

Gender-responsive Public Procurement

Tool 13: Template for a GRPP monitoring and reporting plan

This tool can be used by contracting authorities to help with the development and application of GRPP contract performance conditions.

This tool can be used by contracting authorities, policymakers and practitioners to develop a GRPP monitoring and reporting plan. This tool allows you to keep track of the specific GRPP commitments and targets that apply under a contract or framework. It can also assist with measuring the impact of GRPP on specific indicators (e.g. the employment of women in skilled positions), which may be linked to broader policies.

Title of contract/framework:

Main contractor

Name of person(s) responsible for GRPP measures	Contact details
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Relevant subcontractors

Name of subcontractor	Role in contract	Person(s) responsible for GRPP measures	Contact details
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List of GRPP activities, targets and timeline (examples included)

GRPP activity	Target	Timeline
Staff training	e.g. all staff working on the contract are to receive gender equality training including on sexual and reproductive rights, sexual harassment at work, work–life balance, and rights and measures	Within 6 months from the contract start date
Recruitment and promotion	e.g. at least 50 % of the people filling managerial roles under the contract will be women	Within 1 year from the contract start date
Gender pay gap	e.g. the gender pay gap for employees working on the contract will not exceed 5 % ^[1]	Within 1 year from the contract start date
Work–life balance	e.g. a review of the contractor’s work–life balance measures will be carried out	Within 1 year from the contract start date
Gender-sensitive language	e.g. all deliverables under the contract will be checked for gender-sensitive language and the use of non-sexist images	As per schedule of deliverables

[1] To apply this target, a definition of the gender pay gap and how it will be calculated needs to be included in the contract. An example of how the gender pay gap may be calculated for enterprises with 10 or more employees can be found in EIGE’s gender statistics database (https://eige.europa.eu/gender-statistics/dgs/indicator/eustrat_sege1619...).

Reporting on GRPP measures (examples included)

GRPP measure/target	Frequency of reporting	Format of reporting
Staff training	Monthly	The main contractor will provide monthly training records for all staff receiving gender equality training
Recruitment and promotion	Quarterly	The main contractor will provide sex-disaggregated data for all managerial positions under the contract
Gender pay gap	Quarterly	The main contractor will provide anonymised, sex-disaggregated data on pay for employees working on the contract
Work–life balance	Biannually	The main contractor will provide anonymised, sex-disaggregated data on all employees availing of flexible/remote working, parental leave or other work–life balance measures

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