

GENDER AND SOCIAL INCLUSION CHECKLIST: WHAT DO I NEED TO CONSIDER?

Updated November 2020

Women are typically underrepresented across the energy sector; the recommendations below can help you amplify the voices of women in your activities and events to increase gender equality.

Power Africa developed this guide to support the integration of gender and social inclusion in technical and other activities. The questions posed in this guide are applicable across sectors and countries and should be considered when planning any event, activity, or intervention.



ACTIVELY SEEK PARTICIPATION AT EVENTS



CAPACITY-BUILDING ACTIVITIES

- Does my participant criteria limit the number of women who can attend?
- If so, how can I be more flexible?
- Have I taken steps to increase the number of women trainees?
 - o Is the promotion material for this training gender inclusive? (consider the language and images used)
 - o Has the invite specifically been shared with women employees and women's networks?
- Will the timing of the training impact women's ability to attend?
- Will the location impact participation?
 - o Have I considered transport restrictions to the training venue?
- Does the training venue have facilities that cater for women (i.e., safe and separate toilet facilities, lactation room, etc.)?



MEETINGS AND CONFERENCES

- What have I done to ensure there are women and men in the room?
- Have I taken steps to increase the presence of women?
- How will I support women to participate more actively?
- How can I ensure that women's contributions and suggestions are taken seriously and acted upon?
- Will criteria I set for conference participants limit the number of women who can attend?
- If so, how can I make my criteria more flexible?
- How can I increase the number of women attendees?
- Have I targeted and actively reached out to women who are experts in the field of my conference topic to be speakers, presenters, panelists and/or moderators?
- Have I placed an equal number of women and men on main and VIP tables?



ADDRESS GENDER NORMS AND STRIVE FOR EQUALITY

Have I checked that:

- Women are not mainly responsible for notetaking or other traditionally "female tasks" when there are men peers present?
- Women are not preparing coffee, taking lunch orders, or setting up meals when there are men peers present?
- Women and men are introduced by full name and title?
- There are women and men decision-makers in the room?
- Women and men are afforded equal opportunity to speak and voice their opinions?
- Men are not "educating" women on women's areas of expertise?
- People are not cutting women off, speaking over them or checking their phones or otherwise occupied while women are speaking?
- Content – including topics, presentations, handouts, case studies – is gender-sensitive?
 - o Do we portray women mainly in traditional roles? Show women and men within households and communities working collaboratively.
 - o Do we portray women in technical, management, and leadership roles? It is important that you do.
 - o Are women posing or working? Show women working.
 - o Do we use stereotypical language, icons, or photos? If so, please adjust.
 - o Do we use icebreakers, jokes, stories, or proverbs that are culturally insensitive or sexist or that stereotype women or men in any way? If so, please adjust.
 - o Do we use gender-inclusive language? It is important that you do. "Lines worker" instead of "linesman," for example.
 - o Have we created space in the agenda to address gender issues within the context of the technical topic at hand?
 - o Have we engaged men in the gender sessions?



AIM FOR EQUAL ACCESS AND PARTICIPATION IN COMMUNITY ENGAGEMENT ACTIVITIES

Have I had conversations with women and men of different social, cultural and religious groups during the design of my interventions?

Have I included persons with disabilities in my conversations?

Have I designed my interventions with the needs, priorities and concerns of women and men, of different social, cultural and religious groups, in mind?

Will my interventions cause harm to any group(s) in any way?

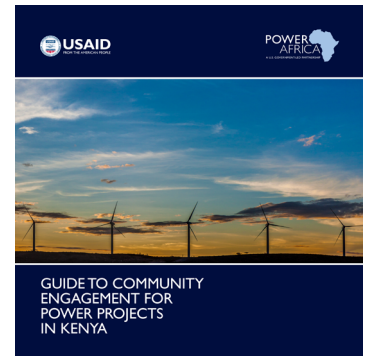
Have I done a risk analysis and developed a mitigation plan?

Do my interventions enable equal access and participation of women and men, of different social, cultural and religious groups?

- Do they enable the inclusion of persons with disabilities?
- Have I considered different outreach mechanisms to increase the participation of marginalized groups?

Will my interventions impact both women and men?

- Will they impact them differently?
- Have I designed my interventions accordingly?
- Am I accurately measuring and reporting this?
- Am I collecting and reporting sex-disaggregated data?



Power Africa's [Guide to Community Engagement for Power Projects in Kenya](#) can be used to develop a step-by-step action plan for any power sector in any country.



ACHIEVING GENDER PARITY AT EVENTS OR TRAININGS

- Set targets for women's participation and communicate them to all stakeholders.
- Use different outreach mechanisms to increase the number of women participants:
 - Advertise through various traditional and social media channels.
 - Spread the word through women and girls networks (such as [Women in African Power](#)).
 - Aim for gender balance in your photos, videos, and other online content related to the event.
 - When requesting nominations, have a discussion on your gender targets with human resource departments, senior leadership, and other relevant teams.
- If you are concerned that more men than women are registering for your event, cap the number of men that can register and increase your outreach to women.
- If you have been invited to speak on a panel, check with the event organizer that there is gender diversity on the panel and avoid organizing all-male panels.

UNDERSTANDING GENDER-BASED VIOLENCE

The International Trade Union Confederation reports that **between 40 and 50 percent of women experience some form of sexual harassment at work** and that the risks of gender-based violence, whether from colleagues or the public, are increased in fields or occupations that are male or female dominated.

Domestic and intimate partner violence also impacts the workplace, leading to absenteeism, poor concentration, and job loss. Such data led the International Labor Organization to **address violence and harassment in the world of work in international labor standards**. While power inequalities around the world mean that women are the primary targets of gender-based violence, it is **not uncommon among men and boys**.

For country-specific gender-based violence data and resources, please visit evaw.unwomen.org

Learn more at

usaid.gov/powerafrica/gender

