

# **Gender Policy**

**Institute for Strategic Research**

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## Abbreviations

<b>CEDAW</b>	the Convention on the Elimination of all forms of Discrimination Against Women
<b>CRC</b>	the Convention on the Rights of the Child
<b>AO</b>	Administrative Officer
<b>ED</b>	Executive Director
<b>HR</b>	Human Resources
<b>ISR</b>	Institute for Strategic Research
<b>FO</b>	Finance Office
<b>AO</b>	Administrative Office

## GENDER POLICY

### Preamble

#### ISR History

Non-governmental organization Institute for Strategic Research was established in 2005 with the following priority areas:

- promotion of social reforms
- patient safety
- reproductive health issues
- prevention of malnutrition, micronutrient deficiency disorders
- evidence based sociological and medical research

#### Aims of the Institute are:

- Supporting civil society development;
- Increasing efficiency of governmental and non-governmental bodies;
- Solving problems shared by individuals, groups, organizations and institutes on public level and supporting realization of their full potential;
- Eradicating corruption from various sectors;
- Encouraging socio-economic integration and cooperation among opposed groups;
- Preventing conflicts and providing psycho-social rehabilitation for casualties of conflicts and/or natural disasters;
- Facilitating social integration of people with disabilities;
- Assisting shelters for children and senior citizens;
- Participating in educational, social, health and ecology programs;
- Monitoring elections and related processes;
- Supporting improvement of business environment.

#### Core activities of the Institute are:

- Organizing discussions, seminars, and scientific conferences;
- Administering surveys and research to monitor public opinion;
- Cooperating with scientific organizations, individual experts and scientists;
- Providing publishing, translation and related services specified by law;
- Addressing the President, government, and the parliament with proposals related to the fields defined by the regulations and programs of the association;
- Creating branches;
- Creating study centers and educational programs, managing human resources;
- Training personnel on executive and other levels according to contemporary standards to assure increasing professional competence;
- All activities that are not prohibited by law.

## Article 1. Background of the Manual

1. This harmonized policy represents the major step of the Institute for Strategic Research to take a cohesive and coordinated approach to gender. The policy defines ISR's explicit commitments to support gender equality and the principles and can be tailored to maintain and complement diversity of ISR work and personnel, whilst supporting common strategies and standards of action and accountability.
2. As part of ISR's mission statement and programming principles, ISR commits to address discrimination in all its forms [ref. Article 3 and 27 of ISR Personnel and Administration Manual/Code of Conduct].
3. ISR recognizes that power relations between men and women are unequal, and that such inequalities should be addressed. As such, ISR must approach its work in a gender sensitive way.
4. While there has been emphasis by ISR on promoting gender equality in all aspects of its work, evaluations point to clear gaps in promoting gender equality. Internally, within ISR, many individual ISR project proposals, evaluations and reviews point to the importance of gender analysis and interventions to promote gender equality. In the external environment that ISR operates in, there are a variety of international norms and standards that guide ISR to fully embrace gender equality and the empowerment of women in all areas of work.
5. International humanitarian, human rights, and refugee law share a common goal in aiming to prevent and relieve suffering, and to protect and promote the rights and freedoms of women and men. As such, they complement and reinforce each other, thus providing a comprehensive framework to ensure equal rights of women and men. International commitments upholding the human rights of women and detailed thematic implementation strategies have been ratified and signed by the government of Georgia. These include the United Nations Charter and the Universal Declaration of Human Rights, the Beijing Platform for Action, the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), the Convention on the Rights of the Child (CRC), the commitments laid out in the Millennium Development Goals, the Declaration on the Elimination of Violence Against Women, the United Nations Security Council Resolution 1325 and 1820 and the Agenda 21.

## Article 2. Purpose of the Manual

1. Gender Policy defines ISR's explicit commitments to support gender equality and the principles expressed in international agreements that Georgia is party of. The accompanying implementation guideline sets out mechanisms and minimum common standards for all ISR personnel. This policy statement therefore strives to make our collective programming efforts more effective, and thereby, sets the stage for increased accountability.
2. Gender Policy Manual (hereinafter "Manual") is the integral part of contract between employees and Institute for Strategic Research (hereinafter "ISR" or "organization"). Its provisions apply on every employee (also field offices), including interns.
3. Through this Policy, ISR commits itself to ensure that gender equality is fully incorporated in all ISR work both as an end in itself as well as a means to execute its mission and goals.
4. The purposes of the Manual are as follows:
  - a) Create a transparent and consistent message on ISR's commitment to gender equality at national and international levels and facilitate working relationships with national government and other international organizations
  - b) Reduce the problem of mixed messages on the gender and development philosophy, objectives and requirements
  - c) Facilitate more coordinated action by ISR, its partners and counterparts on national and regional levels
  - d) Streamline ISR programming considerations in relation to gender
  - e) Facilitate common accountability mechanisms for ISR Headquarters and branch offices, such as common 'meet or exceed' minimum standards
  - f) Provide credibility in engaging with partners and allies on gender at both programming and Advocacy.

## Article 3. Scope of the Manual

1. This policy describes specific commitments, implementation mechanisms and common standards for ISR to ensure gender equality is fully incorporated in its work. It calls on ISR to work in a collaborative way towards the goal of gender equality in all aspects of our work, as well as urges individual employees to

strengthen their own actions to ensure the human rights of women and men are equally promoted and protected within and outside their workplace.

#### **Article 4. ISR Gender Policy Commitments**

1. Through this policy ISR seeks to promote equal realization of dignity and human rights for men and women. Specifically, this policy is intended to improve the explicit incorporation of gender in programmatic and organizational practices.
2. ISR commits to:
  - a) Promote gender equality as an explicit internationally recognized human right.
  - b) Address systemic and structural practices that create barriers to the realization of women's rights and gender equality; including prevention and response to gender based violence and sexual exploitation and abuse.
  - c) Engage and coordinate with partners, governments, donors and civil society organizations to promote and support effective, creative and impactful ways to promote gender equality
  - d) Monitor, evaluate and institutionalize organizational learning regarding specific gender equality results.
  - e) Actively hold ourselves and others accountable to gender equality standards.
  - f) Ensure that key organizational policies, systems and practices including but not limited to budgeting, human resource recruitment, training and management, and decision making support women's rights and gender equality.
  - g) Ensuring adequate funding to realize our commitments.
  - h) Apply these commitments within ISR and across all program areas using integrated planning approaches and recognized gender sensitive tools and techniques such as gender analysis frameworks, collection of age/sex disaggregated data, and results-focused design and evaluation.

#### **Article 5. Policy Implementation**

1. The policy is accompanied by proposed implementation arrangements, common standards and supporting definitions. To ensure the policy is effectively applied and achieves expected results, each ISR employee will be required to thoroughly research and learn the document.
2. ISR will work collaboratively to undertake a review of this common gender policy. ISR will annually report to ISR Board on the implementation of the policy.

#### **Article 6. Gender Policy Implementation Mechanism**

1. ISR will implement, monitor and evaluate this policy. Each ISR project/program is encouraged to devise a context-specific and realistic implementation plan and process, with appropriate investment of resources, monitoring and evaluation mechanisms.

#### **Article 7. Gender Equality Support Standards**

1. ISR employees, projects and programs are required to meet these standards. ISR will ensure that the following standards are applied, monitored, adhered to and reported to the Board.
  2. Key organizational policy, planning and programs will:
    - a) Incorporate gender and power analysis as a mandatory operation and/or design feature
    - b) Be based on data disaggregated by sex, age and other relevant diversity factors such as ethnicity, religion, caste, etc.
    - c) Explicitly state gender equality results and include relevant and feasible gender sensitive indicators for every stage of planning, implementation, monitoring and evaluation
    - d) Ensure sufficient funding to meet gender requirements and formulate staff work plans and budgets accordingly
  2. Human Resources policies and practices will adequately address gender equality. ISR will track and report annually on gender balance in staffing and governance structures and implement specific strategies to balance male/female representation.
  3. ISR executive and senior management staff report regularly to beneficiaries, donors and the public on progress on gender equality in ISR's work through appropriate reporting channels.

4. ISR must assess and enhance accordingly the organizational capacity for the implementation of the policy.

## Article 8. Definition of terms

The manual holds the administration of ISR responsible to ensure that every employee of the organization is aware about the definitions given herein, as well as the texts and latest report updates on the gender related international agreements, covenants and ISR resolutions that Georgia has signed and ratified (also listed by the Manual). ISR will respectively administer tests/examinations, which will become one of the key criteria for successful completion of the probation period for all new recruits of ISR:

b) **Gender:** refers to the social differences between females and males throughout the life cycle that are learned, and though deeply rooted in every culture, are changeable over time, and have wide variations both within and between cultures. “Gender,” along with class and race, determines the roles, power and resources for females and males in any culture. Historically, attention to gender relations has been driven by the need to address women’s needs and circumstances, as they are typically more disadvantaged than men.

c) **Gender equality:** or equality between women and men refers to the equal enjoyment of rights, opportunities, resources and rewards. Equality does not mean that women and men are the same but that their enjoyment of rights, opportunities and life chances are not governed or limited by whether they were born female or male.

d) **Gender Equality Programming:** is an umbrella term encompassing all strategies to achieve gender equality. Important examples include gender mainstreaming, gender analysis, promotion and protection of human rights, women empowerment, and gender balance in the workplace.

e) **Gender equity:** Justice in the distribution of resources, benefits and responsibilities between women and men. The concept recognizes that power relations between men and women are unequal, and that such inequalities should be addressed.

f) **Gender mainstreaming:** is a globally recognized strategy for achieving gender equality. The Economic and Social Council of the United Nations defined gender mainstreaming as the process of assessing the implications for women and men of any planned action, including legislation, policies or programs, in all areas and at all levels. It is a strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programs in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. For ISR, mainstreaming gender means applying gender analysis to all aspects of our work, including advocacy and communications. Gender is not a separate issue; it crosscuts all issues and sectors.

g) **Gender-based violence:** is an umbrella term for any harmful act that is perpetrated against a person’s will and that is based on socially ascribed (gender) differences between females and males. The nature and extent of specific types of gender-based violence vary across cultures, countries and regions. Examples include sexual violence, including sexual exploitation/abuse and forced prostitution; domestic violence; trafficking; forced/early marriage; harmful traditional practices such as female genital mutilation; honour killings; and widow inheritance.

h) **Sexual Exploitation:** The abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the sexual exploitation of another.

i) **Sexual abuse:** The actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.

j) **Women’s Empowerment:** Involves awareness-raising, building of self confidence, expansion of choices, increased access to and control over resources and actions to transform the structures and institutions which reinforce and perpetuate gender discrimination and inequality. Empowerment comes from within; women empower themselves. Increase women’s power through power to; power with and power from within which focus on utilizing individuals and collective strengths to work towards common goals without coercion or domination.