CORD GHANA GENDER POLICY

Centre for Opportunities and Rural Development

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1. INTRODUCTION

a. About CORD Ghana

The Centre for Opportunities and Rural Development (CORD Ghana) is a registered non-governmental organization with the **Registrar General's Department under the Companies Act, 2019 (Act 992)**. As a not-for-profit organization, CORD Ghana works to empower rural communities in addressing development challenges through skills training, advocacy, research, and community development initiatives in areas such as the environment, agriculture, and rural development. The organization aims to foster inclusive, sustainable development by working with marginalized communities, state, and non-state actors to eliminate poverty and enhance access to basic necessities.

b. Scope

This policy applies to all of CORD Ghana's activities, partnerships, and internal operations, including staff, volunteers, partners, and the communities it serves. It also governs all stages of project design, implementation, monitoring, evaluation, and reporting.

c. Vision Statement

A society of people living healthy, dignified, and sustainable lives.

d. Mission Statement

To partner with like-minded people and organizations to alleviate poverty and diseases, protect the environment, and ensure food security and child safety.

e. Key Objectives

- Foster inclusive development by engaging youth, women, persons with disabilities, and local communities.
- Mobilize rural communities to address their developmental challenges.
- Equip policymakers and rural communities with resources for climate-adaptive, low-emission policies and projects.
- Promote healthcare, education, sustainable agriculture, and environmental conservation.

2. PURPOSE OF THE GENDER POLICY

The **Gender Policy** provides a framework to guide CORD Ghana's operations in promoting **gender equality and inclusion** in all its programs, partnerships, and internal processes. It aligns with CORD Ghana's mission of alleviating poverty, ensuring food security, and promoting sustainable development. The policy is designed to ensure equal participation of women, men, and marginalized groups in decision-making, program benefits, and leadership opportunities.

3. OBJECTIVES OF THE GENDER POLICY

The main objectives of this policy are to:

1. **Promote gender equality** and ensure equal participation of all genders in CORD Ghana's programs, especially in rural development initiatives.
2. **Eliminate gender-based discrimination** in recruitment, project design, implementation, monitoring, and evaluation processes.
3. **Address gender-specific vulnerabilities**, particularly for women, youth, and persons with disabilities, through targeted interventions.
4. **Ensure gender-sensitive programming** in all areas of CORD Ghana's work, including skills training, environmental conservation, agricultural innovation, healthcare, and education.
5. **Create a gender-responsive organizational culture** that fosters inclusivity, fairness, and respect for all staff and beneficiaries.
6. **Ensure Gender-Responsive Program Design and Implementation**: Embed gender considerations in all phases of project design, implementation, monitoring, and evaluation to ensure programs meet the specific needs of both men and women.
7. **Build Capacity on Gender Issues**: Strengthen the capacity of CORD Ghana's staff and partners to recognize, address, and advocate for gender-specific needs in rural communities.

4. KEY PRINCIPLES AND COMMITMENTS

1. **Non-Discrimination**

   CORD Ghana will ensure non-discriminatory practices in all its activities, promoting equality and respect for all genders. This includes equal access to resources, training, and decision-making roles.

2. **Gender Mainstreaming**

CORD Ghana is committed to integrating gender perspectives into all levels of program planning, implementation, monitoring, and evaluation. Gender issues will be considered in every phase of project design, ensuring that the specific needs of women and men are addressed.

3. **Empowerment**

   The organization aims to empower women, youth, and marginalized groups by providing opportunities for leadership, capacity building, and skills development.

4. **Zero Tolerance for Gender-Based Violence (GBV)**

   CORD Ghana has a zero-tolerance policy toward gender-based violence, harassment, and abuse. Mechanisms for reporting and addressing such cases will be established and maintained.

5. **Monitoring and Accountability**

   Regular monitoring and reporting will be conducted to assess progress in achieving gender equality, ensuring that all staff and programs are held accountable for meeting gender-related goals.

6. **Inclusivity**

   CORD Ghana will foster an inclusive environment, ensuring that both men and women, including marginalized or vulnerable groups, are empowered and engaged in its development work.

7. **Gender Equality and Equity**

   CORD Ghana is committed to promoting gender equality, ensuring that men and women have equal access to resources, opportunities, and decision-making in both the organization and the communities it serves.

5. POLICY APPLICATION

This gender policy applies to:

1. **Gender Mainstreaming in Programs and Projects**
   - **Program Design**: All programs and projects will undergo gender analysis to identify potential disparities in access and benefits for men

and women. Project designs will actively incorporate strategies to address these disparities.

- o **Implementation**: Gender-sensitive implementation strategies will ensure that both men and women have the opportunity to participate fully in all programs. Specific outreach efforts will be made to include underrepresented or marginalized gender groups.
- o **Monitoring and Evaluation**: Gender-disaggregated data will be collected, and gender impact assessments will be conducted regularly to measure the success of programs in promoting gender equality.

2. **Equal Opportunities in Employment and Organizational Processes**
   - o **Recruitment and Employment**: CORD Ghana will practice gender-equitable recruitment, ensuring that both men and women have equal opportunities for employment and advancement within the organization.
   - o **Leadership and Decision-Making**: The organization will strive for gender balance in leadership and decision-making roles, actively promoting women's leadership and participation in all governance structures.
   - o **Workplace Safety and Inclusivity**: CORD Ghana will maintain a work environment free from harassment, bullying, and gender-based violence. Clear reporting mechanisms and support systems will be established to address any grievances.

3. **Capacity Building and Advocacy on Gender Issues**
   - o **Training and Awareness**: Regular gender sensitivity training will be provided to staff, partners, and stakeholders to raise awareness and build skills for addressing gender disparities in their work.
   - o **Advocacy**: CORD Ghana will advocate for gender equality at the local, regional, and national levels, working to influence policies and practices that foster an inclusive, gender-sensitive approach to rural development.

6. GENDER-SENSITIVE AREAS OF FOCUS

1. **Agriculture and Rural Development**

   Ensure that women and men have equal access to agricultural resources, training, and technology to boost productivity and promote sustainable practices.

2. **Environmental Conservation**

Design programs that recognize women's roles in environmental stewardship, ensuring gender-responsive climate adaptation strategies.

3. **Skills Training and Empowerment Programs**

Focus on gender parity in skills development programs, ensuring that both men and women gain relevant, marketable skills.

4. **Health and Education Initiatives**

Ensure equal participation of men and women in health promotion and educational programs, particularly focusing on maternal health, child safety, and gender-sensitive education programs.

5. **Leadership and Decision-Making**

Promote the participation of women, youth, and marginalized groups in decision-making roles both within CORD Ghana and in partner communities.

7. GENDER EQUALITY IMPLEMENTATION PLAN

To enhance gender equality within CORD Ghana by tracking and improving gender-sensitive indicators across programs and policies the following plan will be implemented.

Table 1: Gender equity implementation plan

Objective	Activities	Timeline	Responsible Parties	Resources Needed
1. Gender Mainstreaming in Programs and Projects	**Program Design:** Conduct gender analysis for all programs/projects; incorporate strategies to address disparities.	Start: Month 1 End: Month 3 (Ongoing)	Program Managers M&E Team	Training on gender analysis Analytical tools
	Implementation: Develop gender-sensitive strategies; conduct outreach to underrepresented groups.	Start: Month 2 End: Month 4 (Ongoing)	Program Managers Outreach Coordinators	Outreach materials Training resources
	Monitoring and Evaluation: Collect gender-disaggregated data; conduct regular gender impact assessments.	Start: Month 3 End: Month 12 (Ongoing)	M&E Team Data Analysts	Data collection tools Analytical software
2. Equal Opportunities in Employment and Organizational Processes	**Recruitment and Employment:** Ensure gender-equitable recruitment practices; establish diversity hiring goals.	Start: Month 1 End: Month 4 (Annual review)	HR Department	HR data management system Recruitment materials
	Leadership and Decision-Making: Promote gender balance in leadership; conduct workshops on women's leadership.	Start: Month 2 End: Month 6 (Review quarterly)	HR Department Training Facilitators	Budget for training sessions Mentorship program resources
	Workplace Safety and Inclusivity: Establish clear reporting	Start: Month 4	HR Department Safety Officers	Reporting tools Support

Objective	Activities	Timeline	Responsible Parties	Resources Needed
	mechanisms for harassment and GBV; provide training.	End: Month 8 (Ongoing)		services for victims
3. Capacity Building and Advocacy on Gender Issues	**Training and Awareness:** Organize regular gender sensitivity training for staff, partners, and stakeholders.	Start: Month 3 End: Month 5 (Ongoing)	Training Coordinators HR Department	Training materials Budget for external trainers
	Advocacy: Develop advocacy strategies to influence gender equality policies at local, regional, and national levels.	Start: Month 6 End: Month 12 (Ongoing)	Advocacy Team Senior Management	Advocacy materials Partnership resources
4. Gender Pay Equity	Conduct a gender pay gap analysis; develop an action plan to address discrepancies.	Start: Month 4 End: Month 8 (Review annually)	Finance Department HR Department	Salary data access Analytical tools
5. Program Impact (by Gender)	Collect and analyse gender-disaggregated data from program beneficiaries.	Start: Month 5 End: Month 10 (Ongoing)	Program Managers M&E Team	Data collection tools Analytical software
6. Gender-Based Violence (GBV) Cases	Establish reporting mechanisms for GBV; provide training on addressing GBV within the organization.	Start: Month 6 End: Month 9 (Ongoing)	Safety Officers HR Department	Confidential reporting tools Support services for victims
7. Gender-Responsive M&E Plan	Develop a monitoring and evaluation (M&E) plan that	Start: Month 1 End: Month 4	M&E Team Program Managers	M&E framework documents

Objective	Activities	Timeline	Responsible Parties	Resources Needed
	incorporates gender indicators; train staff on implementation.	(Review annually)		Training resources
8. Surveys and Focus Groups Feedback	Conduct surveys and focus groups to gather qualitative insights on gender initiatives.	Start: Month 7 End: Month 10 (Ongoing)	Research Team Program Managers	Survey tools Data analysis software
9. Annual Gender Policy Review	Review and update the gender policy annually based on data and feedback; engage stakeholders in the review process.	Start: Month 11 End: Month 12 (Ongoing)	Policy Review Committee Stakeholder Engagement Team	Access to M&E data Stakeholder meeting logistics
10. Gender Dashboard	Develop a visual tracking system for key gender indicators; update regularly.	Start: Month 8 End: Month 12 (Ongoing)	IT Department M&E Team	Software for dashboard creation Data integration tools

8. SYSTEMATIC APPROACH FOR CORD GHANA TO EFFECTIVELY INTEGRATE AND OPERATIONALIZE ITS GENDER POLICY

This guide provides a systematic approach for CORD Ghana to effectively integrate and operationalize its gender policy. Each step emphasizes the importance of leadership, training, gender mainstreaming, accountability, and regular review, ensuring that gender equality is embedded in the organization's culture and practices.

Table 2: Systematic approach for effective integration and optimization of gender policy

Step	Importance	Actions	Indicators	Responsible Persons
1	Leadership Commitment	- **Executive Support:** Secure formal endorsement from the Board and senior management.	Policy endorsed by the Board	Executive Director
		- **Communicate the Policy:** Share the policy with all employees and stakeholders, emphasizing its relevance.	Number of communication sessions held	Senior Management Team
		- **Appoint a Gender Focal Person/Team:** Designate a person/team to oversee implementation.	Gender Focal Person appointed	Executive Director
2	Training and Capacity Building	- **Gender Sensitivity Training:** Provide regular training to raise awareness among staff and partners.	Number of training sessions conducted	Human Resources Department
		- **Capacity Building Workshops:** Organize workshops on gender-responsive program design and evaluation.	Number of workshops held	Training Coordinator
		- **Tailored Training for Leadership:** Equip senior managers with skills for gender-sensitive management.	Percentage of leadership trained	Human Resources Department
3	Gender Mainstreaming in Programs and Projects	- **Conduct Gender Analysis:** Perform analyses before project launches to identify needs for all genders.	Number of gender analyses conducted	Program Managers

Step	Importance	Actions	Indicators	Responsible Persons
		- **Develop Gender-Responsive Programs:** Design programs based on analysis results.	Percentage of programs incorporating gender analysis	Program Managers
		- **Set Gender-Specific Goals:** Include explicit gender objectives in project planning and evaluation.	Number of projects with gender-specific goals	Program Managers
		- **Collect Gender-Disaggregated Data:** Ensure implementation data is disaggregated by gender.	Percentage of data disaggregated by gender	M&E Team
4	Integrating Gender Equality in HR Policies	- **Review Recruitment Processes:** Update policies to prioritize gender equality in hiring.	Percentage of gender-balanced interview panels	Human Resources Department
		- **Equal Opportunities for Career Development:** Provide equal training and mentorship opportunities.	Number of mentorship programs available	Human Resources Department
		- **Parental Leave and Work-Life Balance:** Implement supportive policies for parents.	Employee satisfaction with parental leave policies	Human Resources Department
		- **Monitor Gender Pay Equity:** Conduct regular audits to identify pay gaps.	Percentage of pay audits conducted	Finance Department
5	Establishing a GBV Response Mechanism	- **Zero Tolerance Policy:** Enforce a strict policy against GBV and harassment.	Number of incidents reported	HR and Compliance Officer
		- **GBV Reporting Mechanisms:** Create clear and confidential reporting procedures.	Awareness of reporting mechanisms among staff	HR and Compliance Officer

Step	Importance	Actions	Indicators	Responsible Persons
		- **Support and Protection:** Provide services for survivors, including counselling and legal advice.	Number of survivors supported	HR and Compliance Officer
		- **Awareness Campaigns:** Run community programs to raise awareness about GBV prevention and response.	Number of awareness campaigns conducted	Advocacy and Communication Team
6	Partnerships and Collaboration	- **Engage with Local Stakeholders:** Collaborate with local governments and NGOs on gender policy alignment.	Number of partnerships formed	Program Managers
		- **Advocacy for Policy Change:** Participate in forums promoting gender-responsive national policies.	Participation in advocacy forums	Advocacy and Communication Team
		- **Partner Selection Criteria:** Ensure partners share CORD Ghana's commitment to gender equality.	Percentage of partners meeting gender criteria	Program Managers
7	Monitoring, Evaluation, and Learning (MEL)	- **Develop Gender-Sensitive Indicators:** Integrate indicators into M&E frameworks.	Number of gender-sensitive indicators developed	M&E Team
		- **Conduct Regular Assessments:** Schedule evaluations to assess gender mainstreaming impact.	Frequency of assessments conducted	M&E Team
		- **Annual Gender Report:** Produce reports summarizing progress and areas for improvement.	Timeliness and completeness of reports	M&E Team
		- **Incorporate Feedback Loops:** Gather feedback from staff and	Number of feedback sessions conducted	M&E Team

Step	Importance	Actions	Indicators	Responsible Persons
		community on policy implementation.		
8	Accountability and Reporting	- **Gender Focal Person/Committee:** Ensure regular reporting on progress to senior leadership.	Frequency of progress reports submitted	Gender Focal Person
		- **Incorporate Gender into Performance Appraisals:** Include gender objectives in staff evaluations.	Percentage of performance appraisals including gender objectives	HR Department
		- **Public Accountability:** Share progress with external stakeholders regularly.	Number of public reports published	Advocacy and Communication Team
9	Resource Allocation	- **Allocate Budget for Gender Initiatives:** Establish a specific budget for gender-related activities.	Percentage of budget allocated to gender initiatives	Finance Department
		- **Resource Mobilization:** Seek additional funding from gender-focused donors and partners.	Amount of additional funding secured	Fundraising Team
10	Policy Review and Update	- **Biennial Review:** Commit to reviewing the gender policy every two years.	Completion of policy reviews	Gender Focal Person
		- **Consultation with Stakeholders:** Involve diverse perspectives in the policy review process.	Number of consultations held	Gender Focal Person

9. MONITORING AND EVALUATION FRAMEWORK

Monitoring and evaluation help track progress, identify gaps, and ensure accountability in implementing the gender policy. To systematically monitor and evaluate gender-sensitive initiatives within CORD Ghana, ensuring that gender equality is integrated into all programs and policies.

a. M&E framework

Table 3: M&E Framework

Component	Description	Indicators	Data Collection Methods
1. Program Participation	Assess gender participation in programs/projects.	- Percentage of women and men participating in programs.	Surveys, program attendance records
2. Leadership Representation	Measure gender representation in leadership roles.	- Number/Percentage of women in leadership positions.	HR records, leadership meeting minutes
3. Employment Statistics	Track gender breakdown of staff across various levels.	- Gender breakdown of recruitment, retention, and promotion rates.	HR data analysis, exit interviews
4. Gender Pay Equity	Evaluate salary disparities by gender.	- Average salary by gender in equivalent roles.	Salary analysis, payroll data
5. Capacity Building	Measure participation in gender sensitivity training.	- Percentage of staff trained on gender sensitivity.	Training attendance records, feedback surveys
6. Program Impact (by Gender)	Assess how programs impact men and women differently.	- Gender-disaggregated data on program outcomes.	Surveys, focus group discussions
7. Gender-Based Violence (GBV)	Monitor incidents of GBV within the organization.	- Number of GBV cases reported and resolved.	Incident reports, follow-up surveys

8. Gender-Responsive M&E Plan	Ensure the existence and implementation of a gender-responsive M&E framework.	- Existence of a documented M&E plan incorporating gender indicators.	Document review, stakeholder feedback
9. Stakeholder Feedback	Gather qualitative insights on gender initiatives from staff and beneficiaries.	- Positive feedback on gender initiatives from surveys and focus groups.	Surveys, focus group discussions

b. Implementation Steps

1. **Develop M&E Tools**
   - Create data collection instruments (surveys, interview guides) that incorporate gender indicators.
   - Ensure tools are user-friendly and culturally sensitive.
2. **Establish Baselines**
   - Collect baseline data for all indicators at the start of implementation.
   - Use this data to inform target setting and monitor progress.
3. **Train Staff on M&E Implementation**
   - **Training Objectives**:
     - Understand the importance of gender-sensitive M&E.
     - Learn how to use data collection tools effectively.
     - Familiarize with data analysis techniques for gender indicators.
   - **Training Activities**:
     - Conduct workshops and training sessions on gender sensitivity and M&E.
     - Use case studies and role-playing to illustrate the importance of collecting gender-disaggregated data.
     - Provide hands-on training with data collection tools and software.
4. **Data Collection and Analysis**
   - Implement a schedule for regular data collection (quarterly, annually).
   - Analyse data to assess progress against targets.
5. **Report Findings**
   - Prepare quarterly and annual reports that include gender-disaggregated data.
   - Share findings with all stakeholders to promote transparency and accountability.
6. **Feedback Mechanisms**
   - Establish channels for staff and beneficiaries to provide feedback on gender initiatives.

  o Use feedback to adapt and improve programs and policies.
7. **Regular Review and Adaptation**
  o Conduct regular reviews of the M&E plan to assess effectiveness.
  o Adjust indicators and strategies based on emerging needs and challenges.

c. Measurement methods

Table 4: Measurement methods

Indicator	Measurement Method	Baseline	Target	Expected Outcome
Program Participation	Percentage of women and men participating in programs/projects	TBD	X% Women, Y% Men	Equal gender participation in all programs, ensuring both men and women benefit from initiatives
Leadership Representation	Number/Percentage of women in leadership roles	TBD	X% Women	Increased representation of women in decision-making positions
Employment Statistics	Gender breakdown of staff at all levels (including recruitment, retention, and promotion rates)	TBD	X% Women, Y% Men	Gender parity across recruitment, retention, and promotion, with equal opportunities for men and women
Gender Pay Equity	Gender pay gap analysis, comparing average salaries by gender in equivalent roles	TBD	Close to 0% Pay Gap	Elimination of gender-based salary discrepancies

Capacity Building	Number of gender-focused training sessions and percentage of staff trained on gender sensitivity	TBD	100% of Staff Trained	All staff and partners are equipped with knowledge on gender sensitivity
Program Impact (by Gender)	Collection of gender-disaggregated data to assess how programs benefit men and women differently	TBD	Equal Impact	Programs equally benefit both genders, reducing gender disparities in program outcomes
Gender-Based Violence (GBV) Cases	Number of GBV cases reported, addressed, and resolved	TBD	100% Resolved	All reported cases of GBV are addressed and resolved, leading to a safer work environment
Gender-Responsive M&E Plan	Existence and implementation of M&E plans tracking gender data across program stages	TBD	Full Implementation	Gender-responsive M&E integrated into all projects, providing regular feedback on gender equality progress
Surveys and Focus Groups Feedback	Qualitative insights from staff, community members, and program beneficiaries on gender equality initiatives	TBD	Positive Feedback	Gender initiatives are positively received by staff and community, leading to improved

				program satisfaction
Annual Gender Policy Review	Annual review of gender policy, based on M&E data, audits, and feedback	TBD	Policy Updated Annually	Gender policy remains relevant and effective, updated regularly to adapt to evolving needs and challenges
Gender Dashboard	Visual tracking system for key gender indicators, allowing leadership to monitor progress at a glance	TBD	Dashboard Developed & Updated	Leadership has clear and real-time visibility into gender equality progress across all departments

Explanation of Columns:

- *Indicator: Specific areas where gender-sensitive data will be tracked.*
- *Measurement Method: How the indicator will be measured (e.g., percentage, surveys, data collection).*
- *Baseline: The initial value or status of the indicator at the start (TBD – To Be Determined based on existing data).*
- *Target: The desired level of progress for the indicator (e.g., percentage goals, implementation status).*
- *Expected Outcome: The anticipated result or impact if the target is met, providing clarity on what success looks like for each indicator.*

d. Data Collection Tools

1. **Gender-Disaggregated Registration Form**: Capture gender data for all program participants.
2. **Baseline Surveys**: Conduct surveys at the start of projects to assess gender-specific needs and opportunities.

3. **Monitoring Checklists**: Used during field visits to ensure gender-sensitive participation and track any emerging gender-related challenges.
4. **Quarterly and Annual Reports**: Include gender-disaggregated data and key gender outcomes.
5. **Final Impact Surveys**: Assess the overall impact of projects on men, women, and marginalized groups.

10. REPORTING AND ACCOUNTABILITY

This plan outlines the framework for ensuring accountability in implementing CORD Ghana's gender policy, promoting transparency, and tracking progress towards gender-related goals.

a. Accountability Overview:

To ensure the gender policy is actively implemented at all organizational levels, regular tracking, reporting, and accountability measures will be put in place. These actions are designed to foster a culture of responsibility towards gender equality and inclusion.

b. Reporting Frequency:

- **Quarterly Reports:** Each department will submit quarterly reports detailing progress against gender-related goals and indicators. These reports will include:
    - Gender representation in staffing.
    - Gender inclusion in programs and activities.
    - Any notable gender-related challenges or successes.
- **Annual Reports:** At the end of each year, a comprehensive report will be compiled from the quarterly updates. This report will provide an in-depth analysis of gender performance, identify trends, and highlight areas for improvement.

c. Audience for Reports:

The reports will be shared with the following groups:

- **Senior Management**: To facilitate decision-making and ensure leadership is informed of progress and challenges.
- **Donors and Partners**: Providing transparency on gender outcomes and ensuring compliance with funding conditions related to gender.

- **Community Stakeholders**: Ensuring that beneficiaries and community leaders are informed about CORD Ghana's efforts and progress in promoting gender equality.

d. Feedback Mechanisms:

To foster inclusivity and continuous improvement, CORD Ghana will establish the following feedback systems:

- **Community Meetings**: Regular meetings with community members to discuss gender issues, report progress, and receive feedback on gender-related concerns.
- **Suggestion Boxes**: Accessible suggestion boxes will be placed in key locations, allowing beneficiaries to anonymously report gender-related issues or challenges.
- **Digital Platforms**: Online feedback forms and social media channels will be used to collect input from beneficiaries and other stakeholders.

e. Accountability Measures:

- **Gender Focal Person Role**: The Gender Focal Person (GFP) will play a pivotal role in tracking progress on gender indicators. They will:
  - Monitor the implementation of gender initiatives across CORD Ghana.
  - Regularly gather and compile gender-related data from different departments.
  - Report directly to the Executive Director to ensure corrective actions are taken if gender goals are not being met.
- **Executive Oversight**: The Executive Director will oversee gender policy implementation and take necessary corrective measures where there are gaps. This includes reallocating resources, adjusting strategies, or reinforcing training on gender issues.

f. Corrective Action Process:

If gender goals are not being met, the following steps will be taken:

- **Gap Analysis**: The Gender Focal Person will identify areas where the organization is falling short and analyse the reasons behind them.
- **Action Plan**: A targeted action plan will be developed, outlining clear steps to address identified gaps. This may include additional training, resource allocation, or revisiting program designs.

- **Progress Monitoring**: The action plan's success will be closely monitored and reported on in the next quarterly or annual report.

g. Transparency and Learning:

- **Public Sharing of Results**: CORD Ghana will ensure transparency by sharing summarized findings from the gender reports with community stakeholders through annual community forums and via its official communication channels (website, newsletters, etc.).
- **Learning and Adaptation**: Lessons learned from the feedback mechanisms and reports will be integrated into the organization's strategies, ensuring that CORD Ghana continues to evolve and improve its approach to gender equality.

This Reporting and Accountability Plan ensures that CORD Ghana remains committed to its gender equality goals, promoting a transparent, responsive, and adaptable organizational culture.

11. POLICY REVIEW AND UPDATE

This plan outlines the process for the regular review and update of CORD Ghana's gender policy, ensuring its continued relevance and alignment with best practices, changing needs, and new insights.

a. Purpose of the Review:

The gender policy must be periodically reviewed to ensure it remains effective in promoting gender equality within the organization and among its stakeholders. This review will take into account lessons learned during implementation, feedback from stakeholders, and any changes in the external environment.

b. Review Frequency:

- **Biennial Review:** CORD Ghana commits to reviewing the gender policy at least once every two years. This will ensure that the policy evolves based on the latest information and is adapted to meet changing needs and circumstances.
- **Ad Hoc Reviews:** Additional reviews may be conducted if significant changes in the external environment, organizational structure, or gender-related legislation arise.

c. Actions for Policy Review:

- **Initial Review Planning (Month 1 of Biennial Cycle):**

- o Set up a review committee led by the Gender Focal Person, with members drawn from different departments, including program teams and human resources.
  - o Establish a timeline for the review process, ensuring the review is completed within the set biennial window.
- **Data Gathering (Months 2–3):**
  - o Review existing gender-related reports, feedback from quarterly and annual reports, and input from the Gender Focal Person.
  - o Analyse data from program implementation to identify gaps, challenges, and successes in promoting gender equality.
- **Stakeholder Consultation (Months 3–5):**
  - o **Internal Consultation:** Involve staff across all levels of the organization to collect their perspectives on the gender policy's effectiveness and areas for improvement.
  - o **External Consultation:** Engage community members, beneficiaries, and gender experts to gather feedback on how the policy is impacting them and where changes may be needed.
  - o **Partnership Consultation:** Include key donors, partners, and relevant stakeholders in the consultation process to ensure their insights are considered.

d. Stakeholder Engagement:

- **Consultation with Staff:** Staff will be involved through focus group discussions and surveys to gather their insights into the gender policy's implementation.
- **Community and Beneficiary Involvement:** Community meetings and interviews will be organized to ensure beneficiaries and local stakeholders can share their experiences, concerns, and suggestions.
- **Expert Input:** CORD Ghana will consult with external gender experts to ensure the policy reflects best practices and complies with relevant legal and social changes.

e. Policy Update Process (Months 6–7):

- **Draft Revisions:** Based on the feedback and data gathered, the review committee will draft revisions to the existing gender policy. This draft will include:
  - o Adjustments to gender goals and targets.
  - o Introduction of new strategies or programs based on lessons learned.
  - o Updates to align with changes in the external environment or legal framework.

- **Internal Review and Approval (Months 8–9):**
  - o The revised draft will be presented to senior management for review and further input.
  - o Once approved by the Executive Director and senior leadership, the updated gender policy will be finalized.

f. Communication of Policy Updates (Months 10–11):

- **Staff Training:** All staff will receive training on the updated policy to ensure they are familiar with the changes and understand their role in implementing them.
- **Community Dissemination:** The updated policy will be shared with community stakeholders through meetings and CORD Ghana's communication platforms (newsletters, website, etc.).
- **Public Sharing:** A public summary of the changes will be made available on CORD Ghana's website and shared with donors, partners, and other relevant stakeholders.

g. Monitoring and Follow-Up:

- **Ongoing Monitoring:** After the review and update, the Gender Focal Person will continue monitoring the policy's implementation and ensure that all adjustments are properly integrated.
- **Mid-Cycle Check (Between Biennial Reviews):** Six months after the policy update, the Gender Focal Person will conduct a mid-cycle check to assess progress in implementing any new provisions.

h. Key Dates:

- **Biennial Review Start:** Month 1 (every two years)
- **Policy Update Completion:** Month 9 (of the biennial cycle)
- **Mid-Cycle Check:** 6 months after the updated policy is implemented

This **Policy Review and Update Plan** will ensure that CORD Ghana's gender policy remains dynamic, relevant, and responsive to the needs of the organization and its stakeholders.

Table 5: Policy Review and Update Plan for CORD Ghana Gender Policy

Section	Details
Objective	Ensure regular review and update of the gender policy to stay aligned with new insights, best practices, and changing needs.
Review Frequency	- Biennial Review (once every two years) - Ad Hoc Reviews (if needed due to significant changes)
Actions for Policy Review	- **Initial Review Planning (Month 1):** Set up review committee, create timeline - **Data Gathering (Months 2–3):** Analyse reports and feedback - **Stakeholder Consultation (Months 3–5):** Consult with internal and external stakeholders
Stakeholder Engagement	- **Internal Consultation:** Gather input from staff - **Community and Beneficiary Involvement:** Organize meetings and interviews - **Expert Input:** Consult external gender experts
Policy Update Process	- **Draft Revisions (Months 6–7):** Committee drafts revisions based on feedback - **Internal Review & Approval (Months 8–9):** Senior management reviews and approves revisions
Communication of Policy Updates	- **Staff Training (Months 10–11):** Train staff on updated policy - **Community Dissemination (Months 10–11):** Share updates with stakeholders through meetings, newsletters, and website - **Public Sharing:** Share public summary via website and partners
Monitoring and Follow-Up	- **Ongoing Monitoring:** Gender Focal Person monitors implementation of updates - **Mid-Cycle Check:** Conduct review 6 months after policy update
Key Dates	- **Review Start:** Month 1 of biennial cycle - **Policy Update Completion:** Month 9 - **Mid-Cycle Check:** 6 months after updated policy implementation

This table format provides a clear and organized outline of the **Policy Review and Update Plan** for easy reference and tracking.

12. CONCLUSION

This **comprehensive gender policy** for CORD Ghana sets the framework for promoting gender equality across all areas of the organization's work. It aligns with CORD Ghana's mission to alleviate poverty, ensure food security, and promote sustainable development, while ensuring that both men and women, particularly those from marginalized groups, can equally benefit from the organization's programs. Effective implementation, monitoring, and accountability will ensure that gender equality is not just an aspiration but a reality within CORD Ghana and the communities it serves.

APPENDICES

Appendix 1: Gender-Sensitive Monitoring Checklist

Here's a **Gender-Sensitive Monitoring Checklist** designed to be used during field visits to ensure that gender-sensitive participation is being implemented and to identify any emerging gender-related challenges. This checklist will help assess if gender considerations are being met in programs and identify areas for improvement.

Checklist Item	Description	Yes/No	Comments/Observations
1. Program Participation	Are both men and women equally participating in the program or project activities?		
2. Gender Balance in Leadership	Are there women in leadership or decision-making roles in the program/project?		
3. Gender-Disaggregated Data	Is gender-disaggregated data being collected (e.g., male and female participation, benefits received)?		
4. Equal Access to Resources	Do both men and women have equal access to program resources, services, and benefits?		
5. Program Benefits	Are the benefits of the program equally distributed between men and women?		
6. Women's Engagement	Are women actively engaged in decision-making during project activities?		
7. Safety and Comfort	Are there any safety concerns or issues affecting women or		

Checklist Item	Description	Yes/No	Comments/Observations
	men differently during program activities?		
8. Gender-Sensitive Facilities	Are there gender-sensitive facilities available (e.g., separate toilets for men and women, child care)?		
9. Feedback from Women	Have women shared any feedback on challenges they face in the program?		
10. Feedback from Men	Have men shared any feedback on challenges they face in the program?		
11. Gender-Based Violence (GBV) Reporting	Are there mechanisms in place for reporting gender-based violence or harassment?		
12. Training on Gender Sensitivity	Have staff and participants received training on gender sensitivity and inclusion?		
13. GBV Incidents Addressed	If any GBV incidents were reported, have they been adequately addressed and resolved?		
14. Cultural or Social Barriers	Are there any cultural or social barriers preventing women or men from fully participating?		
15. Changes in Gender Dynamics	Have there been any noticeable changes in gender dynamics since the program started?		

Checklist Item	Description	Yes/No	Comments/Observations
16. Emerging Gender-Related Challenges	Are there any new or emerging gender-related challenges observed during the visit?		
17. Recommendations for Improvement	Are there any recommended actions to improve gender equality and sensitivity in the program?		

Checklist Guidelines:

- **Yes/No**: Circle "Yes" or "No" to indicate whether the criteria have been met during the field visit.
- **Comments/Observations**: Provide any relevant details, observations, or specific examples related to each checklist item. Note challenges, successes, and any suggestions for improvements.

Follow-Up Actions:

After completing the checklist, any identified gender-related challenges or issues should be documented and addressed in subsequent project planning and execution. A follow-up plan should be created to ensure that recommendations are acted upon.

This checklist ensures that programs are not only gender-sensitive but also inclusive, equitable, and responsive to the specific needs of both men and women.

Appendix 2: Gender-Disaggregated Registration Form

Gender-Disaggregated Registration Form

Section	Details
Program/Project	_____
Date of Registration	_____

Participant Information

Item	Details
First Name	_____
Last Name	_____
Gender	☐ Male ☐ Female ☐ Non-binary ☐ Prefer not to say ☐ Other: _____
Age	_____
Phone Number	_____
Email Address	_____
Address (Residential/Location)	_____
Occupation/Job Title	_____
Marital Status	☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Other: _____
Level of Education	☐ No Formal Education ☐ Primary ☐ Secondary ☐ Tertiary ☐ Other: _____
Disability Status	☐ Yes ☐ No If yes, please specify: _____

Program Participation Details

Item	Details
Program Name	_____
Type of Participation	☐ Attendee ☐ Beneficiary ☐ Volunteer ☐ Staff ☐ Other: _____
Position/Role (if applicable)	_____
Program Start Date	_____
Program End Date	_____
Previous Participation in CORD Ghana Programs	☐ Yes ☐ No If yes, please specify: _____

Additional Gender-Specific Data

Item	Details
Are you the head of your household?	☐ Yes ☐ No ☐ Joint Head
Primary Source of Income	_____
Number of Dependents	_____
Access to Financial Resources	☐ Personal Income ☐ Family Income ☐ Other: _____
Are you currently employed?	☐ Yes ☐ No If yes, please specify job: _____
Have you faced any barriers in accessing program resources or services due to gender?	☐ Yes ☐ No If yes, please explain: _____
Do you feel that the program is gender-inclusive?	☐ Yes ☐ No If no, please explain: _____

Consent and Signature

I hereby consent to the collection and use of my personal data, including gender-specific information, for the purposes of program management, monitoring, and evaluation by CORD Ghana. All personal information will be kept confidential and used in compliance with applicable data protection laws.

| **Participant Signature** | _____ | | **Date** | _____ |

Form Guidelines:

- **Gender**: Ensure that gender options are inclusive. If participants choose "Other," allow them to specify.
- **Data Collection**: Ensure that data is entered accurately, especially for gender-disaggregated data points (e.g., gender, age, occupation).
- **Follow-Up**: Use this form to generate gender-disaggregated reports on participation, ensuring programs are gender-sensitive and inclusive.

This registration form enables the program to monitor gender-related trends, identify barriers, and take appropriate actions to foster gender equality in participation.

Appendix 3: Quarterly Report Template

[Organization Name]

Quarterly Report

Reporting Period: [Start Date] to [End Date]

---

1. Executive Summary

- Brief overview of the quarter's activities, achievements, and challenges.
- Summary of key gender outcomes.

---

2. Introduction

- Purpose of the report.
- Description of the project and its objectives.

---

3. Gender-Disaggregated Data

Indicator	Total	Female	Male	Non-Binary	Other
Total Beneficiaries					
Beneficiaries Participating in Training					
Employment Opportunities Created					
Access to Healthcare Services					
Community Decision-Making Participation					

---

4. Key Gender Outcomes

- **Outcome 1:** Description and impact on gender equality (e.g., increased participation of women in decision-making).
- **Outcome 2:** Description and impact on gender-specific needs (e.g., improved access to healthcare services for marginalized genders).
- **Outcome 3:** Challenges faced in achieving gender outcomes and strategies to address them.

5. Activities Conducted

- Summary of activities conducted during the quarter related to gender equality (e.g., workshops, training sessions).
- Number of participants by gender for each activity.

6. Case Studies/Testimonials

- Include brief narratives or quotes from beneficiaries that illustrate the impact of the project on different genders.

7. Next Steps

- Outline the plans for the next quarter, focusing on gender-specific strategies and actions.

8. Appendices

- Additional data tables or information as needed.

Appendix 4: Annual Report Template

[Organization Name]

Annual Report

Reporting Period: [Start Date] to [End Date]

---

1. Executive Summary

- Overview of the year's achievements, challenges, and key gender outcomes.
- Highlights of gender-disaggregated data trends.

---

2. Introduction

- Purpose of the report.
- Description of the project and its overall objectives.

---

3. Gender-Disaggregated Data Summary

Indicator	Total	Female	Male	Non-Binary	Other
Total Beneficiaries					
Training Sessions Conducted					
Employment Opportunities Created					
Access to Healthcare Services					
Community Decision-Making Participation					

---

4. Key Gender Outcomes

- **Outcome 1:** Summary of results related to increased gender equality (e.g., representation in leadership roles).
- **Outcome 2:** Summary of results related to addressing gender-specific needs (e.g., improved health outcomes).
- **Outcome 3:** Reflection on challenges and how they were addressed.

---

5. Activities Conducted

- Overview of major activities conducted throughout the year, with a focus on gender impacts.
- Participation rates by gender for each activity.

6. Success Stories

- Highlight specific case studies or testimonials demonstrating the positive impact of the project on different genders.

7. Lessons Learned

- Key insights from the year regarding gender equality efforts, including what worked well and areas for improvement.

8. Future Recommendations

- Recommendations for future programming focused on enhancing gender outcomes based on data and lessons learned.

9. Appendices

- Additional data tables, charts, or information as needed.

Appendix 5: Gender-Specific Needs and Opportunities Baseline Survey

Introduction

Thank you for participating in this survey. Your responses will help us understand the gender-specific needs and opportunities in our community. All responses are confidential and will be used only for research purposes.

Section 1: Demographic Information

1. **Age:**
   - Under 18
   - 18-24
   - 25-34
   - 35-44
   - 45-54
   - 55-64
   - 65 and over
2. **Gender Identity:**
   - Female
   - Male
   - Non-binary
   - Other (please specify): _____
   - Prefer not to say
3. **Education Level:**
   - No formal education
   - Primary education
   - Secondary education
   - Vocational training
   - Higher education (e.g., college, university)
   - Other (please specify): _____
4. **Employment Status:**
   - Employed
   - Unemployed
   - Student
   - Retired
   - Other (please specify): _____

Section 2: Access and Participation

5. **How often do you participate in community decision-making activities?**
   - o Never
   - o Rarely
   - o Sometimes
   - o Often
   - o Always
6. **What barriers do you face in participating in local governance?** (Select all that apply)
   - o Lack of time
   - o Lack of information
   - o Cultural norms
   - o Fear of backlash
   - o Other (please specify): _____

Section 3: Resources and Services

7. **How would you rate your access to healthcare services?**
   - o Very Poor
   - o Poor
   - o Average
   - o Good
   - o Very Good
8. **Are there any specific healthcare services that you feel are lacking for your gender?**
   - o Yes (please specify): _____
   - o No
9. **How would you describe your access to educational resources?**
   - o Very Poor
   - o Poor
   - o Average
   - o Good
   - o Very Good

Section 4: Economic Opportunities

10. **What types of employment opportunities are available to you?** (Select all that apply)
    - o Full-time employment
    - o Part-time employment
    - o Freelance/Contract work

- o Internship/Apprenticeship
- o Not applicable
- o Other (please specify): _____

11. **Do you feel that your gender affects your employment opportunities?**
   - o Yes
   - o No
   - o Unsure
   - o Please explain: _____

Section 5: Additional Insights

12. **What specific needs or challenges do you face related to your gender in your community?**
   - o (Open-ended response): _____
13. **What opportunities do you see for enhancing gender equality in your community?**
   - o (Open-ended response): _____

Conclusion

Thank you for your time and insights! Your responses are invaluable in helping us understand and address gender-specific needs in our community.