

**REPORTING TOOL ON GENDER MAINSTREAMING IN THE GOVERNMENT OF KENYA 2024/2025**

**Public Sector Biannual Gender Mainstreaming Reporting Tool FY 2024/25**

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| **Biannual:** *Tick as appropriate*1 **=**(July 2024-December 2024)  2= (January 2025-June 2025)  **Full Name of your Institution:**…………………………………………………………………….…………………………………………………………………… | | | | | | | | | | | | |
| 1. **Type of Institution** *(Tick where applicable*) | | | | | | | | | | | | |
| 1. Ministry/**State Department** 2. State Corporation 3. Public University      1. Tertiary Institution | | 1. Semi-Autonomous Government Agency 2. County Government 3. Constitutional Commission & Independent Office | | | | | | | | | | |
| **B. Indicators** | | | | | | | | | | | | |
| 1. Were gender mainstreaming activities included in the annual work plan? | | | | | | | Yes [ ]  No [ ] | | | | | |
| 2. a) What is the total amount of your institutional Financial Year 2024/25 annual budget[[1]](#footnote-1). | | | | | | | Total budget:  KShs…………………..……………. | | | | | |
| b) State the amount allocated for Gender Mainstreaming and GBV Prevention and Response in the Financial Year 2024/2025 budget. | | | | | | | Budget for Gender mainstreaming and GBV programming:  KShs.……………………………………………………… | | | | | |
| 1. Does your Institution have a Gender Mainstreaming Policy aligned to the National Policy on Gender and Development, 2019[[2]](#footnote-2)? | | | | | | | Yes [ ]  No [ ]  **Attach evidence** | | | | | |
| 4. Did your Institution implement the Gender Mainstreaming Policy in (3) above? ***If yes, indicate the actions below:*** | | | | | | | Yes [ ]  No [ ] | | | | | |
| (i) Implement flexible working hours for nursing employees | | | | | | | Yes [ ]  No [ ] | | | | | |
| (ii) Have a lactation room or crèche facility at the workplace | | | | | | | Yes [ ]  No [ ] | | | | | |
| (iii) Apply a Gender lens (gender considerations) such as affirmative action in its programs or projects | | | | | | | Yes [ ]  No [ ] | | | | | |
| (iv) Others (specify) ………….………………………………………*………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………* | | | | | | | **Attached evidence?**  Yes [ ]  No [ ] | | | | | |
| 1. Disaggregate data on all employees | | | | | | | | | | | | |
| **Indicators** | | Sex | | | Persons With Disabilities | | Minorities &  Marginalized  Communities | | Age Category | | |  |
| F | | M | F | M | F | M | Below 35 | | 35 & above | **Total** |
| 1. Total number of staff in your institution | |  | |  |  |  |  |  |  | |  |  |
| 1. Number of employees in job group “P” and above or its equivalent | |  | |  |  |  |  |  |  | |  |  |
| 1. Number of board members or its equivalent (***Skip for Ministries and State Departments***) | |  | |  |  |  |  |  |  | |  |  |
| 1. Number of recruited officers in the reporting period excluding interns and attachés | |  | |  |  |  |  |  |  | |  |  |
| 1. Number of officers promoted in the reporting period | |  | |  |  |  |  |  |  | |  |  |
| 1. Does your Institution have a workplace policy on Gender Based Violence (GBV) in line with the relevant national policies and laws? | | | | | | | **Tick as appropriate**  Yes [ ]  No [ ]  **Attached evidence?**  Yes [ ]  No [ ] | | | | | |
| 1. Did your institution implement the workplace policy on Gender Based Violence in (6) above? | | | | | | | Yes [ ]  No [ ] | | | | | |
| ***If yes in 7 above, indicate the actions and attach evidence***  ----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- | | | | | | | **Attached evidence?**  Yes [ ]  No [ ] | | | | | |
| 1. Please highlight any emerging issues or challenges faced in the process of mainstreaming gender and inclusion in your institution   ----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- | | | | | | | | | | | | |
| 1. Submit to the State Department for Gender and Affirmative Action on Email: pcontracting@gender.go.ke and a copy to the National Gender and Equality Commission: Email: pcontracting@ngeckenya.org   **NB:** *This reporting tool should be signed and stamped by the Authorized Officer; and submitted not later than 5th of the month following the end of the half-year period.*   1. Name of Authorized Officer:………………………………………………………. Signature:………………………… Date…………………………….. | | | | | | | | | | | | |
| Name of Reporting Officer | Designation | | Telephone Number | | | Email Address | | | | Date | | |



**MEASURING PERFORMANCE ON THE GENDER MAINSTREAMING INDICATORS: 2023/2024**

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| --- | --- | --- | --- |
| **Indicators as per Reporting Tool** | **Key Performance Indicators** | **Variables** | **Weight/Score** |
| 1. Were gender mainstreaming activities included in the annual work plan? | Institutional work plan with GBV and gender mainstreaming actions/activities included **(5%)** | Work plan | **5%** |
| 2. b) State amount allocated for Gender Mainstreaming and GBV Prevention and Response in the Financial Year 2023/ 2024. | Allocation of a budget for Gender mainstreaming and GBV programming in the financial year in the work plan. **(10%)** | Budget | **10%** |
| 3. Does the your institution have a Gender Mainstreaming Policy aligned to the National Policy on Gender and Development, 2019? | Developing/Reviewing/Have in place a gender mainstreaming policy **(10%)** | Gender Mainstreaming Policy | **10%** |
| 4. Did your institution implement the Gender Mainstreaming Policy in (3) above? | Implementation of the Gender  Mainstreaming policy **(20%)** | Activities derived from the policies | **20%** |
| 1. Disaggregation of data on all employees as guided in the reporting tool checking on the two-thirds gender principle, disability mainstreaming & general inclusivity | * Complete disaggregation of data **(5%)** * Compliance with the 2/3 gender rule **(5%)** * Compliance with the at least 5 % employment of PWDs **(5%)** | Disaggregated data by:   * Sex * Disability * Minority and Marginalized * Age | **15%** |
| 6. Does your institution have a workplace policy on Gender Based Violence (GBV) in line with the relevant national policies and laws? | Developing/Reviewing/Have in place a workplace policy on Gender Based Violence**(10%)** | Workplace policy on GBV | **10%** |
| 7. Did your institution implement the workplace policy on Gender Based Violence in (6) above? | Implementation of the workplace GBV policy **(20%)** | Activities derived from the policy | **20%** |
| Submission of Biannual reports using the prescribed format to the State Department for Gender and Affirmative Action with a copy to National Gender and Equality Commission | * Use of prescribed reporting format **(5%)** * Submission of biannual reports **(5%)**   *(First half will be by 15th January and second half will be by 15th July)* | * Submission of the biannual report using the reporting template as provided and observing timelines | **10%** |
| **Total Score** | | | **100%** |

1. As provided in the relevant circulars from the National Treasury [↑](#footnote-ref-1)
2. 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-2)