**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)