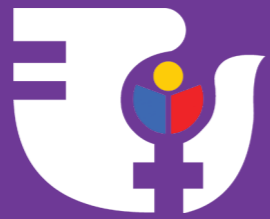


# Enhanced GENDER MAINSTREAMING EVALUATION FRAMEWORK

. Handbook  
. Toolkit



Office of the President  
**PHILIPPINE COMMISSION ON WOMEN**

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GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE - POLICY

GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE - PEOPLE

GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE - ENABLING MECHANISMS

GMEF ORGANIZATIONAL ASSESSMENT QUESTIONNAIRE - PROGRAMS/ACTIVITIES/PROJECTS

GMEF - SCORESHEET



## 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
<b>Policy</b>	
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	
<i>Sub-Total:</i>	
Level for Policy:	
<b>People</b>	
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	
<i>Sub-Total:</i>	

- 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:

<i>Level Per Entry Point</i>	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

- 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:

<i>Over-all Level</i>	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

- Organizations should take note of questions/descriptors with “NO” and “PARTLY YES” responses and design programs or undertake activities to improve their score.
- 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		Score per item	Means of Verification/Remarks																
	NO	PARTLY			YES															
<b>1. Issuance of Foundational Policies</b> (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? <i>(possible scores are 0, 0.83 and 1.67)</i>	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).																
				<table border="1"> <thead> <tr> <th>Policy Title</th> <th>Purpose/Subject Matter</th> <th>Date Issued</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Policy Title	Purpose/Subject Matter	Date Issued													
Policy Title	Purpose/Subject Matter	Date Issued																		
1.2 Has the organization conducted a review of existing policies for consistency with emerging GAD issues? <i>(possible scores are 0, 0.83 and 1.67)</i>	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.).																
				<table border="1"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Purpose/Subject Matter</th> <th>Date Issued</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Title	Type	Purpose/Subject Matter	Date Issued												
Title	Type	Purpose/Subject Matter	Date Issued																	



<p>1.3 Has the organization issued broad statements of intentions or aspirations reflecting its support for GAD-related activities? <i>(possible scores are 0, 0.83 and 1.67)</i></p>	<p>No broad statement supporting GAD-related activities issued</p>	<p>1-2 broad statements supporting GAD-related activities issued</p>	<p>3 or more broad statements supporting GAD-related activities issued</p>	<p>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).</p>												
<p><b>Sub-total GMEF Score (Level 1 Policy)</b></p>																
<p>2.1 Has the organization issued policies reflecting its interest for gender mainstreaming? <i>(possible scores are 0, 0.83 and 1.67)</i></p>	<p>No policy reflecting the organization's interest for gender mainstreaming issued</p>	<p>1-2 policies reflecting the organization's interest for gender mainstreaming issued</p>	<p>3 or more policies reflecting the organization's interest for gender mainstreaming issued</p>	<p>List all policies issued by the organization related to gender mainstreaming (e.g. issuance of DOH department order to integrate GAD in all programs):</p>												
<p><b>2. Issuance of Policies to mainstream GAD in the Organization</b> (max score: 5; for each item or question, 1.67)</p>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Title</th> <th style="width: 25%;">Type</th> <th style="width: 25%;">Purpose/Subject Matter</th> <th style="width: 25%;">Date Issued</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Title	Type	Purpose/Subject Matter	Date Issued								
Title	Type	Purpose/Subject Matter	Date Issued													

2.2 Has the organization issued policies addressing the gender needs of the clients (internal and external)? <i>(possible scores are 0, 0.83 and 1.67)</i>	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. <i>issuance of policy for the establishment of a child-minding center for use of employees and clients with small children</i> )												
				<table border="1"> <thead> <tr> <th data-bbox="395 584 507 745">Title</th> <th data-bbox="395 421 507 584">Type</th> <th data-bbox="395 257 507 421">Purpose/ Subject Matter</th> <th data-bbox="395 96 507 257">Date Issued</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title	Type	Purpose/ Subject Matter	Date Issued								
Title	Type	Purpose/ Subject Matter	Date Issued													
2.3 Has the organization used gender-fair language and images in its policy issuances? <i>(possible scores are 0, 0.83 and 1.67)</i>	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.												
<b>Sub-total GMEF Score (Level 2 Policy)</b>																
<b>3. Integration of GAD in the Organization's Policies (max score: 5; for each item or question, 1.67)</b>																
3.1 Has the organization adopted a GAD Agenda/Strategic Framework? <i>(possible scores are 0, 0.83 and 1.67)</i>	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)												

<p>3.2 Has the organization integrated GAD perspective in its organizational and/or national/sectoral plan/s? <i>(possible scores are 0, 0.83 and 1.67)</i></p>	<p>GAD perspective not yet integrated in organizational and/or national/ sectoral plan/s</p>	<p>GAD perspective integrated in selected areas of the organizational and/or national/sectoral plan/s</p>	<p>GAD perspective integrated in all areas of the organizational and/or national/ sectoral plan/s</p>	<p>Enumerate the organizational and/or national/ sectoral plan/s in which GAD has been integrated (e.g. <i>Philippine Development Plan, Annual Budget Call or Gender-Responsive LGU Plans such as Comprehensive Development Plan for LGU</i>) Organizational Plans (e.g., <i>Work Plan, Capacity Development Plan, Procurement Plan; Sectoral Plan i.e. Youth Plan, Disaster Plan, Disability Plan etc.</i>)</p> <table border="1" data-bbox="533 98 751 748"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Date Issued</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Title	Type	Date Issued													
Title	Type	Date Issued																		
<p>3.3 Has the organization formulated organizational/national/ sectoral policies on GAD? <i>(possible scores are 0, 0.83 and 1.67)</i></p>	<p>No organizational/ national/sectoral policies on GAD issued</p>	<p>1-2 organizational/ national/ sectoral policies on GAD issued</p>	<p>3 or more organizational/ national/sectoral policies on GAD issued</p>	<p>Provide complete title of sector specific GAD policies issued (e.g. <i>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</i>) and attach copies if available.</p> <table border="1" data-bbox="1043 98 1241 748"> <thead> <tr> <th>Title</th> <th>Type</th> <th>Purpose/ Subject Matter</th> <th>Date Issued</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Title	Type	Purpose/ Subject Matter	Date Issued												
Title	Type	Purpose/ Subject Matter	Date Issued																	
<p><b>Sub-total GMEF Score (Level 3 Policy)</b></p>																				



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

<p>4.1 Has the organization's GAD policy/policies resulted in bridging gender gaps of its clients (internal and external)? <i>(possible scores are 0, 0.83 and 1.67)</i></p>	<p>No gender gaps addressed by GAD policy/policies</p>	<p>Gender gaps of either internal and/or external clients are addressed by 1-2 GAD policies</p>	<p>Gender gaps of either internal and/or external clients are addressed by 3 or more GAD policies</p>	<p>List down existing GAD policies of the organization and how it bridged gender gaps of its internal and/or external clients <i>(e.g. lowering and responding to the cases Violence against Women)</i></p>												
				<table border="1"> <thead> <tr> <th data-bbox="454 1514 571 1641">Title of GAD Policy Issued</th> <th data-bbox="454 1514 571 1641">Intended Client/Beneficiaries</th> <th data-bbox="454 1514 571 1641">Gender Gaps Addressed</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 1514 663 1641"></td> <td data-bbox="571 1514 663 1641"></td> <td data-bbox="571 1514 663 1641"></td> </tr> <tr> <td data-bbox="663 1514 756 1641"></td> <td data-bbox="663 1514 756 1641"></td> <td data-bbox="663 1514 756 1641"></td> </tr> <tr> <td data-bbox="756 1514 849 1641"></td> <td data-bbox="756 1514 849 1641"></td> <td data-bbox="756 1514 849 1641"></td> </tr> </tbody> </table>	Title of GAD Policy Issued	Intended Client/Beneficiaries	Gender Gaps Addressed									
Title of GAD Policy Issued	Intended Client/Beneficiaries	Gender Gaps Addressed														
<p>4.2 Has the organization used the results of gender analysis in the development and/or enhancement of policies? <i>(possible scores are 0, 0.83, and 1.67)</i></p>	<p>Results of gender analysis was not used in the development and/or enhancement of policies</p>	<p>Results of gender analysis used in the development and/or enhancement of 1-2 policies</p>	<p>Results of gender analysis used in the development and/or enhancement of 3 or more policies</p>	<p>Enumerate enhanced policies, guidelines and/or documents enhanced based on the results of gender analysis.</p>												
				<table border="1"> <thead> <tr> <th data-bbox="871 1514 987 1641">Policy/Guidelines and/or Documents Enhanced</th> <th data-bbox="871 1514 987 1641">Gender Analysis Tools Used</th> <th data-bbox="871 1514 987 1641">Remarks</th> </tr> </thead> <tbody> <tr> <td data-bbox="987 1514 1078 1641"></td> <td data-bbox="987 1514 1078 1641"></td> <td data-bbox="987 1514 1078 1641"></td> </tr> <tr> <td data-bbox="1078 1514 1171 1641"></td> <td data-bbox="1078 1514 1171 1641"></td> <td data-bbox="1078 1514 1171 1641"></td> </tr> <tr> <td data-bbox="1171 1514 1264 1641"></td> <td data-bbox="1171 1514 1264 1641"></td> <td data-bbox="1171 1514 1264 1641"></td> </tr> </tbody> </table>	Policy/Guidelines and/or Documents Enhanced	Gender Analysis Tools Used	Remarks									
Policy/Guidelines and/or Documents Enhanced	Gender Analysis Tools Used	Remarks														

4.3 Has the organization integrated GAD perspective in its Vision, Mission and Goals? <i>(possible scores are 0, 0.83, and 1.67)</i>	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.								
<b>Sub-total GMEF Score (Level 4 Policy)</b>													
<b>5. Model GAD Policies</b> (max score: 5; for each item or question, 5)													
5.1 Has the organization's GAD policies been used as model/standard by other organizations? <i>(possible scores are 0, 2.5 and 5)</i>	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)								
<table border="1"> <thead> <tr> <th data-bbox="784 533 969 745">GAD Policy</th> <th data-bbox="784 315 969 533">Organization/ Agency Adopting/ Replicating the Policy</th> <th data-bbox="784 96 969 315">Remarks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		GAD Policy	Organization/ Agency Adopting/ Replicating the Policy	Remarks									
GAD Policy	Organization/ Agency Adopting/ Replicating the Policy	Remarks											
<b>Sub-total GMEF Score (Level 5 Policy)</b>													
<b>TOTAL GMEF SCORE (Policy)</b>													



## 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
<b>Policy</b>	
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	
<i>Sub-Total:</i>	
Level for Policy:	
<b>People</b>	
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	
<i>Sub-Total:</i>	

- 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:

<i>Level Per Entry Point</i>	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

- 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:

<i>Over-all Level</i>	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

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

DESCRIPTORS	SCORE		Score per item	Means of Verification/Remarks												
	NO	PARTLY YES														
<b>1. On the Establishment of GFPS &amp; GAD Champions/Advocates</b> (max score: 5; for each item or question, .083)																
1.1 Has the organization designated people in strategic positions as members of its GAD Focal Point System (GFPS)? <i>(possible scores are 0, 0.41, and 0.83)</i>	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	<p>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.</p> <p>If no, explain why the organization has not designated people in strategic positions as members of its GAD Focal Point System (GFPS)?</p> <hr/> <p>*Majority is defined as 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</p>												
1.2 Have the organization's GAD Focal Point System (GFPS) members attended appropriate and relevant training on GAD? <i>(possible scores are 0, 0.41, and 0.83)</i>	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	<p>List down basic GAD training attended by GAD Focal Point System members (e.g. <i>Gender Sensitivity Training (GST), Gender Analysis (GA) and GA Tools and GAD Planning and Budgeting</i>).</p> <table border="1"> <thead> <tr> <th>Title of GAD Training</th> <th>Number of Participants</th> <th>Trainer/ Institutional Provider</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title of GAD Training	Number of Participants	Trainer/ Institutional Provider	Date								
Title of GAD Training	Number of Participants	Trainer/ Institutional Provider	Date													



<p>1.3 Has the organization's top management attended Basic GAD Orientation or Gender Sensitivity Training (GST)? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Top management has not yet attended Basic GAD Orientation or GST</p>	<p>Only selected members of the top management attended Basic GAD Orientation or GST</p>	<p>All top management officials have attended Basic GAD Orientation or GST</p>	<p>List down top management official/s who attended Basic GAD Orientation/Gender Sensitivity Training (GST)</p> <table border="1" data-bbox="331 107 544 745"> <thead> <tr> <th data-bbox="331 584 459 745">Name of Top Management Official</th> <th data-bbox="331 421 459 584">Basic GAD Orientation/GST Attended</th> <th data-bbox="331 257 459 421">Institutional/ Training Provider</th> <th data-bbox="331 107 459 257">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 584 499 745"></td> <td data-bbox="459 421 499 584"></td> <td data-bbox="459 257 499 421"></td> <td data-bbox="459 107 499 257"></td> </tr> <tr> <td data-bbox="499 584 539 745"></td> <td data-bbox="499 421 539 584"></td> <td data-bbox="499 257 539 421"></td> <td data-bbox="499 107 539 257"></td> </tr> </tbody> </table>	Name of Top Management Official	Basic GAD Orientation/GST Attended	Institutional/ Training Provider	Date								
Name of Top Management Official	Basic GAD Orientation/GST Attended	Institutional/ Training Provider	Date													
<p>1.4 Have the organization's staff members been oriented on GAD? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Less than 50% of the organization's staff members have attended Basic GAD Orientation or GST</p>	<p>50-99% of the organization's staff members have attended Basic GAD Orientation or GST</p>	<p>100% of the organization's staff members have attended Basic GAD Orientation or GST</p>	<p>Attach attendance sheets of all Basic GAD Orientations or Gender Sensitivity Training (GST) conducted/attended by the organization's staff members.</p>												
<p>1.5 Are the organization's top management and GAD Focal Point System (GFPS) members aware and conscious of GAD-related policies and mandates? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Top management and GFPS members are not yet aware and conscious of GAD-related policies and mandates</p>	<p>Some GFPS members are aware and conscious of GAD-related policies and mandates</p>	<p>Some top management and all GFPS members are aware and conscious of GAD-related policies and mandates</p>	<p>If yes, explain how the top management and GFPS members manifest awareness and consciousness of GAD-related policies and mandates <i>(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.)</i></p> <hr/> <hr/> <hr/>												

<p>1.6 Does the organization's top management allow staff members to participate in GAD-related activities? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Top management does not allow staff members to participate in GAD-related activities</p>	<p>Top management allows only the GFPS members to participate in GAD-related activities</p>	<p>Top management allows all key officials, GFPS members and staff members to participate in GAD-related activities</p>	<p>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:</p> <table border="1" data-bbox="432 107 619 745"> <thead> <tr> <th data-bbox="432 584 528 745">GAD-related Activity</th> <th data-bbox="432 421 528 584">Participants</th> <th data-bbox="432 257 528 421">Organizer</th> <th data-bbox="432 107 528 257">Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 584 619 745"></td> <td data-bbox="528 421 619 584"></td> <td data-bbox="528 257 619 421"></td> <td data-bbox="528 107 619 257"></td> </tr> <tr> <td data-bbox="619 584 651 745"></td> <td data-bbox="619 421 651 584"></td> <td data-bbox="619 257 651 421"></td> <td data-bbox="619 107 651 257"></td> </tr> </tbody> </table>	GAD-related Activity	Participants	Organizer	Date								
GAD-related Activity	Participants	Organizer	Date													
<p><b>Sub-total GMEF Score (Level 1 People)</b></p>																
<p><b>2. GAD Initiatives &amp; Capacity Development Activities (max score: 5; for each item: 0.83)</b></p>																
<p>2.1 Does the top management direct the implementation of the GAD Plan and Budget (GPB) of the organization? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Top management does not direct GPB implementation</p>	<p>Top management approves GPB but not visible during critical/significant GAD activities</p>	<p>Top management approves GPB and attends critical / significant GAD activities</p>	<p>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.)</p> <p>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.)</p>												

<p>2.2 Are program implementers trained on gender analysis (GA) and the use of gender analysis (GA) tools? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Program implementers not yet trained on GA and use of GA tools</p>	<p>Only selected program implementers are trained on GA and use of GA tools</p>	<p>All program implementers are trained on GA and use of GA tools</p>	<p>Enumerate training on Gender Analysis (GA) and Gender Analysis (GA) Tools attended by program implementers.</p> <table border="1" data-bbox="331 107 531 745"> <thead> <tr> <th>Title of GA Training</th> <th>Participants</th> <th>Trainer/ Provider</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title of GA Training	Participants	Trainer/ Provider	Date												
Title of GA Training	Participants	Trainer/ Provider	Date																	
<p>2.3 Are concerned staff members trained in the importance of collecting sex-disaggregated data (SDD) and gender statistics? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Concerned staff members are not yet trained in the importance of collecting SDD and gender statistics</p>	<p>Concerned staff members are trained in the importance of collecting SDD and gender statistics</p>	<p>Concerned staff members are trained in the importance of collecting SDD and gender statistics, and are collecting them</p>	<p>List down trainings conducted for concerned staff members on the importance of collecting sex-disaggregated data and gender statistics.</p> <table border="1" data-bbox="821 107 981 745"> <thead> <tr> <th>Title of Training</th> <th>Participants</th> <th>Date Conducted</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title of Training	Participants	Date Conducted													
Title of Training	Participants	Date Conducted																		
<p>2.4 Are male employees involved and appreciative of the organization's GAD PAPs? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Male employees do not participate in the organization's GAD PAPs</p>	<p>Male employees participate in the organization's GAD PAPs</p>	<p>Male employees initiate and participate in the organization's GAD PAPs</p>	<p>Provide list of the organization's PAPs initiated and/or participated by male employees:</p> <table border="1" data-bbox="1109 107 1337 745"> <thead> <tr> <th>GAD PAPs</th> <th>Type of Involvement of Male Employees</th> <th>Participants</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p><i>*Type of Involvement of Male Employees: as participants, organizers and/or resource persons in the conduct of the organization's GAD efforts.</i></p>	GAD PAPs	Type of Involvement of Male Employees	Participants													
GAD PAPs	Type of Involvement of Male Employees	Participants																		

<p>2.5 Are clients (internal and external) aware of the GAD efforts of the organization? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Clients are not yet oriented on the GAD efforts of the organization</p>	<p>Either internal or external clients are oriented on the GAD efforts of the organization</p>	<p>Both internal and external clients are oriented on the GAD efforts of the organization</p>	<p>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.</p> <table border="1" data-bbox="363 107 523 745"> <thead> <tr> <th data-bbox="363 533 435 745">Activity</th> <th data-bbox="363 320 435 533">Targeted Audience</th> <th data-bbox="363 107 435 320">Date Conducted</th> </tr> </thead> <tbody> <tr> <td data-bbox="435 533 480 745"></td> <td data-bbox="435 320 480 533"></td> <td data-bbox="435 107 480 320"></td> </tr> <tr> <td data-bbox="480 533 523 745"></td> <td data-bbox="480 320 523 533"></td> <td data-bbox="480 107 523 320"></td> </tr> </tbody> </table> <p>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.</p>	Activity	Targeted Audience	Date Conducted						
Activity	Targeted Audience	Date Conducted											
<p>2.6 Are the clients (internal and external) able to articulate their gender needs/issues in the development of the organization's GAD PAPs? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Clients (internal and external) are not able to articulate gender needs/issues in the development of the organization's GAD PAPs</p>	<p>Either internal or external clients are able to articulate gender issues/needs in the development of the organization's GAD PAPs</p>	<p>Both internal and external clients are able to articulate gender issues/needs in the development of the organization's GAD PAPs</p>	<p>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.</p>									
<p><b>Sub-total GMEF Score (Level 2 People)</b></p>													

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

<p>3.1 Does the top management direct the integration of GAD perspective in the organization's programs/activities/projects (PAPs) and performance indicators? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>No initial discussion among top management officials on the integration of GAD perspective in the organization's PAPs and performance indicators</p>	<p>With initial discussion among top management officials regarding integration of GAD perspective in the organization's PAPs and performance indicators</p>	<p>Top management issued directive/s to integrate GAD perspective in the organization's PAPs and performance indicators</p>		<p>Attach directive/s issued by top management to integrate GAD perspective in the organization's program/activities/projects (PAPs) and performance indicators.</p>												
<p>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)? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>GFPS members and program implementers are not yet able to integrate GAD perspective in the development of the organization's PAPs</p>	<p>Either GFPS members or program implementers are able to integrate GAD perspective in the development of the organization's PAPs</p>	<p>Both the GFPS members and program implementers are able to integrate GAD perspective in the development of the organization's PAPs</p>		<p>Enumerate organization programs/activities/projects (PAPs) and performance indicators integrated with GAD perspective by GFPS members and program implementers.</p> <table border="1" data-bbox="798 94 1005 739"> <thead> <tr> <th data-bbox="798 582 893 739">Responsible Unit</th> <th data-bbox="798 414 893 582">Type</th> <th data-bbox="798 246 893 414">Purpose/Subject Matter</th> <th data-bbox="798 94 893 246">Date Issued</th> </tr> </thead> <tbody> <tr> <td data-bbox="893 582 941 739">GFPS</td> <td data-bbox="893 414 941 582"></td> <td data-bbox="893 246 941 414"></td> <td data-bbox="893 94 941 246"></td> </tr> <tr> <td data-bbox="941 582 1005 739">Program Implementers</td> <td data-bbox="941 414 1005 582"></td> <td data-bbox="941 246 1005 414"></td> <td data-bbox="941 94 1005 246"></td> </tr> </tbody> </table>	Responsible Unit	Type	Purpose/Subject Matter	Date Issued	GFPS				Program Implementers			
Responsible Unit	Type	Purpose/Subject Matter	Date Issued														
GFPS																	
Program Implementers																	

<p>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? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Concerned staff members are not yet able to utilize SDD and/or gender statistics for GA</p>	<p>Concerned staff members utilize SDD and/or gender statistics for GA</p>	<p>Concerned staff members utilize SDD and/or gender statistics for GA and recommend strategies to enhance the organization's GAD PAPs</p>	<p>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.</p> <hr/> <hr/> <hr/> <table border="1" data-bbox="518 107 715 745"> <thead> <tr> <th>Type of SDD/ Gender Statistics</th> <th>P/A/P where SDD was Applied</th> <th>GAD Efforts Enhanced</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Type of SDD/ Gender Statistics	P/A/P where SDD was Applied	GAD Efforts Enhanced													
Type of SDD/ Gender Statistics	P/A/P where SDD was Applied	GAD Efforts Enhanced																		
<p>3.4 Does the top management support the appointment of qualified women staff members to leadership positions? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Top management does not appoint women to leadership positions</p>	<p>Top management appoints women to leadership position but provides limited support</p>	<p>Top management appoints women to leadership position and provides full support</p>	<p>Attach documents issued by top management supporting the appointment of qualified women staff members in leadership positions (e.g. <i>department order or executive orders, list of training available, documentation of mentoring activities, etc.</i>).</p>																
<p>3.5 Do women assume critical roles and authority in the organization? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>Women occupy less than 50% of the third level, middle management and technical positions in the organization</p>	<p>Women occupy less than 50% of third level positions but comprise 50% or more of the middle management and technical positions in the organization</p>	<p>Women occupy 50% or more of the third level positions in the organization</p>	<p>Identify the number of employees in the following positions:</p> <table border="1" data-bbox="1157 107 1396 745"> <thead> <tr> <th>Position</th> <th>No. of Men</th> <th>No. of Women</th> <th>% of Women</th> </tr> </thead> <tbody> <tr> <td>Top Management</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Middle Management</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Technical Staff</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Position	No. of Men	No. of Women	% of Women	Top Management				Middle Management				Technical Staff			
Position	No. of Men	No. of Women	% of Women																	
Top Management																				
Middle Management																				
Technical Staff																				



<p>3.6. Are the clients (internal and external), able to participate in the planning and implementation of the organization's GAD PAPs? <i>(possible scores are 0, 0.41, and 0.83)</i></p>	<p>No client (internal and external) involvement in the planning and implementation of the organization's GAD PAPs</p>	<p>Either internal or external clients participate in the planning and implementation of the organization's GAD PAPs</p>	<p>Both internal and external clients participate in the planning and implementation of the organization's GAD PAPs</p>	<p>If yes, describe how clients (internal or external) participate in the planning and implementation of the organization's GAD PAPs.</p> <hr/> <hr/> <hr/> <p>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.</p>																
<p><b>Sub-total GMEF Score (Level 3 People)</b></p>																				
<p><b>4. GAD Champions as Program Implementers</b> (max score: 5; for each item: 0.83)</p>																				
<p>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? <i>(possible scores are 0, 0.41 and 0.83)</i></p>	<p>GFPS members are not yet serving as resource persons on GAD within the organization</p>	<p>Less than 50% of the GFPS members are serving as GAD resource persons within the organization</p>	<p>50% or more of the GFPS members are serving as GAD resource persons within the organization</p>	<p>Attach list and profile of the GFPS members including the GAD-related training conducted.</p> <table border="1" data-bbox="991 96 1337 745"> <thead> <tr> <th data-bbox="991 584 1203 745">Name of GFPS Member who served as GAD Resource Person</th> <th data-bbox="991 421 1203 584">Title of GAD Activities Conducted</th> <th data-bbox="991 257 1203 421">Name of Office/Unit, Regional Office and/or Attached Agency</th> <th data-bbox="991 96 1203 257">Date Conducted</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	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												
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																	

4.2 Does the top management direct the monitoring of the organization's GAD PAPs? <i>(possible scores are 0, 0.41 and 0.83)</i>	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? <i>(possible scores are 0, 0.41 and 0.83)</i>	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. <table border="1" data-bbox="564 107 842 748"> <thead> <tr> <th data-bbox="564 533 715 748">Title of Adjusted GAD PAPs</th> <th data-bbox="564 322 715 533">Emerging Gender Issues Addressed</th> <th data-bbox="564 107 715 322">Unit/ Concerned Staff Responsible</th> </tr> </thead> <tbody> <tr> <td data-bbox="715 533 756 748"></td> <td data-bbox="715 322 756 533"></td> <td data-bbox="715 107 756 322"></td> </tr> <tr> <td data-bbox="756 533 798 748"></td> <td data-bbox="756 322 798 533"></td> <td data-bbox="756 107 798 322"></td> </tr> <tr> <td data-bbox="798 533 842 748"></td> <td data-bbox="798 322 842 533"></td> <td data-bbox="798 107 842 322"></td> </tr> </tbody> </table>	Title of Adjusted GAD PAPs	Emerging Gender Issues Addressed	Unit/ Concerned Staff Responsible									
Title of Adjusted GAD PAPs	Emerging Gender Issues Addressed	Unit/ Concerned Staff Responsible														
4.4 Do top management and concerned staff members reflect GAD functions in their performance contracts or terms of reference (TORs)? <i>(possible scores are 0, 0.41 and 0.83)</i>	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												

<p>4.5 Are concerned staff members able to develop tools and/or knowledge products (KPs) on GAD? <i>(possible scores are 0, 0.41 and 0.83)</i></p>	<p>Concerned staff members not yet able to develop GAD tools and KPs on GAD</p>	<p>Concerned staff members develop GAD tools and KPs on GAD with assistance from external GAD experts/resource persons</p>	<p>Concerned staff members develop GAD tools and KPs on GAD on their own</p>	<p>Please provide details of tools and/or knowledge products (KPs) on GAD developed.</p> <table border="1" data-bbox="296 98 647 745"> <thead> <tr> <th data-bbox="296 528 517 745">GAD Tools and/or KPs Developed</th> <th data-bbox="296 315 517 528">Purpose</th> <th data-bbox="296 98 517 315">Name and Designation of GAD experts tapped for assistance</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	GAD Tools and/or KPs Developed	Purpose	Name and Designation of GAD experts tapped for assistance									
GAD Tools and/or KPs Developed	Purpose	Name and Designation of GAD experts tapped for assistance														
<p>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? <i>(possible scores are 0, 0.41 and 0.83)</i></p>	<p>No participation from clients in all levels of the development planning cycle of the organization's GAD PAPs</p>	<p>Either internal or external clients have participated in 1-2 levels of the development planning cycle of the organization's GAD PAPs</p>	<p>Both internal and external clients have participated in all levels of the development planning cycle of the organization's GAD PAPs</p>	<p>If yes, describe the participation of internal and/or external clients in the development planning cycle (<i>planning, implementation and management, monitoring and evaluation</i>) of the organization's GAD PAPs.</p> <p>_____</p> <p>_____</p> <p>_____</p>												
<p><b>Sub-total GMEF Score (Level 4 People)</b></p>																

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

<p>5.1 Does the top management raise GAD concerns during high-level meetings/discussions? (e.g. Cabinet cluster meeting, international conferences) <i>(possible scores are 0, 0.83 and 1.67)</i></p>	<p>Top management has not raised GAD concerns during high-level meetings</p>	<p>Top management is able to raise GAD concerns during high-level meetings</p>	<p>Top management is able to raise and receive support on GAD concerns from colleagues during high-level meetings</p>	<p>Attach documentation of meetings and/or discussions where GAD concern/s was/were raised by the organization's top management.</p> <table border="1"> <thead> <tr> <th data-bbox="391 589 547 745">Meeting/ Discussion</th> <th data-bbox="391 421 547 589">GAD Concerns Discussed/ Raised</th> <th data-bbox="391 253 547 421">Name of Top Management who Raised GAD Concern</th> <th data-bbox="391 107 547 253">Name of Person who Supported the GAD Concern</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Meeting/ Discussion	GAD Concerns Discussed/ Raised	Name of Top Management who Raised GAD Concern	Name of Person who Supported the GAD Concern												
Meeting/ Discussion	GAD Concerns Discussed/ Raised	Name of Top Management who Raised GAD Concern	Name of Person who Supported the GAD Concern																	
<p>5.2 Are the organization's staff members recognized as GAD experts by other organizations? <i>(possible scores are 0, 0.83 and 1.67)</i></p>	<p>Staff members not yet tapped by other organizations</p>	<p>Staff members recognized as GAD experts and tapped by 1-4 organizations</p>	<p>Staff members recognized as GAD experts and tapped by 5 or more organizations</p>	<p>Attach list and profile of internal GAD experts. Enumerate seminars/conferences/training facilitated by internal GAD experts for other agencies and organizations.</p> <table border="1"> <thead> <tr> <th data-bbox="898 589 994 745">Name of Internal GAD Expert</th> <th data-bbox="898 432 994 589">Title of GAD Activities Conducted</th> <th data-bbox="898 264 994 432">Name of Inviting Organizations</th> <th data-bbox="898 107 994 264">Date Conducted</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name of Internal GAD Expert	Title of GAD Activities Conducted	Name of Inviting Organizations	Date Conducted												
Name of Internal GAD Expert	Title of GAD Activities Conducted	Name of Inviting Organizations	Date Conducted																	

Awards/ Citations/ Nominations Received	Organization Conferring the Award/Citation	Date Conferred	
<p>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.</p>			
5.3 Are external clients of the organization recognized as GAD champions by reputable local, national and international organizations? <i>(possible scores are 0, 0.83 and 1.67)</i>	External clients not yet recognized for their gender mainstreaming efforts	External clients received nominations or 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
<b>Sub-total GMEF Score (Level 5 People)</b>			
<b>TOTAL GMEF SCORE (People)</b>			



## 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
<b>Policy</b>	
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	
<i>Sub-Total:</i>	
Level for Policy:	
<b>People</b>	
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	
<i>Sub-Total:</i>	

- 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:

<i>Level Per Entry Point</i>	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

- 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:

<i>Over-all Level</i>	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

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

DESCRIPTORS	SCORE		Score per item	Means of Verification/Remarks												
	NO	PARTLY			YES											
<b>1. Setting up of Essential GAD Mechanisms</b> (max score: 5; for each item or question, 1.67)																
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 oversight agencies? <i>(possible scores are 0, 0.83, and 1.67)</i>	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? <i>(possible scores are 0, 0.83 and 1.67)</i>	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 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>List of Organizations/Individuals</th> <th>Exploratory Activities Conducted</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	List of Organizations/Individuals	Exploratory Activities Conducted	Remarks									
List of Organizations/Individuals	Exploratory Activities Conducted	Remarks														

<p>1.3 Has the organization collected information towards the establishment of sex-disaggregated database and enhancement of its M&amp;E system? <i>(possible scores are 0, 0.83, and 1.67)</i></p>	<p>No information collected</p>	<p>Data and information collected but are not yet disaggregated by sex</p>	<p>Intake forms developed and used to collect sex-disaggregated data or gender statistics</p>		<p>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 <i>(e.g. list of client beneficiaries, service providers, partners, etc.)</i></p>
<p><b>Sub-total GMEF Score (Level 1 Enabling Mechanisms)</b></p>					
<p><b>2. Functional GAD Mechanisms</b> (max score: 5; for each item or question, 1)</p>					
<p>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) <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>No functional GFPS based on the provisions of the guidelines issued by relevant oversight agencies</p>	<p>GFPS performing limited functions based on the provisions of the guidelines issued by relevant oversight agencies</p>	<p>GFPS members actively performing all the functions based on the provisions of guidelines issued by relevant oversight agencies</p>		<p>If GFPS is performing limited functions, explain the challenges faced by the GFPS of the organization in mainstreaming GAD.</p> <hr/> <hr/> <hr/>

<p>2.2 Has the organization established other GAD mechanisms? (possible scores are 0, 0.5 and 1)</p> <p>*Other GAD Mechanisms refer to those in addition to the GFPS and the GAD Database</p>	<p>No other GAD mechanism established</p>	<p>1 other GAD mechanism established</p>	<p>2 or more other GAD mechanisms established</p>	<p>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.]</p> <table border="1" data-bbox="432 98 616 745"> <thead> <tr> <th data-bbox="432 584 528 745">Other GAD Mechanism/s Established</th> <th data-bbox="432 421 528 584">Function/s</th> <th data-bbox="432 257 528 421">Members</th> <th data-bbox="432 98 528 257">Date Established</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 584 568 745"></td> <td data-bbox="528 421 568 584"></td> <td data-bbox="528 257 568 421"></td> <td data-bbox="528 98 568 257"></td> </tr> <tr> <td data-bbox="568 584 608 745"></td> <td data-bbox="568 421 608 584"></td> <td data-bbox="568 257 608 421"></td> <td data-bbox="568 98 608 257"></td> </tr> </tbody> </table>	Other GAD Mechanism/s Established	Function/s	Members	Date Established								
Other GAD Mechanism/s Established	Function/s	Members	Date Established													
<p>2.3. Has the organization utilized at least 5% of its budget* to implement GAD PAPs? (possible scores are 0, 0.5 and 1)</p> <p>*refers to the total GAA of NGAs and LGUs or COB for GOCCs</p>	<p>No GAD budget utilized</p>	<p>Organization utilized less than 5% of total budget to implement GAD PAPs</p>	<p>Organization utilized 5% or more of total budget to implement GAD PAPs</p>	<p>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)</p> <p>If no, explain why budget allocated for the implementation of GAD PAPs is less than 5%?</p> <hr/> <hr/> <hr/>												

<p>2.4. Has engagement with organizations such as PCW, LGUs and/or other agencies, and individuals been established towards the conduct of GAD-related PAPs for the organization? <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>Organization has not engaged with agencies/LGUs, institutions and/or individuals towards the conduct of GAD-related PAPs</p>	<p>Organization has sporadic engagement with agencies/LGUs, institutions and/or individuals towards the conduct of GAD-related PAPs</p>	<p>Organization has established working engagement with agencies/LGUs, institutions and/or individuals towards the conduct of GAD-related PAPs</p>	<p>List down consultations with organizations/ individuals regarding the conduct of GAD-related PAPs of the organization <i>(e.g. conduct of a series of capacity development activities and technical assistance for the preparation of GPB, etc.)</i>:</p> <table border="1" data-bbox="432 98 703 745"> <thead> <tr> <th data-bbox="432 533 619 745">List of Organizations/ Individuals Engaged</th> <th data-bbox="432 315 619 533">Purpose of Engagement (e.g., request for review of GAD PB etc.)</th> <th data-bbox="432 98 619 315">Results of Engagement</th> </tr> </thead> <tbody> <tr> <td data-bbox="619 533 660 745"></td> <td data-bbox="619 315 660 533"></td> <td data-bbox="619 98 660 315"></td> </tr> <tr> <td data-bbox="660 533 703 745"></td> <td data-bbox="660 315 703 533"></td> <td data-bbox="660 98 703 315"></td> </tr> </tbody> </table>	List of Organizations/ Individuals Engaged	Purpose of Engagement (e.g., request for review of GAD PB etc.)	Results of Engagement						
List of Organizations/ Individuals Engaged	Purpose of Engagement (e.g., request for review of GAD PB etc.)	Results of Engagement											
<p>2.5. Is the organization able to collect or generate sex-disaggregated data (SDD) and/or gender statistics*? <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>No effort from the organization yet to collect or generate SDD and/or gender statistics</p>	<p>Organization is in the process of collecting or generating SDD and/or gender statistics</p>	<p>Organization collecting and generating SDD and/or gender statistics</p>	<p>If yes, enumerate types of SDD and/or gender statistics collected or generated <i>(e.g., sex-disaggregated profile of employees, client beneficiaries, cases of VAW, etc.)</i>.</p> <hr/> <hr/> <hr/> <p>If applicable, list down installed gender-responsive data collection system/s of the organization <i>(e.g. National Violence Against Women (NVAW) referral system, gender-responsive Community-Based Monitoring System (CBMS) etc.)</i>.</p> <hr/> <hr/> <hr/>									
<p><b>Sub-total GMEF Score (Level 2 Enabling Mechanisms)</b></p>													



<b>3. Integration of GAD in the Organization's Mechanisms</b> (max score: 5; for each item or question, 1)					
3.1 Do the organization's other GAD mechanisms coordinate, monitor and report the progress of the implementation of its functions? <i>(possible scores are 0, 0.5 and 1)</i>	Other GAD mechanisms established but not functional	Other GAD mechanisms coordinate and monitor progress 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? <i>(possible scores are 0, 0.5 and 1)</i>	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)
*refers to the total GAA of NGAs and LGUs or COB for GOCCs					

<p>3.3 Has the organization judiciously utilized its GAD budget to implement GAD activities based on its GPB? <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>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</p>	<p>With AOM indicating non-utilization of at least 5% of its budget for GAD with acceptable justification from the organization</p>	<p>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</p>	<p>Attach a copy of the <b>Audit Observation Memo (AOM)</b> or <b>Notice of Suspension and Disallowances (NDs)</b> received from the Commission on Audit (COA) and the organization's justification, if applicable.</p>												
<p>3.4 Has the organization partnered with agencies/ LGUs, institutions and/or individuals towards the strategic implementation of its GAD PAPs? <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>Has not partnered with other organizations towards the strategic implementation of GAD PAPs</p>	<p>Partnered with 1 organization towards the strategic implementation of GAD PAPs</p>	<p>Partnered with 2 or more organizations towards the strategic implementation of GAD PAPs</p>	<p>List the partnership/s or joint program/s towards the strategic implementation of the organization's GAD PAPs <i>(e.g. partnership for the conduct of a GAD-related program)</i></p> <table border="1" data-bbox="719 107 962 745"> <thead> <tr> <th data-bbox="719 584 874 745">Name of Partner Agency/ Institution/ Individual</th> <th data-bbox="719 421 874 584">GAD Effort Implemented</th> <th data-bbox="719 257 874 421">Type of Engagement</th> <th data-bbox="719 107 874 257">Inclusive Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="874 584 916 745"></td> <td data-bbox="874 421 916 584"></td> <td data-bbox="874 257 916 421"></td> <td data-bbox="874 107 916 257"></td> </tr> <tr> <td data-bbox="916 584 962 745"></td> <td data-bbox="916 421 962 584"></td> <td data-bbox="916 257 962 421"></td> <td data-bbox="916 107 962 257"></td> </tr> </tbody> </table> <p>If applicable, attach copies of Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Terms of Reference (TORs), Partnership Agreement, etc.</p>	Name of Partner Agency/ Institution/ Individual	GAD Effort Implemented	Type of Engagement	Inclusive Dates								
Name of Partner Agency/ Institution/ Individual	GAD Effort Implemented	Type of Engagement	Inclusive Dates													

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)	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		List GAD-related data and indicators used in the development planning cycle.  <table border="1" data-bbox="296 98 596 745"> <thead> <tr> <th data-bbox="296 584 507 745">Development Planning Cycle Stage</th> <th data-bbox="296 421 507 584">Data Utilized</th> <th data-bbox="296 257 507 421">Output</th> <th data-bbox="296 98 507 257">Indicators Used to Measure Gender-Related Impacts of PAPs</th> </tr> </thead> <tbody> <tr> <td data-bbox="507 584 596 745"></td> <td data-bbox="507 421 596 584"></td> <td data-bbox="507 257 596 421"></td> <td data-bbox="507 98 596 257"></td> </tr> <tr> <td data-bbox="596 584 638 745"></td> <td data-bbox="596 421 638 584"></td> <td data-bbox="596 257 638 421"></td> <td data-bbox="596 98 638 257"></td> </tr> </tbody> </table>	Development Planning Cycle Stage	Data Utilized	Output	Indicators Used to Measure Gender-Related Impacts of PAPs								
Development Planning Cycle Stage	Data Utilized	Output	Indicators Used to Measure Gender-Related Impacts of PAPs														
<b>Sub-total GMEF Score (Level 3 Enabling Mechanisms)</b>																	
<b>4. Advanced GAD Mechanisms</b> (max score: 5; for each item or question, 1)																	
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)	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.												

<p>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)</p> <p><i>*refers to the total GAA of NGAs and LGUs or COB for GOCCs</i></p>	<p>Organization utilized 30% or less of total budget to implement GAD PAPs</p>	<p>Organization utilized 31-69% of total budget to implement GAD PAPs</p>	<p>Organization utilized 70% or more of total budget to implement GAD PAPs</p>		<p>Attach the GPB and GAD AR of the organization for the same fiscal year (e.g. 2013 GPB and 2013 GAD AR).</p>									
<p>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)</p>	<p>Database has no SDD and/or gender statistics and is not able to generate sector-specific KPs on GAD</p>	<p>Database with SDD and/or gender statistics generated 1-2 sector-specific KPs on GAD</p>	<p>Database with SDD and/or gender statistics generated 3 or more sector-specific KPs on GAD</p>		<p>Enumerate sector-specific KPs developed from database with SDD and/or gender statistics (e.g. case/lets, case studies, briefers, fact sheets, etc.).</p> <table border="1" data-bbox="708 98 946 748"> <thead> <tr> <th data-bbox="708 528 858 748">Title of Sector Specific Knowledge Products</th> <th data-bbox="708 315 858 528">Content of the Knowledge Products</th> <th data-bbox="708 98 858 315">Utilization of the Knowledge Products</th> </tr> </thead> <tbody> <tr> <td data-bbox="858 528 900 748"></td> <td data-bbox="858 315 900 528"></td> <td data-bbox="858 98 900 315"></td> </tr> <tr> <td data-bbox="900 528 946 748"></td> <td data-bbox="900 315 946 528"></td> <td data-bbox="900 98 946 315"></td> </tr> </tbody> </table>	Title of Sector Specific Knowledge Products	Content of the Knowledge Products	Utilization of the Knowledge Products						
Title of Sector Specific Knowledge Products	Content of the Knowledge Products	Utilization of the Knowledge Products												

<p>4.4 Is the organization's M&amp;E system able to track the desired gender-related impacts of its GAD PAPs on clients (internal and external)? <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>M&amp;E system is not able to track gender-related impacts of GAD PAPs on clients (internal and external)</p>	<p>M&amp;E system able to track gender-related impacts of GAD PAPs on either internal or external clients</p>	<p>M&amp;E system able to track gender-related impacts of GAD PAPs on both internal and external clients</p>	<p>Attach copies of M&amp;E reports reflecting gender-related impacts of the organization's GAD PAPs on its internal and external clients, such as:</p> <ol style="list-style-type: none"> <li><b>1. NGAs:</b> 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);</li> <li><b>2. LGUs:</b> 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 &amp; Evaluation System (RPMES) Reports, program/project reports, and other related knowledge products</li> </ol> <p>Identify indicators that measure gender-related impacts of the organization's GAD PAPs.</p>
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<p>4.5 Does the organization have a Knowledge Management (KM) System with GAD-related knowledge products (KPs)? <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>KM system does not have GAD-related KPs</p>	<p>KM system has GAD-related KPs accessed and utilized by either internal or external clients</p>	<p>KM system has GAD-related KPs accessed and utilized by both internal and external clients</p>		<p>Explain how the organization's KM system facilitates the sharing of GAD-related KPs to its clients (internal and/or external).</p> <hr/> <hr/> <hr/> <p>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.</p>												
<p><b>Sub-total GMEF Score (Level 4 Enabling Mechanisms)</b></p>																	
<p><b>5. Model GAD Structures and Systems</b> (max score: 5; for each item or question: 1)</p>																	
<p>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? <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>GFPS not yet recognized as model GAD mechanism by reputable organizations on gender mainstreaming</p>	<p>GFPS nominated, shortlisted or cited as model GAD mechanism by reputable organizations on gender mainstreaming</p>	<p>GFPS awarded as model GAD mechanism by reputable organizations on gender mainstreaming</p>		<p>List awards/citations/documentated testimonies received.</p> <table border="1" data-bbox="863 98 1078 741"> <thead> <tr> <th data-bbox="863 584 991 741">Awarding Institutions</th> <th data-bbox="863 421 991 584">Local/National/International</th> <th data-bbox="863 257 991 421">Award/Citations Received</th> <th data-bbox="863 98 991 257">Year</th> </tr> </thead> <tbody> <tr> <td data-bbox="991 584 1031 741"></td> <td data-bbox="991 421 1031 584"></td> <td data-bbox="991 257 1031 421"></td> <td data-bbox="991 98 1031 257"></td> </tr> <tr> <td data-bbox="1031 584 1070 741"></td> <td data-bbox="1031 421 1070 584"></td> <td data-bbox="1031 257 1070 421"></td> <td data-bbox="1031 98 1070 257"></td> </tr> </tbody> </table>	Awarding Institutions	Local/National/International	Award/Citations Received	Year								
Awarding Institutions	Local/National/International	Award/Citations Received	Year														



<p>5.2 Has the organization's other GAD mechanisms been recognized as models by other organizations? (possible scores are 0, 0.5 and 1)</p>	<p>Other GAD mechanisms not yet recognized by other organizations as models</p>	<p>Other GAD mechanisms recognized as models by 1-2 organizations</p>	<p>Other GAD mechanisms recognized as models by 3 or more organizations</p>	<p>List awards/citations/documentated testimonies received.</p> <table border="1" data-bbox="296 107 512 741"> <thead> <tr> <th data-bbox="296 584 424 741">Awarding Institutions</th> <th data-bbox="296 421 424 584">Local/National/International</th> <th data-bbox="296 257 424 421">Award/Citations Received</th> <th data-bbox="296 107 424 257">Year</th> </tr> </thead> <tbody> <tr> <td data-bbox="424 584 464 741"></td> <td data-bbox="424 421 464 584"></td> <td data-bbox="424 257 464 421"></td> <td data-bbox="424 107 464 257"></td> </tr> <tr> <td data-bbox="464 584 504 741"></td> <td data-bbox="464 421 504 584"></td> <td data-bbox="464 257 504 421"></td> <td data-bbox="464 107 504 257"></td> </tr> <tr> <td data-bbox="504 584 528 741"></td> <td data-bbox="504 421 528 584"></td> <td data-bbox="504 257 528 421"></td> <td data-bbox="504 107 528 257"></td> </tr> </tbody> </table>	Awarding Institutions	Local/National/International	Award/Citations Received	Year												
Awarding Institutions	Local/National/International	Award/Citations Received	Year																	
<p>5.3 Has the organization utilized 100% of its total budget* to implement GAD PAPs? (possible scores are 0, 0.5 and 1)</p> <p><i>*refers to the total GAA of NGAs and LGUs or COB for GOCCs</i></p>	<p>Organization utilized 70% or less of its total budget to implement GAD PAPs</p>	<p>Organization utilized 71-99% or less of its total budget to implement GAD PAPs</p>	<p>Organization utilized 100% of its total budget to implement GAD PAPs</p>	<p>Attach the GPB and GAD AR of the organization for the same fiscal year (e.g. 2013 GPB and 2013 GAD AR)</p>																

<p>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? <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>Database with SDD and/or gender statistics established but accessible only to the central office</p>	<p>Database with SDD and/or gender statistics established and accessible to the central office, regional offices and attached agencies</p>	<p>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</p>	<p>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.</p>
<p>5.5 Is the Knowledge Management (KM) system of the organization integrated with GAD and replicated by other organizations? <i>(possible scores are 0, 0.5 and 1)</i></p>	<p>KM system of the organization not integrated with GAD and not replicated by other organizations</p>	<p>KM system of the organization integrated with GAD and replicated by 1-2 organizations</p>	<p>KM system of the organization integrated with GAD and replicated by 3 or more organizations</p>	<p>Explain how GAD is integrated in the KM system of the organization and list down other organizations that replicated the KM system.</p> <hr/> <hr/> <hr/>
<p><b>Sub-total GMEF Score (Level 5 Enabling Mechanisms)</b></p>				
<p><b>TOTAL GMEF SCORE (Enabling Mechanisms)</b></p>				



## 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
<b>Policy</b>	
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	
<i>Sub-Total:</i>	
Level for Policy:	
<b>People</b>	
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	
<i>Sub-Total:</i>	

- 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:

<i>Level Per Entry Point</i>	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

- 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:

<i>Over-all Level</i>	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

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

**PROGRAMS, ACTIVITIES AND PROJECTS (PAPs) ASSESSMENT QUESTIONNAIRE**

DESCRIPTORS	SCORE		Score per item	Means of Verification/Remarks												
	NO	PARTLY			YES											
<b>1. Initial Activities to Facilitate GAD Mainstreaming (max score: 5; for each item or question:0.83)</b>																
1.1 Is the organization observing international/local GAD-related events ( <i>possible scores are 0, 0.41 and 0.83</i> )	Organization has not initiated or participated in the observance of international/local GAD-related events	Organization initiated or participated in 1-2 observance of international/local GAD-related events	Organization initiated or participated in 3 or more observance of international/local GAD-related events	Enumerate GAD-related events initiated or participated by the organization (e.g. International Women’s Day celebration).  <table border="1"> <thead> <tr> <th>GAD-related event</th> <th>Initiated</th> <th>Participated</th> <th>Date Conducted</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	GAD-related event	Initiated	Participated	Date Conducted								
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)? ( <i>possible scores are 0, 0.41 and 0.83</i> )	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.												



<p>1.3 Has the organization conducted consultation activities with clients (internal and external) to identify gender issues and corresponding strategies? <i>(possible scores are 0, 0.41 and 0.83)</i></p>	<p>No consultation conducted with clients</p>	<p>Conducted consultation with either internal or external clients to identify gender issues and corresponding strategies</p>	<p>Conducted consultation with both internal and external clients to identify gender issues and corresponding strategies</p>	<p>Discuss the results of consultation activities conducted.</p> <table border="1" data-bbox="341 107 651 748"> <thead> <tr> <th data-bbox="341 533 564 748">Group Consulted (Internal/ External)</th> <th data-bbox="341 315 564 533">Purpose</th> <th data-bbox="341 107 564 315">Results of Consultation (gender issues and strategies identified)</th> </tr> </thead> <tbody> <tr> <td data-bbox="564 533 651 748"></td> <td data-bbox="564 315 651 533"></td> <td data-bbox="564 107 651 315"></td> </tr> <tr> <td data-bbox="651 533 758 748"></td> <td data-bbox="651 315 758 533"></td> <td data-bbox="651 107 758 315"></td> </tr> </tbody> </table> <p>If consultations were conducted, what gender-related issues were reflected in the GPB?</p>	Group Consulted (Internal/ External)	Purpose	Results of Consultation (gender issues and strategies identified)						
Group Consulted (Internal/ External)	Purpose	Results of Consultation (gender issues and strategies identified)											
<p>1.4 Has the organization consulted PCW and relevant organizations/ individuals on its GAD mainstreaming efforts? <i>(possible scores are 0, 0.41 and 0.83)</i></p>	<p>No consultation conducted at all</p>	<p>Initiated consultation with either PCW or relevant organizations/ individuals on its GAD mainstreaming efforts</p>	<p>Initiated consultation with both PCW and relevant organizations/ individuals on its GAD mainstreaming efforts</p>	<p>Enumerate results of consultations initiated including names of organizations/individuals consulted.</p> <table border="1" data-bbox="895 107 1134 748"> <thead> <tr> <th data-bbox="895 533 1046 748">Name of organizations/ individuals Consulted</th> <th data-bbox="895 315 1046 533">Agenda of the Consultation</th> <th data-bbox="895 107 1046 315">Results of the Consultation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1046 533 1134 748"></td> <td data-bbox="1046 315 1134 533"></td> <td data-bbox="1046 107 1134 315"></td> </tr> <tr> <td data-bbox="1134 533 1161 748"></td> <td data-bbox="1134 315 1161 533"></td> <td data-bbox="1134 107 1161 315"></td> </tr> </tbody> </table>	Name of organizations/ individuals Consulted	Agenda of the Consultation	Results of the Consultation						
Name of organizations/ individuals Consulted	Agenda of the Consultation	Results of the Consultation											

<p>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? <i>(possible scores are 0, 0.41 and 0.83)</i></p>	<p>No review of existing IEC materials and KPs conducted</p>	<p>1-3 existing IEC materials and KPs reviewed but not revised</p>	<p>4 or more existing IEC materials and KPs reviewed and revised</p>	<p>Provide a list of IEC materials reviewed and revised to ensure use of gender-fair language and images.</p>
<p>1.6 Has the organization set up a GAD corner? <i>(possible scores are 0, 0.41 and 0.83)</i></p>	<p>No plan to set up GAD corner</p>	<p>GAD IEC materials and KPs compiled and collected to set up GAD corner</p>	<p>Established GAD corner with updated GAD IEC materials and KPs</p>	<p>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.</p>
<p><b>Sub-total GMEF Score (Level 1 PAPs)</b></p>				

<b>2. Establishing Commitment towards Gender Mainstreaming</b> (max score: 5; for each item or question: 0.62)				
2.1 Has the organization formulated GAD agenda or strategic framework? <i>(possible scores are 0, 0.31 and 0.62)</i>	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. <i>Department Order setting 3-year GAD agenda of agencies or GAD Code for LGUs</i> ).
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? <i>(possible scores are 0, 0.31 and 0.62)</i>	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	Remarks
			Development (GAD agenda/GAD Code, emerging gender issues, international/national GAD mandates/results of gender analysis)	

<p>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? <i>(possible scores are 0, 0.31 and 0.62)</i></p>	<p>No deepening sessions on GAD conducted</p>	<p>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</p>	<p>Conducted deepening sessions on GAD for either GFPS or concerned staff members based on the results of TNA or updated GAD policies or tools</p>	<p>Enumerate the deepening sessions on GAD conducted for GFPS and concerned staff:</p> <table border="1" data-bbox="341 107 552 745"> <thead> <tr> <th>Title of Deepening Session</th> <th>TA Provider (in house trainer, PCW)</th> <th>Date Conducted</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Also attach a copy of Training Needs Analysis (TNA) results and design of deepening sessions.</p> <p>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.</p>	Title of Deepening Session	TA Provider (in house trainer, PCW)	Date Conducted						
Title of Deepening Session	TA Provider (in house trainer, PCW)	Date Conducted											
<p>2.4 Has the organization used Gender Analysis (GA) tools and techniques in the review, enhancement or development of PAPs? <i>(possible scores are 0, 0.31 and 0.62)</i></p>	<p>No GA tool applied to develop, review and/or enhance PAPs</p>	<p>Results of the application of GA tools used to review, enhance or develop 1-2 PAPs</p>	<p>Results of the application of GA tools used to review, enhance or develop 3 or more PAPs</p>	<p>Enumerate GA tools used to develop, review and/or enhance PAPs.</p> <table border="1" data-bbox="952 107 1131 745"> <thead> <tr> <th>Name of PAPs</th> <th>GA tools Applied</th> <th>Results of Application</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name of PAPs	GA tools Applied	Results of Application						
Name of PAPs	GA tools Applied	Results of Application											

<p>2.5 Does the organization have facilities and services that address the gender issues and concerns of its clients (internal and external)? <i>(possible scores are 0, 0.31 and 0.62)</i></p>	<p>No facilities and services addressing gender issues and concerns of the organization's clients</p>	<p>With existing facilities and services that address the gender issues and concerns of either internal or external clients</p>	<p>With existing facilities and services that address gender issues and concerns of both internal and external clients</p>	<p>Enumerate facilities and services addressing gender issues and concerns of the organization.</p> <table border="1" data-bbox="341 107 579 745"> <thead> <tr> <th data-bbox="341 528 491 745">GAD Facilities and Services</th> <th data-bbox="341 315 491 528">Clients (internal/external)</th> <th data-bbox="341 107 491 315">Gender Issues and Concerns Addressed</th> </tr> </thead> <tbody> <tr> <td data-bbox="491 528 531 745"></td> <td data-bbox="491 315 531 528"></td> <td data-bbox="491 107 531 315"></td> </tr> <tr> <td data-bbox="531 528 579 745"></td> <td data-bbox="531 315 579 528"></td> <td data-bbox="531 107 579 315"></td> </tr> </tbody> </table> <p><i>(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)</i></p>	GAD Facilities and Services	Clients (internal/external)	Gender Issues and Concerns Addressed						
GAD Facilities and Services	Clients (internal/external)	Gender Issues and Concerns Addressed											
<p>2.6 Has the organization developed orientation modules for new employees with gender-sensitivity as a core competency? <i>(possible scores are 0, 0.31 and 0.62)</i></p>	<p>No GAD orientation module with gender sensitivity as a core competency developed</p>	<p>Developed GAD orientation module but not yet included in the orientation of new employees</p>	<p>Developed GAD orientation module and included in the orientation of new employees</p>	<p>Attach copy of GAD orientation module(s) with gender-sensitivity as a core competency.</p>									
<p>2.7 Has the organization developed and disseminated new Information/Education/Communication (IEC) materials on GAD to clients (internal and external)? <i>(possible scores are 0, 0.31 and 0.62)</i></p>	<p>No new GAD IEC materials developed</p>	<p>Developed but has not disseminated new GAD IEC materials</p>	<p>Developed and disseminated new GAD IEC materials</p>	<p>Provide list of new GAD IEC materials and the target audience.</p> <table border="1" data-bbox="1158 107 1326 745"> <thead> <tr> <th data-bbox="1158 528 1238 745">GAD IEC materials</th> <th data-bbox="1158 315 1238 528">Target Audience</th> <th data-bbox="1158 107 1238 315">Remarks</th> </tr> </thead> <tbody> <tr> <td data-bbox="1238 528 1278 745"></td> <td data-bbox="1238 315 1278 528"></td> <td data-bbox="1238 107 1278 315"></td> </tr> <tr> <td data-bbox="1278 528 1318 745"></td> <td data-bbox="1278 315 1318 528"></td> <td data-bbox="1278 107 1318 315"></td> </tr> </tbody> </table>	GAD IEC materials	Target Audience	Remarks						
GAD IEC materials	Target Audience	Remarks											

2.8 Has the organization created a GAD section in its website? <i>(possible scores are 0, 0.31 and 0.62)</i>	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.
<b>Sub-total GMEF Score (Level 2 PAPs)</b>				
<b>3. GAD Application</b> (max score: 5; for each item or question: 0.71)				
3.1 Has the organization monitored the implementation of its GAD Programs/Activities/Projects (PAPs)? <i>(possible scores are 0, 0.35 and 0.71)</i>	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)? <i>(possible scores are 0, 0.35 and 0.71)</i>	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.
*PCW endorses GPBs of NGAs, GOCCs and SUCs **DILG endorses GPBs of LGUs				



<p>3.3 Has the organization conducted and sustained the GAD capacity development of its clients (internal and external)? <i>(possible scores are 0, 0.35 and 0.71)</i></p>	<p>No GAD capacity development conducted and sustained for clients</p>	<p>GAD capacity development conducted and sustained for either internal or external clients</p>	<p>GAD capacity development conducted and sustained for both internal and external clients</p>		<p>List GAD capacity development activities conducted for clients.</p> <table border="1" data-bbox="341 98 544 741"> <thead> <tr> <th data-bbox="341 528 456 741">GAD Capacity Development Activities</th> <th data-bbox="341 315 456 528">Target Participants</th> <th data-bbox="341 98 456 315">Inclusive Dates</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 528 499 741"></td> <td data-bbox="456 315 499 528"></td> <td data-bbox="456 98 499 315"></td> </tr> <tr> <td data-bbox="499 528 544 741"></td> <td data-bbox="499 315 544 528"></td> <td data-bbox="499 98 544 315"></td> </tr> </tbody> </table>	GAD Capacity Development Activities	Target Participants	Inclusive Dates									
GAD Capacity Development Activities	Target Participants	Inclusive Dates															
<p>3.4 Has the organization conducted GAD capacity development sessions for its internal GAD experts? <i>(possible scores are 0, 0.35 and 0.71)</i></p>	<p>No GAD capacity development session conducted to develop internal GAD experts</p>	<p>Conducted GAD capacity development session but no internal GAD experts developed</p>	<p>Conducted GAD capacity development session that resulted in the development of internal GAD experts</p>		<p>Enumerate GAD capacity development sessions conducted, and provide a list of internal experts and their areas of expertise developed through these sessions.</p> <table border="1" data-bbox="751 98 1054 741"> <thead> <tr> <th data-bbox="751 528 970 741">Title and Date of GAD Capacity Development Activity Conducted</th> <th data-bbox="751 315 970 528">Internal GAD Experts Developed</th> <th data-bbox="751 98 970 315">Remarks</th> </tr> </thead> <tbody> <tr> <td data-bbox="970 528 1013 741"></td> <td data-bbox="970 315 1013 528"></td> <td data-bbox="970 98 1013 315"></td> </tr> <tr> <td data-bbox="1013 528 1054 741"></td> <td data-bbox="1013 315 1054 528"></td> <td data-bbox="1013 98 1054 315"></td> </tr> </tbody> </table>	Title and Date of GAD Capacity Development Activity Conducted	Internal GAD Experts Developed	Remarks									
Title and Date of GAD Capacity Development Activity Conducted	Internal GAD Experts Developed	Remarks															
<p>3.5 Has the organization regularly applied Gender Analysis (GA) tools in the development planning cycle (planning, implementation and management, and monitoring and evaluation)? <i>(possible scores are 0, 0.35 and 0.71)</i></p>	<p>No GA tools applied in development planning cycle</p>	<p>GA tools applied in 1-2 levels of the development planning cycle</p>	<p>GA tools applied in all levels of the development planning cycle</p>		<p>Enumerate GA tools applied in any stage of the development planning cycle and the frequency of application.</p> <table border="1" data-bbox="1224 98 1442 741"> <thead> <tr> <th data-bbox="1224 584 1358 741">GAD Tools Applied</th> <th data-bbox="1224 421 1358 584">Purpose of Application</th> <th data-bbox="1224 257 1358 421">Result of Application</th> <th data-bbox="1224 98 1358 257">Date of Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="1358 584 1401 741"></td> <td data-bbox="1358 421 1401 584"></td> <td data-bbox="1358 257 1401 421"></td> <td data-bbox="1358 98 1401 257"></td> </tr> <tr> <td data-bbox="1401 584 1442 741"></td> <td data-bbox="1401 421 1442 584"></td> <td data-bbox="1401 257 1442 421"></td> <td data-bbox="1401 98 1442 257"></td> </tr> </tbody> </table>	GAD Tools Applied	Purpose of Application	Result of Application	Date of Application								
GAD Tools Applied	Purpose of Application	Result of Application	Date of Application														

3.6 Has the organization regularly updated its GAD section in the website? <i>(possible scores are 0, 0.35 and 0.71)</i>	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? <i>(possible scores are 0, 0.35 and 0.71)</i>	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.
<b>Sub-total GMEF Score (Level 3 PAPs)</b>				
<b>4. GAD Commitment and Institutionalization</b> (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? <i>(possible scores are 0,0.5, and 1)</i>	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.

<p>4.2 Has the organization conducted organizational/sector-specific capacity development sessions on GAD for clients (internal and external)? <i>(possible scores are 0,0.5, and 1)</i></p>	<p>No organizational sector- specific capacity development session/s on GAD conducted</p>	<p>Organizational/ sector-specific GAD capacity development session/s conducted for either internal or external clients</p>	<p>Organizational/ sector-specific GAD capacity development session/s conducted for both internal or external clients</p>	<p>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. <i>Women's Economic Empowerment, Gender and Justice, Gender and Climate Change</i>).</p> <table border="1" data-bbox="544 107 778 745"> <thead> <tr> <th data-bbox="544 533 778 745">Title of Organizational/ Sector-Specific Capacity Development Program on GAD</th> <th data-bbox="544 315 778 533">Participants</th> <th data-bbox="544 107 778 315">Purpose</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title of Organizational/ Sector-Specific Capacity Development Program on GAD	Participants	Purpose						
Title of Organizational/ Sector-Specific Capacity Development Program on GAD	Participants	Purpose											
<p>4.3 Does the organization regularly apply gender analysis (GA) tools to assess gender-responsiveness of programs/activities/projects (PAPs)? <i>(possible scores are 0,0.5, and 1)</i></p>	<p>GAD tools not applied to assess PAPs</p>	<p>GAD tools used to assess gender-responsiveness of 1-2 PAPs</p>	<p>GAD tools used to assess gender-responsiveness of 3 or more PAPs</p>	<p>Attach activity reports and/or documentation of the sector-specific capacity development sessions conducted.</p> <p>List down Programs/Activities/Projects (PAPs) assessed and list of gender analysis (GA) tools regularly applied by the organization.</p> <table border="1" data-bbox="1155 107 1318 745"> <thead> <tr> <th data-bbox="1155 533 1230 745">GA Tools Applied</th> <th data-bbox="1155 315 1230 533">PAP Assessed</th> <th data-bbox="1155 107 1230 315">Results of Application</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	GA Tools Applied	PAP Assessed	Results of Application						
GA Tools Applied	PAP Assessed	Results of Application											

4.4 Has the organization developed a sustainability action plan for its GAD PAPs? <i>(possible scores are 0,0.5, and 1)</i>	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? <i>(possible scores are 0,0.5, and 1)</i>	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.												
<b>Sub-total GMEF Score (Level 4 PAPs)</b>																	
<b>5. Model PAPs</b> (max score: 5; for each item or question: 1.25)																	
5.1 Has the organization been recognized as a GAD learning hub for its notable GAD PAPs? <i>(possible scores are 0, 0.62 and 1.25)</i>	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/recognition/nominations received.												
					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">GAD Program/Activity/Project Recognized</th> <th style="width: 33%;">Award/Citation Received</th> <th style="width: 33%;">Year</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	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.																	

<p>5.2 Has the organization's partnership with stakeholders resulted in a convergence model that is recognized and replicated by other organizations? <i>(possible scores are 0, 0.62 and 1.25)</i></p>	<p>No convergence model resulting from partnership</p>	<p>Convergence model recognized but not replicated</p>	<p>Convergence model recognized and replicated</p>	<p>Describe GAD convergence model that resulted from the partnership and list down organizations that replicated it.</p>												
<p>5.3 Has the organization's Knowledge Products (KPs) and Information/Education/Communication (IEC) materials on GAD been used by other organizations? <i>(possible scores are 0, 0.62 and 1.25)</i></p>	<p>GAD KPs and GAD IEC materials not yet cited as reference by other organizations</p>	<p>GAD KPs and GAD IEC materials used and cited as reference by at 1-2 organizations</p>	<p>GAD KPs and GAD IEC materials used and cited as reference by 3 or more organizations</p>	<p>List down GAD KPs and GAD Information/Education/Communication (IEC) materials developed and utilized by the organization (e.g. <i>MCW mobile application, videos, brochures, etc.</i>).</p> <table border="1" data-bbox="810 91 1091 745"> <thead> <tr> <th data-bbox="810 584 1007 745">Type of GAD KP/ GAD IEC Material</th> <th data-bbox="810 421 1007 584">GAD KP/ GAD IEC Material Developed</th> <th data-bbox="810 257 1007 421">Organizations that Utilized GAD KP/ GAD IEC Material</th> <th data-bbox="810 91 1007 257">Remarks</th> </tr> </thead> <tbody> <tr> <td data-bbox="1007 584 1050 745"></td> <td data-bbox="1007 421 1050 584"></td> <td data-bbox="1007 257 1050 421"></td> <td data-bbox="1007 91 1050 257"></td> </tr> <tr> <td data-bbox="1050 584 1091 745"></td> <td data-bbox="1050 421 1091 584"></td> <td data-bbox="1050 257 1091 421"></td> <td data-bbox="1050 91 1091 257"></td> </tr> </tbody> </table>	Type of GAD KP/ GAD IEC Material	GAD KP/ GAD IEC Material Developed	Organizations that Utilized GAD KP/ GAD IEC Material	Remarks								
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5.4 Has the organization's existing award/incentive system been integrated with GAD perspective? <i>(possible scores are 0, 0.62 and 1.25)</i>	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.
<b>Sub-total GMEF Score (Level 5 PAPs)</b>				
<b>TOTAL GMEF SCORE (PAPs)</b>				

## GMEF SCORESHEET

Name of Organization Assessed: \_\_\_\_\_

Date Administered: \_\_\_\_\_

Inclusive Period of Assessment: \_\_\_\_\_

Key Areas	Score
<b>Policy</b>	
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	
<i>Sub-Total:</i>	
<i>Level for Policy:</i>	
<b>People</b>	
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	
<i>Sub-Total:</i>	
<i>Level for People:</i>	
<b>Enabling Mechanisms</b>	
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	
<i>Sub-Total:</i>	
<i>Level for Enabling Mechanisms:</i>	
<b>Programs, Activities and Projects (PAPs)</b>	
1. Initial Activities to Facilitate GAD Mainstreaming	
2. Establishing Commitment towards GAD Mainstreaming	
3. GAD Application	
4. GAD Commitment and Institutionalization	
5. Model PAPs	
<i>Sub-Total:</i>	
<i>Level for PAPs:</i>	
<b>TOTAL SCORE</b>	
<b>Over-all Level:</b>	



<i>Level Per Entry Point</i>	<b>RANGES</b>	<b>LEVEL DESCRIPTION</b>
	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
<i>Over-all Level</i>	<b>RANGES</b>	<b>LEVEL DESCRIPTION</b>
	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