

Appendix VIII.4 Manual Calculations - Institution

Institution

	Standards	Instructions for Calculations	Standard met?
I	Institutional Policies and Practices		
I.1	There is a statement promoting women's empowerment.	1. Copy answer from form 1	
I.2	There is a statement prohibiting gender-based discrimination in organization.	1. Copy answer from form 1	
I.3	There is a statement prohibiting gender-based discrimination in personnel promotion and remuneration.	1. Copy answer from form 1	
I.4	There is a statement prohibiting abuse of power in workplace.	1. Copy answer from form 1	
I.5	At least 80 percent of personnel feel institution's director or manager is receptive to opinions and suggestions.	1. Calculate percentage of "YES" answers in form 5	
		2. If percentage is $\geq 80\%$, write "YES"; otherwise write "NO"	
I.6	At least 80 percent of personnel feel recommendations or suggestions are put into practice.	1. Calculate percentage of "YES" answers in form 5	
		2. If the percentage is $\geq 80\%$, write "YES"; otherwise write "NO"	
I.7	At least 80 percent of personnel feel motivated to give opinions and make suggestions.	1. Calculate percentage of "YES" answers in form 5	
		2. If percentage is $\geq 80\%$, write "YES"; otherwise write "NO"	
I.8	At least 80 percent of personnel feel institution promotes environment of cooperation and teamwork.	1. Calculate percentage of "YES" answers in form 5	
		2. If percentage is $\geq 80\%$, write "YES"; otherwise write "NO"	
I.9	At least 80 percent of personnel feel institution understands if employee must leave work for family reasons.	1. Calculate percentage of "YES" answers in form 5	
		2. If percentage is $\geq 80\%$, write "YES"; otherwise write "NO"	
I.10	Less than 20 percent of personnel feel a particular gender is given preferential treatment.	1. Calculate percentage of "YES" answers in form 5	
		2. If percentage is $\leq 20\%$, write "YES"; otherwise write "NO"	
III	Personnel Knowledge		
III.1	At least 80 percent of providers and other personnel know definition of sexual and reproductive health.		

III.1	At least 80 percent of providers and other personnel know definition of sexual and reproductive health.	1. Calculate percentage of "YES" answers in form 5		
		2. If percentage is $\geq 80\%$, write "YES"; otherwise write "NO"		
III.3	At least 80 percent of personnel know definition of gender as a social construction.	1. Calculate percentage of "YES" answers in form 5		
		2. If percentage is $\geq 80\%$, write "YES"; otherwise write "NO"		
V	Personnel Satisfaction			
V.2	Institution is clean and comfortable.	1. Copy answer from form 2		
VI	Use of Gender-Sensitive Language			
VI.1	Staff uses nondiscriminatory language with clients.	1. Change answer in form 1 to the opposite		
VI.2	Staff uses gender-neutral language.	1. Copy answer from form 1		
VII	Information, Education, and Communication (IEC) and Training			
VII.1	There are IEC and training materials with information on sexual and reproductive rights, client rights, and women's rights.	1. Copy answer from form 1		
		2. Copy answer from form 2		
		3. If both answers in 1 and 2 are "YES," write "YES"; otherwise write "NO"		
VII.2	There are IEC and training materials with information on sexual and reproductive health issues.	1. Copy answer from form 1		
		2. Copy answer from form 2		
		3. If both answers in 1 and 2 are "YES," write "YES"; otherwise write "NO"		
Count number of standards "YES" answer (a):				
Count number of standards left blank (b):				
Subtract 17 - b (c):				
Divide a/c, and round off to two decimal points (d):				
Multiply $d \times 100$ (e):				