UNCT-SWAP PERFORMANCE INDICATOR 5.2
Virtual Toolkit Resource

What?

Sample Capacity Assessment Survey (developed by UNCT-SWAP Gender Equality Scorecard Helpdesk from Gender Equality Capacity Assessment Tool UN Women Training Center 2016)

Why?

This survey was developed as a simplified model for UNCTs to undertake systemwide gender capacity assessments to inform capacity development plans in line with Performance Indicator 5.2 (criteria b). The survey can be adapted and tailored as needed by each country depending on the context and target participants. The Helpdesk (genderscorecard.helptdesk@unwomen.org) is able to support UNCTs to as needed with online survey links and sharing of results via the Survey Monkey platform.

Performance Indicator 5.2 Gender Capacities

Approaches Minimum Requirements	a. At least one substantive inter-agency capacity development activity for UN personnel has been carried out during the past year.
Meets Minimum Requirements	Meets **two** of the following **three**: a. At least one substantive inter-agency capacity development activity for UN personnel has been carried out during the past year. b. A capacity development plan based on an inter-agency capacity assessment is established or updated at least once per Cooperation Framework cycle and targets are on track. c. UNCT induction material includes gender equality and the empowerment of women commitments and related development challenges of the country.

Performance Indicator 5.2 Gender Capacities

Exceeds Minimum Requirements	Meets **all** of the following:
	a. At least one substantive inter-agency capacity development activity for UN personnel has been carried out during the past year.
	b. A capacity development plan based on an inter-agency capacity assessment is established or updated at least once per Cooperation Framework cycle and targets are on track.
	c. UNCT induction material includes gender equality and the empowerment of women commitments and related development challenges of the country.

Introduction to the Survey

Thank you for taking the time to complete the Gender Equality Capacity Assessment Survey. Lack of capacity in promoting gender equality and the empowerment of women has been defined as a key constraint to better performance and leadership to fulfill the UN's gender equality mandate. Your responses will be used to assess gender capacity of the UN in (country), and determine future capacity development activities that feature training for gender equality as a key component.

This survey should take 10 minutes of your time. All responses are confidential.

You will have an opportunity to provide general feedback at the close of the survey. If you have any questions, please feel free to contact (name and title) at (email) or UN Women Coordination Division at genderscorecard.helpdesk@unwomen.org.

Once again, thank you for your time and effort in providing us with this important information.

General Information

The objective of this section is to collect general information from all respondents that will help analyze the results.

 * 1. Name of your organization/agency/entity:

- [ ] FAO
- [ ] IFAD
- [ ] ILO
- [ ] IMO
- [ ] IOM
- [ ] UNAIDS
- [ ] UNCDF
- [ ] UNDP
- [ ] UNESCO
- [ ] UNFPA
- [ ] UN-Habitat
- [ ] UNHCR
- [ ] UNICEF
- [ ] UNIC
- [ ] UNIDO
- [ ] UNODC
- [ ] UNOPS
- [ ] UNU-INRA
- [ ] UNV
- [ ] WFP
- [ ] WHO
- [ ] Other

* 2. Grade and level:

- [ ] GS 1-7

- [ ] P 1-5

- [ ] D 1 or 2

- [ ] NOA, B, C or D

- [ ] SB 1-5

- [ ] UNV

* 3. Unit/Department:

- [ ] Operations

- [ ] Programme

- [ ] Other (please specify)

[   ]

* 4. Sex:

- ( ) Female

- ( ) Male

- ( ) Other

- ( ) I do not want to say

* 5. Highest level of school completed:

- [ ] Secondary school (high school)

- [ ] Bachelor degree (university)

- [ ] Post-graduate degree

- [ ] Other (please specify)

[   ]

The objective of this section is to gather information on your previous experience with training for gender equality.

* 6. Have you received any gender-related training or courses in the last two years? Please include training that you are currently taking. Include trainings where gender was included but was not the main topic of the training.

◯ Yes

◯ No

◯ Not Applicable

7. If yes, provide information on the trainings taken:

Course Name #1	
Gender topic	
Date/Duration	
Type of training (face to face, online, etc.)	
Organized/Provided by	
Course Name #2	
Gender topic	
Date/Duration	
Type of training (face to face, online, etc.)	
Organized/Provided by	
Other (please specify)	

* 8. In the last two years, have you received any support from the gender focal point or unit in your organization?

◯ Yes

◯ No

◯ Not Applicable

9. If yes, provide information on the type of support (e.g. training, gender data, guidelines, tools).

Knowledge of Gender Equality and Women's Empowerment

The objective of this section is to assess your level of knowledge of gender equality and how to include gender equality in programme and operations activities.

* 10. How relevant is gender equality to the mandate of your agency/organization?

○ Not relevant

○ Somewhat relevant

○ Very relevant

○ Not Applicable

* 11. How relevant is gender equality to your everyday work?

○ Not relevant

○ Somewhat relevant

○ Very relevant

○ Not Applicable

* 12. How familiar are you with the international conventions on Gender Equality and the Empowerment of Women (e.g. CEDAW, UNSCR1325)?

○ Not familiar

○ Somewhat familiar

○ Very familiar

○ Not Applicable

* 13. How familiar are you with your agency's policies for Gender Equality and the Empowerment of Women (e.g. gender targets, gender mainstreaming, gender parity)?

○ Not familiar

○ Somewhat familiar

○ Very familiar

○ Not Applicable

The UN has identified core gender capacities that may be required by some or all staff members. The purpose of this section is to assess the levels of core capacities for gender equality in the UN Ghana.

* 14. Gender Core Capacity 1: Gender analysis and strategic planning

For the following skills and processes, please indicate your level of knowledge and proficiency by ticking the appropriate box.

	N/A	I don't know about this	I know about this	Able to use in my everyday work	Confident to lead work on this
Gender concepts and frameworks	○	○	○	○	○
Gender-responsive data and research	○	○	○	○	○
Gender analysis and strategic planning	○	○	○	○	○
Advocate for or sensitize others on gender analysis and tools	○	○	○	○	○
Other	○	○	○	○	○

If selected "Other", please specify:

* 15. Gender Core Capacity 2: Gender-responsive programming, budgeting and implementation

For the following skills and processes, please indicate your level of knowledge and proficiency by ticking the appropriate box.

	N/A	I don't know about this	I know about this	Able to do in my everyday work	Confident to lead work on this
Develop gender-responsive projects/programmes	○	○	○	○	○
Develop gender-transformative projects/programmes	○	○	○	○	○
Mainstream gender in projects/programmes designs	○	○	○	○	○
Implement gender sensitive programmes including gender-responsive and -targeted programmes	○	○	○	○	○
Develop gender-responsive budgets that ensure women and men benefit fairly	○	○	○	○	○
Advocate for or sensitize others on the need for gender equality in programming	○	○	○	○	○
Take action towards a more gender-responsive organization, including applying gender policies and procedures.	○	○	○	○	○
Mainstream gender throughout operations	○	○	○	○	○
Others	○	○	○	○	○

If selected "Other", please specify which ones:

* 16. Gender Core Capacity 3: Knowledge management, communication and gender-responsive M&E

For the following skills and processes, please indicate your level of knowledge and proficiency by ticking the appropriate box.

	N/A	I don't know about this	I know about this	Able to do in my everyday work	Confident to lead work on this
Design and implement gender responsive M&E systems (including sex-disaggregated data) for tracking progress towards gender equality	○	○	○	○	○
Collect and report on gender responsive data (including sex-disaggregated data) for tracking purposes (M&E) of gender projects/programmes or policies	○	○	○	○	○
Design and implement gender-responsive advocacy and communication materials	○	○	○	○	○
Produce quality materials on gender for knowledge generation specific to local context	○	○	○	○	○
Build strategic partnerships with key gender partners (government, civil society and/or private sector) for advocacy and communication of gender equality/women's empowerment	○	○	○	○	○
Others	○	○	○	○	○

If selected "Other", please specify which ones:

Learning Styles and Needs

The objective of this section is to gather information on your training needs and preferences.

* 17. What tools and/or resources do you use to support integration of gender equality issues in your work? Tick as many options as applicable.

☐ Agency Intranet

☐ Agency website

☐ Agency publications

☐ Agency Gender Focal Point or Specialist

☐ Other - please specify

[   ]

* 18. What do you see as challenges for you personally to addressing gender equality in your work? Tick as many options as applicable.

☐ Limited knowledge

☐ Limited skills

☐ Lack of time

☐ Lack of priority

☐ Lack of commitment of supervisors

☐ Lack of support of colleagues

☐ Social or cultural contraints

☐ Other - please specify

[   ]

* 19. What types of trainings on gender would help you to strengthen your work? Select as many options as needed.

- [ ] Introduction to gender equality

- [ ] Gender equality in programming

- [ ] Gender responsive budgeting

- [ ] Gender responsive M&E

- [ ] Gender and communication and advocacy

- [ ] Gender equality in operations

- [ ] Agency/organization gender equality policies and mandate

- [ ] National and international gender commitments

- [ ] Other - please specify

[   ]

* 20. What are the top three ways in which you prefer to learn? Please select your top three options

- [ ] Face to face training, courses and workshops

- [ ] Self-paced online courses

- [ ] Moderated online courses with a tutor

- [ ] Blended trainings (online moderated with a tutor and face to face workshops)

- [ ] Detailed assignments

- [ ] Coaching or mentoring

- [ ] On the job/learning by doing with follow up by specialist

- [ ] Conferences

- [ ] Other (please explain):

[   ]

21. Please share any thoughts or comments that you think might be useful.

[   ]

Feedback

22. Please provide us with any feedback and suggestions for improvement regarding the survey:

Thank You

We sincerely thank you for taking the time to complete this survey.

Your input is extremely important to the UN System's ongoing efforts to improve planning, coordination, programming and results for Gender Equality and the Empowerment of Women at the country level -- tied to support to Member States to achieve the SDGs.