

WR Gender Scorecard

Please take time to answer the following questions based on what you consider to be reality in your country office. For any questions where you are unsure of the answer, feel free to leave blank. You will use your responses on this form as a guide when you meet with others on your senior leadership team to discuss further and determine your office's final score.

For all questions that use a 5 point Likert scale, please reference the below:

1	2	3	4	5
Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree

Respondent Information

1. Name:
2. Name of country office:

Section 1. Theological Foundation

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| 3. Senior Leadership staff in our office have been oriented on WR's Christian Identity statement and its promotion of gender equality. | No / Yes |
| 4. WR's Christian Identity statement on gender is clearly communicated and easily available to staff. | No / Yes |
| 5. WR's Christian Identity statement on gender easily available to external partners upon request. | No / Yes |
| 6. Staff at all levels in our office have completed Gender Equality Bible Studies within the past two years. | No / Yes |

Section 2. Gender-sensitive project and program design

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| 7. Our program staff know how to use gender analysis tools. | 1 | 2 | 3 | 4 | 5 |
| 8. We include a gender analysis in our program needs assessment. | No / Yes | | | | |
| 9. The perspectives of both male and female community members are consulted and used to influence program design, monitoring and evaluation. | No / Yes | | | | |
| 10. Our program and M&E staff know how to develop gender-sensitive indicators. | 1 | 2 | 3 | 4 | 5 |
| 11. We include gender-sensitive indicators when designing M&E frameworks for programs and projects. | No / Yes | | | | |
| 12. We collect and report on sex-disaggregated data for all human data indicators. | No / Yes | | | | |

13. Our project monitoring utilizes sex-disaggregated data to consider gender impacts. No / Yes
14. Our impact evaluations utilize sex-disaggregated data to consider gender impacts. No / Yes
15. We have provided a training for staff on gender-sensitive project design and evaluation within the past two years. No / Yes
16. Do you have any suggestions on how to better include a gender perspective in our programming?

Section 3. Staffing and Leadership

Section 3a. Gender representation

17. We calculate our staff gender ratios on an annual basis. No / Yes
18. If yes, the overall ratio of men to women for all staff: Enter ratio below:

19. Our office Senior Leadership Team is gender balanced (with at least a 60/40 split) No / Yes
20. -Ratio of men to women in our senior leadership team: Enter ratio below:

21. Does your country office have its own board of directors? No / Yes

(If answer is no, please skip to question 24)

22. Our country office board of directors is gender balanced (with at least a 60/40 split) No / Yes

23. -Ratio of men to women in our board: Enter ratio below:

24. We have intentional practices or guidance in place to drive gender parity ratios among staff at all levels. No / Yes

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| 25. Women regularly lead chapel and devotions (at least 40% of the time) | 1 | 2 | 3 | 4 | 5 |
| 26. Women in our office are afforded public speaking opportunities (i.e. in staff meetings, leadership and board meetings) more than 40% of the time | 1 | 2 | 3 | 4 | 5 |
| 27. Our official representation with donors, governments, churches, local partners intentionally include a gender-balanced delegation. | 1 | 2 | 3 | 4 | 5 |
| 28. Women participate equally in decision-making processes as self-reported by women in leadership positions. | 1 | 2 | 3 | 4 | 5 |
| 29. Do you have any suggestions on how to increase the representation of women in our organization? | | | | | |

Section 3b. Equitable Recruitment, Professional Development and Compensation

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| 30. Our job postings include a statement on non-discrimination in regard to hiring and when appropriate has a statement encouraging women to apply. | No / Yes | | | | |
| 31. We strive to have an equal ratio of men and women in our final candidate pool. | 1 | 2 | 3 | 4 | 5 |
| 32. Our hiring panels consist of both men and women. | 1 | 2 | 3 | 4 | 5 |
| 33. Our hiring panels use a clear decision-making rubric that includes assessing a candidate on their gender sensitivity and ensures that all candidates are assessed on same criteria. | No / Yes | | | | |
| 34. We consider our staff gender ratios when making hiring decisions. | 1 | 2 | 3 | 4 | 5 |
| 35. Women and men are equally considered for promotions. Managers are able provide documentation of equal opportunity for promotion. | No / Yes | | | | |
| 36. Women and men are equally pursued in retention decisions. Managers are able to provide documentation of equal opportunity for retention. | No / Yes | | | | |
| 37. Succession plans for leadership roles intentionally include women as candidates and managers are able to provide documentation for succession decisions. | No / Yes | | | | |
| 38. We ensure women and men are given equal opportunity to participate in leadership training. | 1 | 2 | 3 | 4 | 5 |

39. We calculate our gender wage gap. No / Yes
40. We take positive steps to address our gender wage gap. 1 2 3 4 5
41. Do you have any suggestions on how we can ensure the recruitment and professional development of women in our organization?

Section 4. Dedicated gender-mainstreaming strategic resources

42. Our country office has a dedicated gender focal point. No / Yes
43. We allot sufficient budgetary, time and material resources for gender focal points. 1 2 3 4 5
44. Our annual budget includes specific lines(s) for gender equality activities and initiatives for our office. No / Yes
45. Our office provides active educational efforts at least once a year to change staff culture and awareness of challenges faced by different women throughout the organization. This could include specific events for female staff, celebration of International Women's Day, anti-bias training and HR policies. No / Yes
46. We have conducted a gender equality and social inclusion self-assessment in the last 4 years. No / Yes
47. Recommendations from the gender equality and social inclusion self-assessment are considered a key part of our country office strategy and work plan. These recommendations are addressed and reviewed by senior leadership. No / Yes
48. A commitment to gender mainstreaming is clearly reflected in our office's annual work plan as evidenced by inclusion of specific gender focused activities. 1 2 3 4 5

Section 5. Policies and Procedures

Section 5a. Gender-sensitive policies

49. WR's Gender Policy has been contextualized to local context if needed and translated into all working languages within our office. No / Yes

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| 50. Our new employee orientation/on-boarding program has a dedicated section on gender and diversity that includes a review of our Gender Policy. | No / Yes |
| 51. All staff have been oriented on the Gender Policy. | No / Yes |
| 52. Our office has a PSEA policy | No / Yes |
| 53. Our offices' onboarding process includes an orientation of PSEA and signing of the PSEA policy | No / Yes |
| 54. Our office has a sexual harassment prevention policy that explicitly defines different forms of sexual harassment, abuse, misconduct, and violence. | No / Yes |
| 55. Our offices' onboarding process includes an orientation on WR's Sexual Harassment policy and signing of this policy. | No / Yes |
| 56. Our office has a Family Leave Policy (e.g. maternity, paternity). | No / Yes |

Section 5b. Safeguarding practices and processes

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| 57. Our office has annual mandatory refresher trainings on PSEA and Sexual Harassment for all staff | No / Yes |
| 58. As laid out in the sexual harassment policy, our office has clear pathways in place for staff to report claims of sexual harassment - "whistle blower policy". | No / Yes |
| 59. As laid out in the sexual harassment policy, our office has a process in place to investigate and deal with claims of sexual harassment. | No / Yes |
| 60. We offer referrals for counseling and other services for staff who have reported abuse, and compassionate leave is available. | No / Yes |
| 61. We are tracking the future internal career trajectory of staff who have made harassment claims to ensure they have not been blacklisted for promotion or advancement. | No / Yes |
| 62. Contractors, Partner churches, implementing partners on the ground are briefed on the PSEA policy prior to engagement. | No / Yes |
| 63. As laid out in the PSEA policy, our office has a process in place for staff, partners and beneficiaries to report claims of sexual exploitation and abuse. | No / Yes |
| 64. As laid out in the PSEA policy, our office has a process in place to investigate and deal with claims of sexual exploitation and abuse. | No / Yes |

65. We have designated country/regional staff who are trained in processes related to addressing sexual harassment in the workplace and PSEA cases. No / Yes

Section 5c. Gender-sensitive work environment

66. Senior Leaders in our office have completed "Men & Women Leading Together" training or another comparable training. No / Yes

67. We offer flexible working hours and work arrangements for all employees. No / Yes

68. Both men and women are able to take paid family leave without retaliation based on leave options available in country policy. No / Yes

69. Our offices include a private, protected space for lactating mothers. No / Yes

70. We have sufficient restroom facilities at our offices for the needs of our female staff. No / Yes

71. The restroom facilities at our offices provide a safe, private environment with adequate hygiene for women to use. No / Yes

72. Do you have any suggestions on how your office work environment could be more gender-sensitive?