



TERMS OF REFERENCE FOR GENDER MAINSTREAMING COMMITTEE

1. Participate in and/or facilitate institutional gender analysis and gender audits;
2. Facilitate development and implementation as well as review of gender and GBV policies;
3. Ensure existence of an elaborate and institutionalised gender mainstreaming implementation structure;
4. Oversee sensitization/training of all staff on gender mainstreaming;
5. Spearhead review of all institutional policies for gender responsiveness;
6. Ensure that the committee is represented in all relevant institutional committees e.g. procurement, tender, recruitment, budgeting, etc. to ensure gender responsiveness;
7. Coordinate reporting on the status of gender equality to relevant structures on behalf of the institution;
8. Regularly review progress of planned gender mainstreaming interventions within the institution;
9. Receive and disseminate feedback on gender mainstreaming on behalf of the institution and action as appropriate;

Membership to the committee

Chairperson: should be an officer at Director Level or equivalent

Secretary: Gender Focal person or any other officer designated as such by the head of the institution.

Members: Representatives of technical and administrative departments/sections. They should also be from all cadres in employment: From senior to junior positions in order to effectively address all gender issues across board. Further, membership should be inclusive of men and women, youth, PWDs, and marginalised and minorities as appropriate.