



**REPORTING TOOL ON GENDER MAINSTREAMING IN THE GOVERNMENT OF KENYA  
2021/2022**



<b>Public Sector Quarterly Gender Mainstreaming Reporting Tool FY 2021/22</b>	
<b>Reporting Period:</b> .....	
<b>Full Name of the Ministry, Department, Agency or County:</b> .....	
<b>A. Type of Institution</b> <i>(Tick where applicable)</i>	
[1] Ministry/State Department <input type="checkbox"/>	[4] Tertiary Institution <input type="checkbox"/>
[2] State Corporation <input type="checkbox"/>	[5] Semi-Autonomous Govt Agency <input type="checkbox"/>
[3] Public University <input type="checkbox"/>	[6] County Government <input type="checkbox"/>
	[7] Others(specify)_____
<b>B. Indicators</b>	
1. Were gender mainstreaming activities included in the annual work plan?	[Yes] [No]
2. Has the institution established or reconstituted any of the following gender mainstreaming structures: a. A gender focal person b. A gender mainstreaming committee c. A gender directorate, department, unit, division or section d. None of the above	<i>(Tick appropriately)</i> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Were the members of the structure in (2) above trained on gender mainstreaming issues?	[Yes] [No]
4. a) What is the total amount of the MDA's 2021/22 annual budget.  b) What amount was allocated for Gender Mainstreaming in the reporting period?	Total budget: Ksh.....  Budget for Gender mainstreaming: Ksh.....

5. Did the MDA develop/review a Gender Mainstreaming Policy in line with the National Policy on Gender and Development, 2019 <sup>1</sup> ?	[Yes]	[No]							
6. Did the MDA implement the Gender Mainstreaming Policy in (5) above?	[Yes]	[No]							
	<i>If yes, what actions (Attach evidence to the report)</i>								
7. Did the MDA develop/review a workplace Policy on Gender Based Violence (GBV) in line with the National Policy on Prevention and Response to Gender Based Violence 2014 <sup>2</sup> ?	[Yes]	[No]							
8. Did the MDA implement the workplace Policy on Gender Based Violence in (7) above?	[Yes]	[No]							
	<i>If yes, what actions (Attach evidence to the report)</i>								
Indicators	Sex		Persons With Disabilities		Minorities & Marginalized Communities		Age Category		Total
	F	M	F	M	F	M	Below 35	35 & above	
9. Total number of staff in MDA									
10. Number of employees in job group N and above or its equivalent									
11. Number of board members or its equivalent									
12. Number of gender mainstreaming committee members trained									
13. Number of board members/senior management trained on gender mainstreaming in the reporting period.									
14. Number of employees Sensitized on Gender issues in the reporting period									

<sup>1</sup> For more information about the policy visit <http://psyg.go.ke/wp-content/uploads/2019/12/NATIONAL-POLICY-ON-GENDER-AND-DEVELOPMENT.pdf>

<sup>2</sup> For more information about this policy visit <http://psyg.go.ke/docs/National%20Policy%20on%20prevention%20and%20Response%20to%20Gender%20Based%20Violence.pdf>

15. Number of recruited officers in the reporting period including interns and attachees									
16. Number of officers promoted in the reporting period									
<b>C.</b> Please highlight some of the emerging issues or challenges faced in the process of mainstreaming and integrating gender equality in your institution ..... .....									
<b>D.</b> Submit to the State Department for Gender on Email: <a href="mailto:pcontracting5@gmail.com">pcontracting5@gmail.com</a> and a copy to the National Gender and Equality Commission: Email: <a href="mailto:pcontracting@ngeckkenya.org">pcontracting@ngeckkenya.org</a>  <b>Note:</b> This reporting tool should be signed and stamped by the Accounting Officer.  <b>E.</b> Name of Accounting officer:..... Signature:..... Date.....									
Name of Reporting Officer	Designation	Telephone Number	Email Address				Date		



## MEASURING PERFORMANCE ON THE GENDER MAINSTREAMING INDICATOR: 2021/2022 PC



Indicator in PC Guidelines	Indicator No. as per Reporting Tool	Variables in the Reporting Template	Weight/Score
<p><b>1.</b> Establish or reconstitute a functional gender committee and train members on gender equality by 31<sup>st</sup> October 2021</p>	<p><b>No 2:</b> Existence of a gender mainstreaming structure <b>(5% Score)</b>. Such a structure may consist of either one or more of the following:</p> <ul style="list-style-type: none"> <li>✓ A gender focal person</li> <li>✓ Gender mainstreaming committee</li> <li>✓ Gender directorate/department/division/unit/section</li> </ul>	<ul style="list-style-type: none"> <li>✓ Structure</li> </ul>	<p><b>(20% Score)</b></p>
	<p><b>No. 3:</b> Members of the structure in (2 above) trained <b>(10%)</b></p>		
	<p><b>No 4 b):</b> Amount set aside for Gender Mainstreaming in the reporting period? <b>(5% Score)</b>.</p>		
<p><b>2.</b> Domesticated / customize the National Policy on Gender and Development 2019 to organizational needs by 31<sup>st</sup> March 2022</p>	<p><b>No 5 and 6:</b> Development/Review of the Gender Mainstreaming Policy (5% Score) and implementation of a Gender Mainstreaming Policy (10% Score) <b>( total 15% Score)</b></p>	<ul style="list-style-type: none"> <li>✓ Policies</li> <li>✓ Activities derived from the policies</li> </ul>	<p><b>(30% Score)</b></p>
	<p><b>No 7 and 8:</b> Development/Review of a Workplace Policy on Gender Based Violence (5% Score) and implementation of GBV Policy (10% Score) <b>(total 15% Score)</b></p>		

<p><b>3.</b> Undertake capacity building on gender for staff</p>	<p><b>No 12, and 13:</b> Training of the board members/senior management and committee members on gender mainstreaming in the reporting period(<b>20 % Score</b>)</p> <p><b>No.14</b> Sensitization of the staff on gender mainstreaming in the reporting period(<b>10 % Score</b>)</p> <p><b>No 9, 10, 11, 15 and 16:</b> Disaggregation of data on all employees as guided in the reporting tool including on recruitment and promotions (<b>5% Score</b>).</p> <p>Check for attainment of two thirds gender principle (2%) and for attainment of at least 5% for PWDs (3%), (<b>Total 5% Score</b>)</p>	<ul style="list-style-type: none"> <li>✓ Number of participants by:</li> <li>✓ Sex</li> <li>✓ Ability</li> <li>✓ Ethnicity</li> <li>✓ Age</li> </ul>	<p><b>(40% Score)</b></p>
<p><b>4.</b> Submit quarterly reports using the prescribed format to the State Department for Gender with a copy to National Gender and Equality Commission</p>	<p><b>No 1:</b> Institutional work plan with gender mainstreaming actions and/or activities included(<b>2 % Score</b>)</p> <p><b>Section E:</b> Submission of the quarterly report using the reporting template as provided and observing deadlines (<b>8 % Score</b>)</p>	<ul style="list-style-type: none"> <li>✓ Annual GM work plan</li> <li>✓ Submission timelines</li> <li>✓ Correct reporting format</li> </ul>	<p><b>(10% Score)</b></p>
<p><b>Total Score</b></p>			<p><b>100%</b></p>