Cost of participation

The total cost of participation is **4,100 Euros**.
This includes tuition fees (2,915 Euros) and subsistence costs (1,185 Euros).

The tuition includes:

- tuition and access to on-line course and E-campus.
- books and other training materials;
- course preparation, implementation and evaluation.

The subsistence includes:

- full board and lodging at the Turin Centre's campus;
- emergency medical insurance;
- socio-cultural activities.

The figure quoted does not include the cost of travel between the participant's home country and the course venue.

Participants must ensure that they have a valid passport and appropriate visa for the country in which the course is held, for any country in which a transit or stopover to or from the course venue is required, and for all countries in which study tours are scheduled as part of the programme.

The cost of the visa, airport taxes, internal travel in the participant's home country and unauthorized stopovers is not covered.

Payment modalities

Tuition and subsistence costs must be paid in advance before the beginning of the course by the participant Payments by bank transfer, should be made to:
International Training Centre of the ILO
Account no. 560002
Bank: Intesa San Paolo Ag. 523
IBAN: IT96 G 03069 09214 100000560002
BIC: BCITITMM
Address: Viale Maestri del Lavoro 10,
10127 Turin, Italy

Note: on the bank transfer form, the participant's name and the course code should be stated.

For payments by credit card, please e-mail to ilsgen@itcilo.org

Applications

The deadline for candidatures is **16 August 2019.**

To submit your application or for more information please visit our website: http://gender.itcilo.org

If you have a sponsor please include the supporting letter from the sponsoring/funding institution.

Incomplete files will not be considered.

As an organization dedicated to fundamental human rights and social justice, the ILO is taking a leading role in international efforts to promote gender equality. In line with this ILO focus, **men are particularly welcome in this specific process.**

A9012043

ILO Participatory
Gender Audit Facilitators' Certification

Distance: 02 – 27 September 2019
Turin centre: 01 – 10 October 2019

Aprender تعلم Learn учить Apprendere Aprender 学习 Imparare Learn تعلم
Comprender 理解 Understand понимать Comprendre فهم Understand Capire
获得 Ottenere зарабатывать تحقيق Gain Obtenir 获得 Obtenere зарабатывать
Listen Écouter Escuchar 听取 Ascoltare استماع Escuchar слушать Listen
достигать 实现 Lograr انجاز Achieve Réaliser достигать Raggiungere انجاز
Support поддерживать Appuyer Promover 支持 Promuovere Support
Change Cambiar менять Cambiare 变革 Change تغيير Changer Cambiar 变革
обучать 培训 Formar Train تدريب Former Formare تدريب Formar обучать
تشارك Share Partager 共享 Compartir Condividere участвовать Share تشارك
Improve улучшать Améliorer Migliorare 提高 Mejorar
发展 Develop Développer تنمية Construir развивать Sviluppare
мечтать 梦想 Sognare Dream Rêver мечтать Sonar Dream Rêver мечтать

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ITC
International Training Centre

ILO Participatory Gender Audit Facilitators' Certification

Background

The Participatory Gender Audit (PGA) is a guided selfassessment tool used by organizations to reflect and analyse their own gender capacity, challenges and good practices. It is as well a process that promotes organizational learning on gender equality and gender mainstreaming through a participative methodology.

Overall objective

Why is certification necessary? Why would trainers and facilitators want to participate in this process?

The ILO PGA certification will ensure high quality standards for facilitators implementing the PGA and will provide guarantees to organizations undergoing a PGA that the certified PGA facilitators are meeting or exceeding the quality standards set out by the ITCILO. The certification will provide facilitators with a specific set of know-what and know-how competences, such as:

- applying a gender perspective to analytical work;
- detecting and mapping discrimination at work;
- identifying strategies for advocacy and capacity-building in promoting inclusive workplaces; improving communication competence and organizational capacity to form a coordinated Gender Audit team;
- analysing accountability, evaluation and monitoring systems and instruments in place for gender equality and change management;
- identifying new challenges and possible improvements.

These competencies will be tested during the training in Turin. Successful participants will become certified facilitators accredited to conduct PGAs in various types of organizations such as United Nations agencies, private, public and parapublic institutions and NGOs.

Certified facilitators will be part of a roster which will be used for organizations requesting certified PGA facilitators, thus making their credentials accessible to institutions wishing to undertake a Gender Audit process.

Certified facilitators will have access to:

- all PGA course materials, case studies, training tools and reference materials;
- a network of certified facilitators from around the world who support each other in delivery and in the identification of professional opportunities;
- preferential access to future PGA curricula and ILO referrals.

The certification process is a valuable professional development experience in itself. However, any person who participates in the certification process, regardless of whether the candidate is ultimately certified, will be given a certificate of attendance, and will have had an opportunity to learn new training techniques and to strengthen areas of technical weakness.

Target audience

The certification process is open to:

- past PGA participants trained by the ITCILO or the ILO or having undertaken similar training;
- governmental, United Nations and civil society staff, gender experts and candidates working on gender mainstreaming.

Application Portfolio

Only complete application portfolio will be reviewed. It must include: For all candidates:

- the complete online application (available at: http://intranetp.itcilo.org/STF/A9012043/en;
- a short original essay – written by the applicant – maximum of 500 words describing gender mainstreaming challenges in his/her own organization (if this is not possible describe main challenges in general);
- copy of the applicant's valid passport.

For students or recent graduates:
- certified transcripts and one letter of reference from a university professor.

For the employed:
- letter from employer specifying employment duration, roles and responsibilities.
- Candidates working for an NGO must provide a copy of NGO statute and registration.

For the self-employed:
- provide two reference letters from past clients, including TORs.

Candidates may be asked to present themselves to the nearest ILO office for authentication or be asked for a phone interview to verify information and language skills.

Pre-requisites

Accreditation of Prior Learning (APL)
will be performed at ITCILO upon receipt of the candidate's complete application portfolio. Only qualifying participants will be invited to proceed with enrolling in the certification process. Previous working experience in gender equality and/or women's empowerment related areas of at least two years or having completed relevant post-secondary studies/research studies at the deadline for submission are essential prerequisites for accessing the certification process. Good writing skills (in the main working language) and analytical capacities are essential. Written and spoken fluency in the language in which the Training of Facilitators (ToF) is held is also essential. Desirable competencies include: experience in preparing and delivering training and knowledge of change management.

Admission
Complete applications will be reviewed by a selection committee and only candidates meeting essential prerequisites will be invited to the workshop.

Certification Process

Candidates to the certification process will have to attend a learning phase which include three mandatory elements:

- on-line learning phase (pre-ToF Module)
- a Residential Training of Facilitators (ToF)
- examinations (intermediate + final)

On-line learning phase (pre-ToF Module)
The pre-ToF module will cover the following content:
(1) reviewing the gender audit process and preparation for the face to face learning; (2) basic concepts and principles of gender audits and assessments; (3) change management; (4) collaborative work in groups; (5) working at a distance on a specific exercise to be implemented during the residential knowledge-sharing activity.

The on-line module will be assessed by tutors through network forum discussion and a short end-of-module assignment. Only those participants will have successfully completed the on-line phase will be invited to the residential training.

Residential Training of Facilitators (ToF)
The residential ToF will be based on the ILO PGA Manual. It will as well: (1) revisit the "organization" to refl ect team building approaches and principles; (2) integrate competence-based approach and knowledge sharing approach; (3) integrate basic quantitative and qualitative methods for data collection (on-line surveys); (4) include elements of report writing. The participants will be attending this 8 day Residential Training, before proceeding to the examination process.

Examination / Testing Competences
During the residential ToF, participants will undertake a twofold examination:
- A written test including a multiple choice exam and a scenario analysis;
- Practical exercise and simulations.
The examination will be based on specific performance criteria provided to participants at the beginning of the workshop.

ITCILO Roles and Responsibilities
- Provide relevant expertise as required during the training and examination phases;
- In collaboration with the ILO Gender, Equality and Diversity Branch, manage the roster of certified PGA facilitators;
- Manage a forum for PGA facilitators;
- Keep certified facilitators informed on new approaches, products and opportunities.

PGA facilitators' Roles and Responsibilities
- Certified facilitators will be required and responsible of informing the ITCILO of audits they have conducted and provide details on their own role. If possible, they should provide details on the size of the audited organizations.
- Certified facilitators will be expected to share their experience through the online community so that their certification may be renewed at the end of the 5- year term, and provide inputs to other certified facilitators introducing a self-appraisal and a peer assist process with colleagues and other stakeholders;
- Maintain a professional conduct as per PGA principles (keep confidentiality, non-judgmental attitude, etc).
- Be aware that ILO certified facilitators carrying out PGA should do so in conformity with ILO's principles, values and standards.

Certification Maintenance Policy

Certified facilitators are expected to put their new skills to work within five years of the date of certification. This is key to ensuring that certified facilitators keep and develop their own competencies over the years. It is also a way for ITCILO to be able to follow-up, monitor and as to maintain a feedback mechanism with the facilitators.

Details on the certification maintenance will be made available to the selected candidates.

Facilitators

The training and the certification will be carried out by gender experts that have applied the ILO PGA methodology, ran audits and are expert trainers. They have a wide experience in directly assisting national and international institutions worldwide on how to mainstream gender in development programmes.

Dates

Distance: 02 - 27 September 2019
Turin centre: 01 - 10 October 2019

Language

English (may be offered in other languages with simultaneous interpretation).