



REPORTING TOOL ON GENDER MAINSTREAMING IN THE GOVERNMENT OF KENYA 2022/2023



Public Sector Quarterly Gender Mainstreaming Reporting Tool FY 2022/23	
QUARTER:	
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 Govt 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 the MDA's 2022/23 annual budget. b) What amount was allocated for Gender Mainstreaming and GBV Prevention and Response in the Financial Year 2022/2023.	Total budget: Kshs..... Budget for Gender mainstreaming and GBV programming: Kshs.....
3. Does the MDA have a Gender Policy aligned to the National Policy on Gender and Development, 2019 ¹ ?	

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

						Yes [] No [] (Attach evidence)				
4. Did the MDA implement the Gender Mainstreaming Policy in (3) above?						[Yes] [No] <i>If yes, indicate the actions and attach evidence</i>				
Indicators	Sex		Persons With Disabilities		Minorities & Marginalized Communities		Age Category		Total	
	F	M	F	M	F	M	Below 35	35 & above		
i. Total number of staff in MDA										
ii. Number of employees in job group "P" and above or its equivalent										
iii. Number of board members or its equivalent										
iv. Number of recruited officers in the reporting period including interns and attachées										
v. Number of officers promoted in the reporting period										
5. Does the MDA have a workplace Policy on Gender Based Violence (GBV) in line with the relevant national policies and laws? (<i>Tick as appropriate</i>)						[Yes] [No] (Attach evidence)				
6. Did the MDA implement the workplace Policy on Gender Based Violence in (5) above?						[Yes]				

	[No] <i>If yes, indicate the actions and attach evidence</i>			
7. Did the MDA implement relevant laws on prevention and response to GBV? The Laws include but not limited to: The Constitution of Kenya (2010), Sexual Offences Act, 2006, Children Act, 2001, Public Officers Ethics Act, 2003, Employment Act, 2007.	[Yes] [No] <i>If yes, indicate the actions and attach evidence.</i>			
c. Please give a brief account of how your institution has integrated gender perspectives into it's programmes, activities and projects including formulation of sector specific frameworks for Gender Mainstreaming. <i>(Attach evidence).</i>				
D. Please highlight any emerging issues or challenges faced in the process of mainstreaming gender and integrating gender equality in your institution ----- ----- -----				
E. Submit to the State Department for Gender on Email: pcontracting5@gmail.com 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 Accounting Officer; and submitted not later than 5th of the month following the end of the quarter. Only a digital copy will be accepted</i> Name of Accounting Officer:..... Signature:..... Date.....				
Name of Reporting Officer	Designation	Telephone Number	Email Address	Date



MEASURING PERFORMANCE ON THE GENDER MAINSTREAMING INDICATOR: 2022/2023 PC



Indicator in PC Guidelines	Indicator No. as per Reporting Tool	Variables in the Reporting Template	Weight/Score
1. Were gender mainstreaming activities included in the annual work plan?	Institutional work plan with GBV and gender mainstreaming actions/activities included	Work plan	2% Score
2. What amount was allocated for Gender Mainstreaming and GBV Prevention and Response in the Financial Year 2022/2023.	Amount allocated for Gender Mainstreaming and GBV response and prevention in the financial year as per the work plan?	Resources	(5% Score)
3. a) Develop/ review and implement work place gender policy	a) Developed/Reviewed/have Gender Mainstreaming Policy (10% Score) and b) implementation of a Gender Mainstreaming Policy (15% Score) (total 25% Score)	✓ Policy ✓ Activities derived from the policies	(25% Score)
4. Disaggregation of data on all employees as guided in the reporting tool checking on the two-thirds gender principle, disability mainstreaming & general inclusivity (5% Score).	Disaggregated data	✓ 2/3 Gender Principle ✓ 5% PWDs employed	(5% Score)

5. Develop/Review and implement the workplace Gender Based Violence policy	Developed/Reviewed/have Workplace Policy on Gender Based Violence (10% Score) and implementation of the GBV Policy (15% Score) (total 25% Score)	<ul style="list-style-type: none"> ✓ Policies ✓ Activities derived from the policies 	(25% Score)
6. Implement relevant laws on prevention and response to Gender Based Violence	Laws implemented	<ul style="list-style-type: none"> ✓ Laws ✓ Policies Administrative regulations 	(30% Score)
7. Submit quarterly reports using the prescribed format to the State Department for Gender with a copy to National Gender and Equality Commission	Submission of the quarterly report using the reporting template as provided and observing deadlines (8 % Score) <i>Reporting late will lead to loss of the scores</i>	<ul style="list-style-type: none"> ✓ Submission timelines ✓ Correct reporting format 	(8% Score)
Total Score			100%