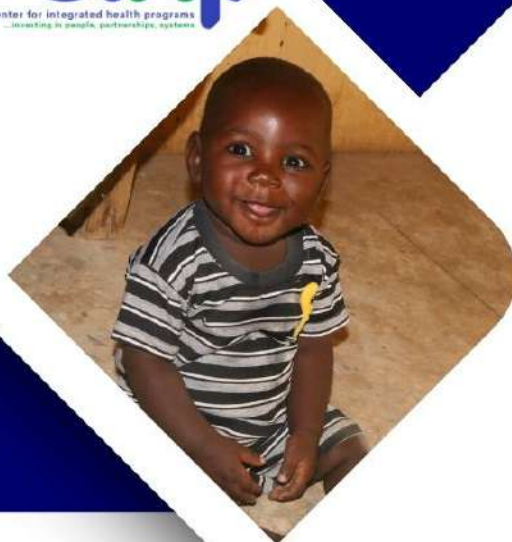


CENTRE FOR INTEGRATED HEALTH PROGRAMS

People. Partnership. Systems.

GENDER EQUITY PLAN



CENTRE FOR INTEGRATED HEALTH PROGRAMS (CIHP)

GENDER EQUITY PLAN

Our vision and mission

CIHP's vision is to be an innovative leading not-for-profit organization transforming lives through partnerships for improved health and development systems. The organization brings together a diverse team of committed individuals using their collective learning and experiences, innovativeness and passion for excellence to deliver equitable, quality, cost effective and integrated public health interventions through sustainable partnerships.

Our commitment

CIHP is committed to transforming lives of vulnerable populations through sustainable partnerships to significantly increase the life expectancy and quality of life of Nigerians regardless of their age, gender, marital status, ethnicity, religion, or sexual orientation. CIHP is female-led, encouraging gender-balance in managerial roles, we are committed to enabling a gender equitable and conducive work environment for personal and professional growth of all employees. The period of implementation of the Gender Equity Plan (GEP) is from October 2023 to October 2026, the following six (6) categories are our focus:

1. Program planning and implementation

As part of its commitment to ensure equitable health outcomes for Individuals, CIHP will

- a) Ensure equitable allocation of resources and the provision of services for adolescent girls, young women and other vulnerable groups, including key populations.
- b) Ensure that gender integration is a key consideration in designing, planning, implementing, monitoring and evaluating projects and programs.
- c) Collect gender-disaggregated data to monitor and evaluate the impact of projects and programs on various beneficiaries' groups.
- d) Integrate gender into all thematic areas to ensure beneficiaries are neither disadvantaged nor denied access to services on the basis of gender.

2. Human Resource Management

As part of its commitment to ensure equitable human resource management practices, CIHP will:

- a) Ensure that application for employment is open to qualified Nigerian of any gender within the legal working ages of between 18 and 65 years.
- b) Make reasonable accommodations to the known physical or mental limitations of otherwise qualified individuals with disabilities.
- c) Maintain a pay scale reflecting equal pay for work of equal value for its employees, following the salary band.
- d) Guarantee that job access, promotion, security, termination, compensation, and opportunities for training will not be influenced by an individual's gender, disabilities or HIV-status.
- e) Maintain gender-balanced representation among staff, management and board of directors.

3. Organizational culture

As part of its commitment to promote work-life balance and reduce the risk of work stress and burnouts, CIHP will:

- a) Provide time off with pay for staff when an illness or an accident makes it medically inadvisable for them to work and provide for a temporary period of recuperation.
- b) Make provision for parental leave as required under the Nigeria labour law.
- c) Improve conditions of existing creche and ensure compliance to adjusted working hours for nursing mothers to better reconcile work and care-giving responsibilities.
- d) Organize activities for team bonding and reducing stress at work.
- e) Improve workload management, including advising employees on work-life balance.

4. Gender and workplace harassment policies

As part of its commitment to prevent gender-based violence at work and ensure a safe working environment for all employees, CIHP will:

- a) Protect staff and program beneficiaries from exposure to prohibited conduct through measures such as: staff sensitization/ awareness on prohibited conduct and reporting lines, targeted trainings and annual review and update of workplace harassment policy documents.
- b) Conduct meticulous reference checks on applicants during recruitment processes to avoid engaging individual with previous history of prohibited conduct.
- c) In writing, notify partners, vendors, and external contractors on its zero tolerance for prohibited conduct, clearly stating its commitment to the conduct of disciplinary action following an investigation
- d) Promote an open-door work environment where staff feel free to express concerns about inappropriate behaviour without fear of reprisal
- e) Respond promptly to allegations and ensure necessary actions are taken.
- f) Develop a comprehensive gender policy to guide program implementation and operation management.

5. Communications

As part of its commitment to promote gender equity in program implementation, including engagements with partners, CIHP will:

- a) Ensure effective communication of the gender equity plan with internal and external stakeholders.
- b) Create collaborative sessions for knowledge sharing to facilitate gender integration into all thematic areas.
- c) Disseminate comprehensive gender policy to guide program implementation and operation management via various communication channels.

6. Financial Resources

As part of its commitment to promote gender equity in program implementation and operations management, CIHP will:

- a) Ensure resources are budgeted to support gender equity efforts, including gender integration activities, staff and stakeholders' trainings on gender and gender equity.

DETAILED CENTRE FOR INTEGRATED HEALTH PROGRAMS (CIHP) GENDER EQUITY PLAN (2023-2026)

| CATEGORIES | ACTIONS | MEANS OF VERIFICATION | TIME FRAME | PARTIES RESPONSIBLE |
|--|--|---|--|---|
| Program planning and implementation | Ensure equitable allocation of resources and the provision of services for adolescent girls, young women and other vulnerable groups, including key populations. | Gender-disaggregated data | Ongoing throughout project implementation cycle | Chief Executive Officer Directors State leads Thematic leads Strategic Information unit |
| | Ensure that gender integration is a key consideration in designing, planning, implementing, monitoring and evaluating projects and programs. | Gender-sensitive and responsive projects and programs | Ongoing throughout project implementation cycle | Chief Executive Officer Directors State leads Thematic leads Strategic Information unit |
| | Collect gender-disaggregated data to monitor and evaluate the impact of projects and programs on various beneficiaries' groups. | Gender-disaggregated data | Ongoing throughout project implementation cycle | Strategic Information unit Thematic leads Gender unit |
| | Integrate gender into all thematic areas to ensure beneficiaries are neither disadvantaged nor denied access to services on the basis of gender. | Gender-sensitive and responsive interventions | Ongoing throughout project implementation cycle | Strategic Information unit Thematic leads Gender unit |
| Human Management | Resource Ensure that application for employment is open to qualified Nigerian of any gender within the legal working ages of between 18 and 65 years. | Submitted employment applications | At every recruitment stage | Chief Executive Officer MSS Director Human Resources Unit |
| | Make reasonable accommodations to the known physical or mental limitations of otherwise qualified individuals with disabilities. | Equal opportunity employment practices. | At every recruitment stage During performance appraisal | Chief Executive Officer MSS Director Human Resources Unit Unit directors |

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|-------------------------------|--|--|---|---|
| | Maintain a pay scale reflecting equal pay for work of equal value for its employees, following the salary band. | Offer of Employment Letter/ analyses of pay scales in the context gender | At every recruitment stage During salary reviews | Chief Executive Officer MSS Director Human Resources Unit |
| | Guarantee that job access, promotion, security, termination, compensation, and opportunities for training will not be influenced by an individual's gender, disabilities or HIV-status. | Open and transparent recruitment and human resource management processes | At every recruitment stage During performance appraisal, | Chief Executive Officer MSS Director Human Resources Unit |
| | Maintain gender-balanced representation among staff, management and board of directors (BOD). | Gender parity among staff, management and BOD | At every recruitment stage During performance appraisal | Chief Executive Officer MSS Director Human Resources Unit |
| Organizational culture | Provide time off with pay for staff when an illness, bereavement or an accident makes it medically inadvisable for them to work and provide for a temporary period of recuperation and well as care for family members | Sick and compassionate leave policies | During illness, bereavement period | MSS Director Human Resources Unit Unit Directors |
| | Make provision for parental leave as required under the Nigeria labour law. | Parental leave policy | During childbirth period | MSS Director Human Resources Unit |
| | Improve conditions of existing creche and ensure compliance to adjusted working hours for nursing mothers to better reconcile work and care-giving responsibilities. | Creche amenities Maternity Policy | After resumption from maternity leave | MSS Director Human Resources Unit Administrative unit |

| | | | | |
|--|--|---|---|---|
| | Organize activities for team bonding and reducing stress at work. | Number of team bonding activities per financial year | Once per quarter, throughout the financial year | MSS Director Human Resources Unit Administrative unit |
| | Improve workload management, including advising employees on work-life balance. | Work-life balance policy | At every performance appraisal | MSS Director Human Resources Unit |
| Gender and sexual harassment policies | Protect staff and program beneficiaries from exposure to prohibited conduct such as sexual and work place harassment and other forms of abuse | Reviewed policy documents, Number of staff sensitization sessions conducted | Annual review and update of policy documents, Quarterly staff sensitization | MSS Director Human Resources Unit Gender Unit Workplace Harassment Committee |
| | Conduct meticulous reference checks on applicants during recruitment processes to avoid engaging individual with previous history of prohibited conduct. | Reference check document | At every recruitment stage | Human Resources Unit |
| | In writing, notify partners, vendors, and external contractors on its zero tolerance for prohibited conduct such as sexual harassment and gender-based discrimination, clearly stating its commitment to the conduct of disciplinary action following an investigation | Signed notification to partners/vendors | At every recruitment stage | MSS Director Sub-Contract unit |
| | Promote an open-door work environment where staff feel free to express concerns about inappropriate behaviour without fear of reprisal | Workplace Harassment Policy | At every incident of workplace harassment | Workplace Harassment Committee |
| | Respond promptly to workplace harassment allegations and ensure necessary actions are taken. | Number or harassment report per quarter | At every report of workplace harassment | Chief Executive Officer Workplace Harassment Committee |

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|----------------------------|---|--|---|---|
| | Develop a comprehensive gender policy to guide program implementation and operation management. | Developed gender policy | June 2024 | Gender unit Workplace Harassment Committee Human Resources Unit |
| Communications | Ensure effective communication of the gender equity plan with internal and external stakeholders. | Disseminated gender equity plan | At initiation of partnership. To be shared at the beginning of each financial year | Communication team HSSC team |
| | Create collaborative sessions for knowledge sharing to facilitate gender integration into all thematic areas. | Number of gender collaborative sessions per financial year | Once per quarter, throughout the financial year | Gender Unit All thematic leads and team members |
| | Disseminate comprehensive gender policy to guide program implementation and operation management via various communication channels. | Disseminated gender policy | To be shared at the beginning of each financial year. Quarterly newsletter to contain gender policy briefs | Communication team |
| Financial Resources | Ensure resources are budgeted to support gender equity efforts, including gender integration activities, staff and stakeholders' trainings on gender and gender equity. | Gender budget line | At the beginning of each financial year | Finance director MSS director Gender unit |

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