



ONLINE

GENDER EQUALITY AND DIVERSITY

# ILO PARTICIPATORY GENDER AUDIT FACILITATORS' CERTIFICATION

22 MAY – 14 JULY 2023  
🕒 8 WEEKS, 60 HOURS



International  
Labour  
Organization



International Training Centre

## 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.



Successful participants will become certified facilitators accredited to conduct PGAs in various types of organizations and will be part of a roster which is used by 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 consultants 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: <https://oarf2.itcilo.org/DST/A9716075/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.

## 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 two mandatory elements:

### 1. ON-LINE LEARNING PHASE

The certification programme will cover the following content:

- reviewing the gender audit process and basic concepts and principles of gender audits and assessments;
- multiple faces of discrimination in the world of work;
- PGA fundamentals and audit process step by step.

Expert tutors will accompany participants, provide guidance and expertise through the online forum, webinars and virtual reality.

### 2. EXAMINATION / TESTING COMPETENCES

Participants will undertake a twofold examination:

- A written test;
- Practical exercise and simulations.

The examination will be based on specific performance criteria provided to participant.

### 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

22 May – 14 July 2023

## LANGUAGE

English.

## COST OF PARTICIPATION

The total cost of participation is **1,910 Euros**.

The tuition includes:

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

## PAYMENT MODALITIES

Tuition 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 [ilsген@itcilo.org](mailto:ilsген@itcilo.org)

## APPLICATIONS

The deadline for candidatures is **14 May 2023**.

To submit your application or for more information please visit our website:  
<https://www.itcilo.org/courses/ilo-participatory-gender-audit-facilitator-certification>

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.**

## 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)  
Viale Maestri del Lavoro, 10  
10127 Turin – Italy

T +39 011 693 6600  
gend@itcilo.org  
www.itcilo.org

**COURSE CODE: A9716075**