



REPORTING TOOL ON GENDER MAINSTREAMING IN THE GOVERNMENT OF KENYA 2025/2026



Public Sector Biannual Gender Mainstreaming Reporting Tool FY 2025/26

Biannual: *Tick as appropriate* 1 =(July 2025-December 2025) ☐

2= (January 2026-June 2026) ☐

Full Name of your Institution:.....

A. Type of Institution *(Tick where applicable)*

[1] Ministry/State Department ☐

[2] State Corporation ☐

[3] Public University ☐

[4] Tertiary Institution ☐

[4] Semi-Autonomous Government Agency ☐

[5] County Government ☐

[6] 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 budget of your institution for the Financial Year 2025/26 (annual budget¹).

Total budget:

KShs.....

b) State the amount allocated for Gender Mainstreaming, GBV Prevention and Response, and Inclusion at Workplace in the Financial Year 2025/2026 budget.

Budget for Gender mainstreaming, GBV programming, and Inclusion:

KShs.....

3. Does your institution have a Gender Mainstreaming Committee/ Disability Mainstreaming Unit in place? ²	Yes [] No []
4. Does your Institution have a Gender Mainstreaming Policy aligned to the National Policy on Gender and Development, 2019 ³ ?	Yes [] No []
5. Did your Institution implement the Gender Mainstreaming Policy in (4) above? <i>If yes, indicate the actions below:</i>	Yes [] No []
(i) Implement flexible working hours for lactating employees	Yes [] No []
(ii) Have a lactation room or crèche facility at the workplace ⁴	Yes [] No []
(iii) Apply a Gender lens (gender considerations) such as affirmative action in its programs or projects	Yes [] No []
(iv) Others (specify)	Yes [] No []
6. Data on all employees	

Indicators	Sex			Persons With Disabilities		Minorities & Marginalized Communities ⁵		Age Category		Total
	F	M	I	F	M	F	M	Below 35	35 & above	
a) Total number of staff in your institution										
b) Number of employees in job group "P" and above or its equivalent										
c) Number of board members or its equivalent (<i>Skip for Ministries and State Departments</i>)										
d) Number of recruited officers in the reporting period excluding interns and attachés										
e) Number of officers promoted in the reporting period										
f) Number of youth in internship, industrial attachment or apprenticeship programs										
7. 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 []				

8. Did your institution implement the workplace policy on Gender Based Violence in (7) above?		Yes [] No []		
<i>If yes in 7 above, indicate the actions and attach evidence</i> _____ _____ _____		Attached evidence? Yes [] No []		
C. Please highlight any emerging issues or challenges faced in the process of mainstreaming gender and inclusion in your institution _____ _____				
D. Submit to the National Gender and Equality Commission: Email: pcontracting@ngeckeny.org and a copy to the State Department for Gender and Affirmative Action on Email: pcontracting@gender.go.ke NB: <i>This reporting tool should be signed and stamped by the Authorized Officer; and submitted not later than 15th of the month following the end of the half-year period.</i>				
E. Name of Authorized Officer: Signature:..... Date.....				
Name of Reporting Officer	Designation	Telephone Number	Email Address	Date



MEASURING PERFORMANCE ON THE GENDER MAINSTREAMING INDICATORS: 2025/2026

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 the amount allocated for Gender Mainstreaming, GBV Prevention and Response, and Inclusion at Workplace in the Financial Year 2025/2026 budget.	Allocation of a budget for Gender mainstreaming and GBV programming and inclusion in the financial year in the work plan. (10%)	Budget	10%
3. Does your institution have a Gender Mainstreaming Committee/ Disability Mainstreaming Unit in place?	Have in place Gender Mainstreaming Committee/ Disability Mainstreaming Unit	Formal mechanisms established	5%
4. Does 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%
5. Did your institution implement the Gender Mainstreaming Policy in (4) above?	Each Implementation of the Gender Mainstreaming policy equals to (5 %) to a maximum of (20%)	Activities derived from the policies	20%
6. Disaggregation of data on all employees as guided by the National Policy on Gender and Development, 2019	✓ Complete disaggregation of data	Disaggregated data	15%

ded in the reporting tool checking on the two-third s gender principle, disability mainstreaming & gen eral inclusivity	ata (5%) ✓ Compliance with the 2/3 gend er rule (5%) ✓ Compliance with the at least 5 % employment of PWDs (5%)	a by: ✓ Sex ✓ Disability ✓ Minority and M arginalized ✓ Age	
7. Does your institution have a workplace policy o n Gender Based Violence (GBV) in line with the rel evant national policies and laws?	Developing/Reviewing/Have in pl ace a workplace policy on Gender Based Violence (10%)	Workplace policy o n GBV	10%
8. Did your institution implement the workplace p olicy on Gender Based Violence in (7) above?	Each Implementation of the work place GBV policy equals to (5 %) t o a maximum of (20%)	Activities derived fr om the policy	20%
Submission of Biannual reports using the prescri bed format to the National Gender and Equality C ommission with a copy to the State Department f or Gender and Affirmative Action	✓ Submission of first biannual r eport in the prescribed format (2.5%) ✓ Submission of second biannu al reports in the prescribed for mat (2.5%) <i>(First half will be by 15th January 2026 and second half will be by 15th July 2026)</i>	✓ Submission of t he biannual rep ort using the re porting templat e as provided a nd observing ti melines	5%
Total Score			100%