STEP ONE
Determine if your project requires a GESI specialist
A GESI Specialist is needed if:

- A bid threshold of US$3–5 million or greater

- Strong GESI requirements or priorities in funder’s policies/guidelines

OR

- Special attention to equity, diversity, age, gender, people with disabilities, race/ethnicity or LGBTI identity in the solicitation

OR

- High GESI-related risks, including insecurity or exploitation of marginalized groups or gender-based violence

STEP TWO
Determine GESI budget items
Below is an illustrative list of possible items based on a 5-year, $10 million project. Amounts should be adjusted accordingly depending on project budget and scope.

- $20k–$50k
  Year 1 GESI analysis

- $75k–$115k
  Annually for GESI Specialist

- $1k–$10k
  Annually for staff/partner trainings

- $40k–$100k
  Annually for reasonable accommodations for people with disabilities

- $10k–$20k
  Annually for technical assistance from HQ

STEP THREE
Year One GESI Checklist
Below are an illustrative list of possible items to be conducted during the first year of project implementation.

- Review funder’s GESI requirements and/or meet with funder’s relevant GESI advisor
- Hire GESI specialist and/or staff member with GESI skills
- Provide project staff with GESI training
- Ensure that GESI activities are included in year one workplan
- Perform GESI analysis and establish a GESI strategy within the first six months
- Integrate the GESI strategy into the project workplan, M&E plan, budget and partner scope of work
- Include GESI information, to include metrics, achievements and lessons learned, in quarterly and annual reports as both metrics and narrative