

## Appendix IV.1 Form 1—Clinic Review of Documents

The objective of this review is to determine the degree to which gender concerns have been integrated into the policies and structure of this clinic. It consists of a review of institutional documents, protocols, policies, and procedures to determine the current state of the clinic with regard to providing gender-sensitive services.

1. Reviewer \_\_\_\_\_
2. Evaluation coordinator \_\_\_\_\_ 3. Position in the institution \_\_\_\_\_
4. Institution \_\_\_\_\_
5. Clinic \_\_\_\_\_ 6. Level of care
  - Primary
  - Secondary
  - Tertiary
  - Specialty
7. Municipality \_\_\_\_\_
8. Department \_\_\_\_\_
9. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (day/month/year)

### OFFICIAL DOCUMENTS

Note: Statements can be found in any of the institution's official documents, such as incorporation deeds, policies and procedures manual, internal regulations, personnel contracts, client service forms, and other documents.

N°	Question	Answer		Pass	Std
		Yes	No		
10	Is there a statement that forbids gender-based discrimination?	Yes	No		I.2
11	Is there a statement that forbids gender-based discrimination in personnel promotion and remuneration?	Yes	No		I.3
12	Is there a statement that forbids the abuse of power in the clinic (sexual harassment or sexual abuse)?	Yes	No		I.4
13	Have surveys been conducted over the past five years regarding clients' satisfaction with services and clinic hours?	Yes	No		V.1

Nº	Question	Answer		Pass	Std
14	Is there a statement that promotes the empowerment of women?	Yes	No		I.1
15	Is spousal consent required for the delivery of any kind of service? (Write down the services that require consent.)	Yes	No		I.13
16	Does the clinic have mechanisms to collect client suggestions?	Yes	No	NO↓ 18	
17	Are clients' suggestions used to make programmatic changes?	Yes	No		VIII.1
18	Is there a statement that establishes the delivery of counseling services as a routine procedure?	Yes	No		I.12

### INFORMATION, EDUCATION, AND COMMUNICATION (IEC) AND TRAINING MATERIALS

Nº	Question	Answer		Pass	Std
19	Are there IEC materials on sexual and reproductive health?	Yes	No		VII.2
Do IEC materials include information on:					
20	Sexual and reproductive rights?	Yes	No		
21	Women's rights?	Yes	No		
22	Clients' rights?	Yes	No	24	
23	<b>FILL OUT LATER:</b> Is there at least one poster, flyer, or other IEC material with information on each kind of right? (BASED ON QUESTIONS 20 – 22)	Yes	No		VII.1
24	Are there IEC materials (e.g., brochures, flyers, leaflets) that use discriminatory language?	Yes	No		VI.1
25	Do all IEC materials (e.g., brochures, posters, flyers, leaflets) use gender-neutral language?	Yes	No		VI.2

### CONTRACEPTIVE METHOD SUPPLY

Nº	Question	Answer		Pass	Std
26	Does the number of IUDs in stock in the warehouse at this time comply with the guidelines set by the clinic?	Yes	No		

Nº	Question	Answer		Pass	Std
27	Does the number of pills in stock in the warehouse at this time comply with the guidelines set by the clinic?	Yes	No		
28	Does the number of condoms in stock in the warehouse at this time comply with the guidelines set by the clinic?	Yes	No		
29	Does the number of injectable contraceptives in stock in the warehouse at this time comply with the guidelines set by the clinic?	Yes	No		
30	Does the quantity of materials on the rhythm method (bead necklaces, calendars, leaflets) in stock in the warehouse at this time comply with the guidelines set by the clinic?	Yes	No	32	
31	<b>FILL OUT LATER:</b> Is there a range of contraceptive methods available according to the guidelines set by the clinic? (BASED ON QUESTIONS 26 – 30)	Yes	No		1.14

### PARTNER PARTICIPATION IN CONSULTATIONS

Nº	Question	Answer		Pass	Std
32	What is the percentage of women who attend consultations alone?		%		
33	What is the percentage of men who attend consultations alone?		%		
34	What is the percentage of couples who attend consultations?		%	END	
35	<b>FILL OUT LATER:</b> Is the percentage of couples who participate in consultations larger than the percentage of men or women who go alone? (BASED ON QUESTIONS 32 – 34)	Yes	No	END	1.11

### OBSERVATIONS

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