

SAMPLE QUESTIONNAIRE FOR SURVEY FOR AN ORGANIZATIONAL GENDER ASSESSMENT¹

Gender consideration is an important element of the Africa Renewable Energy Access (AFREA) Program. The AFREA Gender and Energy program aims to contribute towards the greater outcome of *increasing energy access while understanding and addressing the needs of the poor, through capacity building, dialogue and engagement with women and men in the region*. Based on this and the agreement between the World Bank and the government of [X], AFREA is now supporting [Y] to mainstream gender into its internal operations and supported project activities. This questionnaire is part of the internal gender assessment of [Y] to establish the baseline situation within the organization. This survey has the full support of the Board of [Y].

The overall objective is to develop a realistic and practical Gender Mainstreaming Action Plan and Capacity Building Plan for [Y]. We appreciate your help in completing the survey, to help us improve gender mainstreaming in [Y]. If you have any questions about the purpose or use of this questionnaire, please do not hesitate to ask. Please feel free to contact Mr/Mrs A (who is the person responsible for carrying out the survey) AND (Mr/Mrs B of [Y]- who is/are staff member(s) responsible for the survey) if you have questions or concerns regarding this questionnaire.

Your answers will be kept CONFIDENTIAL. Your answers will not be used to evaluate you in any way. The objective is to develop a sense of what gender mainstreaming means in [Y] and to its employees. No names will be attached to any answers, nor will any individual's response be shared with their manager or colleagues. **There are NO RIGHT OR WRONG answers.** So please answer the questions from your own perspective of how you see the situation in [Y]. The more honest and thoughtful your answers the clearer will be the picture of the existing situation and the more useful the information to ensuring gender mainstreaming in [Y] is a success.

This questionnaire has 2 sections and 5 subsections with a total of 24 questions. We estimate that it will not take more 30 minutes of your time to complete.

¹ World Bank (Year?) AFREA (source to be confirmed)

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SECTION I: DEMOGRAPHIC INFORMATION

Please check or tick the appropriate box:

i. Sex: Male Female

ii. Age: Under 30 30 – 45 Over 45

iii. Your job position:

Senior Management/Team Leader

HR and administration,

Research and Training

Finance

Technical Staff (e.g. procurement) Please specify

Others (Please specify)

SECTION II: GENDER SPECIFIC INFORMATION

A) Respondent's background on gender: This section seeks to assess the extent of gender understanding and background knowledge of [Y] staff. It contains 2 questions

1. a. What does the term “gender” mean to you?

b. What does the term “gender mainstreaming” mean to you?

2. During your employment at [Y] and or in your previous employments, have you received training on gender issues, gender approaches, and or human rights e.g. how to assess gender needs and interests of men and women and on how to incorporate these into your work? **Yes / No**

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If yes, please complete the table below on training event (s) indicating the topic (s) covered, time, duration and the impact of that training on your work thereafter.

Subject?	When?	Organization that provided the training	For how long?	Was this training effective? How useful has it been in your current/previous work?

B) Gender mainstreaming at [Y] and Guidance materials: This section seeks to determine how [Y] currently promotes gender issues internally and assess any measures that are in place to support staff in incorporating gender in their work. It contains 7 questions.

3. Are you aware of any gender related policies, strategy, goals, objectives or indicators at [Y]? (e.g. in terms of hiring staff, selection of supported projects and project developers?) **Yes/ No, If yes please explain**

4. Do you know of a desk /unit or staff responsible for gender issues at [Y]? **Yes/ No** *If yes please explain*

5. To what extent do you agree with the statement: There should be a specific gender advisor in [Y], rather than making this everyone's responsibility?

1=Strongly Disagree 2 = Disagree 3 = No Opinion 4 = Agree 5=Strongly Agree

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Please explain your answer:

6. Are gender issues included in the staff orientation processes? **Yes/ No**

If yes, what elements of gender issues does this orientation cover (e.g. definitions and concepts, analytical tools?) Please explain:

7. Are there easily accessible resources and reference materials for you to use for improving your knowledge, awareness and skills on energy-gender nexus and integration? **Yes/ No**

If yes, please explain the kind of reference materials available and state whether it is adequate or not and why:

8. Do you know if [Y] allocated in either the previous or current financial year special financial resources for supporting gender integration either within the organization or in projects (e.g. providing training, sponsoring staff to do short course on gender, financing special projects targeted on at women in rural areas)? **Yes /No** *If yes please explain:*

9. To what extent do you agree with the statement: "There has been a gradual increase over the past few years in gender sensitive practice in [Y]?"

1=Strongly Disagree 2 = Disagree 3 = No Opinion 4 = Agree 5 =Strongly Agree

Please explain:

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C) Relevance of Gender Mainstreaming within [Y] for career development: This section seeks to determine the extent to which [Y] staff feel responsible for gender issues within their work and to identify measures needed to motivate staff to be more proactive on gender issues. It contains 6 questions

10. To what extent do you feel that ‘gender mainstreaming’ is important to your manager for achieving [Y] objectives?

1 = Not at all 2 = To a limited extent 3 = To a moderate extent 4 = To a significant extent 5 = Fully

Please Explain:

11. Are you expected to incorporate gender considerations in the areas under your responsibility (e.g. Policy, programming, advocacy, HR, financial management) **Yes / No** *If yes please explain*

12. To what extent is attention to gender issues measured in your performance evaluation?

1 = Not at all 2 = To a limited extent 3 = To a moderate extent 4 = To a significant extent 5 = Fully

Please Explain:

13. As part of your work are you required to report on gender-related achievements and challenges (for instance, in program progress reports or other status updates)? **Yes/No**

If yes, where do you report, who to and how? (e.g. reporting in the Monthly/quarterly/annual reports? *Please Explain:*

14. To what extent do you agree that good performance in gender considerations and integration should be rewarded as a means of promoting more gender-sensitive practices?

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1=Strongly Disagree 2 = Disagree 3 = No Opinion 4 = Agree 5 =Strongly Agree

15. Apart from training and experience discussed in question 2 above, what other training and/or capacity building would you need in order to address gender issues more effectively in your area of responsibility? Please tick in the box below on all topics that apply to you

S/N	Topic	Please tick
1	Basic concepts on; gender, sex, gender mainstreaming	
2.	Collection and or analysis of gender sensitive data	
3.	Gender sensitive budgeting	
4.	Gender sensitive monitoring, evaluation and reporting	
5.	Others: (please specify)	

D) Integrating Gender in [Y]'s Projects and Practice: This section seeks to determine how [Y] currently considers gender in its projects and Practice and how beneficiaries are involved in the selection of energy technology that best suit their needs. It contains 5 questions

16. To what extent do you agree that it is important to incorporate gender into the work of [Y]?

1=Strongly Disagree 2 = Disagree 3 = No Opinion 4 = Agree 5 =Strongly Agree

Please explain

17. To what extent do you agree that men and women have different energy needs/concerns and therefore the design and selection of energy type and technology should take this into account more seriously?

1 = Strongly Disagree 2 = Disagree 3 = No Opinion 4 = Agree 5 = Strongly Agree

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18. In practice, what is the extent to which you think [Y] gives sufficient attention to gender integration and/or consideration in selection and development of particular energy technology during selection of project technologies and project developers (e.g. one of eligibility criteria)?

1 = Not at all 2 = To a limited extent 3 =To a moderate extent 4 = To a significant extent 5 = Fully

19. In the design and discussion of activities, do impacted/target communities get to give input into project design? **Yes/ No**
If yes, to what extent do women in the community actively and independently participate in this process?

1 = Not at all 2 = To a limited extent 3 = To a moderate extent 4 = To a significant extent 5 = Fully

Please explain:

20. Does [Y] require project developers to incorporate gender considerations into their project development and practice? **Yes/ No**

If yes, how is this done (e.g. through gender sensitive guidelines, gender-sensitive project selection criteria/processes, etc? *Please explain:*

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E) Reporting, Monitoring and Evaluation: This section seeks to determine if and how progress on gender mainstreaming is currently monitored, evaluated and reported at [Y], as well as, assess if appropriate tools are in place to support this. The section contains 4 questions:

21. Is sex-disaggregated data (i.e. separating data in terms of men and women) collected and analyzed? **Yes/ No**

22. To what extent do you agree with the statement: "Sex-disaggregated data provides useful information for program/activity monitoring and evaluation and subsequent program/activity design?"
1 = Not at all 2 = To a limited extent 3 = To a moderate extent 4 = To a significant extent 5 = Fully
Please explain:

23. Are there gender-specific indicators for reviewing, monitoring, evaluating and reporting progress on gender at [Y])? **Yes/ No**
If yes, are they adequate to measure the gender impacts of results? Why?
Please explain

24. Do you have any suggestions for how [Y] can ensure that programs look at the energy needs of both men and women more effectively?
(For example? allocate budget for gender issues, develop gender sensitive indicators and targets)?