013 GPB and 2013 GAD AR)*

Question	(score 0)	(score 0.5)	(score 1)	Please provide details
5.4 Has the organization established a centralized database with sex-disaggregated data and/or gender statistics accessible to its regional offices and attached agencies, as well as external clients and partner organizations? *(possible scores are 0, 0.5 and 1)*	Database with SDD and/or gender statistics established but accessible only to the central office	Database with SDD and/or gender statistics established and accessible to the central office, regional offices and attached agencies	Database with SDD and/or gender statistics established and accessible to the central office, regional offices and attached agencies, as well as to external clients and partner organizations	Please provide link of database with SDD. If the data is not uploaded in a website, list the information/data that are accessible to regional offices, attached agencies, external clients and partner organizations.
5.5 Is the Knowledge Management (KM) system of the organization integrated with GAD and replicated by other organizations? *(possible scores are 0, 0.5 and 1)*	KM system of the organization not integrated with GAD and not replicated by other organizations	KM system of the organization integrated with GAD and replicated by 1-2 organizations	KM system of the organization integrated with GAD and replicated by 3 or more organizations	Explain how GAD is integrated in the KM system of the organization and list down other organizations that replicated the KM system. _____ _____ _____ _____
Sub-total GMEF Score (Level 5 Enabling Mechanisms)				
TOTAL GMEF SCORE (Enabling Mechanisms)				

GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE- PROGRAMS/ACTIVITIES/PROJECTS (PAPS)

The PAPs questionnaire consists of 30 questions that assess the organization's progress in mainstreaming GAD in all of its programs, activities and projects, whether through policy and/or plan formulation and issuances, capacitating the GFPS members, generating top-level management support on GAD and the establishment of enabling GAD mechanisms.

◈ At the **Foundation Formulation level**, the organization has expressed initial support to gender mainstreaming through conduct of GAD capacity development sessions for its GFPS members, top management and the rest of its employees. It has also involved clients to ensure that their gender issues are taken into account, while also engaging with PCW and relevant organizations and individual experts on GAD. It is also at this stage that the organization plans or sets-up a GAD corner containing GAD IEC materials or references for the use of its clients (internal and external).

◈ At the **Installation of Strategic Mechanisms level**, the organization already has a GAD agenda or strategic framework to guide its gender mainstreaming efforts through the implementation of its GAD Plan and Budget. Deepening sessions for GFPS members and concerned staff members are also conducted, especially on the application of gender analysis tools. These sessions are meant to further guide them on how to intensify gender mainstreaming efforts in the organization. Lastly, IEC materials are customized for the organization's use and a GAD section in the website is planned or set-up.

◈ At the **GAD Application level**, the organization ensures that the implementation of its GAD PAPs, especially those in the GAD Plan and Budget are monitored. External clients are also capacitated through relevant GAD sessions. Finally, a Knowledge Management (KM) system to ensure the transfer of knowledge on GAD is set-up.

◈ At the **Commitment Enhancement and Institutionalization level**, the organization ensures that monitoring of its GAD PAPs is sustained and its impacts evaluated. Sector-specific GAD capacity development sessions for both internal and external clients are also conducted, as well as periodic applications and re-application of gender analysis tools to ensure integration of GAD in the organization's PAPs. A sustainability action plan for GAD is also developed.

◈ At the **Replication and Innovation level**, the organization is now recognized as a learning hub for its noteworthy GAD efforts with convergence models resulting from its partnerships. GAD knowledge products and IEC materials produced by the organization are also utilized by other organizations as references or models to develop their own GAD-related materials.

GUIDE FOR ANSWERING THE GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRES

1. Each item is marked with specific scores representing (1) YES; (2) PARTLY YES; and (3) NO. Indicate a score in the appropriate column to signify the degree to which your organization has complied with the GAD element required.

2. Under the MOV/Remarks column, indicate/attach the means of verification required or provide an explanation in support of your response. Failure to provide the appropriate MOVs could disregard/invalidate the "partly yes" or "fully yes" scores of the organization.

3. Transfer all the scores per questionnaire to the GMEF Score Sheet.

GMEF SCORESHEET

Name of the Organization Assessed: _____

Date Administered: _____

Inclusive Period of Assessment: _____

Key Areas	Score
Policy	
1. Issuance of initial policies on GAD	
2. Issuance of policies to mainstream GAD in the organization	
3. Integration of GAD in the Organization's Policies	
4. Updating and Continuous Enhancement of GAD Policies	
5. Model GAD Policy	
Sub-Total:	
Level for Policy:	
People	
1. On Establishing GFPS & GAD Champions/Advocates	
2. On GAD Initiatives & Capacity Development Activities	
3. GAD Sponsorship & Related Programs	
4. GAD Champions as Program Implementers	
5. GAD Experts	
Sub-Total:	

4. To get the total score per entry point, add the sub-total scores per questionnaire and refer to the following legend of scores to determine the organization's level of GAD mainstreaming efforts:

	RANGES	LEVEL DESCRIPTION
Level Per Entry Point	0-7.99 points	1: Foundation Formation
	8-14.99 points	2: Installation of Strategic Mechanisms
	15-19.99 points	3: GAD Application
	20-23.99 points	4: Commitment Enhancement and Institutionalization
	24-25 points	5: Replication and Innovation

5. To get the overall level of the GAD mainstreaming efforts of the organization, add all the scores per entry point and refer to the following legend of scores to interpret the ratings:

	RANGES	LEVEL DESCRIPTION
Over-all Level	0-30.99 points	1: Foundation Formation
	31-60.99 points	2: Installation of Strategic Mechanisms
	61-80.99 points	3: GAD Application
	81-95.99 points	4: Commitment Enhancement and Institutionalization
	96-100 points	5: Replication and Innovation

6. Organizations should take note of questions/descriptors with "NO" and "PARTLY YES" responses and design programs or undertake activities to improve their score.

7. The organization may re-administer the GMEF Organizational Assessment Questionnaires after a specified period of time (e.g. every 3 years) to keep track of its GAD mainstreaming efforts.

DESCRIPTORS	SCORE			Score per item	Means of Verification/Remarks
	NO	PARTLY	YES		

1. Initial Activities to Facilitate GAD Mainstreaming (max score: 5; for each item or question:0.83)

DESCRIPTORS	NO	PARTLY	YES	Score per item	Means of Verification/Remarks
1.1 Is the organization observing international/ national/local GAD-related events *(possible scores are 0, 0.41 and 0.83)*	Organization has not initiated or participated in the observance of international/ national/ local GAD-related events	Organization initiated or participated in 1-2 observance of international/ national/ local GAD-related events	Organization initiated or participated in 3 or more observance of international/ national/ local GAD-related events		Enumerate GAD-related events initiated or participated by the organization (e.g. International Women's Day celebration). GAD-related event / Initiated / Participated / Date Conducted
1.2 Has the organization conducted Basic GAD Orientation or Gender Sensitivity Training (GST) for its clients (internal and external)? *(possible scores are 0, 0.41 and 0.83)*	No Basic GAD orientation or GST conducted for its clients	Basic GAD Orientation or GST conducted for either internal or external clients	Basic GAD Orientation or GST conducted for both internal and external clients		Attach training design, attendance sheets and results of training evaluation, if available. If no, explain why GAD Orientation or Gender Sensitivity Training (GST) has not been conducted for the organization's clients.

				Discuss the results of consultation activities conducted.		
1.3 Has the organization conducted consultation activities with clients (internal and external) to identify gender issues and corresponding strategies? *(possible scores are 0, 0.41 and 0.83)*	No consultation conducted with clients	Conducted consultation with either internal or external clients to identify gender issues and corresponding strategies	Conducted consultation with both internal and external clients to identify gender issues and corresponding strategies	Group Consulted (Internal/ External)	Purpose	Results of Consultation (gender issues and strategies identified)
1.4 Has the organization consulted PCW and relevant organizations/ individuals on its GAD mainstreaming efforts? *(possible scores are 0, 0.41 and 0.83)*	No consultation conducted at all	Initiated consultation with either PCW or relevant organizations/ individuals on its GAD mainstreaming efforts	Initiated consultation with both PCW and relevant organizations/ individuals on its GAD mainstreaming efforts	If consultations were conducted, what gender-related issues were reflected in the GPB? Enumerate results of consultations initiated including names of organizations/individuals consulted.		
				Name of organizations/ individuals Consulted	Agenda of the Consultation	Results of the Consultation

Indicator	Score 0	Score 0.41	Score 0.83	Means of Verification
1.5 Has the organization reviewed and revised existing Information/Education/Communication (IEC) materials and Knowledge Products (KPs) to ensure use of gender-fair language and images? *(possible scores are 0, 0.41 and 0.83)*	No review of existing IEC materials and KPs conducted	1-3 existing IEC materials and KPs reviewed but not revised	4 or more existing IEC materials and KPs reviewed and revised	Provide a list of IEC materials reviewed and revised to ensure use of gender-fair language and images.
1.6 Has the organization set up a GAD corner? *(possible scores are 0, 0.41 and 0.83)*	No plan to set up GAD corner	GAD IEC materials and KPs compiled and collected to set up GAD corner	Established GAD corner with updated GAD IEC materials and KPs	Provide a copy of the plan or photo layout of the GAD corner and list down titles of existing Information/Education/Communication (IEC) materials and KPs available for use and reference of clients and GAD Focal Point System (GFPS) members.

Sub-total GMEF Score (Level 1 PAPs)

2. Establishing Commitment towards Gender Mainstreaming (max score: 5; for each item or question: 0.62)

Question	0	0.31	0.62	Means of Verification
2.1 Has the organization formulated GAD agenda or strategic framework? *(possible scores are 0, 0.31 and 0.62)*	No GAD agenda or strategic framework formulated	Draft GAD agenda or strategic framework formulated	GAD agenda or strategic framework formulated and approved	Attach draft or approved GAD agenda and/or strategic framework *(e.g. Department Order setting 3-year GAD agenda of agencies or GAD Code for LGUs).*
2.2 Has the organization developed its GAD Plan and Budget (GPB) based on GAD agenda, emerging gender issues, international/national GAD mandates and/or results of gender analysis? *(possible scores are 0, 0.31 and 0.62)*	GPB is not based on GAD agenda/GAD Code, emerging gender issues, international/national GAD mandates and/or results of gender analysis	GPB is based on at least 1 of the following: GAD agenda/GAD Code, emerging gender issues, international/national GAD mandates and/or results of gender analysis	GPB is based on at least 3 of the following: GAD agenda/GAD Code, emerging gender issues, international/national GAD mandates and/or results of gender analysis	Attach GPB for the most recent fiscal year citing the basis for its development.

Content of GPB	Basis of Development (GAD agenda/ GAD Code, emerging gender issues, international/ national GAD mandates/ results of gender analysis)	Remarks

Question	Score 0	Score 0.31	Score 0.62	Enumerate
2.3 Has the organization conducted deepening sessions on GAD based on the results of the Training Needs Assessment (TNA) or updated GAD policies and tools as part of the continuing capacity development of GAD Focal Point System (GFPS) and concerned staff members? *(possible scores are 0, 0.31 and 0.62)*	No deepening sessions on GAD conducted	Conducted deepening session/s on GAD for either the GFPS or concerned staff members but not based on the results of TNA or updated GAD policies or tools	Conducted deepening sessions on GAD for either GFPS or concerned staff members based on the results of TNA or updated GAD policies or tools	Enumerate the deepening sessions on GAD conducted for GFPS and concerned staff: (see table below) Also attach a copy of Training Needs Analysis (TNA) results and design of deepening sessions. If TNA was not administered, please explain how the organization identified the need for deepening sessions and explain the basis for the training design/s used.
2.4 Has the organization used Gender Analysis (GA) tools and techniques in the review, enhancement or development of PAPs? *(possible scores are 0, 0.31 and 0.62)*	No GA tool applied to develop, review and/or enhance PAPs	Results of the application of GA tools used to review, enhance or develop 1-2 PAPs	Results of the application of GA tools used to review, enhance or develop 3 or more PAPs	Enumerate GA tools used to develop, review and/or enhance PAPs. (see table below)

Deepening sessions table (2.3):

Title of Deepening Session	TA Provider (in house trainer, PCW)	Date Conducted

GA tools table (2.4):

Name of PAPs	GA tools Applied	Results of Application

Indicator	Score 0	Middle	High	Means of Verification
2.5 Does the organization have facilities and services that address the gender issues and concerns of its clients (internal and external)? *(possible scores are 0, 0.31 and 0.62)*	No facilities and services addressing gender issues and concerns of the organization's clients	With existing facilities and services that address the gender issues and concerns of either internal or external clients	With existing facilities and services that address gender issues and concerns of both internal and external clients	Enumerate facilities and services addressing gender issues and concerns of the organization. **GAD Facilities and Services** / **Clients (internal/external)** / **Gender Issues and Concerns Addressed** *(e.g. Facilities to address strategic and practical gender needs of women and men employees such as child-minding center, breastfeeding center, and CODI, among others)*
2.6 Has the organization developed orientation modules for new employees with gender-sensitivity as a core competency? *(possible scores are 0, 0.31 and 0.62)*	No GAD orientation module with gender sensitivity as a core competency developed	Developed GAD orientation module but not yet included in the orientation of new employees	Developed GAD orientation module and included in the orientation of new employees	Attach copy of GAD orientation module(s) with gender-sensitivity as a core competency.
2.7 Has the organization developed and disseminated new Information/Education/Communication (IEC) materials on GAD to clients (internal and external)? *(possible scores are 0, 0.31 and 0.62)*	No new GAD IEC materials developed	Developed but has not disseminated new GAD IEC materials	Developed and disseminated new GAD IEC materials	Provide list of new GAD IEC materials and the target audience. **GAD IEC materials** / **Target Audience** / **Remarks**

Item				Means of Verification
2.8 Has the organization created a GAD section in its website? *(possible scores are 0, 0.31 and 0.62)*	No GAD section in the agency website	Developed GAD section in organization website but not updated	Developed GAD section in organization website and regularly updated	Please list website link for the GAD Section of the organization.
Sub-total GMEF Score (Level 2 PAPs)				

3. GAD Application (max score: 5; for each item or question: 0.71)

Item				Means of Verification
3.1 Has the organization monitored the implementation of its GAD Programs/Activities/Projects (PAPs)? *(possible scores are 0, 0.35 and 0.71)*	Implementation of GAD PAPs not monitored	Implementation of GAD PAPs intermittently monitored and not reported	Implementation of GAD PAPs regularly monitored and reported	Attach monitoring reports on the implementation of GAD PAPs.
3.2 Has the organization prepared and submitted on time its GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD AR)? *(possible scores are 0, 0.35 and 0.71)* *PCW endorses GPBs of NGAs, GOCCs and SUCs* **DILG endorses GPBs of LGUs*	GPB and GAD AR not submitted to PCW/DILG	GPB and GAD AR submitted to PCW*/DILG** but not endorsed	GPB and GAD AR endorsed by PCW*/DILG**	Provide copies of submitted and/or endorsed GAD Plans and Budgets (GPBs) and GAD Accomplishment Reports (GAD ARs), including cover letters.

No.	Question	Score 0	Score 0.35	Score 0.71	Data Collection
3.3	Has the organization conducted and sustained the GAD capacity development of its clients (internal and external)? *(possible scores are 0, 0.35 and 0.71)*	No GAD capacity development conducted and sustained for clients	GAD capacity development conducted and sustained for either internal or external clients	GAD capacity development conducted and sustained for both internal and external clients	List GAD capacity development activities conducted for clients.
3.4	Has the organization conducted GAD capacity development sessions for its internal GAD experts? *(possible scores are 0, 0.35 and 0.71)*	No GAD capacity development session conducted to develop internal GAD experts	Conducted GAD capacity development session but no internal GAD experts developed	Conducted GAD capacity development session that resulted in the development of internal GAD experts	Enumerate GAD capacity development sessions conducted, and provide a list of internal experts and their areas of expertise developed through these sessions.
3.5	Has the organization regularly applied Gender Analysis (GA) tools in the development planning cycle (planning, implementation and management, and monitoring and evaluation)? *(possible scores are 0, 0.35 and 0.71)*	No GA tools applied in development planning cycle	GA tools applied in 1-2 levels of the development planning cycle	GA tools applied in all levels of the development planning cycle	Enumerate GA tools applied in any stage of the development planning cycle and the frequency of application.

3.3 Data table:

GAD Capacity Development Activities	Target Participants	Inclusive Dates

3.4 Data table:

Title and Date of GAD Capacity Development Activity Conducted	Internal GAD Experts Developed	Remarks

3.5 Data table:

GAD Tools Applied	Purpose of Application	Result of Application	Date of Application

Question				Score	Means of Verification
3.6 Has the organization regularly updated its GAD section in the website? *(possible scores are 0, 0.35 and 0.71)*	GAD section has not been updated for more than a year	GAD section updated annually	GAD section updated quarterly or more often		Provide a schedule involving the update of the GAD section in the organization's website.
3.7 Has the organization set up a Knowledge Management (KM) system as a mechanism to transfer knowledge on GAD? *(possible scores are 0, 0.35 and 0.71)*	No existing plan to set up KM	Has initial plan to set up KM	Has set up a KM system to transfer knowledge on GAD		Attach the Knowledge Management (KM) system plan/framework or web link.
Sub-total GMEF Score (Level 3 PAPs)					
4. GAD Commitment and Institutionalization (max score: 5; for each item or question, 1.0)					
4.1 Has the organization sustained implementation and monitoring of international, national and local GAD mandates in its PAPs? *(possible scores are 0, 0.5, and 1)*	GAD mandate not implemented and monitored	GAD mandates continuously implemented but not regularly monitored by the organization	GAD mandates continuously implemented and regularly monitored by the organization		List down GAD-related mandates being implemented and monitored by the organization and attach the relevant monitoring reports.

4.2 Has the organization conducted organizational/sector-specific capacity development sessions on GAD for clients (internal and external)?
(possible scores are 0, 0.5, and 1)

No organizational sector-specific capacity development session/s on GAD conducted	Organizational/ sector-specific GAD capacity development session/s conducted for either internal or external clients	Organizational/ sector-specific GAD capacity development session/s conducted for both internal or external clients

List down titles of organizational/sector-specific capacity development session/s on GAD conducted or discuss status of the development of sector-specific GAD capacity development session/s for clients being done by the organization (*e.g. Women's Economic Empowerment, Gender and Justice, Gender and Climate Change*).

Title of Organizational/ Sector-Specific Capacity Development Program on GAD	Participants	Purpose

Attach activity reports and/or documentation of the sector-specific capacity development sessions conducted.

4.3 Does the organization regularly apply gender analysis (GA) tools to assess gender-responsiveness of programs/activities/projects (PAPs)?
(possible scores are 0, 0.5, and 1)

GAD tools not applied to assess PAPs	GAD tools used to assess gender-responsiveness of 1-2 PAPs	GAD tools used to assess gender-responsiveness of 3 or more PAPs

List down Programs/Activities/Projects (PAPs) assessed and list of gender analysis (GA) tools regularly applied by the organization.

GA Tools Applied	PAP Assessed	Results of Application

Question				
4.4 Has the organization developed a sustainability action plan for its GAD PAPs? *(possible scores are 0, 0.5, and 1)*	No sustainability action plan on GAD PAPs formulated	Draft sustainability action plan on GAD PAPs formulated	Sustainability action plan on GAD PAPs formulated and approved		Attach draft or approved sustainability action plan on GAD PAPs of the organization.
4.5 Has the organization conducted impact evaluation of its GAD PAPs? *(possible scores are 0, 0.5, and 1)*	Gender impact assessment not yet conducted	Impact assessment of GAD PAPs on-going	Impact assessment of GAD PAPs completed and reported		Attach a copy of Gender Impact Assessment Report of the organization's GAD PAPs.
Sub-total GMEF Score (Level 4 PAPs)					

5. Model PAPs (max score: 5; for each item or question: 1.25)

Question				
5.1 Has the organization been recognized as a GAD learning hub for its notable GAD PAPs? *(possible scores are 0, 0.62 and 1.25)*	Organization is still developing notable GAD PAPs	Organization has been recognized as a learning hub but GAD PAPs are not yet replicated	Organization has been recognized as a learning hub and its GAD PAPs are replicated by other organizations	List down awards/citations/recognitions/nominations received. | GAD Program/Activity/Project Recognized	Award/Citation Received	Year
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				If nominated/cited/certified, kindly attach photocopy of certificate/recognition received and include press releases, photos, and documented testimonies, if applicable.

Question				Remarks
5.2 Has the organization's partnership with stakeholders resulted in a convergence model that is recognized and replicated by other organizations? *(possible scores are 0, 0.62 and 1.25)*	No convergence model resulting from partnership	Convergence model recognized but not replicated	Convergence model recognized and replicated	Describe GAD convergence model that resulted from the partnership and list down organizations that replicated it.
5.3 Has the organization's Knowledge Products (KPs) and Information/Education/Communication (IEC) materials on GAD been used by other organizations? *(possible scores are 0, 0.62 and 1.25)*	GAD KPs and GAD IEC materials not yet cited as reference by other organizations	GAD KPs and GAD IEC materials used and cited as reference by at 1-2 organizations	GAD KPs and GAD IEC materials used and cited as reference by 3 or more organizations	List down GAD KPs and GAD Information/Education/Communication (IEC) materials developed and utilized by the organization (*e.g. MCW mobile application, videos, brochures, etc.*).

Type of GAD KP/GAD IEC Material	GAD KP/GAD IEC Material Developed	Organizations that Utilized GAD KP/GAD IEC Material	Remarks

5.4 Has the organization's existing award/incentive system been integrated with GAD perspective? *(possible scores are 0, 0.62 and 1.25)*	Award system not yet integrated with GAD perspective	Award system being reviewed for integration of GAD perspective	Award/incentive system integrated with GAD perspective	Attach criteria for the existing award/incentive system integrated with GAD perspective and provide list of the awardees.
Sub-total GMEF Score (Level 5 PAPs)				
TOTAL GMEF SCORE (PAPs)				

GMEF SCORESHEET

Name of Organization Assessed: _____

Date Administered: _____

Inclusive Period of Assessment: _____

Key Areas	Score
Policy	
1. Issuance of initial policies on GAD	
2. Issuance of policies to mainstream GAD in the organization	
3. Integration of GAD in the Organization's Policies	
4. Updating and Continuous Enhancement of GAD Policies	
5. Model GAD Policy	
Sub-Total:	
Level for Policy:	
People	
1. For Establishing GFPS & GAD Champions/Advocates	
2. For GAD Initiatives & Capacity Development Activities	
3. For GAD Sponsorship & Related Programs	
4. GAD Champions as Program Implementers	
5. GAD Experts	
Sub-Total:	
Level for People:	
Enabling Mechanisms	
1. Setting-up of Essential GAD Mechanisms	
2. Functional GAD Mechanisms	
3. Integration of GAD in the Organization's Mechanisms	
4. Advanced GAD Structures and Systems	
5. Model GAD Structures and Systems	
Sub-Total:	
Level for Enabling Mechanisms:	
Programs, Activities and Projects (PAPs)	
1. Initial Activities to Facilitate GAD Mainstreaming	
2. Establishing Commitment towards GAD Mainstreaming	
3. GAD Application	
4. GAD Commitment and Institutionalization	
5. Model PAPs	
Sub-Total:	
Level for PAPs:	
TOTAL SCORE	
Over-all Level:	

Level Per Entry Point	RANGES	LEVEL DESCRIPTION
	0-7.99 points	1: Foundation Formation
	8-14.99 points	2: Installation of Strategic Mechanisms
	15-19.99 points	3: GAD Application
	20-23.99 points	4: Commitment Enhancement and Institutionalization
	24-25 points	5: Replication and Innovation
Over-all Level	RANGES	LEVEL DESCRIPTION
	0-30.99 points	1: Foundation Formation
	31-60.99 points	2: Installation of Strategic Mechanisms
	61-80.99 points	3: GAD Application
	81-95.99 points	4: Commitment Enhancement and Institutionalization
	96-100 points	5: Replication and Innovation