

## REPUBLIC OF KENYA



### THE PRESIDENCY MINISTRY OF PUBLIC SERVICE AND GENDER STATE DEPARTMENT FOR GENDER

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#### **TORS FOR GENDER MAINSTREAMING COMMITTEES**

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 someone at Director Level

*Secretary:* Gender Focal Officer

*Members:* Representatives of technical and administrative departments/sections. They should also be from all cadres from senior most to junior most in order to effectively address all gender issues across board.