CENTRE FOR INFORMATION TECHNOLOGY AND DEVELOPMENT POLICY

Gender Equality Policy

1. Background and Rationale

Centre for Information Technology and Development (CITAD) work is guided by the vision of being the major catalyst "to build the capacity of widows, vulnerable women and their orphans to stand together for their rights to actively contribute to civil society, governance and leadership in Nigeria and Africa". Sustainably achieving this will only be feasible when women and men, boys and girls enjoy equal opportunity to harness their potentials and effectively contribute the growth of their communities.

CITAD recognizes that gender relations and inequalities are fundamental causes of poverty and vulnerability. Women and girls do not enjoy the same status, power or access to and control over resources as men and boys therefore gender equality and female empowerment is fundamental to the realization of human rights and key to the sustainable development of orphans and vulnerable children into potential contributors of the society at large,

CITAD is fully committed to channeling energy, effort and resources into processes that create a society that values women, men, girls and boys equally. CITAD has increasingly worked with a gender perspective over the years. This experience has led us to acknowledge that women's empowerment and the recognition of women's rights as human rights are essential for sustainable development and can be empowering for everyone. It has also taught us that working with a gender perspective mean involving and engaging men and boys in order to improve the status of women and girls. These lessons along with the need for improved learning and monitoring around gender issues and clear accountability mechanisms – have guided the development of our gender policy.

1. Goal

By this policy CITAD aims to be responsive and promote gender equity and equality within organization and ensure that all its programs, intervention activities, research and communications serve the needs and interest of women and men, boys and girls equally and work to eliminate all forms of discrimination against women.

2. Objectives
- To provide the right direction and guidelines to all CITAD staff in policy-making, formation and planning, designing and implementation of development programs/projects in a gender sensitive/responsive manner;
- To create a congenial work environment within CITAD which enable women and men to work together in an equitable, effective and mutually respectful manners.

3. Policy review
CITAD will undertake a review of this gender policy after four years.

CENTRE FOR INFORMATION TECHNOLOGY AND DEVELOPMENT POLICY

4. Principles

The achievement of gender equality requires that:

5. Organizational Measures

By approving the Gender Policy, CITAD Executive Management Team has agreed to allocate the resources necessary and establish a line of accountability for the implementation of the policy. Management has also agreed to assign relevant personnel to examine other policies operational within the organisation in order to ensure consistency with the gender policy.

CITAD will take the following measures to create a gender-friendly environment within the periphery of the organisation

6.1 Organizational Commitment

Through this policy CITAD seeks to promote equal realization of dignity and human rights for girls, women, boys and men, and the elimination of poverty and injustice. Specifically, this policy is intended to improve the explicit incorporation of gender in programmatic and organizational practices.

All policies and procedures will be revised in accordance to gender policy

The Human Resource Department as well as individual programmes will analyze the gender ratio of their staff prior to any recruitment and take appropriate steps to achieving gender balance

Interview panels will be formed with equal representation of men and women and must be friendly to female candidates, interviews will include gender related questions to assess candidate's knowledge, ideas and attitudes regarding gender issues

Training, exposures and other opportunities will be provided to female staff in order to enhance their competency and improve their abilities to assume senior positions

6.2 Capacity Development
- Ensure that specialized gender functions are in place and adequately resourced.
- Recognize knowledge related to gender concerns and gender-related analysis as one of the core areas of capacity for staff and build capabilities throughout the organisation.
- All staff will be equipped through training with appropriate skills necessary for gender integration in their respective programmes
- Build a common understanding around gender through induction and training.
- Ensure that all training across the organisation is gender-sensitive.

2

CENTRE FOR INFORMATION TECHNOLOGY AND DEVELOPMENT POLICY

6.3 Organizational development

- To ensure effective implementation of the gender policy, CITAD will conduct internal gender audit of all programmes ad departments in order to identify gaps and take necessary action
- CITAD will conduct annual surveys to monitor attitude change among staff and take action according to findings Objective
- Make all HR systems and policies gender-sensitive and responsive, and integrate gender indicators into staff objectives, accountabilities and performance management systems.
- Prioritise gender sensitivity in all terms of reference, including TORs for external consultants.
- Determine the nature, structure and causes of gender imbalances in staff throughout the agency and set targets for recruitment, retention and promotion of staff accordingly, particularly women in senior positions.
- Develop strategies for reaching those targets, including:
  a) affirmative action;
  b) career development opportunities including development posts,
  c) training and internal promotion;
  d) family friendly and flexible working policies to allow staff to fulfil caring responsibilities (including job-sharing, maternity, paternity and parental leave, and policies on childcare provision and/or subsidies for staff);
  e) sexual harassment policies;
  f) safe and secure transport and accommodation when travelling, particularly for women staff; and
  g) equal pay for work of equal value.
- Use information technology to facilitate home working, flexible working hours and virtual working to strike a balance between home responsibilities and work;
- Ensure that staff access to and use of information technology is gender equitable.

6.4 Organizational Culture

- All programmes and departments will strictly implement the Sexual Harassment Policy and take adequate measures to ensure staff awareness of policy
- The HR department will monitor the implementation of the Sexual Harassment Policy and provide necessary assistance to programmes and departments
- Open discussion on gender based discrimination and violence against women will be encouraged in order to create a gender-friendly working environment
- Special needs of female staff, such as maternity leave, flexibility during pregnancy, post-partum and lactation period, and issues related to travel time and work hours, will be fully considered
- Awareness will be created among male staff about the objectives of paternity leave and they will be encouraged to the provision accordingly

6.5 Accountability

CENTRE FOR INFORMATION TECHNOLOGY AND DEVELOPMENT POLICY

- Executive director will be accountable for the implementation of the policy.
- Management teams and heads of department will demonstrate the political will to implement the required attitudinal changes implied by the policy.
- All staff will be expected to show a gender perspective in their work.
- The Gender equality team will monitor and review the implementation process.
- The gender team will support the development of indicators and methodologies to monitor the gender policy (e.g. score cards/ gender markers).

7. Programme-Related Measures

7.1 Program designing, planning and implementation
- CITAD will focus on the following areas in order to ensure that all programmes and projects contribute towards gender equality:
- Incorporate gender equality measures in all project design document and tools and at all stages of project life-cycle, including planning and implementation
- Develop Gender Analysis Framework (GAF) and checklists as tolls to assist staff in integrating gender issues into programmes

> **The Framework will focus on issues of:**
> - Equal social and economic benefits in terms of secure livelihoods, human development and dignity for both women and men in the target population
> - Equal participation, decision-making, and influence of women and men in project, household and community structures
> - Solidarity and collective action by community members to reduce gender discrimination, exploitation and violence against women and girls
> - Increased and equal access for women and men to life management

- Develop capacity of staff in using gender analysis framework and assigning relevant persons to ensure gender policy implementation at programme level
- Clearly incorporate gender issues in Logical Framework Analysis (LFA) for all programmes and projects
- Design implementation strategies to take into account exiting gender relations and attempt to redress inequalities
- On-going projects will be reviewed and revised as and when necessary, to ensure compliance with gender policy guidelines
- Through the Accountability, learning and planning system, monitor and evaluate programmes for gender goals, and develop and employ good practice guidelines and indicators.
- Ensure that women's and girls' voices are heard in mainstream development processes.
- Develop, promote and use creative ways of engaging men and boys (and not only women and girls) as agents of change in the pursuit of gender equality.
- Support partners who are aligned to our gender principles, and work to inform and

4

influence those who are not, with the option of breaking the alignment in cases where positive change fails to occur.

7.2 Information, Education and Communication

- The external presentation of CITAD should promote a balanced view of the issues surrounding gender equality and equity.
- Visual materials and campaigns should continuously emphasize more to target women specifically and the messages should address women's as well as men's interests and concerns
- CITAD will continue to ensure that promotional messages will be disseminated, highlighting women's empowerment
- Use of positive messages, illustrations or presentations to highlight expected gender roles, challenge gender stereotypes and recognise diversity.
- Disseminate/distribute information communication materials to both women and men throughout the organisation
- Gender-sensitive language and images will be used in all internal and external communications.
- Inform donors/partners about CITAD gender goals and objectives and give positive examples of CITAD gender work.

7.3 Advocacy and Networking

- CITAD will actively participate in local, national and international level networks promoting gender equality
- Through these networks, CITAD will undertake advocacy initiatives for the formulation and implementation of policies promoting gender equality
- CITAD will partner with women's organisations that are working to eradicate physical, mental or emotional violence against women and also encourage men involvement in eliminating this type of violence
- CITAD will establish partnerships and network with organisations having gender expertise for project implementation, training or technical assistance

7.4 Monitoring and Evaluation

- Programme/project information will be collected in a sex-disaggregated manner to provide gender-specific information and gender responsive qualitative analysis of the collected data will be emphasized
- All reports, studies and the evaluation of CITAD's core programs should highlight gender issues in their findings.
- Gender sensitivity will be ensured in monitoring mechanisms and subsequent processes that measure participation, outcome and changes for women and men

CENTRE FOR INFORMATION TECHNOLOGY AND DEVELOPMENT POLICY

ANNEX I - Gender Definitions

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. Increasingly, however, the humanitarian community is recognizing the need to know more about what men and boys face in crisis situations.

Gender equality

Refers to equality between women and men, refers to the equal enjoyment by women, girls, boys and men 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.

Gender Equality Programming

Is an umbrella term encompassing all strategies to achieve gender equality. Important examples include gender mainstreaming, gender analysis, prevention and response to GBV and SEA, promotion and protection of human rights, empowerment of women and girls, and gender balance in the workplace.

Gender equity

Justice in the distribution of resources, benefits and responsibilities between women and men, boys and girls. The concept recognises that power relations between girls and boys, men and women are unequal, and that such inequalities should be addressed.

Gender mainstreaming

Is a globally recognized strategy for achieving gender equality. Gender mainstreaming is the process of assessing the implications for women and men of any planned action, including

6

legislation, policies or programmes, 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 programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. For CITAD, 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.

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 GBV 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; and widow inheritance.

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. (UN SGB Definition)

Sexual abuse

The actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.

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.