

## TOOL 2.1

### Roadmap for Using Tools in Tool Suite 2

- » **GOAL:** Introduces how all the tools in this Tool Suite work together
- » **TARGET UNITS:** All readers

The tools in Tool Suite 2 all support companies to increase the participation of women-owned businesses in their procurement. **Companies do not need to use all these tools in order to improve gender inclusion in their supply chain.** This roadmap provides an overview of the tools and provides suggestions on how to combine them into effective approaches. In most cases, companies should start with what is feasible from a time and money perspective—doing something is better than doing nothing.

1. **ASSESS & PREPARE:** The first stage of the gender journey in any company is to understand the status of gender inclusion in the supply chain.
  - If you need to get a rapid overview of the extent to which opportunities for women-owned businesses are incorporated into procurement processes and policies, as well as the gender diversity of your supply chain at present, use the Self-Assessment of Supply Chain Gender Diversity and Inclusion (**TOOL 2.2**).
2. **ADDRESS:** Once you have collected baseline data to better understand how gender diverse your supply chain and procurement policies are, the next set of tools can be applied to inform, and proactively increase, opportunities for women-owned businesses.
  - **Lay the groundwork:** To enable the company to act with clear goals and the support of management, it is important to lay the groundwork. **TOOL 2.3** walks you through the various ways that companies can choose to define ‘women-owned businesses’ in order to establish eligibility and parameters for inclusion in supply chain diversification efforts. To develop a coherent case for company management that will help senior leaders see all the business reasons for endorsing gender diversification in the supply chain, **TOOL 2.4** provides a step-by-step guide.
  - **Establish company procedures and policies:** Once management support is in place and eligibility has been defined, **TOOL 2.5** outlines how to develop a code of conduct for increasing gender diversity in the supply chain. **TOOL 2.6** sets out the procedures and approaches that companies can take to develop a comprehensive gender diversity supply chain program.

- **Support capacity building of women-owned businesses:** Tools in this section focus on what companies can do to support the development and thriving of local women-owned businesses—both current and potential suppliers. **TOOL 2.7** outlines what a program of support for women-owned businesses might involve. **TOOL 2.9** provides a needs assessment questionnaire for developing a coaching program for female business owners, in recognition of research which highlights the importance of confidence and building soft skills to the success of women-owned businesses.
  - **Cities-specific guidance:** In the context of municipal procurement, **TOOL 2.8** outlines guidance on how municipal corporations can realize particular benefits from increasing engagement with female suppliers.
3. **MONITOR AND SUSTAIN:** Finally, **TOOL 2.10** suggests guidance on how companies can monitor and track progress in growing their engagement with women-owned businesses in the supply chain.

