

Toolkit to build a gender-responsive energy sector

This step-by-step toolkit guides the user in the application of a multiple choice of gender tools and instruments in her/his/their field of interest. The user is free to use one or multiple tools depending on what feel relevant or the objectives set. The toolkit provides a list of the indications to fully take ownership of the tools and start their implementation. This list is of course not exhaustive, the user is invited to be creative and find what is correct for her/him/they.

Gender tool & instrument: list the tools introduced and practiced during the seminars

Collection means / via: suggest possible paths and ways of collection, dissemination or implementation

Level of application: each tool can be applied in different ways as well as the information gathered, the target groups, outreach, etc. will be different depending on which level of application the user chooses

Examples of question / guidelines: provide basic questions or guideline as steps to follow in order to start the process.

Score / check: different possibilities exist to use the toolkit. For instance, the user can rate to 1 to 5 the relevance or importance the step has. Similarly, the user can rate from 1-5 the level of influence her/him/they can have on it. Also, the user can cross check a step when the step is achieved!


Comments: provide examples and possible results to aim for.

The informative flyers on gender-just communication are part of this toolkit. Keep them close, hang them or use them as decoration and follow their key messages and guidelines when using any form of communication, at all levels.

TOOLKIT TO BUILD A GENDER-RESPONSIVE ENERGY PRIVATE SECTOR


Gender tool & instrument	Collection means/via	Level of application	Examples of question / guidelines	Score/check	Comments
		Attitudes and practices	1. In the workplace, employees with diverse backgrounds (according to their gender, age, ethnicity, etc.) and at all levels of seniority, use the mechanisms that allows a decent work-life balance.	1-5	e.g. flexible working hours, remote work, part-time work, maternity and paternity leave, menstrual leave, etc. Do staff and top managers practise what they preach? It is not sufficient if these instruments officially exist, organisational culture can prevent them from being used or people act differently from what they say they are committed to
			2. Ask if everyone feels comfortable talking or sharing their problems within the team or in the office without being judged and to be associated with particular gender problems?	1-5	e.g. sexist jokes, work-life balance, women on periods or PMSing can be used as an excuse to overlook one's problem Ensure complaint mechanisms
			3. Ask if anyone feels obliged to not make use of holidays and flexible working conditions (e.g. remote working) due to a high level of pressure at work	1-5	e.g. one may not feel comfortable to take holidays despite being sick or in menstrual pain, not take remote working or flexible working hours because they feel obliged to be available for the team all time, peer pressure etc.
			4. Ask if both men and women have equal access to opportunities in training, mentoring, to be in management roles, etc.	1-5	e.g. type of training available to both genders, no of men and women participating in the training programs, no of men and women getting mentored to be in management or leading role, technical, administrative roles, etc. The training programs should be gender inclusive
			5. Ask if there is an access to clean infrastructures to maintain good hygiene for breastfeeding, menstrual health, etc to ensure a good level of satisfaction for every gender	1-5	e.g. access to soap, clean tap water, menstrual products, a quiet and private space to breastfeed/pump breast milk, toilets with sinks or toilet seats with external water hose or bidet, etc.
			1. My workplace applies and ensures correct application of gender equality policies and programmes	1-5	e.g. maternity and paternity leave policy, gender-based violence (GBV) policy, flexible working hours, possibility of remote working, etc.

GENDER SELF - ASSESSMENT	<ul style="list-style-type: none"> - Team building - Regular surveys - HR - Via sex and gender disaggregated data 	Governance, responsibilities and leadership	2. My workplace has governance principles and values in its policies and management covering gender as a cross-cutting dimension	1-5	e.g. touching broader scope of policies/programs with governance values like transparency, accountability, vision, law of rule, efficiency, etc. mainstream gender to ensure equality
			3. My workplace has policies or programs encouraging men and women to participate in leadership, mentoring, decision-making, workplaces improvement	1-5	e.g. encourage gender equality in participation processes, gender-just communication, support from management and performance incentives, etc.
			4. My workplace actively promotes gender balance and ensures that women and men with different intersecting identities are well represented in governance systems at all levels	1-5	e.g. career development programs for both men and women and all other gender, programs or policies ensuring women and all other genders to have equal access to opportunities to lead or be in managerial position.
			5. Ask if employees of different genders involved in the governance systems feel that their contributions are being valued and taken in consideration by others	1-5	Create a benevolent feedback culture. Your employees have a feeling of being valued individually and collectively
			1. My workplace has implemented the following gender policies and programmes in the last 5 years	1-5	See family and gender friendly policies and program section Add a "none", "not achieved", "not monitored" option
		Program engagement	2. My workplace actively tries to encourage gender equality practices and helps its employees to handle oppressional conditions at the workplace (recent or anticipated)	1-5	e.g: sexual harrassment, assaults, sexism, racism, discrimination, etc
			3. During a program's design, my workplace undertakes a concrete gender analysis/assessment with an intersectional lens and transformative approach, and/or my workplace seeks support from either one or more of the following during design or implementation: women's rights groups/networks or movements; groups that work with a gender transformative/gender justice approach; gender experts	1-5	See glossary definitions

			4. When applying a gender lens in our (recent or anticipated) work, my workplace makes a conscious choice to actively facilitate a process in which power and access to resources (technology, research, energy, finance, etc.) is equally distributed	1-5	This conscious choice must emanate from decision-making level. Guidance to end-users (end-users being the one answering this question, employees) have been shared and end-users are aware and feel having received this directive
			5. My workplace monitors and evaluates if the gender objectives in policies and programs have been achieved or not	1-5	e.g. results of M&E being shared internally and highlighting achievements/non achievements and can be used as a benchmark for next year tracking
 Result: You have identified your strengths, gaps and weaknesses of gender responsive approaches in your workplace					

Going deeper: What can your data say more about your staff and target groups?



<ul style="list-style-type: none"> - Regular surveys - Gender-Self Assessment questionnaires - Workshop/focus group discussion - Monitoring and evaluation of all types of policies / programs within the workplaces 	Internal structure	1. Collect sex and gender disaggregated data within your labour force	<input type="checkbox"/>	e.g: rate of women and men, person with disability, age, ethnicity, and number of dependent children, intersecting identities etc.
		2. Acknowledge the share of women and men in administrative and administrative responsibilities positions or lower paid considered positions	<input type="checkbox"/>	Here it is important to differentiate administrative and technical positions, the latter being usually more male-dominated and highly paid Also interesting to assess with administrative/technical/professional/ field staff disaggregation Have an overview of percentage of women and men recently promoted
		3. Assess employment conditions of your employees (women and men and other associated gender identities) in your workplace	<input type="checkbox"/>	e.g. no of working hours, overtime hours, freelancer, remote working, type contracts (long term contracts vs short term contracts, internships, internships ending with a contract, temporary or replacement contracts), contract clauses, unemployment, and pension, etc
		4. Pay attention to your communication techniques in order to address correctly both women and men in your activities	<input type="checkbox"/>	Do not use offensive or sexist ways of talking, patronizing expressions rather but use inclusive communication See the visuals on gender-just communication e.g. No of women participating in workplace events, representation on website, etc

SEX & GENDER DISAGGREGATED DATA	- Half yearly or annual assessment - Project, programs, data creation and collection	External structure	5. Assess if workshops, events, training, meetings, etc. were felt as discriminative for any group of persons	<input type="checkbox"/>	e.g. feedback survey
			1. Collect sex and gender disaggregated data within your projects, activities and energy data of your workplace	<input type="checkbox"/>	e.g. project research, conception (indicators, targets), implementation and M&E, can be used as baseline to set new gender equality objectives and/or monitor progress over time e.g: rate of women and men, person with disability, age, ethnicity, and number of dependent children, intersecting identities etc. Energy database includes for example: annual statistics on production, trade, transformation and consumption (end-use) for solid, liquid, and gaseous fuels, electricity, and heat
			2. Outreach: No of men and women answering and participating to data collection methods	<input type="checkbox"/>	e.g. surveys, emails, interviews, field assessments, etc.
			3. Pay attention to your communication techniques in order to address correctly both women and men in your activities	<input type="checkbox"/>	e.g. No of women/men applying to job offers, participating in networking events, participating online events, etc.
			4. Do you consider gender criteria when evaluating a possible future cooperation with a new partner?	<input type="checkbox"/>	Consciousness among stakeholders on importance of gender mainstreaming e.g. human's and women's rights, women and men representation and participation
			5. Collect sex and gender disaggregated data in all impact assessments, satisfaction surveys, monitoring and evaluation processes	<input type="checkbox"/>	e.g. time saving, make sure that solving a problem does not increase another, no. of women and men receiving direct benefits, equal access to productive energy for men and women. Expenditures on fuel sources and preferences for different energy technologies; or, for project activities - men/women attending meetings, being trained, purchasing or managing energy technologies. Do specific questions, for example on the division of labour in the fuel cycle, access to energy-related assets and resources, participation in decision-making or in project activities, and energy needs and priorities, access to information
 Result: You have collected data highlighting gender concerns, behaviours and / or inequalities of employees, members or target groups					

**Some gender unbalances and inequalities have arisen from the previous questions? Are you aware of gender inequalities in your company? Use gender tools!
Start at your level! Here are different tools to implement:**

GENDER INDICATORS	-Surveys -HR meetings/ Department meetings (regular) -Annual or quarterly reporting	Internal structure	1. Change of dynamic between men and women in your workplace for the next 5 years	<input type="checkbox"/>	e.g. percentage, statistical trends of employees
			2. Women's and men's level of satisfaction with service provision, including quality, accessibility, etc.	<input type="checkbox"/>	e.g. by sector and/or type of delivery agency, and/or public-private partnerships and/or services contracted to non-government organizations
			3. Changes in the percentage of women and men involved in management, technical, administrative field and professional positions	<input type="checkbox"/>	e.g. higher share of men in administrative positions, higher share of women in technical positions, etc.
			4. Plan your expenditures in a way that it would benefite equally for women and men (= gender budgeting)	<input type="checkbox"/>	e.g. infrastructures, training and mentoring program opportunities, etc.
			5. Evidence that service standards are established and regularly monitored, and reflect women's and men's different needs, responsibilities, and access to services	<input type="checkbox"/>	e.g. response to leave requests, access to infrastructure, facilities like kindergarten or cribs for employee's children, hygiene products, etc. standard procedure to deal harassment case when a man is a victim, etc.
	-Survey questionnaire - SM reports on outreach, influence, etc. -Sales reports (no of software, hardware ordered, etc)	External structure	1. Share of women and men that you reach with your communication/advertising campaigns	<input type="checkbox"/>	e.g. access to information – create awareness among women and men consumers about benefits of technologies / tools
			2. Share of women and men using the technology/service/software, etc. that you are providing	<input type="checkbox"/>	e.g. women/men using and maintaining the energy facilities
			3. Mainstream gender in your projects/programs	<input type="checkbox"/>	e.g. impact of product or program on men and women, how to overcome vulnerability, etc.
			4. Consider hiring gender experts, gender equality workplaces and women's right workplaces or consultancy to improve gender equality	<input type="checkbox"/>	e.g. workshops and trainings facilitated by gender experts, networking events, subscription of newsletters by women's rights organizations, partnerships/cooperatives, etc.
			5. Share of men and women and all other gender in the public-facing positions and roles	<input type="checkbox"/>	e.g. men tend to be more involved in certain topics like technical talk and / or public-facing positions (pannels, events, medias, stakeholders meetings, etc.)

		 Result: You have fixed gender targets to reach and to monitor the gender equality within your workplace			
GENDER-JUST COMMUNICATION	- Policies - Meetings - Website, social media - Job offers, etc.	Internal & external communication	Have a look at our key messages flyers!		
	 Result: You have adopted techniques of communication ensuring that women and men of different ages and ethnicities feel included and addressed in your message (improve)				
FAMILIES AND GENDER FRIENDLY WORK PLACES	- Workplace status, policies	Examples of family-friendly work policies and programs	1. Offer child care services at your workplace	<input type="checkbox"/>	e.g. affordable and accessible childcare services such as a Kindergarten (including playgrounds, playcorners)
			2. Support both women and men when wanting to take care of their children	<input type="checkbox"/>	e.g. paid parental leave, measures to tackle the Gender Care Gap
			3. Support breastfeeding at your workplace	<input type="checkbox"/>	e.g. possibility to take more or irregular breaks or provide separate and calm rooms
			4. Allow flexible working conditions	<input type="checkbox"/>	e.g. remote work, part time work, flexible holidays, or sick days, when a child of an employee is sick?
			5. Ask your employees regularly in regard of their needs as care-takers	<input type="checkbox"/>	e.g. surveys on the needs of employees, one-to-one meetings
	- Workplace status, programs	Examples of gender friendly-work policies and programs	1. Provide trainings or learning courses to prevent and handle sexual harassment or gender-based violence	<input type="checkbox"/>	e.g. receive support in the development of anti-harassment policies, development of help-lines, policies to prevent gender-based violence, train overall labour forces
			2. Use a gender-neutral language and avoid using terms to stereotype roles, position, etc. in your communication material	<input type="checkbox"/>	Gender-neutral language in internal communication, e.g. in mails or chats Gender-sensitive public relations/communication, e.g. on the webpage or in newsletter; Respect different gender identities See further on gender-just communication flyers
			3. Provide measures to identify and tackle any form of discrimination (based on gender, ethnicity, religion, age, abilities)	<input type="checkbox"/>	e.g. anti-discrimination policies and trainings, apply transversal intersectional approach in all policies and programs, "safe spaces", help-lines

			4. Provide leadership. Persons in leading positions should lead the inclusion of gender diversity (e.g. gender-responsive communication, etc.). Make it become a part of the company culture	<input type="checkbox"/>	e.g. surveys or one to one meeting to check how comfortable one feels around other genders and vice versa, their perspective on gender integration and policies, mentoring, etc.
			5. Provide hygiene and menstruational products in bathrooms at your workplace	<input type="checkbox"/>	Products in all bathrooms, keep clean bathrooms spaces, encourage toilets with sinks, have separated as well as all-gender bathrooms
 Result: You have adopted and implemented different programs and policies ensuring a growing gender equality in your work place					
WOMEN EMPOWERMENT AND WOMEN LEADERSHIP AND REPRESENTATION IN DECISION- MAKING PROCESS		Example of 5 processes	1.Quotas for management and Boards	<input type="checkbox"/>	Realistically, it is impossible to remove all bias: human brains are masterful at pattern recognition, all of which begins with social learning through our experience growing up in our respective cultures. It happens subconsciously without our knowledge or desire. It is for this reason that quotas are useful
			2. Performance reviews	<input type="checkbox"/>	Performance reviews are not free from bias. Women are more likely than men to receive critical feedback of a personal nature. The way to fix this is again to use standardised over narrative (open box) reporting methods with a concrete example required for every critique or comment
			3. Mentoring programmes	<input type="checkbox"/>	One of the factors contributing to low recruitment and retention rates in STEM careers for women is the lack of appropriate women role models and mentors. Both men and women need mentoring, a factor associated with a higher likelihood of promotion
			4. Gender-Sensitive recruitment	<input type="checkbox"/>	Various recommendations exist how to ensure that both women and men have equal chances in the recruitment process
			5. Join national/regional/global women in energy networks	<input type="checkbox"/>	Networking should be an integral part of any job. Women pay less attention to networking (often due to lack of time) and should be encouraged to engage in networks
			 Result: You have ensured a more balanced representation of women and men in leadership roles and decision-making processes		