Gender and Social Inclusion Policy 2018

Reaching to the Unheard

“শুনতে হবে তাদের কথা যাদের কথা হয়নি শোনা”
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<tr>
<th>Acronym</th>
<th>Definition</th>
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<td>CBOs</td>
<td>Community-Based Organisations</td>
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<td>DORP</td>
<td>Development Organisation of the Rural Poor</td>
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<td>GSIWC</td>
<td>Gender and Social Inclusion Policy Watch</td>
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<td>Committee</td>
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<td>LFA</td>
<td>Logical Framework Approach</td>
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<td>MA</td>
<td>Monthly Maternity Allowance</td>
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<td>MHM</td>
<td>Menstrual Hygiene Management</td>
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<td>NGOs</td>
<td>Non-Governmental Organisations</td>
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<td>SAPNA</td>
<td>Social Assistance Program for Non-</td>
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<td>Asserters</td>
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<td>SDGs</td>
<td>Sustainable Development Goals</td>
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<td>STC</td>
<td>Short-Term Consultant</td>
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<td>TOR</td>
<td>Terms of Reference</td>
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<td>UP</td>
<td>Union Parishad</td>
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<td>WASH</td>
<td>Water, Sanitation and Hygiene</td>
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As a non-government, non-profit development organisation, committed to empowering the women and marginalized in particular, Development Organisation of the Rural Poor (DORP) is playing an important role in Bangladesh to reduce gender inequality and social discriminations in different sectors. Though in line with the Sustainable Development Goals (SDGs) the global target is to ensure equality for all, and no one will be left behind, Bangladesh still has a long way to go in achieving true gender equality and social inclusion. However, as an organisation, DORP continues to focus its interventions towards sustainable development, and activities to adopt in all its practices with a gender-responsive approach that takes into account the inequalities prevalent in society.

With this viewpoint, in 2001 DORP has adopted a Gender Policy with the aim of achieving gender equality in a systematic manner both within the organisation and in its scope of work. The policy provided the necessary guidelines for ensuring gender equality in the organisation’s activities. After nine successful years, DORP’s Gender Policy has been reviewed in the face of new challenges in order that it can contribute more precisely and effectively towards gender equality in a changed situation. After nine more years, DORP again felt the need to update its Gender Policy to fit with the current organisation’s, government’s, and global commitment. This time the Gender Policy turned into the Gender and Social Inclusion Policy to ensure that DORP as an organisation and its activity is promoting gender equality and social inclusion.

Promoting gender equality and social inclusion requires commitment from every level of the organisation and the
integration of gender and social inclusion perspective into all activities. It is my sincere hope that each and every DORP staff member will make their best efforts to implement the Gender and Social Inclusion Policy 2018.

I believe that the distinctive gender and social inclusion features of this policy will be very effective and will provide a great level of support to all staff. I hope that this policy will help all DORP staff to become more gender-responsive, contribute further to achieving gender equality and social inclusion in all their work, and ensure a gender friendly working environment.

I conclude with the pleasure to inform that during the process of formulating and updating DORP’s gender policy, we have learnt that many of the issues are very much contextual. So, their application must be adapted to the present situation, and we will continue to update this policy considering the demand of time.

A H M Nouman
Founder and Chief Executive Officer
Development Organisation of the Rural Poor (DORP)
December, 2018
Gender and Social Inclusion Policy of DORP-2018 has been developed to treat all the people in a fair and equitable manner, and to address any exclusion that exists in planning, budgeting, research, intervention, training, service, monitoring, evaluation, and any other activities. This new drive towards gender equality and social inclusion is both necessary and timely to improve the performance of the organisation by seeking and fully utilizing the skills, talents and opportunities of both women and men. This Gender and Social Inclusion Policy has unique design which not only addresses the issues of DORP’s staff, but also concerned about the project participants and partners of DORP. With the implementation of this policy, DORP seeks to strengthen its focus on gender equality and social inclusion, and therefore, achieving Sustainable Development Goals (SDGs) by 2030.

DORP express its gratitude and sincere thanks to A H M Nouman, founder and Chief Executive Officer of Development Organisation of the Rural Poor (DORP) who has always tried to establish DORP as a gender-responsive and socially inclusive organization. He has included his valuable insights and given his precious suggestions during the formulation of the Gender Policy in 2001 and later during updating it two times.

DORP is also grateful to Mr. M.A. Salam, Ms. Rubina Islam, Mr. Partha Sharothi Kundol, Ms. Jesmin Sahana, Mr. Elius Ali, Mr. Amir Kashru, Ms. Rozina Akhter, and Md.
Abdullah Bashar because of their continuous support and contribution as the member of Gender Policy Review Task Team. They took part in several meetings and shared their critical and constructive views and opinions which has been ensured the proper update of the Gender Policy.

Lastly but not least, DORP appreciates the contribution of Zeba Afroza and Samsun Nahar, who worked as the Convener and Member Secretary respectively in the Gender Policy Review Task Team throughout the Gender Policy review process and regularly communicated with Ms. Khadiza Akter, who has designed, facilitated and articulated this Gender and Social Inclusion Policy within a very efficient period of time.

Finally, this is the pleasure of DORP to introduce its Gender and Social Inclusion Policy – 2018 to all, and DORP is hoping that all its goals and objectives will be achieved eventually through implementing the policy effectively.

Mohammad Zobair Hasan
Director (Research, Planning and Monitoring)
Development Organisation of the Rural Poor (DORP)
December, 2018
DORP: At a Glance

Development Organisation of the Rural Poor (DORP) is a national non-government, non-profit development organisation established in 1987. The organisation working in Bangladesh committed to establishing the rights of the poor, vulnerable, excluded men, women, children including the displaced (affected by Big Development/Resettlement Project) to uplift their social, economic, environmental and cultural status through building their own organisations and undertaking various sustainable development programs. However, the main target of the organisation is to identify the problems and needs of both urban and rural poor men and women for the alleviation of poverty and empowering them.

DORP visualizes a society with difference but the existence of mutual trust and respect, social justice, transparency, accountability and democracy in which men and women are economically productive and enjoy an equitable Personal, Social, Economic and Political rights. At the same time, their rights are valued equally in their families as well as societies.
DORP’s mission is ‘Connect the Disconnects’ and it complies with the organisational strategic targets as follows:

1. Reduce poverty and stimulate sustainable development of the poor people;
2. Empower the poor men and women both socially and economically;
3. Resist environmental degradation and build the resilience of the climate vulnerable people;
4. Promote and establish human rights and social justice for all groups of people;
5. Ensure peace and dignity of the vulnerable and marginalized people; etc.

In line with its visualization and targets, DORP started to work for poor pregnant mother and providing maternity allowance from its own initiative in 2005. DORP is the pioneer of a project in Bangladesh called SAPNA (Social Assistance Program for Non-Asserters) package. In that project, target groups or beneficiary were poor pregnant mothers. DORP started to provide them a cash transfer as Monthly Maternity Allowance (MA) with 7 conditionals for 24 months so that the poor mothers and their children will be with good health. DORP believes that the mother is the center of empowerment and social change and that is why DORP still continuing that project and has been able to convince the Government of Bangladesh to implement it on a wider scale. The government recognized SAPNA package with great importance and now implementing it from government’s fund in many districts. In this regard, another achievement of DORP is that in 2018 at OP Jindal
University of India, ‘Building World Parliament’ recognized and included the concept of ‘Mothers Parliament’ in their declaration. So, it is only possible because of DORP’s gender sensitivity and inclusive insight that the poor pregnant mothers who are disconnected from the required facilities, they need to be connected. DORP also believes that bottom lining mother in all the development activities will help the country to achieve all the 17 SGDs by 2030.

Additionally, DORP has their own gender and social inclusion budget tracking tool to monitor the yearly budget of the local government so that it can be found out that how much money is allocated for the improvement of poor and marginalized people at the rural level. Day by day this budget monitoring by DORP is scaling up and the government is appreciating it.

DORP is also working in resettlement development projects from gender and social inclusion perspectives with the government. Because of the government’s different development projects, a lot of people have to accept spatial relocation and resettlement. Throughout the resettlement process, mainly women, adolescent girls, children, elderly, and people with disability become highly sufferer in different ways. So, DORP is working for their development with training support and soon.
Background of the DORP’s Gender and Social Inclusion Policy

Since DORP is working with different groups of disadvantaged people for their socio-economic development and establishment of their rights (especially women’s empowerment) to create a positive attitude about gender and development in the society, DORP felt the need of a Gender Policy to initiate this action in an organised way. In that context, first, DORP developed its Gender Policy in 2001 following a participatory approach. Secondly, in 2009, DORP updated its Gender Policy considering the time and new generation’s approaches. And thirdly, In August 2018, the organisation again felt the need and started to update the existing Gender Policy into the Gender and Social Inclusion Policy to ensure full participation of individuals and groups in economic, social, and political processes in which they live. DORP has seen this Gender and Social Inclusion Policy not only as a document to ensure human rights and social justice but also a precondition to improve the development process by putting social concerns at the forefront of its interventions. Therefore, DORP decided to undertake an external review process to consolidate and finalize the Gender and Social Inclusion Policy into a simplified and more executable document.

In September 2009, DORP hired a Short-Term Consultant (STC) to review the existing Gender Policy of the organisation and provided inputs for updating the Gender Policy and making it more user-friendly so that it could be implemented more effectively. The consultant reviewed the Gender Policy (2001), Human Resource Management
Manual (HR Policy) 2009, Annual Progress Report 2008, organisation’s staff members list and conducted focus group discussions with the senior and mid-level officials of DORP. Furthermore, the consultant engaged in in-depth interviews with DORP employees to seek more information and organisational clarity.

During the first update of the gender policy in 2009, DORP identified some targets which are important to achieve to establish DORP as a gender-responsive organisation with a gender-friendly environment. Those were as follows:

1. Availability of separate washroom and prayer room for women and men staff
2. 36% recruitment of women staff
3. Six months maternity leave
4. Seven days paternity leave, if required
5. Disability allowance for the staff with disability
6. Increased involvement of women and vulnerable groups in different programs/projects of DORP as participant
7. Improved socio-economic condition and empowerment of DORP staff and project participant
8. Broadly bottom lining mother centered maternity allowance and SAPNA package run by the Government of Bangladesh
9. Establish DORP’s ‘Mothers Parliament’ concept in the international platforms and give effort on including it in the international declarations
During the last 9 years, DORP achieved most of the aforementioned targets successfully. In coming years, during the implementation of the Gender and Social Inclusion Policy, DORP will continue the practices of achieved targets in a better way as well as will try hard and fast to achieve the rest targets. Also, to address the international commitment - the Sustainable Development Goals (SDGs) from gender and social inclusion perspective will be one of the main focus of DORP.

Rational for the Policy: Why an Update this Time?

Nine years have been passed after the last revision of the Gender Policy of DORP. By this time, a lot of changes took place in global policies in the context of gender issues. The transition of MDGs to SDGs is one of the main focuses, and SDGs have a special focus on gender issues. The Government of the People’s Republic of Bangladesh underscored its commitment to achieving SDGs and the development of vulnerable groups. Besides, other strategic partners are also giving emphasis on gender and social inclusion issues in their programs and projects.

Hence, in compliance with the commitment of Government of Bangladesh, SDG targets, and activities of strategic partners, DORP has renewed its commitment towards mainstreaming gender and social inclusion in all its activities to bring a change in their operational areas as well as within the organisation itself. The fifth Strategic Plan 2016-2020 of DORP is in place to address the development sectors of Bangladesh with its approach. Therefore, the
Gender Policy of DORP is needed to be revised accordingly with the changed situation to demonstrate clear and sustainable results in promoting gender equality in line with its organisational strategies and policies.

**DORP’s Perception about Present Gender and Social Inclusion Policy:**

DORP believes that Gender and Social Inclusion Policy is a guiding principle for an organisation to deal with gender and social inclusion issues of its programs/projectspartners. At the same time, it is a tool which is useful for all the staff members of the organisation to ensure their rights and opportunities. Although the policy is called the Gender and Social Inclusion Policy, nevertheless, it might be better understood as the policy of the have-nots to ensure equality and equity. It essentially means that Gender and Social Inclusion Policy is useful for all, particularly for the advancement of those who are in a relatively disadvantageous position.

**Guiding Principles of DORP’s Gender and Social Inclusion Policy**

The following points may consider as guiding principles of DORP’s Gender and Social Inclusion Policy:

1. DORP will treat all women and men involved in its work fairly with respect and will support their human rights emphasizing on their safety and dignity.
2. DORP will create a gender-friendly environment for
its staff as well as program/project participants and partners.

3. DORP will promote and practice good relationship and connection among its staff, stakeholders, project partners, project participants and the others involved.

4. DORP will address physical abuse and mental health issues of its staff and partners with comprehensive, integrated, culturally relevant services and appropriate supervision.

5. DORP will ensure representation of its men and women staff and beneficiaries inclusively in multi-stakeholder platforms, and will give voice to them.

6. DORP will facilitate equal access to information, training, technology, and other support services for its women employees in all the sections so that they can hold higher positions, especially to ensure gender equity in leadership positions.

7. DORP will encourage gender equity on equal access to financial resources, property rights, business ownership and women entrepreneurship throughout the country involving its project participants and partners.

What is New in this Gender and Social Inclusion Policy?

The updated Gender Policy (Gender and Social Inclusion Policy - 2018) is a product of many insights gained through
experience and self-assessment by the management body and senior officials of DORP. It builds on concepts that DORP is supporting towards achieving gender equality and social inclusion, as well as ensuring the empowerment of men/boys and women/girls. It also highlights a number of areas where DORP's thinking has evolved, and presents some practical guidance for staff members and program partners. Overall, to reduce all forms of discrimination against women and other socially excluded groups, recognize their contribution in the society, ensure their full and effective participation and equal opportunities for leadership at all levels of decision-making, confirm the enjoyment of their human rights, provide support for their development and empowerment at all levels, and to create positive attitude about gender and development in the society, DORP has revised its Gender Policy bringing some changes. Among others, following are the most important changes:

Gender vision: Aligning with SDGs, organisational standpoint, and government’s commitment, the Gender and Social Inclusion Policy - 2018 reflects the evolution in DORP's gender vision. In the past, DORP believed that gender equality will be achieved by the normal carrying out of the projects with a development focus. However, the present Gender and Social Inclusion Policy has incorporated a modified vision whereby DORP believes that gender equality and empowerment of all men/boys and women/girls needs to be achieved through gender mainstreaming and include the concept of bottom lining mother into all its programs/projects and other activities. Additionally, DORP wants to create a gender-friendly
environment in all working areas of the organization, and work with the people who are leaving behind. Therefore, the revised gender vision puts particular emphasis on addressing the prevailing discrimination between men/boys and women/girls, and the development and empowerment of vulnerable groups.

Goal and Objectives: Since the consensus in overall development sector now exist that SDGs, especially goal 1 (end poverty) will not be achieved unless the problem of inequalities prevailing among different groups of people is uprooted, in its Gender and Social Inclusion Policy, DORP has set its goal and objectives focusing on the achievement of gender equality and social inclusion through its various activities.

A Focus on the Realization of Men/Boys and Women/Girls Rights: This policy puts greater emphasis on the eradication of discrimination against men/boys and women/girls’ rights as part of DORP’s concern for social justice and development effectiveness.

Goal, Objectives and Scope of DORP’s Gender and Inclusion Policy

The Gender and Social Inclusion Policy of DORP is based on principles of equity and equality; social inclusion; affirmative action; and enhanced planning, budgeting, research, intervention, training, service, monitoring, evaluation, and all other activities. The Gender and Social Inclusion Policy establishes an overall goal, some
objectives and the scope for DORP in the conduct of its organisational matters.

**Goal:** The goal of the Gender and Social Inclusion Policy is to establish DORP as a gender-responsive organisation which is contributing towards reducing gender inequality and promoting social inclusion in the organisation family, community, society, and state.

Objectives: Objectives of DORP’s Gender and Inclusion Policy are:

1. To sensitize DORP staff members on gender issues, develop the culture of equality among all groups of women and men, and create gender friendly environment in all the working areas of DORP.

2. To provide opportunities to women staff and partners for their empowerment in the economic, social, cultural, political, and administrative sphere.

3. To strengthen partnership among government organisations, professional bodies, civil society, national and international organisations to incorporate gender and social inclusion perspectives into various development programs to reduce gender inequality and social exclusion.

4. To incorporate gender issues in management planning, decision making, implementation, monitoring and evaluation of activities of DORP.

5. To collect and maintain sex and gender disaggregated data for gender analysis as a basis of undertaking any intervention.
**Scope:** DORP will use the Gender and Social Inclusion Policy as a guideline for policy makers, management committee, employees, beneficiaries and partners. However, the scope of work under the Gender and Social Inclusion Policy is not limited to only the aforementioned objectives. DORP always is concerned about the contextual need of the people and responsibilities of DORP for ensuring gender equality and social inclusion.

**Strategies to Implement the Gender and Social Inclusion Policy 2018**

It is critical to have some planned strategies to achieve the goal and measurable objectives set forth in the Gender and Social Inclusion Policy. It is also important for the implementation of the Gender and Social Inclusion Policy in a planned manner. The following strategies will be adopted to ensure effective implementation of the Gender and Social Inclusion Policy - 2018.

Constitution of the Gender and Social Inclusion Policy Watch Committee: After finalization of the Gender and Social Inclusion Policy - 2018, a core Gender and Social Inclusion Policy Watch Committee (GSIWC) will be constituted (as per admin circular) by DORP comprising of representative staff from all programs and projects with specific Terms of Reference (TOR). The GSIWC members will be responsible to facilitate and implement the Gender and Social Inclusion Policy and they will regularly report to Director Admin and Human Resources (HR). The first task of the GSIWC will be developing an executable (doable) ‘Strategic Action Plan’ including time-bound targets on an
annual basis to guide the implementation process of the Gender and Social Inclusion Policy. Committee members will also take initiative to raise gender specific need-based budget for implementation of the policy and will raise fund for different allowances to support the staff of DORP. Additionally, they will quarterly review and report the progress of achieving organisation’s gender and social inclusion targets. Apart from these, GSIPWC will be responsible for the following tasks:

- Review organisational policies to ensure gender-responsiveness and socially inclusiveness
- Review new program/project from gender and social inclusion perspectives
- Follow-up the organisational strategy for gender and social inclusion
- Deal with any conflicting environment related to human dignity and gender-related grievances, and take issue-based action
- Networking with other gender and social inclusion based organisation and networks

Create Opportunity: Gender and Social Inclusion Policy will support women and men staff to get more opportunity for capacity building, career development, promotion to the higher position, and so on. There will be a special concern to invite the field-based staff for participating in different workshops and meetings of DORP. Also, ensuring better job opportunity, better workplace, and equal participation in decision-making process for women staff at all level will be the important areas of concern.
Promote positive discrimination: DORP will promote positive discrimination for the women staff to get a higher position if they are competent enough. Despite having similar qualification, discrimination is visible between men and women in terms of holding higher positions in the job sector. DORP wants to stand against it from their own initiative first. So, DORP will consider specially to give a woman staff a higher position than a man staff.

Special allowance: Because of having any kind of disability, hardship, accident, or any other issue, if any DORP staff become socially excluded, DORP will consider providing a special allowance or the required support to that or those staff.

Resource mobilization: Since to implement the Gender and Social Inclusion Policy some resource like human power, money, time, equipment etc. is needed, DORP will mobilize required resources from its different programs and projects. The GSIWC will be responsible to mobilize resources to implement the Gender and Social Inclusion Policy 2018.

Create an enabling environment: DORP will create enabling and gender friendly environment in the workplace for its staff members and in project areas for its partners. At the same time, DORP staff members will be encouraged to have a gender-responsive and socially inclusive mindset and attitude to work for the development of the vulnerable groups.

Gender and social inclusion issues will be included in all the activities: DORP will include gender and social
inclusion issues in all its activities like program/project implementation, workshop, seminar, media campaign, lobby and advocacy etc.

**Way Forward with the Gender and Social Inclusion Policy**

DORP desires that through implementing the Gender and Social Inclusion Policy-2018, DORP would be able to ensure gender-responsiveness and socially inclusiveness in all its activities as well as it will be recognized as a gender-responsive and socially inclusive organisation.

DORP is a Gender-responsive and Socially Inclusive Organisation:

- All management board members, senior officials and operational staff members will be gender-responsive and their efforts will be socially inclusive.

- The Gender and Social Inclusion Policy Watch Committee will be well functioning to create an enabling environment to practice gender-responsive and socially inclusive attitude in the organisation.

- The HR Policy will include gender-responsive and socially inclusive recruitment, staff development and promotion strategies.

- The organisational mechanism will encourage equal participation of men/boys and women/girls in the meetings, seminars, workshops, training and other activities.
Gender-responsive and Socially Inclusive Management Development Component:

The senior management committee of DORP will provide support for enhancing management skills particularly for women staff members so that they can play an increasingly significant role in the office management and program/project implementation. The most important factor for the women staff members of DORP is to get the opportunity to discuss and clarify the personal, social and cultural context in which they operate; the various roles they fulfil; and the sensitive behavior they face. So, a management development component will provide a space to discuss these gender issues as a group for mutual benefits. This component also will provide opportunities to enhance knowledge and skills on gender and social inclusion issues, gender sensitivity, gender-responsiveness and monitoring the project activities from gender and social inclusion perspectives, both for women and men staff members of DORP. The head of this component will use a core team to assess training needs of the women and men staff members and senior management committee, analyze those needs and organise dialogues/training accordingly by hiring qualified resource person. This is already reflected in the HR Policy of DORP.

Gender-responsive and Socially Inclusive Recruitment:

DORP’s recruitment and promotion policy will encourage women’s participation in the organisation and long-lasting
retention in DORP. DORP will consider restructuring the management in a more effective manner to enhance women’s participation. As mentioned earlier, a detailed Manual on Human Resource Management has been formulated where it has been pointed out that DORP will increase women’s participation to at least 33% or 1/3 at the management level (Human Resource Management Manual, 2016). However, now DORP targets that at least 40% of the staffs of DORP will be women. Therefore, the initiatives will be as follows:

- DORP will ensure that all job advertisements clearly indicate that DORP provides an equal opportunity to its employees.
- It will be explicitly mentioned in DORP’s policies that DORP has gender friendly work environment in all its offices, and in program/project staff recruitment, DORP gives priority to gender balance.
- DORP’s recruitment committee will be constituted with equal representation of men and women.
- DORP management body will ensure that the policies towards sex balance among the staff and affirmative action to recruit women staff are fully explained and discussed with the concerned staff members.
- If there is a vacant position preference will be given to the women staff to increase the number of women staff in management, administration and program sides.
- The number of women employees will increase through a gradual process of and affirmative action plan.
Gender-responsive and Socially Inclusive Job Description, Posting and Transfer:

- After the recruitment of staff members (men and women), a clear job description will be provided for full clarity and to avoid any kind of confusion by both the employee and the employer about the gender-responsiveness and socially inclusiveness of DORP’s activities.

- After the recruitment, 5 days formal incumbent training will be arranged for the new employee in which one of the days will be kept to discuss DORP’s norms and organisational culture from gender and social inclusion perspective.

- DORP will ensure that the terms and references for all posts include relevant requirements for gender-responsiveness and socially inclusiveness when necessary.

- During the time of transfer and posting of a woman employee, her parents or husband’s place of residence will be taken into consideration and given preference.

- No geographical transfer order will be enforced for women employees during their pregnancy and up to six months after the delivery of the child.

Gender-responsiveness and Socially Inclusiveness for Promotion:

- In case of promotion competent, eligible women staff members will be given preference to increase their representation at the management level.
Job related educational facilities/training will be provided to the existing women staff members to gradually upgrade their skills and move them up into various management positions.

DORP will ensure men and women’s equal representation and effective participation in forming committees for specific purposes like recruitment, program design, program review, project implementation, selection of location, equipment purchase, giving promotion etc.

Gender-responsiveness and Socially Inclusiveness for Performance Evaluation:

- In appraising staff performance, an employee’s gender aware attitude will be monitored.
- A committee will be formed with members from higher and lower levels to assess the performance/activities of staff throughout the year regarding gender-responsiveness and socially inclusiveness.
- Incentives will be given in the form of increment, award or recognition for gender-responsiveness and socially inclusive performance.
- Equal opportunity will be given to women staff members for participating in relevant training, higher education, seminar and workshop at both national and international levels.
- Instead of men, eligible women employee will be preferred to give chance to hold higher acting positions so that they can acquire some knowledge and skill in higher positions and higher-level activities.
Gender-responsiveness and Socially Inclusiveness in Salary and Remuneration:

- DORP will provide competitive remuneration/salary packages like other Non-Governmental Organisations (NGOs) in order to retain competent women and men staff members.
- The financial policies of DORP will incorporate the principle of ‘equal pay for equal position’ irrespective of sex, race, religion and other characteristics.
- The financial policy will be sensitive towards the gender dimensions of women and men’s lives in the society where they are stationed.

Gender-responsiveness and Socially Inclusiveness for Security and Transport Facilities:

- DORP will take security measures for women staff members who would work late hours at the office or in the fields.
- Transport or travel cost with an escort will be provided to the women staff members if they must work extra hours in the late evenings.
- DORP will closely work with the local community for providing and ensuring the security of their women staff members (whenever required). This might be organised through engaging in workshops, meetings and dialogues with the local community members.
- DORP will keep a provision in their financial and administrative policy for assistance in case of emergency, accident and causalities on duty both for women and men staff members.
Gender-responsiveness and Socially Inclusiveness Work Related Facilities:

- Separate prayer room/space and restroom will be provided for women staff members while they are in the office.
- Separate sanitation provision (that is, differently designated toilets for men and women) will be made available for all women staff members at the office premises.
- Problems and constraints, as well as recommendations made by women staff members, will be undertaken with special concern.

Pregnancy-related Facilities and Child Care:

- The women staff members who have children below 1.5 years of age will be allowed at least an hour of official leave extra everyday apart from the lunch hour for breast feeding.
- Six months maternity leave will be given (3 months with pay and 3 months without pay if necessary) to women staff members during the first and second child birth.
- Seven days paternity leave will be allowed for the men staff members, if required.
Gender-responsive and Socially Inclusive Measures to Apply in the Program and Project Activities of DORP

DORP will incorporate gender and social inclusion concerns in all its projects and programs. To achieve that, initially all officials and staff members will be trained on gender-responsive and socially inclusive planning, budgeting, research, intervention, training, service, monitoring, evaluation, and other activities. The reporting system will encourage the collection and use of gender disaggregated quantitative as well as qualitative information regarding DORP’s projects and programs interventions. Therefore, the reporting format will be from gender and social inclusion perspective. All project and program proposals will follow the Logical Framework Approach (LFA) which will help gender-responsive and socially inclusive planning, budgeting, research, intervention, training, service, monitoring, and evaluation.

Measures in Health Programs:

DORP gives importance on maternal health. DORP believes that it is an important indicator of development. Therefore, under its SAPNAPackage, DORP is continuing to provide maternity allowance to the poor pregnant mother since 2005. DORP desires government of Bangladesh will implement maternity allowance centered SAPNA package throughout the country. Under its education program also DORP is discussing the necessity of adequate food intake by pregnant and lactating mother with their family members.
To increase access to life-saving health care services for marginalized communities, DORP will continue to support some women who will help to empower local women with a basic knowledge of primary health care and educate communities about healthy behaviors.

Besides, under its resettlement projects, DORP will continue to work on the health issues of project beneficiaries who are poor, women, adolescent girls, children, elderly, and the people with disability who have lost their original place of residence and have been resettled in a different location. Since there is no policy of the government on resettlement and its gender and social inclusion issues, DORP is the pioneer of taking care of these kinds of issues. Similarly, under its WASH (Water, Sanitation and Hygiene) projects, DORP is monitoring the WASH budget of the local government using Gender and Social Inclusion WASH budget Monitoring Tool, doing lobby and advocacy for improved WASH services, raising awareness of the local people on WASH rights, building linkage of the local people with the Union Parishad (UP) authority, constituting mothers parliament/health village committees, working on Menstrual Hygiene Management (MHM) in school, and so on.

Additionally, DORP will continue encouraging both its men and women staff and project participantsto practice birth spacing. DORP will also provide satellite clinic for health care support to both women and children (program participants) especially in the areas where women are involved in mainstream income earning projects/programs.
Measures in Microfinance Programs:

In DORP’s microfinance programs for women, it will include information on local profitable self-employment opportunities related with agricultural diversity, for example, fishing, livestock rearing, manufacturing of fishing net, nursery development, embroidery schemes etc. so that women would be encouraged to be a significant player of their entire microfinance activities. In this regard, DORP will organise awareness-raising dialogue with the couple members as well.

DORP will popularize the principle that “women should have not only access to but also control over fund”. In this regard, DORP will provide training to the rural women on how to start, run and manage microenterprise and how to prepare a business plan identifying different business opportunities.

DORP will also accelerate the meaningful leadership opportunities and increased participation of women and other vulnerable groups in different local level management structures and Community-Based Organisations (CBOs) through mentoring women leaders so that they can contribute better in peace-building and local level development.

Measures in Monitoring and Evaluation:

DORP will train its staff members on gender-responsive and socially inclusive monitoring and evaluation. The training for preparing project proposals following the Logical Framework Approach (LFA) will help DORP officials to introduce gender-responsive and socially inclusive indicators for DORP’s projects and programs. Gender-
Gender and Social Inclusion Policy: DORP

Responsive and socially inclusive monitoring and evaluation mechanisms will also be developed by DORP to continuously access the extent to which men and women participants are reached by the different types of projects and resources. Besides, DORP will ensure gender equality in all its governance processes, and will emphasize on gender-responsive monitoring to ensure that different gender and social inclusion related safeguards are operating as envisioned.

**Annex: 1**

**Glossary:**

**Empowerment:** Empowerment is about people—both women and men—taking control over their lives: setting their own agendas, gaining skills, building self-confidence, solving problems and developing self-reliance. Empowerment consists of the four integrally linked aspects of physical empowerment, economic empowerment, political empowerment and socio-cultural empowerment.

**Equality:** Equality is about ensuring that individuals or groups of individuals are not treated differently and have equal opportunity to have equal services as well as there is no discrimination on the basis of their specific characteristics including age, sex, race, class, disability, religion, location, sexual orientation etc. Promoting equality is removing discrimination from all walks of the society.

**Equity:** Equity involves trying to understand and give people what they need to have decent lives. Equity aims to modify different aspects of the system that have put
particular groups at a disadvantage situation and promote fairness and justice for the people who are disadvantaged. It may be termed as the equality of outcomes.

**Equality and Equity:** Once everyone enjoys a similar level of opportunities and accesses, the focus will be on preserving fairness by treating everyone as the same which is equality. Equity can only work if everyone starts from the same place and needs the same things. So, equity is the means, equality is the outcome. Equity is the path to reach equality.

**Gender:** Gender is not about only women or only men. Gender refers to the cultural and social characteristics that men and women are given in their society. Gender differences are historically, religiously, economically and culturally defined and perceived as static. Gender differences are not biologically determined and change with circumstances and over time. Gender interacts and reinforces power differences in age, ethnicity, socioeconomic status, etc. Therefore, gender refers to power relations between women and men and girls and boys, as well as the relations between women and those between men.

**Gender-responsiveness:** Gender-responsiveness refers to creating an environment that reflects an understanding of the realities of men/boys and women/girls lives and addresses their specific needs and issues with importance. This environment includes not only the facilities, but also the activities assigned to them, and the respect given to them. Gender-responsiveness is not gender biasness. It is designed to ensure equality of treatment with justice.
Have-not: Have-not refers a group of people who are in lack of resources and facilities. In the context of an organisation or program/project, it is not always based on the sex of the employee or the participants. In a similar or a different situation, a man employee or participant could be the have-not instead of a woman because of holding some other issues like poverty, disability, old age etc.

Social Inclusion: Social inclusion is the process that combats social exclusion of disadvantaged individuals and groups through improving their ability, opportunity, and dignity. It is the systematic act of including all the people equally within a society irrespective of their age, sex, location, religion, race, cast, socio-economic class, ability, etc. so that they can have their rights, opportunities and resources, and feel valued and important. The outcome of social inclusion is that individuals or groups are accepted to participate fully in the economic, social, and political life of the society in which they live. This may result in resistance in the form of demonstrations, protests, or lobbying on behalf of the excluded people.