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**Integrated Service on Health and Development Organization**

**ISHDO**

**GENDER POLICY & GENDER MAINSTREAMING**

**GUIDELINE**

**REVISED BY:**

**November, 2022**

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# Back Ground

Integrated Service on Health and Development Organization (ISHDO), formerly named ISAPSO (Integrated Service on AIDS Prevention and Support Organization) was established in October 1997 and legally registered with the Ministry of Justice as a local NGO after the closure of FHI/AIDSCAP/USAID in Ethiopia.

ISHDO was one of the pioneering Ethiopian NGOs, especially in the prevention and response to HIV/AIDS. Through time, it has transformed itself both organizationally and in the focus of its programs and geographic distribution in the last two decades. ISHDO has achieved successful results in its endeavors and created lasting impacts or sustainable changes through its various programs that cover a wide range of interventions.

## Mission

Our mission as an organization is to promote and provide integrated health, education, livelihood improvement, Gender Equality and inclusion, environmental protection, conflict resolution, and peacebuilding services to the underserved population groups.

## Values

Our core values are Participation; commitment to gender equality, inclusiveness, and justice; transparency; accountability; teamwork; rights-based transformational quality services; relevance; care for the environment; partnership; empowerment; and sustainability are our core values as Our values are core to everything we do as ISHDO. As a powerful representation of our organizational beliefs, our values set important standards of conduct that guide staff and board behavior.

# NATIONAL POLICIES, STRATEGIES AND LEGAL FRAMEWORKS ON GENDER EQUALITY

## The FDRE Constitution

The Constitution of the Federal Democratic Republic of Ethiopia (FDRE Constitution, 1995), within its chapter of fundamental rights and freedoms, contains a number of rights which have direct relevance to the right of women to be protected from domestic violence. One of the several sub-provisions under this general article explicitly imposes an obligation and accountability on the state to protect women from violence. Moreover, the constitution has recognized the fundamental rights directly related with the right to protection from domestic violence like that of security of persons and prohibition against inhuman treatment.

## National Policy on Ethiopian Women

Formulated in 1993, the main aim of the National Policy on Ethiopian Women is to address gender inequality in social, economic and political areas and to devise major strategies to address gender issues in the country. It has also an objective of ensuring that women participate in and benefit from all political, social and economic spheres on equal basis with men, to enable them to have access to social services to provide them with the means to reduce their workload, and gradually eradicate harmful traditional practices that are inflicted on women/girls.

## Labor Laws

Both the revised labor law and civil servants law address the discrimination against women in the labor market. They prohibit employment of women on a type of work that may be harmful to their health. The Federal Civil Servants proclamation No. 515/2007 under Article 13 has provided the anti sex-discrimination and affirmative action to ensure women’s employment rights and enhances the participation of women in the employment sector.

## The Criminal Law

The Code addresses violence against women in different forms: by expanding the existing vague provision, by introducing new offences, by redefining the elements of these offences, by adding aggravating circumstances and by revising the penalties applicable in cases of violation.

# PRINCIPLES, GOAL AND OBJECTIVES OF THE POLICY

## Goal of the policy

The gender policy aims to ensure gender equality and women’s empowerment is central to ISHDO’s:

* Organizational culture and behaviors
* Programs at all levels
* Public image
* Financial resource allocation

## Objectives of the policy

**The objectives are to:**

* Ensure that ISHDO strategy, policy, management systems/practices and programs are gender sensitive and responsive:
* Ensure that gender equality objectives and indicators are reflected in staff objectives and results, performance assessments, management and administration systems.
* Ensure that employment decisions related to hire, transfers, compensation and promotion uniformly based upon qualifications, including skills, abilities, knowledge, experience and responsibilities.
* Foster an environment where non- discriminatory working relationships and respect for diversity in work and management styles is encouraged.

## Principles

ISHDO's gender policy is rooted in the following principles:

1. Gender equality is a cross cutting theme and as such must be considered as an integral part of all ISHDO policies, programs and projects.

2. Achieving gender equality requires the recognition that every policy, program and project affects women and men differently

3. Achieving gender equality doesn’t mean that women become the same as men. Equality means that one's rights or opportunities do not depend on being male or female.

4. Women's empowerment is central to achieving gender equality.

5. Promoting the equal participation of women as agents of change in economic, social and political processes is essential to achieving gender equality.

6. Gender equality can only be achieved through partnership between women and men. All society benefits when choice for both women and men is enlarged.

7. Achieving gender equality will require specific measures designed to eliminate gender inequalities. Specific measures must be developed to address the policies, laws, procedures, norms, beliefs, practices and attitudes that maintain gender inequality.

8. ISHDO policies, programs and projects should contribute to gender equality.

# POLICY COMMITMENT

ISHSO has 11 Commitments towards achieving Gender policy is the following:

1. Integrate gender perspective in to the organization’s health, education and other development program and project designing, planning, implementation and monitoring and evaluation.
2. Ensure full participation of both men and women in all the organization’s actions not only to achieve gender equality but also to increase the efficiency and effectiveness of the work of the organization.
3. Ensure communication strategies to support knowledge management and contributes to transformation of ISHDO’s institutional culture by communicating gender sensitive attitudes and practices that promote building consensus internally and externally.
4. Put in place institutional procedures which ensure that the needs of boys, girls, men and women are all met equitably in HIV/AIDS response, vulnerability reduction and the provision of development services.
5. Ensure workplace policies and procedures that promote gender equality are in place and socialized among staff members.
6. Formulate measures to ensure that gender-specific vulnerabilities and capacities of men and women are systematically identified and addressed.
7. Assigning Gender Officer/ focal person to effectively facilitate the implementation of gender policy.
8. Ensure that data on beneficiaries is disaggregated by sex for needs assessment and program planning and gender analysis is integrated into program design, delivery, monitoring and evaluation.
9. Design strategies for capacity building in gender mainstreaming as part of institutional development programs with special attention to staff training on gender related skills.
10. Ensure that reporting and accountability mechanisms for activities and results in gender mainstreaming are put in place. This includes performance evaluations budget allocation analysis and actions to enable the full participation of men and women on equal and meaningful basis in all ISHDO activities at all levels.

# RESPONSIBLE BODY

ISHDO will hold its entire staff accountable for implementing this policy and achieving measurable progress toward a situation where its staff, men and women living with HIV/AIDS and other benefiting from the organization enjoy equal opportunities, rights and access to power and resources.

## The governance of the organization is responsible for

* Assessing the implication of its policy and decisions for men and women and thus ensuring that all organization’s responses in general and health, education and other development activities and projects in particular are sensitive.

## The Executive Director is responsible for:

* Ensuring the overall implementation of the gender Policy.
* Making certain that everyone is informed about the policy.
* Follow- up the monitoring and evaluation is carried out properly in order to achieve the goal and objectives of the ISHDO Gender Policy.
* Reporting on all gender policy objectives and commitment to the Board of Trustees and to staff at annual general meeting.

## Human Resource Management Team and Senior Management Staffs are responsible to:

* Ensuring equal opportunities among female and male staff members and volunteers in the areas of recruitment, promotion, benefits, training and working conditions.
* The human resource department will ensure affirmative actions are in place during recruitment and promotion of staff.
* Ensuring job descriptions and job advertisements incorporate responsibilities/ functions on gender and highlight the knowledge and experience on gender as an asset for applicants;
* All interviews for staff recruitment will have women and men on the interview panels and gender related questions are to be integrated into interviews for all positions;
* Ensuring that all new staff joining ISHDO is oriented to the gender policy and their responsibilities on gender mainstreaming within the organization.
* Increasing awareness and skills of staff and volunteers in considering the social differences between vulnerable men and women when designing, implementing, monitoring and evaluating humanitarian programs;
* Conducting a systematic review of the institution’s procedures to put in place gender analysis as part of programming or improving the existing systems;
* Re-enabling a gender balance in the different levels of the structure within its organization, in particular to involve more women in the decision-making processes at all levels;

## Gender officer/ focal person is responsible to:

* Act as the point of contact on gender mainstreaming in health, education and other development activities of ISHDO.
* Be a catalyst within the head office on gender issues (i.e. raise awareness, advocate for resources, etc.
* Circulate documents within the head office (guideline developed internally or by other organizations, new studies, policy documents, etc.)
* Maintain regular contact with other field office project coordinators, staff to facilitate exchange of information.
* Organize capacity building for project /field office staff.
* Potentially refer colleagues to appropriate guideline or resources.
* Provide inputs into ISHDO-wide reporting on gender mainstreaming advances and challenges.

## Development/Health program coordinators are responsible for:

* Support field officers, collect information and forward to the program managers and/or operation manager and the project stakeholders

## Field Officers responsible for:

* Follow-up and monitor overall implementation of gender policy at impact area.
* Providing support for counselors and facilitators
* Collect information and forward to program coordinators.

## Counselors and facilitators

* Project officers and development facilitators at field and community level are responsible to implement ISHDO’s Gender Policy with the community, concerned government body and community-based organizations.
* They are responsible to report to field officer.

# RESOURCES

ISHDO recognizes that financial and technical resources are a prerequisite for implementing the gender policy. To achieve this, ISHDO will incorporate budget, logistics and other necessary facilities which enhance the implementation of gender policy while designing and implementing new development and health and education projects for the community.

# MONITORING AND EVALUATION OF POLICY IMPLEMENTATION

ISHDO will employ participatory monitoring and evaluation system in order to measure the policy implementation. Senior managers (especially the Executive Director) are accountable for the overall implementation of the policy. They will be responsible for institutionalizing the policy and providing information, training or technical support needed to ensure the policy’s success. The monitoring and evaluation officers/coordinators are also responsible for regularly and consistently collecting data on the implementation status of this policy. Report on the progress made in implementing the policy will be prepared and reviewed biannually. Consistent and active participation of all staff is required for successful implementation of this policy.

# ANNEX 1. GLOSSARY OF TERMS

**Sex:** describes the biological differences between men and women.

**Gender:** refers to the socially constructed set of roles and responsibilities associated with being girl and boy or women and men

**Sex roles**, which are biologically determined. These different roles are influenced by historical, religious, economic, cultural and ethnic factors.

**Social norms**: are the social rules, either explicit or implicit, that define our expectations of appropriate behavior between people

**Gender norms** are a subset of social norms, and these are the behavioral expectations around a person's sex.

**Gender roles:** are a collection of socially learnt behaviors and expectations about characteristics and aptitudes that are considered to define what it means to be a woman or a man (or a boy or a girl) in a given society or culture.

**Social construction of gender:** refers to how society values and allocates duties, roles and responsibilities to women, men, girls and boys

**Gender issue**: This is a point of gender inequality that is undesirable and therefore an intervention. It results from some form of gender discrimination or oppression.

**Gender discrimination:** occurs when men or women are treated differently (restricted or excluded) in the family, in the workplace and society due to gender-stereotypes which prevent them from enjoying their full potential and human rights.

**Gender stereotypes** are a set of characteristics that a particular group assigns to women or men, they are often incorrect, and usually limit what an individual can do.

**Gender equality**: does not simply mean equal numbers of men and women or boys and girls participating in all activities. Gender equality means that men and women enjoy equal recognition and status within a society. It does not mean that men and women are the same, but that their similarities and differences are recognized and equally valued

**Gender equity: -** entails the provision of fairness and justice in the distribution of benefits and responsibilities between women and men. women and men have different needs and power and these differences should be identified and addressed in a manner that rectifies the imbalance between the sexes.

**Empowerment**: - means increasing the resources and abilities of individuals or groups of people to influence and decide matters with regard to their own lives. Increasing people’s power to control their own lives is a process of change that is both internal and external

**Gender analysis**: This is the process of examining roles and responsibilities or any other situation in regard to women and men; boys and girls, with a view to identifying gaps, raising concern and addressing them; investigating and identifying specific needs of girls and boys, women and men for policy and program development and implementation.

**Gender Division of Labor**: Gender Division of Labor is a pattern where women are given one set of gender role and men are given another set. Almost in every society two sexes are assigned separate and specific gender roles even if the roles differ from culture to culture. These roles can be divided in to three broad categories. These are: -Productive Role, Reproductive Role and Community Role.

**Gender-related needs**: As a result of gender roles; needs are also gender-bound. Gender-related needs can be divided into practical needs and strategic needs:

1. **Practical needs** are the concrete, material needs that must be met in order to satisfy the basic needs of life. They can include the needs for nourishment, health care and shelter.
2. **Strategic gender-related needs** are connected with the status of women and men and the power structures within the community The satisfaction of such strategic needs requires structural and attitudinal changes in the community.

**Gender Gap/disparity:** it is a measure of gender inequality in any socio-economic indicator, e.g., employment, education, health, ownership of property, income, gender gaps result from inequality in decision making, which leads of inequality to access to resource and by the differential treatment given to women and girls as compared to that given to men and boys.

**Gender awareness:** it means looking at women and men and understanding their common and specified needs and understands that women have needs, desires, aspiration and vision distinct from men.

**Gender Planning:** is a process of planning that involves critical analysis of the gaps between women’s and men’s access to economic, social, political and cultural resources.

**Gender sensitivity:** This is the ability to perceive existing gender differences, issues and equalities, and incorporate these into strategies and actions.

**Gender blind:** failure to recognize gender differential assumption include bias in favor of existing gender relations.

**Gender responsiveness:** this is planning and implementing activities that meet identified gender issues/concerns that promote gender equality.

**Gender transformation:** this describes a situation where women and men change their way of thinking from patriarchal towards a gender equality perspective.

**Sex-disaggregated data:** is data that is broken down or separated by sex which reveals the different status, conditions, roles and responsibilities of women and men. Such data could be quantitative or qualitative. Without the availability of such data, it would be difficult or impossible to measure the gender impacts of development activities.

**A gender-sensitive indicator:** is an indicator that captures gender related changes in society over time. It can be qualitative such as the number of women and men trained or qualitative, e.g. changes in attitudes, such as changes in women’s and men’s view about women’s capacity to do non- traditional things.

**Gender Mainstreaming:** the term gender mainstreaming is defined as the process of assessing the implications of any planned action, including legislation, policies or programs/projects for women and men, in any area and at all levels. It is a strategy for making the concern and experience of men and women an integral part of the design, implementation, monitoring and evaluation of policies and programs/projects in all political, economic and social spheres. consequences of past discrimination. The goal of mainstreaming gender is thus the transformation of unequal social and institutional structures in to equal and just structures for both men and women.