

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

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| **Public Sector Quarterly Gender Mainstreaming Reporting Tool FY 2022/23****QUARTER:** …………………………………………………………………………………**Full Name of the Ministry, Department, Agency or County: …………………………………………………………………………………**  |
| 1. **Type of Institution*(****Tick where applicable*)
 |
| 1. Ministry/**State Department**
2. State Corporation
3. Public University

 | 1. Tertiary Institution

1. Semi-Autonomous Govt Agency
2. County Government
3. 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.…………………  |
| 1. Does the MDA have a Gender Policy aligned to the National Policy on Gender and Development, 2019[[1]](#footnote-1)?
 | Yes [ ]No [ ]***(Attach evidence)*** |
| 4. Did the MDA implement the Gender Mainstreaming Policy in (3) above?   | [Yes] [No] *If yes, indicate the actions and attach evidence* |
| **Indicators**  | Sex  | Persons With Disabilities  | Minorities &Marginalized Communities  | Age Category  |  |
| F  | M  | F  | M  | F  | M  | Below 35  | 35 & above  | **Total**  |
| 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? (***Tick as appropriate)*** | [Yes] [No]***(Attach evidence)***  |
| 6. Did the MDA implement the workplace Policy on Gender Based Violence in (5) above? | [Yes]  [No] *If yes, indicate the actions and attach evidence*  |
| 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] *If yes, indicate the actions and attach evidence.* |
| **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. *(Attach evidence). …………………………………………………………………………………………………………………………………………………………………………………* |
| 1. Please highlight any emerging issues or challenges faced in the process of mainstreaming gender and integrating gender equality in your institution -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
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| 1. Submit to the State Department for Gender on Email: pcontracting5@gmail.com and a copy to the National Gender and Equality Commission: Email: pcontracting@ngeckenya.org

**NB:** *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*1. 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**

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| --- | --- | --- | --- |
| **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** |
| 1. 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)** | * Policies
* Activities derived from the policies
 | **(25% Score)** |
| 6. Implement relevant laws on prevention and response to Gender Based Violence  |  **Laws implemented** | * 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)*****Reporting late will lead to loss of the scores***  |  * Submission timelines
* Correct reporting format
 | **(8% Score)** |
| **Total Score** | **100%** |

1. For more information about the policy visit <http://psyg.go.ke/wp-content/uploads/2019/12/NATIONAL-POLICY-ON-GENDER-AND-DEVELOPMENT.pdf> [↑](#footnote-ref-1)