

**CHECKLIST FOR THE  
INTEGRATION OF THE GENDER  
PERSPECTIVE AND THE  
CONSIDERATION OF THE  
EQUALITY OF WOMEN AND  
MEN IN THE FRAMEWORK OF  
PUBLIC PROCUREMENT**

INSTITUTE FOR THE EQUALITY OF WOMEN AND MEN



# PART I: INTEGRATION OF THE GENDER PERSPECTIVE IN THE FRAMEWORK OF PUBLIC PROCUREMENT CONTRACTS

## 1. Use of language (see point II.2. of the [Manual](#) for more explanation and examples)

Is the **use of language** in the announcement of the contract and the specifications as inclusive as possible of both sexes, so as to make it clear that both the situation of women and that of men must be taken into account when executing the contract?

See COMM Collection no. 25 '[Integrating the gender perspective in federal communication](#)' and the accompanying [checklist](#) (only available in Dutch and French).

## 2. Definition of the contract (see point II.3. in the [Manual](#) for more explanation and examples)

When **defining the aims of the contract**, was it checked whether the contract relates to an area where differences in situation exist between women and men (the gender perspective)?

See the '[Gender perspective](#)' checklist.

If there is a gender perspective: has '**taking into account the differences in the situation of women and men**' been added the aims of the contract?

## 3. Preliminary market study (see point II.4. of the [Manual](#) for more explanation and examples)

Has it been concretely checked in the framework of the **market study** whether differences in the situation of women and men (the gender perspective) exist within the contract area that should ideally be taken into account when developing the specifications?

## 4. Description of the contract (see point II.5. in the [Manual](#) for more explanation and examples)

Does the contract **subject/description** indicate that, in accordance with art. 3, 3° of the 'law on *gender mainstreaming*', possible differences between women and men (the gender perspective) must be taken into account?



## 5. Award criteria (see point II.6. of the [Manual](#) for more explanation and examples)

Do the **award criteria** include elements relating to possible differences between women and men (the gender perspective)?

- **Criterion ‘Integration of the gender perspective’**: is the gender perspective included within the de award criterion of ‘quality’ as part of one of the other sub-criteria used (the methodology used, the proposed structure etc.) or as a separate sub-criterion (with its own score)?
- **Criterion ‘Knowledge of the gender perspective among the team’**: is experience relating to the gender perspective in the area of the contract included under the award criterion ‘knowledge and expertise of the person(s) performing the contract’ as part of that criterion or as a separate sub-criterion (with its own score)?

## 6. Contract performance conditions (see point II.7. of the [Manual](#) for more explanation and examples)

Do the **contract performance conditions** request that possible differences between women and men (the gender perspective) should be taken into account?

- Is it requested that all **communication** (the message as well as the language and the imagery) in the framework of the contract should be made gender-sensitive and that COMM Collection no. 25 ‘[Integrating the gender perspective in federal communication](#)’ and the accompanying [checklist](#) should be used (*only available in Dutch and French*)?
- Is it requested that all **statistics** collected in the framework of the contract should be disaggregated by sex if they relate to individuals?
- Is it requested that all **samples** should include a representation of women and men that is representative?
- Is it requested that **recommendations** should indicate whether within the area of the contract relevant differences exist between women and men (the gender perspective) and in what way these should best be taken into account?

## PART II: CONSIDERATION OF THE EQUALITY OF WOMEN AND MEN IN THE CONTEXT OF PUBLIC PROCUREMENT CONTRACTS

### 1. Use of language (see point III.2. of the [Manual](#) for more explanation and examples)

Is the **use of language** in the announcement of the contract and the specifications as inclusive as possible of both sexes, so as to make it clear that the contract can be performed both by women and by men?

See COMM Collection no. 25 ‘[Integrating the gender perspective in federal communication](#)’ and the accompanying [checklist](#) (only available in Dutch and French).

### 2. Prior market study (see point III.3. of the [Manual](#) for more explanation and examples)

Is there a concrete check in the framework of the **market study** whether it is possible to promote the representation of both women and men in the team performing the contract?

### 3. Grounds for exclusion (see point III.4. of the [Manual](#) for more explanation and examples)

Is it stated under the **grounds for exclusion** that tenderers who have committed breaches of the relevant social legislation in the past, including that concerning the equality of women and men, are automatically excluded?

### 4. Award criteria (see point III.5. of the [Manual](#) for more explanation and examples)

Do the **award criteria** include elements relating to the presence of women and men in the team executing the contract?

- **Criterion ‘Presence of women and men in the team’**: is the presence of both women and men in the team performing the contract included under the award criterion ‘expertise of the person(s) performing the contract’ as part of that criterion or as a separate sub-criterion (with its own score)?

## 5. Contract performance conditions (see point III.6. of the [Manual](#) for more explanation and examples)

Is it requested in the **contract performance conditions** that the equality of women and men has to be promoted?

- Is it requested that the contractor should take **measures** to promote the equality of women and men in the team performing the contract?
- Is it requested that efforts should be made to ensure that both sexes are represented in **the team executing the contract**?
- Is it requested that efforts should be made to ensure that both sexes are represented during **consultations** (experts, people with relevant experience, steering committee etc.),?
- Is it requested that efforts should be made to ensure that both sexes are represented among the **speakers at events** organized in the framework of the contract?

# COLOPHON

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