



The ILO Centre's facilities

Located in an attractive park on the banks of the River Po, the Centre's campus provides a congenial environment in which to live and study.

- It contains 21 pavilions with fully equipped modern classrooms, conference halls and meeting rooms fitted out for multilingual simultaneous interpretation, a computer laboratory, and a computerized documentation centre linked to various data banks.

The campus has 287 study/bedrooms, all with private bathrooms, telephones and cable television. It also has:

- a reception desk open 24 hours a day;

- a travel agency;
- a restaurant, a self-service canteen and a coffee lounge, all catering for international dietary needs;
- a bank;
- a laundry service;
- a post office;
- an internet point;
- a recreation room;
- facilities for outdoor and indoor sports;
- an infirmary.

Social events are regularly held both on and off campus, so that participants from different cultural backgrounds can make the most of the stimulating international climate.

For further information, please contact:

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ILO participatory gender audit facilitator certification

Distance: 28 May - 22 June 2018

Turin centre: 26 June - 05 July 2018

ILO participatory gender audit facilitator certification

Description

Participants will explore participatory gender auditing (PGA) tools and their versatile use in small and large organizations. In this advanced course, we will explore innovative methods.

Target audience

Gender experts, individuals who have attended previous ITCILO PGA training or have already carried out gender audits within organizations. Governmental, United Nations and civil society staff, gender experts and staff involved in gender mainstreaming in their organizations.

Objectives

The ILO PGA certification will ensure high quality standards for facilitators implementing the [Participatory Gender Audit of the ILO](#) 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 including using the framework of the Women's Empowerment in Agriculture Index (WEAI);
- 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 para-public 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.

Content

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

- 1 - On-line learning phase (pre-ToF Module)
- 2 - A Residential Training of Facilitators (ToF)
- 3 - Examinations (intermediate + final)

- 1 - On-line learning phase (pre-ToF Module)

The pre-Training of Facilitators 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.

- 2 - 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 reflect 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.

- 3 - Examination / Testing Competences

At the end of the residential ToF, participants will undertake a two-fold examination:

- A written test including a multiple choice exam and a scenario analysis;
- Practical exercise and simulations.

ITCILO Role 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 two 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.

Participants' profile

Application Portfolio

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

For all candidates:

- The complete online application
- 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.

Accreditation of Prior Learning (APL) pre-requirements

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 pre-requisites 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.

Dates

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28 May 2018