



ENVIRONMENT AND GENDER EQUALITY CAPACITY ASSESSMENT TOOL

JORDAN VALLEY LINKS



Creating business solutions to poverty



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Acknowledgements

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About Jordan Valley Links

The Jordan Valley Links (JVL) project aims to improve the entrepreneurial and business acumen of women and youth in the Jordan Valley to increase their contribution to Jordan’s economic growth. The project facilitates access to finance, training and mentorship and works in food processing, community-based tourism, and clean technologies, ensuring these sectors strive for environmental sustainability and gender-responsive practices.

Purpose

This assessment tool was developed by the Jordan Valley Links (JVL) project. Its objective is to identify the strengths and weaknesses of implementing partners with regards to environment and gender equality capacities. An assessment of processes and operations is important for organizational development as it feeds into decision making and management processes that ultimately improve overall operational effectiveness and efficiency. The tool aims to assess partners' capacities to integrate environment and gender equality not only within their work with MEDA but also internally across their organization. It also supports the development of a joint capacity building plan allowing MEDA and its partners to improve on their environment and gender equality commitments.

This assessment focusses on institutional capacity of partners in the following areas:

- A. Environment:
 - a. Environmental policy
 - b. Environment management system
 - c. Environment impact analysis
 - d. Monitoring and reporting
 - e. Green facilities
- B. Gender Equality:
 - a. Gender-related regulations or policies
 - b. Human Resources guidelines
 - c. Gender sensitive internal systems

The assessment helps an organization to:

- Assess their current environment and gender equality status
- Develop a plan for improvement
- Monitor their progress
- Raise awareness among staff about environment and gender equality issues
- Identify training needs

How to Use this Tool

The tool has 16 questions about environment and 10 questions about gender equality and each question has three possible answers to assess the level of capacity or performance. The assessment should be repeated annually to measure progress. Responses to the assessment's questions allow ranking of the overall status of the organization.

Response categories and definitions:

1. **No:** means the organization has no idea about the subject and did not think about it before. This is equivalent to 0.
2. **Yes:** means the organization knows about the subject, has some ad-hoc implementation with no proper documentation. This is equivalent to 1.
3. **Yes for sure:** means the organization knows about the subject, has embedded it within its systems and has it well-documented. This is equivalent to 2.

Responses will result in the following ranking and scoring:

Environment:

1. Weak (0-12 points) – Needs many improvements
2. Fair (13-21 points) – Needs some improvements
3. Good (22-32 points) – Needs minor improvements

Gender Equality:

1. Weak (0-8 points) – Needs many improvements
2. Fair (9-14 points) – Needs some improvements
3. Good (15-20 points) – Needs minor improvements

Environment and Gender Equality Capacity Assessment Tool

Organization name:

Organization representative: Position:

Date of assessment: / /

Assessment Stage: 1. Initial
2. Follow up

Interviewer name: Position:

Other Interviewees:

1.

2.

3.

	No	Yes	Yes, for sure	Comments	Actions needed
ENVIRONMENT					
1. The organization has environmental policy				Collect the policy	
2. The environment policy is accessible by the staff					
3. The environmental policy is accessible, clear and known to all staff					
4. Environment policy is available for partners				What is the means/ tools used	
5. Environmental policy includes a commitment to the protection of the environment (include sustainable resource use, climate change mitigation and adaptation, and biodiversity protection).					
6. The organization has environment management system (EMS)				Collect the document	
7. The EMS is clear and used by staff					
8. The EMS is comprehensive and follows best practices					
9. The organization has a dedicated staff member to perform environment auditing/analysis/review					
10. The staff member has full job description describing his role in following up environment review/analysis				Collect job description	
11. The organization has environment monitoring indicators				Collect the document	

	No	Yes	Yes, for sure	Comments	Actions needed
12. The organization has occupational health procedures and system					
13. Do the organization have environmental documentation				Collect the documents	
14. Does the staff get environmental trainings?				If exist list them below	
15. Does the facility have initiatives in place for management of in-house environmental issues; e.g. responsible utilization of electricity, water, paper and energy, and maintenance of a cleaner and more hygienic office environment?					
16. Have the environmental sustainability plans been clearly integrated in organization's communication strategy and activities?				Collect the document	
Total Score					
GENDER EQUALITY					
1. The organization has specific gender equity regulations or policies				Collect the regulations	
2. The gender equity regulations are accessible, clear and known by the staff					
3. The organization has a dedicated staff member (gender focal point) working to mainstream gender issues with the organization's different programs with a specific Job Description				Collect the Job Description	

	No	Yes	Yes, for sure	Comments	Actions needed
4. The Administrative and HR Departments at the organization have specific regulations to ensure gender equity in relation to the distribution of incentives, training opportunities, rewards, etc.				Collect the HR regulations	
5. The organization has specific HR guidelines to encourage women's employment at the senior leading positions				Collect the guidelines	
6. The organization conducts gender sensitivity training					
7. The organization's internal systems and regulations are gender sensitive				Collect the internal system	
8. The organization's internal systems and regulations have mechanisms to deal with / address any kind of discrimination					
9. The employees (especially women) at the organization are fully aware of the Labor law especially the provisions concerning women					
10. Is the organization affiliated to or a member of a Women's Economic Empowerment or Gender Equality association?					

List of Trainings and Capacity Development Activities

This list is co-developed with the organization and MEDA and revisited annually to ensure that the training subjects remain relevant and appropriate as the organization progresses on its environment and gender equality commitments. Resources for the training should also be identified with both the organization and MEDA cost sharing as possible.

Capacity Development Activity (e.g. training, mentoring, etc.)	Training institution or other who will implement the activity	Resources available (MEDA or org staff or budget)	Month/Year	Attendees

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