

**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

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| 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 GenderMainstreaming 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)