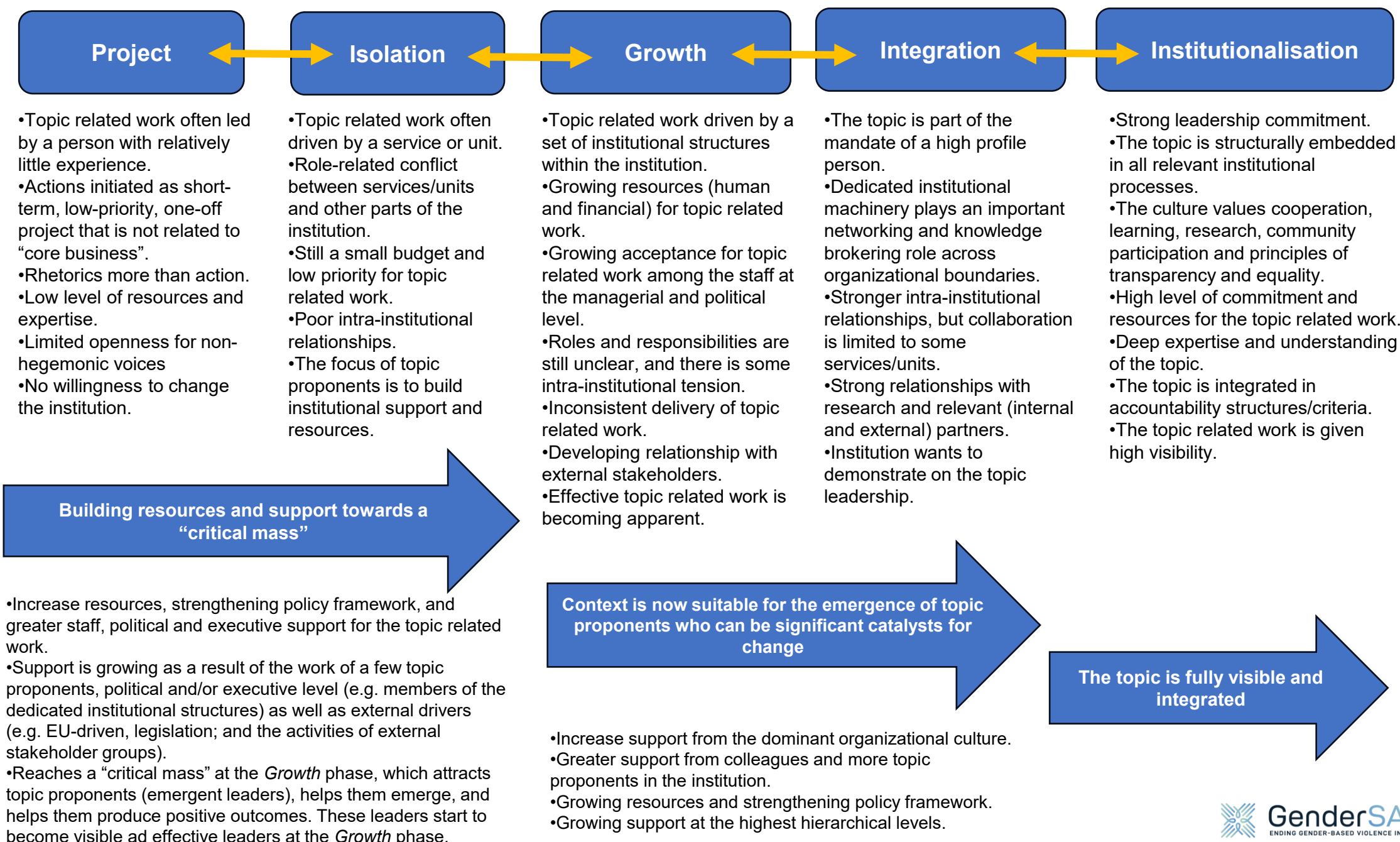


# Preview of the GenderSAFE Institutional Self-Assessment Tool

The **GenderSAFE Institutional Self-Assessment Tool** supports research performing organisations in assessing their institutional capacity and progress in addressing gender-based violence (GBV). Designed as a developmental self-assessment framework, it helps institutions identify strengths and areas for improvement across 7 key “Impact Drivers”.

Each Impact Driver is assessed against a set of indicators. The results reflect the institution’s overall position along **six progressive stages of institutionalisation**, from early, fragmented efforts to full integration and sustainability. To better understand these stages, we recommend reviewing the diagram provided below. This visual framework illustrates the pathway and the ultimate goal toward which institutions can aspire.

This diagram is followed by an overview of **each Impact Driver**, its corresponding **indicators**, and **the description of the six stages for each indicator**, accompanied by a column with supporting information to guide interpretation and use.



Impact Drivers	No.	Indicators	Rubrics for the indicators					Additional instructions/clarifications for determining which score to assign	
			Starting Point - 0	Project - 1	Inception - 2	Growth - 3	Integration - 4		Institutionalisation - 5
1. INSTITUTIONAL FRAMEWORK	1.1	<b>Institutional framework for addressing gender-based violence</b>	Policies that explicitly address GBV, responsible management roles, expertise on GBV, a budget frame, and other necessary measures for institutional change are not in place	Policies addressing GBV, responsible management roles, expertise on GBV, a budget frame, or other necessary measures for institutional change are <b>planned, in their own right or as part of another institutional priority</b>	Policies on GBV, responsible management roles, expertise on GBV, a budget frame, or other necessary measures for institutional change are <b>under development or recently adopted, but in a scattered way and without clear vision</b>	Policies on GBV, responsible management roles, expertise on addressing GBV, a budget frame, and other necessary measures for institutional change are <b>in place with resources and responsibilities allocated</b>	There is a <b>coherent and functioning framework</b> in place with policies, management roles, allocated responsibilities and resources	Next to a coherent and functioning framework, there is <b>ongoing monitoring and evaluation</b> of GBV policies and measures informing institutional programmes/policies and processes	An institutional framework goes beyond a single action or measure addressing gender-based violence; this indicator refers to the growing robustness and embeddedness of the institutional approach. It focuses on the operational and practical aspects of your institution's framework: the existence of roles, responsibilities, expertise, and resources that enable your organisation to effectively address gender-based violence. It assesses whether these elements are in place and actively shape day-to-day practice.
	1.2	<b>Sustainability / shielding the system from reversibility</b>	There are no initiatives, activities, resources or coordination to address GBV	There are <b>one-off, ad hoc</b> activities or initiatives, or ad hoc investigations into reported cases	There is <b>awareness of the need to conduct activities</b> in a more systematic way, to make them less fragile, and <b>there are plans</b> to make initiatives and activities more stable	The institution is <b>working towards</b> organising its policies and activities in a structured and coherent way, with allocated resources and personnel, <b>but with uncertainty about their continued availability over time</b>	GBV policies and measures are <b>linked to, embedded in and protected by strategic objectives and/or visions</b> , the definition of roles and responsibilities, the allocation of longer-term budget lines and/or quality assurance mechanisms and/or audit processes, and <b>increasingly supported across the institutional bodies</b>	Existing activities are <b>embedded, developed and adapted</b> to institutional needs, <b>protected</b> against reversibility and <b>included</b> in an institutional monitoring and evaluation framework, <b>with a long-term budget frame</b>	This indicator focuses on protecting the institutional system against reversibility.
2. CONCEPTUAL AND THEORETICAL FOUNDATION	2.1	<b>Coverage and definitions of the forms of gender-based violence</b>	No forms of GBV are mentioned or defined in existing policies, initiatives or measures	One or a few forms of GBV are <b>mentioned</b> in existing policies and/or measures, but <b>without definitions</b> or consideration of how violence is gendered and occurs along a continuum	A few forms of GBV are defined in existing policies and/or measures, <b>without consideration of how violence is gendered or occurs along a continuum</b>	Several forms of GBV are defined in existing policies and measures, reflecting an <b>expanding understanding of GBV</b> beyond sexual harassment, <b>with elaboration on how violence is gendered and/or occurs along a continuum</b>	A range of different forms of GBV are defined in existing policies and measures, and <b>definitions recognise explicitly that violence is gendered, occurs along a continuum and is embedded in power imbalances</b>	Policies and measures include well-informed definitions of a broad range of forms of GBV, reflecting understanding that they are related and part of a continuum, embedded in power imbalances. There are clear protocols for implementation of these.	Gender-based violence covers all forms of violence, violations and abuse directed at individuals based on gender. It includes but is not limited to: physical violence, psychological violence, economic and financial violence, sexual violence, sexual harassment, gender harassment, stalking, organisational violence and harassment. These can occur both online and offline. They also include emerging forms of violence that may not yet be named or widely recognised as such. For more details for each form, please visit the UniSAFE Toolkit Glossary: <a href="https://unisafe-toolkit.eu/glossary/">https://unisafe-toolkit.eu/glossary/</a>
	2.2	<b>Intersectionality</b>	Neither an intersectional perspective nor how different grounds of inequalities might exacerbate sex/gender inequalities are present in existing policies and measures	<b>Some policies, measures or initiatives</b> mention GBV in relation to different grounds of inequalities or specific marginalised groups	The experiences of GBV across different grounds of inequalities <b>are considered, but are treated individually</b> ; how intersections of different grounds of inequalities can increase the prevalence and consequences of GBV is <b>not considered in existing policies and measures</b>	The experiences of GBV across different grounds of inequalities <b>are considered and are treated together</b> , and an intersectional perspective is <b>considered in some policies and measures</b>	The experiences of GBV across different grounds of inequalities are considered and are treated together. How the intersectional effects of different grounds of inequalities can increase the prevalence and consequences of GBV is <b>explicitly addressed in most policies and measures</b>	An intersectional perspective on GBV, including on its causes and consequences, and a recognition of unequal power relations are <b>systematically underpinning all relevant existing policies and measures</b>	Intersectionality refers to the recognition that people's experiences of gender-based violence can be shaped by multiple aspects of their identity, such as (but not limited to) race, age, disability, sexual orientation, migration status, or social class. These intersecting factors may increase risk, affect vulnerability and consequences of violence, create specific barriers to reporting or support, and require tailored responses. Intersectionality makes it more relevant and possible to acknowledge different potentially vulnerable or minoritised groups and their specific intersectional experiences, needs, and demand to pursue relevant structural transformative measures.

3. VICTIM-CENTRED APPROACH FOR ADDRESSING GENDER-BASED VIOLENCE	3.1	Victim-centred approach for addressing gender-based violence	The institution is unaware of and/or fails to address the experiences and needs of victims of GBV	The institution <b>starts to recognise</b> the need for adopting a victim-centred approach in its policies and measures	While <b>there is awareness</b> about the need for a victim-centred approach, <b>there is a lack of knowledge about victims' experiences</b> and needs to properly inform the design and implementation of policies and measures	Knowledge of victims' experiences and needs informs the design of GBV policies and measures, <b>but implementation is inconsistent</b>	Victims' experiences and needs are <b>consistently addressed in the design and implementation</b> of GBV policies and measures	All GBV policies and measures are consistently victim-centred in their design, implementation, <b>monitoring and evaluation, and mechanisms are in place to check the quality of the implementation</b>	A victim-centred approach includes trauma-informed and gender sensitive understandings. A victim centred and trauma-informed approach refers to the creation of a safe environment guided by expert knowledge and experience that avoids any potential risk of past abusive experiences such as re-traumatisation of victims/survivors.
4. AVAILABLE COMPETENCIES, CAPACITY-BUILDING AND SUPPORT MATERIAL	4.1	Knowledge and internal expertise on gender-based violence	GBV knowledge and expertise are not available	There is <b>some awareness</b> about the need for GBV knowledge for the design of policies and measures but available expertise, if it exists, is not acknowledged; external expertise may be used on a one-off or ad hoc basis	GBV knowledge is <b>sometimes considered, and available expertise is employed on an ad-hoc basis</b> according to the needs of implementation of policies or measures	GBV knowledge and available expertise are <b>acknowledged and used</b> for the design, implementation, monitoring or evaluation of measures and policies	GBV knowledge and internal expertise are <b>acknowledged and consistently used across the policy cycle</b> (for the design, implementation, monitoring and evaluation of policies and measures)	The use of GBV knowledge and internal expertise is <b>structurally embedded</b> in the design, implementation, monitoring and evaluation of policies, measures and initiatives	The capacity and skills are required among all those involved in receiving complaints, handling and investigating cases of gender-based violence, persons in relevant support functions, managers on different levels, union representatives, other involved stakeholders.
	4.2	Capacity-building initiatives on addressing gender-based violence	There is no capacity-building for GBV although there may be some awareness-raising efforts	Capacity-building initiatives that focus on GBV issues <b>hardly exist</b> and where they do there is <b>no clear purpose</b>	Capacity-building initiatives that focus on GBV <b>exist on an ad-hoc basis</b> according to the needs of a specific group (e.g. staff with a gender mandate) or as a response to a problem	GBV capacity-building initiatives are <b>conducted more consistently</b> according to the needs of various groups	Needs-oriented GBV capacity-building initiatives are <b>regularly conducted</b> for those with a specific mandate/role in policy implementation, as well as for students and staff, and <b>their quality is evaluated</b>	Needs-oriented GBV capacity-building initiatives are systematically and regularly conducted for defined groups of students and staff at all levels; their quality is evaluated and <b>results are used to improve the initiatives</b>	Capacity-building initiatives mainly concern introduction, training, education, supervision, mentoring, mutual learning activities (and other forms of sharing knowledge) on addressing gender-based violence for different target groups.
	4.3	Availability and accessibility of support materials for gender-based violence-related work	No support materials are available (guidelines, toolkits, reviews, etc.)	The need to compile, adapt or develop support materials has <b>been identified, but has not been addressed yet</b> , although some materials may be available here or there	Support materials are <b>identified and start to be compiled</b>	Support materials for the people responsible for policy implementation are <b>available for some roles and tasks</b>	Support materials are developed and in place, <b>cover a broader range of roles and tasks, and kept up to date</b> through continuous development	Support materials cover a comprehensive range of roles and tasks, are kept up to date and <b>their utility is checked with users</b>	Support materials refer to any materials aimed at helping those with responsibility for gender-based violence-related work to fulfil their roles and duties adequately and in accordance to good quality standards. Support materials include protocols, templates, checklists, ...
5. LEADERSHIP COMMITMENT	5.1	Leadership commitment to addressing gender-based violence	Leaders do not express any interest or commitment to addressing GBV	One or a few leaders <b>occasionally and informally</b> express support to addressing GBV	Commitment to addressing GBV <b>starts to feature more regularly</b> in the public discourse and internal communications of the leaders, but does not reflect firm and formal commitment of the institution	Commitment to addressing GBV is <b>explicit</b> in the public discourse and internal communications of the leaders, and <b>work has started</b> towards reflecting this commitment in institutional policy documents	Commitment to addressing GBV is explicit in the public discourse and internal communications of the leaders, and is <b>connected to a vision and strategy that are expressed in institutional policy documents</b> at all levels of the institution	There is formal institutional commitment to addressing GBV, reflected in a vision and strategy, in related institutional policy documents that include an implementation plan, and in the public discourse and internal communications of the leaders. <b>The continuity of the commitment is procedurally protected</b>	Leadership refers to those in strategic decision-making positions at the highest level, but also line and collegial management positions at all levels of management in an institution.
6. TRANSPARENT COMMUNICATION ABOUT INSTITUTIONAL POLICIES AND MEASURES	6.1	Internal transparency about what the institution is doing to address gender-based violence (policies, data on prevalence, measures, knowledge, and support structures)	There is no internal communication nor information about what the institution is doing to address gender-based violence	Internal communication about the institution's GBV policies, measures and/or initiatives is <b>fragmented and ad hoc</b>	Internal communication (about...) is <b>available on a few elements</b> of the institution's policies, measures and/or initiatives, but overall internal information is <b>incomplete and not systematic</b>	Internal communication (about...) is <b>organised and information is centralised</b> for easy access, but is still incomplete, not entirely up-to-date, accurate or fully accessible for all	Internal communication and information (about...) is <b>transparent, comprehensive, up-to-date, accurate and easily accessible to all</b> ; there is <b>clarity</b> about responsibility for internal communication	There is transparent, comprehensive, up-to-date, accurate and easily accessible internal communication and information (about...) and clearly assigned responsibility for this task; <b>the adequacy of the internal communication is regularly assessed and when necessary improved</b>	Internal transparency refers to communication and accessibility of information to all institutional groups, as well as to effectiveness and inclusiveness of institutional policy communication strategies.
	6.2	External transparency about what the institution does to address gender-based violence	There is no external communication nor available information on what the institution is doing to address GBV	External communication about the institution's GBV policies and measures is <b>fragmented and ad hoc</b>	Information on policies, data on prevalence, existing measures, knowledge and/or other relevant aspects is <b>made available upon request to external stakeholders</b>	Information (on ...) is <b>communicated to external stakeholders, but inconsistent</b>	Information (on ...) is <b>systematically and actively communicated</b> and made available to external stakeholders where relevant	Information (on ...) to all external stakeholders is <b>continuously reviewed, revised and kept up to date, within a clear communication strategy on GBV</b>	

	7.1	<b>Comprehensiveness and use of the 7P model (Prevalence)</b>	No data collection is in place (through a survey or administrative data collection)	A survey or administrative data collection/collation on the prevalence or incidence of GBV is <b>planned or upcoming</b>	Data on the prevalence or incidence of GBV has been collected, <b>but this was a one-off data collection</b>	Data on the prevalence or incidence of GBV is <b>collected regularly</b> either from administrative sources or a survey	Data is <b>collected, analysed and published on a regular basis</b> from both administrative data and surveys	Regular data analysis (from surveys and administrative sources) is <b>feeding into institutional policies and practices</b>	Prevalence and incidence estimates contribute to evidence-based policymaking. Data can be collected through surveys or administrative processes (e.g. the registration of complaints). Importantly, data collection and analysis must take an intersectional approach, taking into account, for example, people's ethnicity and origin, gender identity, sexual orientation, as well as their function within the organisation. For more examples please visit the UniSAFE Toolkit 7P Framework Page: <a href="https://unisafe-toolkit.eu/7p-framework/">https://unisafe-toolkit.eu/7p-framework/</a>
	7.2	<b>Comprehensiveness and use of the 7P model (Prevention)</b>	No activities or measures are in place to promote awareness of GBV and its forms, to promote change in behaviour or attitudes on GBV among staff or students	Some <b>isolated initiatives exist</b> in certain parts of the organisation to raise awareness of GBV and its forms and/or to promote change in behaviour and attitudes on GBV targeting either staff or students	Activities, measures and initiatives to raise awareness of GBV and its forms, and to promote change in behaviour and attitudes on GBV, <b>start to become more regular</b> , but they still only target either staff or students, or take place in certain parts of the organisation	Activities and measures to raise awareness of GBV and its forms, and to promote change in behaviour and attitudes on GBV <b>are regularly implemented, targeting both staff and students</b>	Activities and measures to promote change in behaviour and attitudes on GBV among staff and students organisation-wide <b>are systematically included in the institutional activities</b>	Activities and measures to promote change in behaviour and attitudes on GBV among staff and students are available organisation-wide, <b>at all organisational levels</b> , and are <b>informed by a risk assessment</b> ; the institution's prevention efforts are <b>monitored and evaluated</b>	Prevention refers to measures that promote changes in social and cultural behaviour. This may include induction materials for both staff and students; internal and external publicity and training; public statements and visuals. For more examples please visit the UniSAFE Toolkit 7P Framework Page: <a href="https://unisafe-toolkit.eu/7p-framework/">https://unisafe-toolkit.eu/7p-framework/</a>
	7.3	<b>Comprehensiveness and use of the 7P model (Protection)</b>	There are no dedicated reporting structures or procedures, nor any formal provisions to ensure the safety of (potential) victims	The institution <b>starts to become aware</b> of the need to set up dedicated reporting structures and procedures, and to offer protective measures to victims	There are <b>formal reporting structures, but no clear and formalised procedures</b> for the processing of GBV reports/complaints; some measures to protect victims of GBV are sometimes <b>granted upon request</b>	There are <b>formal reporting structures and procedures</b> for the processing of reports/complaints, but implementation is inconsistent across the organisation; measures to ensure the safety of (potential) victims of GBV are <b>sometimes offered and there is knowledge of their existence</b>	There are various <b>formal and informal reporting structures and related procedures</b> for the processing of reports/complaints; <b>training</b> supports consistency and adequacy of handling GBV reports/complaints; there are <b>formal provisions and measures</b> to ensure the safety of (potential) victims that are <b>communicated and systematically offered</b>	There are various formal and informal reporting structures, <b>including anonymous reporting</b> , with <b>related procedures and training</b> for those that handle reports/complaints; there is an <b>established repertoire of possible protective measures</b> ; reporting and protection mechanisms are <b>regularly reviewed for the purpose of institutional learning</b>	Protection is about ensuring safety and meeting the needs of (potential) victims and survivors, with the objective to avoid (further) harm to be inflicted. This includes clear processes, procedures, and infrastructure for reporting occurrences, and training for those responsible for handling cases. Protection may comprise measures such as a restraining order; offering a change of dormitory, student group, unit or supervisor. For more examples please visit the UniSAFE Toolkit 7P Framework Page: <a href="https://unisafe-toolkit.eu/7p-framework/">https://unisafe-toolkit.eu/7p-framework/</a>
	7.4	<b>Comprehensiveness and use of the 7P model (Prosecution)</b>	There are no dedicated procedures in place to address GBV that cover investigation or disciplinary measures	Development of procedures for investigation and disciplinary measures <b>has started</b> ; there is <b>some awareness</b> of relevant legal provisions	Procedures <b>have started to be implemented</b> , taking into account the legal provisions, but <b>they are incomplete</b> , and their <b>formalisation is inconsistent</b>	Procedures covering investigation and disciplinary measures <b>are in place</b> , respond to legal provisions and <b>cover both staff and students</b> , but <b>implementation is inconsistent</b>	Procedures are <b>robust, comprehensive and coherent</b> , and <b>systematically implemented</b> across the institution	Procedures are <b>well established, widely known and transparent</b> , and their effectiveness is <b>regularly reviewed</b>	Prosecution and disciplinary measures cover legal and disciplinary proceedings against perpetrators, and related investigative measures and judicial proceedings. This includes possible warnings, suspension, termination of employment and study, as legally appropriate, and liaison with legal, police and criminal justice organisations and professionals. For more examples please visit the UniSAFE Toolkit 7P Framework Page: <a href="https://unisafe-toolkit.eu/7p-framework/">https://unisafe-toolkit.eu/7p-framework/</a>

7. COVERAGE OF THE DIFFERENT Ps								
7.5	Comprehensiveness and use of the 7P model (Provision of services)	No services are available	Services to victims, specifically designed to deal with GBV, are <b>planned or provided on an ad hoc basis</b> as part of addressing a concrete case	Some services, specifically designed to deal with GBV, are <b>available and predominately focused on victims</b>	Services specifically designed to deal with GBV are available for <b>several groups</b> and the organisation is working on <b>professionalising its service offer</b> (in terms of quality, coordination, accessibility)	Services for a wider range of affected groups (beyond victims/survivors) are <b>systematically available and widely known</b> across the institution and <b>resources</b> to improve and sustain them <b>are in place</b> ; there is <b>attention for priority groups</b> whose needs may otherwise go unaddressed	Services for any affected group are available, widely known, and easily accessible; <b>their adequacy is regularly reviewed and the services are improved as needed</b>	Provision of services refers to the services available to support victims, colleagues and bystanders, responding parties, offenders and the community affected by gender-based violence, including the professionals providing the services (to ensure their wellbeing), families and friends, as relevant. It can include counselling; legal, psychological and medical support; accommodating different exam, study or teaching schedules; but also rehabilitation programmes for offenders. Importantly, the availability of services needs to be well known to all staff and students as well as to managers and supervisors. It is not required that the institution itself provides all services; partnerships with competent actors are advised (like NGOs). 'Resources' for services refer to the budgets needed to pay for partnerships, train the (internal) professionals providing services, cover the use of services within paid working time (for staff). For more examples please visit the UniSAFE Toolkit 7P Framework Page: <a href="https://unisafe-toolkit.eu/7p-framework/">https://unisafe-toolkit.eu/7p-framework/</a>
7.6	Comprehensiveness and use of the 7P model (Partnerships)	There is no collaboration on GBV with relevant actors.	Collaboration with relevant actors to address GBV is in an <b>exploratory phase</b>	Collaborations with relevant actors are <b>starting to be formalised</b> into partnerships on some issues	Formalised partnerships with relevant actors to address GBV <b>are becoming more regular and wide-ranging</b>	Formalised partnerships with relevant actors <b>systematically support the design and implementation</b> of GBV policies; certain partnerships specifically <b>involve priority groups to address their needs</b>	Formalised partnerships with relevant actors <b>(including ones to serve needs of priority groups)</b> systematically support GBV policy design and implementation and <b>are regularly reviewed and improved</b>	Partnerships relate to the involvement of relevant (internal or external) actors at all levels, such as governmental agencies, civil society organisations, trade unions, or staff and student associations. For more examples please visit the UniSAFE Toolkit 7P Framework Page: <a href="https://unisafe-toolkit.eu/7p-framework/">https://unisafe-toolkit.eu/7p-framework/</a>
7.7	Comprehensiveness and use of the 7P model (Policy)	There are no policy documents which explicitly address GBV	<b>There are plans</b> to express the organisation's commitment to address GBV in a policy document.	There are <b>some measures in place</b> to address GBV in the organisation, <b>laid down in policy documents</b> , but a clear vision and strategy are missing and measures are scattered across non GBV-specific policy documents	Policy documents which <b>explicitly formalise the organisation's commitment</b> to address some forms of GBV are <b>in place</b> and <b>define concrete measures</b> operationalising a set of objectives and a strategy	Policy documents which explicitly formalise the organisation's commitment to address GBV, <b>based on an internal assessment, provide a framework for a coherent set of measures</b> operationalising a clear vision and a comprehensive strategy to prevent and respond to GBV at the institution.	Policy documents which explicitly formalise the organisation's commitment to address GBV provide a framework for a coherent set of measures operationalising a clear vision and a comprehensive strategy to prevent and respond to GBV, and <b>monitoring and evaluation of GBV policies and measures are in place, informing institutional programmes/policies and processes.</b>	Policy is the basis of the approach and refers to both a coherent set of measures with a clear vision and strategy, and specific policy documents detailing such measures. For more examples please visit the UniSAFE Toolkit 7P Framework Page: <a href="https://unisafe-toolkit.eu/7p-framework/">https://unisafe-toolkit.eu/7p-framework/</a>

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