**REPORTING TOOL ON GENDER MAINSTREAMING IN THE GOVERNMENT OF KENYA 2021/2022**

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| **Public Sector Quarterly Gender Mainstreaming Reporting Tool FY 2021/22**  **Reporting Period:** …………………………………………………………………………………………………………………………………………  **Full Name of the Ministry, Department, Agency or County: ………………………………………………………………………** | | | | | | | | | | | | | | | |
| 1. **Type of Institution*(****Tick where applicable*) | | | | | | | | | | | | | | | |
| 1. Ministry/State Department 2. State Corporation 3. Public University | | | | 1. Tertiary Institution  1. Semi-Autonomous Govt Agency 2. County Government 3. Others(specify)\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | |
| **B. Indicators** | | | | | | | | | | | | | | | |
| 1. Were gender mainstreaming activities included in the annual work plan? | | | | | | | | | | [Yes] [No] | | | | | |
| 2. Has the institution established or reconstituted any of the following gender mainstreaming structures:   1. A gender focal person 2. A gender mainstreaming committee 3. A gender directorate, department, unit, division or section 4. None of the above | | | | | | | | | | (*Tick appropriately*) | | | | | |
| 3. Were the members of the structure in (2) above trained on gender mainstreaming issues? | | | | | | | | | | [Yes] [No] | | | | | |
| 4. a) What is the total amount of the MDA's 2021/22 annual budget.  b) What amount was allocated for Gender Mainstreaming in the reporting period? | | | | | | | | | | Total budget:  Ksh………………….  Budget for Gender mainstreaming: Ksh.………………… | | | | | |
| 5. Did the MDA develop/review a Gender Mainstreaming Policy in line with the National Policy on Gender and Development, 2019[[1]](#footnote-1)? | | | | | | | | | | [Yes] [No] | | | | | |
| 6. Did the MDA implement the Gender Mainstreaming Policy in (5) above? | | | | | | | | | | [Yes] [No]  *If yes, what actions (Attach evidence to the report*) | | | | | |
| 7. Did the MDA develop/review a workplace Policy on Gender Based Violence (GBV) in line with the National Policy on Prevention and Response to Gender Based Violence 2014[[2]](#footnote-2)? | | | | | | | | | | [Yes] [No] | | | | | |
| 8. Did the MDA implement the workplace Policy on Gender Based Violence in (7) above? | | | | | | | | | | [Yes] [No]  *If yes, what actions (Attach evidence to the report*) | | | | | |
| **Indicators** | | | | Sex | | Persons With Disabilities | | Minorities &  Marginalized  Communities | | | Age Category | | |  | |
| F | M | F | M | F | | M | Below 35 | | 35 & above | **Total** | |
| 9. Total number of staff in MDA | | | |  |  |  |  |  | |  |  | |  |  | |
| 10. Number of employees in job group N and above or its equivalent | | | |  |  |  |  |  | |  |  | |  |  | |
| 11. Number of board members or its equivalent | | | |  |  |  |  |  | |  |  | |  |  | |
| 12. Number of gender mainstreaming committee members trained | | | |  |  |  |  |  | |  |  | |  |  | |
| 13. Number of board members/senior management trained on gender mainstreaming in the reporting period. | | | |  |  |  |  |  | |  |  | |  |  | |
| 14. Number of employees Sensitized on Gender issues in the reporting period | | | |  |  |  |  |  | |  |  | |  |  | |
| 15. Number of recruited officers in the reporting period including interns and attachees | | | |  |  |  |  |  | |  |  | |  |  | |
| 16. Number of officers promoted in the reporting period | | | |  |  |  |  |  | |  |  | |  |  | |
| **C.** Please highlight some of the emerging issues or challenges faced in the process of mainstreaming and integrating gender equality in your institution  ……………………………………………………………………………………………………………… ………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………………………………………………… | | | | | | | | | | | | | | | |
| 1. Submit to the State Department for Gender on Email: pcontracting5@gmail.com and a copy to the National Gender and Equality Commission: Email: pcontracting@ngeckenya.org   **Note:** This reporting tool should be signed and stamped by the Accounting Officer.   1. Name of Accounting officer:………………………………………………………………. Signature:……………………………….. Date……………………. | | | | | | | | | | | | | | | |
| Name of Reporting Officer | Designation | Telephone Number | | | | | Email Address | | | | | Date | | | |

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**MEASURING PERFORMANCE ON THE GENDER MAINSTREAMING INDICATOR: 2021/2022 PC**

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| --- | --- | --- | --- |
| **Indicator in PC Guidelines** | **Indicator No. as per Reporting Tool** | **Variables in the Reporting Template** | **Weight/Score** |
| 1. Establish or reconstitute a functional gender committee and train members on gender equality by 31st October 2021 | **No 2:** Existence of a gender mainstreaming structure **(5% Score).** Such a structure may consist of either one or more of the following:   * A gender focal person * Gender mainstreaming committee * Gender directorate/department/division/unit/section | * Structure | **(20% Score)** |
| **No. 3:** Members of the structure in (2 above) trained **(10%)** |
| **No 4 b):** Amount set aside for Gender Mainstreaming in the reporting period? **(5% Score).** | * Resources |  |
|  |  |  |  |
| 1. Domesticate / customize the National Policy on Gender and Development 2019 to organizational needs by 31st March 2022 | **No 5 and 6:** Development/Review of the Gender Mainstreaming Policy *(5% Score)* and implementation of a Gender Mainstreaming Policy *(10% Score)* **( total 15% Score)** | * Policies * Activities derived from the policies | **(30% Score)** |
| **No 7 and 8:** Development/Review of a Workplace Policy on Gender Based Violence *(5% Score)* and implementation of GBV Policy *(10% Score)* **(total 15% Score)** |
| 1. Undertake capacity building on gender for staff | **No 12, and 13:** Training of the board members/senior management and committee members on gender mainstreaming in the reporting period**(20 % Score)**  **No.14** Sensitization of the staff on gender mainstreaming in the reporting period **(10 % Score)**  **No 9, 10, 11, 15 and 16:** Disaggregation of data on all employees as guided in the reporting tool including on recruitment and promotions **(5% Score).**  Check for attainment of two thirds gender principle (2%) and for attainment of at least 5% for PWDs (3%) **(Total 5% Score)** | * Number of participants by: * Sex * Ability * Ethnicity * Age | **(40% Score)** |
|  |  |  |  |
| 1. Submit quarterly reports using the prescribed format to the State Department for Gender with a copy to National Gender and Equality Commission | **No 1:** Institutional work plan with gender mainstreaming actions and/or activities included **(2 % Score)** | * Annual GM work plan * Submission timelines * Correct reporting format | **(10% Score)** |
| **Section E:** Submission of the quarterly report using the reporting template as provided and observing deadlines **(8 % Score)** |
| **Total Score** | | | **100%** |

1. For more information about the policy visit <http://psyg.go.ke/wp-content/uploads/2019/12/NATIONAL-POLICY-ON-GENDER-AND-DEVELOPMENT.pdf> [↑](#footnote-ref-1)
2. For more information about this policy visit <http://psyg.go.ke/docs/National%20Policy%20on%20prevention%20and%20Response%20to%20Gender%20Based%20Violence.pdf> [↑](#footnote-ref-2)