



**REPORTING TOOL ON GENDER MAINSTREAMING IN THE GOVERNMENT OF KENYA,
2023/2024**

Public Sector Biannual Gender Mainstreaming Reporting Tool FY 2023/24

Biannual: Tick as appropriate 1=(July 2023-December 2023)

2= (January 2024-June 2024)

Full Name of the Ministry/ Department/ Agency or County:

.....

A. Type of Institution(Tick where applicable)

[1] Ministry/State Department <input type="checkbox"/>	[4] Tertiary Institution <input type="checkbox"/>
[2] State Corporation <input type="checkbox"/>	[5] Semi-Autonomous Government Agency <input type="checkbox"/>
[3] Public University <input type="checkbox"/>	[6] County Government <input type="checkbox"/>
	[7] Others (specify) _____

B. Indicators

1. Were gender mainstreaming activities included in the annual work plan?	[Yes] [No]
2. a) What is the total amount of your MDA's 2023/24 annual budget ¹ .	Total budget: KShs.....
2. b) State amount allocated for Gender Mainstreaming and GBV Prevention and Response in the Financial Year 2023/2024.	Budget for Gender mainstreaming and GBV programming: KShs.....
3. Does your MDA or County have a Gender Mainstreaming Policy aligned to the National Policy on Gender and Development, 2019 ² ?	Yes [] No []

¹ As provided in the relevant circulars of the National Treasury

² For more information about the policy visit <http://psyg.go.ke/wp-content/uploads/2019/12/NATIONAL-POLICY-ON-GENDER-AND-DEVELOPMENT.pdf>

										Attach evidence
4. Did your MDA or County implement the Gender Mainstreaming Policy in (3) above?										[Yes]
										[No]
<i>If yes, indicate the actions below:</i>										
4(i) Implement flexible working hours for staff who are nursing infants										[Yes]
										[No]
4(ii) Have a lactation room or crèche facility at the workplace										[Yes]
										[No]
4(iii) Apply a Gender lens (gender considerations) such as affirmative action in its programs or projects										[Yes]
										[No]
4 (iv) Others (specify)										<i>Attach evidence</i>
Indicators	Sex		Persons With Disabilities		Minorities & Marginalized Communities		Age Category		Total	
	F	M	F	M	F	M	Belo w 35	35 & above		
a) Total number of staff in MDA or County										
b) Number of employees in job group “P” and above or its equivalent										
c) Number of board members or its equivalent										
d) Number of recruited officers in the reporting period excluding interns and attachés										
e) Number of officers promoted in the reporting period										

5. Does your MDA or County have a workplace policy on Gender Based Violence (GBV) in line with the relevant national policies and laws?	Tick as appropriate) [Yes] [No]			
6. Did your MDA or County implement the workplace policy on Gender Based Violence in (5) above?	(Attach evidence) [Yes] [No] <i>If yes, indicate the actions and attach evidence</i>			
D. Please highlight any emerging issues or challenges faced in the process of mainstreaming gender and inclusion in your institution ----- ----- -----				
E. 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@ngeckkenya.org NB: <i>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.</i> 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. (15%)	Budget	15%
3. Does the MDA or County 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 the MDA or County implement the Gender Mainstreaming Policy in (3) above?	Implementation of the Gender Mainstreaming policy (20%)	Activities derived from the policies	20%
Disaggregation of data on all employees as guided in the reporting tool checking on the two-thirds gender principle, disability mainstreaming & general inclusivity	<ul style="list-style-type: none"> ✓ Complete disaggregation of data (5%) ✓ Compliance with the 2/3 gender rule (2%) ✓ Compliance with the at least 5 % employment of PWDs (3%) 	Disaggregated data by: <ul style="list-style-type: none"> ✓ Sex ✓ Disability ✓ Minority and Marginalized ✓ Age 	10%
5. Does your MDA or County 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%

6. Did your MDA or County 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	<ul style="list-style-type: none"> ✓ Use of prescribed reporting format (5%) ✓ Submission of biannual reports (5%) <p><i>(First half will be by 5th January and second half will be by 5th July)</i></p>	<ul style="list-style-type: none"> ✓ Submission of the biannual report using the reporting template as provided and observing timelines 	10%
Total Score			100%