



# ORGANIZATIONAL POLICY ASSESSMENT TOOL

**Applying a GBA Plus Lens in the Newcomer-Serving Sector**



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# TABLE OF CONTENTS

Preamble .....	4
GBA Plus Policy Assessment Tool Description .....	8
GBA Plus Policy Assessment Tool .....	10
Design & Relevance .....	11
Implementation .....	13
Effectiveness .....	15
References .....	17

# PREAMBLE

This document helps organizations improve their work practices, values, and policies to support social justice, anti-oppression, anti-racism, decolonization, and intersectionality, particularly for Immigrants, Newcomers, and Refugees. It was developed as part of the Enhancing National Sector GBA Plus Capacity project, funded by Immigration, Refugees, and Citizenship Canada (IRCC).

Using a GBA Plus lens ensures that your organization's policies, programs, and initiatives are inclusive and fair. Reflect on the key areas below to assess whether GBA Plus principles are integrated before using the GBA Plus Policy Assessment Tool.

## Understanding Diverse Factors

- Has the organization identified important identity factors like race, gender, immigration status, language diversity, sexual orientation, age, disability, neurodiversity, and religion?

## Inclusive Language

- Is the policy language inclusive and accessible from gendered or biased terms?

- Are terms used consistently and clearly to avoid confusion?

## Accessibility

- Are the policies accessible to everyone, including people with disabilities?

- Does the policy consider the group's diversity that will be affected by it?

## Representation

- Does the policy reflect the perspectives and needs of all relevant groups, such as staff, board members, and the community?

- Are there processes to ensure that diverse voices are included in decision-making?

## Fair Implementation

- Are there steps to ensure fair access to resources and opportunities?

- Is there a plan to monitor and evaluate how the policy impacts diverse identity groups?

## Training and Awareness

- Have staff and board members received training on GBA Plus and the importance of diversity and inclusion?

- Is there an ongoing effort to raise awareness about the role of GBA Plus in policy development and implementation?

## Feedback Mechanism

➤ Can individuals share concerns or provide input on the policy?

➤ Is the organization open to revising policies based on feedback and changing needs?

## Monitoring and Evaluation

➤ Are there clear indicators to measure how well the policy meets the needs of diverse groups?

➤ Is there a plan to regularly monitor and evaluate the policy's impact that considers diverse identity groups?

By considering these questions and applying GBA Plus principles, your organization can identify potential gaps, enhance inclusivity, and ensure that policies are fair and meet the diverse needs of your target population.

# GBA PLUS POLICY ASSESSMENT TOOL DESCRIPTION



This assessment form is designed to help your organization apply a GBA Plus lens. It will evaluate how well gender and other diverse identity factors are included in your policies.

Use this form to check whether GBA Plus principles are considered in the design and implementation of your policies. The questions will help identify areas where your organization excels or needs improvements. Depending on the assessed policy, “group” or “beneficiary” may refer to staff, board members, or the community. Make sure to identify this group before using the tool.

This tool is helpful for organizations that want to review their policies and procedures with a GBA Plus approach. You can evaluate and improve existing policies by analyzing your services and programs or create new ones where necessary. This tool supports regular policy evaluations, encourages adding intersectional analysis to the process, and includes critical guiding questions adapted from GBA Plus training provided by Women and Gender Equality, tailored for the Immigrant and Refugee Serving Sector.

## The tool intends to explore and analyze the following areas:



### DESIGN AND RELEVANCE



### IMPLEMENTATION



### EFFECTIVENESS

## How to use the tool?



Fill out the document details section.



Answer the questions of the Design and Relevance, Implementation, and Effectiveness Sections.



Fill out the section of the General Review Summary



Fill out the section on recommended mitigation strategies and potential changes that may be relevant to the program based on the initial review and reflection.

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# GBA PLUS POLICY ASSESSMENT TOOL

## DOCUMENT TITLE

## DOCUMENT TYPE

## DOCUMENT YEAR

## GENERAL POLICY REVIEW SUMMARY

## RECOMMENDED SOLUTIONS AND CHANGES

# DESIGN & RELEVANCE

1. Is the policy expected to contribute to justice, equity, diversity, and inclusion?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

2. Is the policy dealing with the main reasons for inequity?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

3. Did you consider different identity factors (like gender, race, immigration status, etc.) when developing the policy?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

4. Were the groups who would benefit from the policy identified before or while developing it?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

5. Does the policy clearly aim to address the needs of the target groups?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

6. Were the target groups included in the policy's development?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

7. Does the policy include the views and feedback from the target groups?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

8. Does the policy consider differences within and not just between diverse groups?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

9. Is the policy equally beneficial for all the diverse target groups?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

10. Are there groups that should be targeted but have been omitted?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

# IMPLEMENTATION

1. Does the policy ensure fair and proportional access to diverse groups of people? Which groups in particular?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

2. Does the policy create or perpetuate barriers for specific target groups? Which groups in particular?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

3. Does the policy foster inclusion of diverse groups (for example, by enhancing said groups' feedback on or contribution to the development of the policy)?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

4. Were representatives of the target groups involved in implementing the policy?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

5. Is information about the policy equally accessible to diverse groups?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

6. Does the policy equitably address the needs of various target groups?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

7. Are there any groups that this policy isn't reaching?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

8. Is there a way for people to give feedback anonymously?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	



# EFFECTIVENESS

1. Has the policy met the goals you expected for different groups?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

2. Have results varied between different target groups? If so, what's causing these differences?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

3. Have differences in outcomes for diverse groups been dealt with, if needed?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

4. Have any unplanned positive or negative effects appeared for any target groups?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

5. Does the policy create or maintain obstacles for any target groups? If so, how have these barriers been addressed, if at all?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

6. Has the policy led to changes that support gender equity?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

7. Has the policy led to changes that tackle the underlying causes of injustice or inequities? If so, how significant are these changes?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

8. Will the positive outcomes related to justice, equity, and diversity last over time?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	

9. Have you used methods like interviews or surveys to evaluate how effective the policy is? If yes, how did you incorporate the feedback and findings?

EVIDENCE OF GBA PLUS		ADDITIONAL COMMENTS/NOTES
YES	NO	



# REFERENCES

Integrating Gender-Based Analysis Plus into Evaluation: A Primer (2019)-Canada: <https://www.canada.ca/en/treasury-board-secretariat/services/audit-evaluation/evaluation-government-canada/gba-primer.html>

Tool for organizational self-assessment related to racial equity, October 2013, [Tool for Organizational Self-Assessment Related to Racial Equity](#)

