GENDER EQUALITY POLICY (2022)

ANNEX: Specific roles and responsibilities

This is not an exhaustive list, and it covers neither all the roles nor all the responsibilities. We acknowledge that roles and responsibilities may evolve with time as Equitas grows and changes. The organization will review and adapt the roles and responsibilities when necessary.

The Board of Directors:

- Support the follow-up of the Gender Equality Policy implementation and propose recommendations.
- Is ultimately responsible (with Executive Director) for implementing the Gender Equality Policy.

Executive Director:

- Ensures the leadership and the organizational commitment to advancing gender equality.
- Influences decision-makers to advance gender equality by bringing awareness on gender equality issues.
- Supports the Gender Advisor with the implementation of the Gender Equality Policy at the organizational level.
- Ensures a supportive, safe and respectful work environment for women and 2SLGBTQI+ people, particularly for marginalized women and girls and 2SLGBTQI+ people.
- Ensures that measures and services are put in place and integrate a gender approach to guarantee a personal and professional life balance and mental, social, community, and physical wellbeing of women and 2SLGBTQI+ people, particularly marginalized women and 2SLGBTQI+ people.
- Co-manages (with the People and Culture Senior Manager) incidents of gender-based violence, including gender-based discrimination and sexual harassment (e.g., support for survivors/victims, investigation, identification of external resources, disciplinary measures, etc.).
- Ensures that there are enough financial, human and technical resources to ensure the implementation of the Gender Equality Policy internally and in the programs
- Ensures the review of the Gender Equality Policy every five years.
- Is ultimately responsible (with the Board) for implementing the Gender

Equality Policy.

Management team:

- Supports the Gender Advisor with the implementation of the Gender Equality Policy at the programmatic and organizational level.
- Ensures leadership in advancing gender equality in their programs, units and areas.
- Influences decision-makers to advance gender equality by bringing awareness and strengthening capacity on gender equality issues.
- Ensures that project and program proposals and funding requests address gender inequalities and integrate a gender transformative/feminist approach.
- Ensures partnerships with feminists, women and girls and 2SLGBTQI+ organizations and movements, particularly those representing marginalized women and girls and 2SLGBTQI+ people.
- Ensures the integration of a gender transformative/feminist approach in the monitoring, evaluation and learning (MEL)
- Guarantees that there are enough financial, human and technical resources to ensure the implementation of the Gender Equality Policy in programs.
- Ensures that equality outcomes are integrated into the annual planning process
- Supports the review of the Gender Equality Policy every five years
- Ensures a supportive, safe and respectful work environment for women and 2SLGBTQI+ people within their teams and in partnerships, particularly for marginalized women and 2SLGBTQI+ people.

Senior leaders and supervisors:

- Ensure leadership advancing gender equality within their teams or supervisees
- Ensure in coordination with the Gender Advisor and the People and Culture team that supervisees receive gender equality orientation.
- Ensure in coordination with the People and Culture team that supervisees read, understand and sign the gender equality policy.
- Ensure, in coordination with the People and Culture team, that supervisees complete the online orientation on preventing and responding to sexual violence, harassment and discrimination and sign the commitment to the Sexual Violence, Harassment and Discrimination Prevention Policy.
- Support their teams or supervisees to integrate a gender transformative/feminist approach into their work.
- Ensure that their teams or supervisees integrate into their individual work plan some gender equality objectives.

- Guarantee the evaluation of gender equality objectives in the performance appraisal of supervisees.
- Ensure a supportive, safe and respectful work environment for women and 2SLGBTQI+ people within their teams, particularly for marginalized women and 2SLGBTQI+ people.
- Ensure the integration of a gender transformative/feminist approach in the monitoring, evaluation and learning (MEL) of their respective programs.

People and Culture team:

- Ensures gender equality is taken into consideration in the recruitment processes (e.g. outreach, job descriptions, interviews), contracts, salaries and development opportunities for staff, volunteers and consultants.
- Shares the Gender Equality Policy and the Policy on Preventing Sexual Violence, Harassment and Discrimination with the staff, volunteers and consultants.
- Coordinates with and supports the Gender Advisor to ensure staff, volunteers and consultants understand the content of the Gender Equality Policy and Policy on Preventing Sexual Violence, Harassment and discrimination.
- Ensure that all staff, volunteers and consultants complete the online orientation on preventing and responding to sexual violence, harassment and discrimination and sign the policy on Sexual Violence, Harassment and Discrimination Prevention.
- Ensure a supportive, safe and respectful work environment for women and 2SLGBTQI+ people, particularly for marginalized women and 2SLGBTQI+ people.
- Ensure that measures and services are put in place and integrate a gender approach to guarantee a personal and professional life balance and mental, social, community, and physical wellbeing of women and 2SLGBTQI+ people, particularly marginalized women and 2SLGBTQI+ people.
- Co-manages (with Executive Director) incidents of gender-based violence, including gender-based discrimination and sexual harassment (e.g., support for survivors/victims, investigation, identification of external resources, disciplinary measures, etc.).
- Supports the update of the Gender Equality Policy every five years.

Gender Advisor:

- Ensures and leads the implementation (including the development of the action

plan), monitoring and evaluation of the Gender Equality Policy.

- Provides and supports orientation sessions on gender equality and organizational gender equality policy in coordination with the People and Culture team and supervising individuals.
- Provides and supports guidance on the prevention of sexual violence, harassment and gender-based discrimination at the programmatic level and support the People and Culture team internally.
- Develops, supports and facilitates training on gender equality issues organizationally, in the programs and for partners.
- Ensures that barriers, priorities and needs of women, girls, and 2SLGBTQI+ people, particularly of marginalized women, girls, and 2SLGBTQI+ people, are taken into consideration and addressed in programs and internally
- Ensures that gender equality outcomes are integrated into the annual planning process
- Supports the teams to integrate a gender transformative or feminist approach (e.g., integration in the project cycle, development of educational content and tools).
- Ensures the integration of a gender transformative/feminist approach in monitoring, evaluation and learning (MEL) processes.
- Stays up to date on current trends and advances in gender equality movements, theories and best practices.
- Leads and coordinates the Gender Community of Practice to explore and discuss gender equality issues and current trends and advances.
- Identifies and supports the documentation of good practices on gender equality.
- Leads the review of the Gender Equality Policy every five years.
- Helps to identify financial, human and technical resources needs to advance gender equality.
- Ensures and encourages the leadership to advance gender equality internally and externally.
- Influences decision-makers to advance gender equality by bringing awareness and building capacity on gender equality issues.

Knowledge manager:

- Ensure leadership in promoting gender equality in the education unit in collaboration with the gender advisor.
- Supports the education team in collaboration with the gender advisor in integrating a gender transformative or feminist approach into their work.
- Ensures, in collaboration with the gender advisor, the integration of a gender or

feminist transformative approach in the development of Equitas educational content and tools.

- Coordinates the identification and documentation of good practices in gender equality in collaboration with the gender advisor.
- Influence decision-makers to advance gender equality by raising awareness and building capacity on gender equality issues.

Education Specialists:

- Facilitate, in collaboration with Program Officers (POs), sessions to present and explain our Gender Equality Policy and Sexual Violence, Harassment and Discrimination Prevention Policy as well as organize sessions where the country team learns about partner policies, expertise and perspectives.
- Facilitate, in collaboration with the POs and partners, sessions on the prevention of and response to sexual violence, harassment and discrimination for the participants.
- Ensure that barriers, priorities and needs of women, girls, and 2SLGBTQI+ people, particularly of marginalized women, girls, and 2SLGBTQI+ people, are taken into consideration and addressed in Equitas activities and programs.
- Ensure the integration of a gender transformative or feminist approach in the development of the educational content and tools in collaboration with the partners and with the support of the Gender Advisor.
- Ensure the co-creation of specific content on gender equality issues in collaboration with partners and with the support of the Gender Advisor.
- Provide gender equality training to partners and participants with the support of the Gender Advisor.
- Influence decision-makers, in collaboration with partners, to advance gender equality by bringing awareness and building capacity on gender equalityissues.
- Identify and document, in collaboration with partners, good practices on gender equality
- Ensure the integration of a gender transformative or feminist approach in monitoring, evaluation and learning (MEL), in the design of tools, interpretation of data and development and contribution to evaluation reports.
- Ensure that you keep up to date with current trends and advances in gender equality movements, theories and best practices with an intersectional approach.

Program Officers:

- Ensure the Gender Equality Policy and the Policy on Preventing Sexual Violence,

Harassment and Discrimination are shared with partners, read the partners' policies, makes sure that we have similar understandings and approaches and if there are differences, address them in a decolonial way with the support of the Gender Advisor.

- Ensure that partners (international context) who do not have a policy on the prevention and response to sexual violence sign the Equitas policy.
- Ensure that the essential content of the Gender Equality Policy and the Policy on Preventing Sexual Violence, Harassment and Discrimination is shared with and made accessible to participants of programs.
- Create the conditions that ensure the security and safety of partners (including in online spaces), particularly women, feminists, 2SLGBTQI+ organizations and human rights' organizations working on gender equality.
- Ensure the integration of gender-transformative or feminist approach in the project cycle in collaboration with the partners and with the support of the Gender Advisor.
- Ensure that proposals address gender inequalities and integrate a gender transformative or feminist approach as well ensuring the necessary gender equality resources.
- Support partnerships with feminists, women and girls and 2SLGBTQI+ organizations and movements, particularly those representing marginalized women and girls and 2SLGBTQI+ people.
- Ensure that barriers, priorities and needs of women, girls, and 2SLGBTQI+ people, particularly of marginalized women, girls, and 2SLGBTQI+ people, are taken into consideration and addressed during the project cycle.
- Influence decision-makers, in collaboration with partners, to advance gender equality by bringing awareness and building capacity on gender equality issues.
- Provide to the Gender Advisor, prior consultation with partners, the necessary information to monitor and evaluate the implementation of the Gender Equality Policy.

Evaluation, Monitoring and Learning Advisor:

- Supports the Gender Equality Advisor to monitor and evaluate the implementation of the Gender Equality Policy.
- Ensures the development of gender outcomes across programs, including those that are not explicitly focused on gender equality.
- Assists with the development of gender indicators aiming for gender transformative change.

- Ensures the integration of a gender transformative/feminist approach in organizational and programmatic monitoring, evaluation and learning (MEL) processes and tools.

Program Manager:

- Ensure that gender equality issues are appropriately considered and tracked in the organization's annual plan and risk register.
- Support the monitoring of the implementation of the gender equality policy within the program steering committee.

Program Management Team:

Administrative Coordinator
- Ensure the integration of inclusive writing in translations and documents developed.
- Ensure that organizations, businesses and providers are aligned with our values and principles on gender equality and human rights.

Logistics Coordinator
- Ensure that in the planning and execution of events, gender-related needs, safety and barriers are considered and addressed.
- Ensure that organizations, businesses and service providers are aligned with our values and principles on gender equality and human rights.

Communication and Development team:

- Ensures an inclusive communication:
  - Raise attention on current emerging issues related to Gender Equality
  - Use Equitas' privilege to eliminate barriers and amplify the voices of women, girls and 2SLGBTQI+ people, particularly marginalized women and girls and 2SLGBTQI+ people
  - Deconstruct and transform harmful gender norms and power dynamics
  - Share good practices on gender equality
  - Create dialogue across different sectors on gender equality
  - Use oral, visual and written inclusive communication
- Mainstreams gender in communications strategies and plans
- Influences decision-makers to advance gender equality by bringing awareness and

strengthening capacity on gender equality issues.

- Ensures the consistent use of inclusive communication is happening across the organization in all communications.

Operations and Information Technologies and Finances team:

Operations and Information Technologies

- Creates the conditions to ensure the cyber security and safety of women, girls and 2SLGBTQI+ people working at Equitas.
- Supports the cyber security and safety of partners, particularly women, feminists, 2SLGBTQI+ organizations and human rights' organizations working on gender equality.

Finances

- Support the development of budget and resource allocation to ensure the advancement of gender equality in the programs and organizationally.
- Develop financial guidelines and procedures that take into account gender inequalities and support the teams to include an inclusive budget to address.