



BLEND

GENDER EQUALITY AND DIVERSITY

ILO PARTICIPATORY GENDER AUDIT CERTIFICATION PROGRAMME FOR ASIA

18 NOVEMBER – 20 DECEMBER 2024

BANGKOK (THAILAND): 18 – 22 NOVEMBER 2024

ONLINE (ITCILO ECAMPUS): 25 NOVEMBER – 20 DECEMBER 2024

Information Note



International
Labour
Organization



International Training Centre

BACKGROUND

The [ILO Participatory Gender Audit](#) (PGA) is a guided self-assessment tool used by organizations to reflect and analyse their own gender capacity, challenges and good practices. It also promotes organizational learning on gender equality and gender mainstreaming through a participatory methodology.

The PGA is carried out by a Facilitation team, which engages in data compilation, direct observation and collective dialogue with people in the organization, aimed to produce a report that describes the organization's capacity to promote gender equality and diversity, indicating its strengths and weaknesses.

OVERALL OBJECTIVE OF THE CERTIFICATION PROGRAMME

WHY IS A CERTIFICATION NECESSARY?

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 ILO and 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.

At the end of the process, Certified PGA Facilitators will have access to:

- All PGA course materials, case studies, training tools and reference materials;
- A network of already Certified PGA Facilitators from around the world who support each other in delivery and identifying 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 have had an opportunity to learn new training techniques and to strengthen areas of technical weakness.

TARGET AUDIENCE

The training is designed to people with gender expertise interested in strengthening their capacities in the implementation and facilitation of institutional diagnostics applying the ILO methodology as a tool to strengthen gender mainstreaming in organisations, enterprises, policies and social actors' agendas. The course is also aimed to representatives from governments and public authorities, employers and workers organizations, equal opportunity units, academics, United Nations and civil-society staff, gender experts and professional working on gender, diversity, inclusion and organizational change.

COURSE 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 and organizations/enterprises.

APPLICATION PORTFOLIO

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

- The complete online application form (available [here](#));
- A short original essay maximum of 500 words describing gender mainstreaming challenges in the applicant's own organization (if this is not possible describe main challenges in general) and why obtaining the Certification would be a benefit to their work.

PRE-REQUISITES

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 gender knowledge and analytical capacities are essential. Written and spoken fluency in the language in which the Certification programme is held is also essential. Desirable competencies include experience in preparing and delivering training and knowledge of change management.

A selection committee will review complete applications and only candidates meeting essential prerequisites will be admitted.

CERTIFICATION PROCESS

Candidates to the Certification process will have to attend a learning journey, which include two mandatory elements:

- **1-week residential course in Bangkok** (40 learning hours), in which participants will review basic concepts and principles of gender audits and assessments, and will explore the ILO PGA fundamentals and participatory gender audit process step-by-step.
- **4-week online phase** (20 learning hours), in which participants will experiment the implementation of a PGA process and their performance will be assessed. During the evaluation, participants will undertake a twofold examination: written tests and practical exercises and simulations. Expert tutors will accompany participants during the whole Certification process, providing guidance and expertise through the online platform, facilitating the virtual knowledge acquisition and the mutual learning exchange. The examination process will be based on specific performance criteria provided to participant at the beginning of the Programme.

ITCILO ROLES AND RESPONSIBILITIES

- Provide relevant expertise as required during the training and examination phases;
- In collaboration with the ILO Gender, Equality and Diversity Service, manage the [Database](#) of ILO PGA Certified Facilitators;
- Manage the Community of Practice (CoP) for ILO PGA Certified Facilitators, keeping members informed on new approaches, products and opportunities.

PGA CERTIFIED 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 process will be made available to the selected candidates.

DATES

18 November - 20 December 2024

- Bangkok (Thailand), 18–22 November 2024
- Online, 25 November - 20 December 2024

LANGUAGE

English

COST OF PARTICIPATION

THE TOTAL COST OF PARTICIPATION IS € 1,665

The tuition includes:

- Tuition and training materials
- Access to on-line platform
- Certification evaluation, certificates and CoP management
- F2F facilitation by high-level PGA Certified gender experts of the training activities and the evaluation of participants' skills and competences on the PGA methodology

THE COST OF SUBSISTENCE IS €695

It includes accommodation and meals for the duration of the residential phase of the training in Bangkok.

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, and for any country in which a transit or stopover to or from the course venue is required. The cost of the visa, airport taxes, internal travel in the participant's home country and unauthorized stopovers is not covered.

PAYMENT MODALITIES

The participant must pay tuition in advance before the beginning of the course. 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 ilsген@itcilo.org

APPLICATIONS

The deadline for candidatures is **22 September 2024**.

If you have a sponsor please include the supporting letter from the sponsoring/funding institution. Incomplete files will not be considered.

To submit your application or for more information please visit the ITCILO [course webpage](#).

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 Certification Programme.

WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course:
No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course:
Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course:
Penalty of 100% of course price.

INFO

FOR FURTHER INFORMATION PLEASE CONTACT

International Training Centre of the ILO

International Labour Standards, Rights at Work and Gender Equality (ILSGEN)

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COURSE CODE: A3717758