

**SEXUAL AND GENDER BASED VIOLENCE  
WORKING GROUP (SGBV-WG)  
GUIDELINES 2017**



**NGEK**  
National Gender and  
Equality Commission

*Kutetea usawa wa jinsia na haki za waliobaguliwa na kupuuzwa*



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## Acknowledgement

The National Gender and Equality Commission (NGEC) main mandate is the promotion of gender equality and freedom from discrimination as per Article 27 of the Constitution. This standard sexual and gender based violence working groups guidelines will contribute to the fight against Sexual Gender Based Violence at the County and National level.

The Commission appreciates financial support from UK Department for International Development (DFID) through Coffey International, Kenya in the Jamii Thabiti Programme and technical support from the Collaborative Centre for Gender and Development (CCGD) and in particular Milka Kariuki who coordinated the whole process, John Owegi on facilitation of consultative feedback and validation by County stakeholders and Masheti Masinjila for initial research and compilation of the guidelines.

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**Jacqueline Mbogo**  
**Chief of Party-**  
**Jamii Thabiti, Coffey International**



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**Ag. CEO/Commission Secretary -**  
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## Introduction

The National Gender and Equality Commission (NGEC) is a constitutional entity established by an Act of Parliament in 2011. The Commission is a successor to the Kenya National Human Rights and Equality Commission pursuant to Article 59 (4) (5) of the Constitution in line with Article 27 of the Constitution. The Commission's main function is to promote gender equality and freedom from discrimination with focus on women, youth and children, older members of society, persons with disabilities (PWDs), minorities, and marginalized groups and communities.

The Commission also co-ordinates and facilitates mainstreaming of issues of gender, persons with disability and other marginalized groups in National and County development. Sexual and Gender Based Violence (SGBV) was one of the key Strategic Objectives in the NGEC Strategic Plan 2013 – 2017. During this period the Commission supported the Counties and national government with development of the National Monitoring and Evaluation Framework on Prevention and Response to Sexual and Gender Based Violence (SGBV), conducted studies on economic burden of SGBV to Survivors and service delivery facilities and reviewed various laws and policies relating to Sexual and Gender Based Violence, among other interventions.

The Commission hosts and chairs the National Gender Based Violence Technical Working Group. The Working group is Co – Chaired by Kenya Red cross, a non-state actor and has membership drawn from over 50 state and non – state actors. NGEC has been spearheading the Keeping the promise campaign on behalf of the National Gender Based Violence

working group. The campaign was launched in 2014 and has so far been implemented in 21 Counties with the financial support of Government of Kenya, UN Women, Coffey International and other Stakeholders. The national campaign seeks to provoke and sustain a transformative shift in perceptions towards GBV from a culture of tolerance and normalization to a new orientation that affirms accountability and sustainable remedies. The forum brings together duty bearers ranging from the Kenya Police, the Judiciary, and Office of the Director of Public Prosecutions, Teacher Service Commission, County Government officials, Chiefs among others as well as community and other rights' holders in the consultations. During the implementation of "Keeping the Promise Campaign" in the last three years the Commission received requests from Counties to support the formation and operationalization of County Based GBV Technical Working Groups. In our response to these requests, the Commission sought financial support from Coffey International through the Jamii Thabiti project to design guidelines for use in establishing, managing and evaluating the operations and programs of County Gender Based Violence Technical Working Groups.

These guidelines will help the Ministries responsible for Gender Affairs at the County level strengthen and effectively manage GBV Technical Working Groups. Counties are free to further domesticate these guidelines to suit their particular SGBV needs and context.

## 1. Objectives of the SGBV Working Group

**1.1** To support a comprehensive and coordinated approach to SGBV, including prevention, care and support, and efforts to hold perpetrators accountable.

**1.2** To contribute to a shared vision and integrated strategies among stakeholders to better address SGBV through a survivor-centered and rights-based approach.

**1.3** To consolidate, coordinate, strengthen and support multi-sectorial approaches for the effective prevention of and response to GBV among government, CSO, FBO, academics and other stakeholders;

**1.4** To improve coordination and cooperation of agencies with governmental, national and international non-governmental institutions dealing with SGBV

**1.5** More specific Objectives may include:

**1.5.1** Build collective capacity and effectiveness of actors working on SGBV through among others regular meetings;

**1.5.2** Reinforce/facilitate access to information on available services for affected communities;

**1.5.3** Support the operationalization of Standard Operating Procedures (SOPs-facilitated by ministry of health), including referral systems/networks at national and sub-national levels;

**1.5.4** Develop (qualitative) standards and approaches for each sub-sector of response and ensure that quality standards are upheld by actors addressing SGBV in their activities;

**1.5.5** Coordinate the safe and ethical collection and analysis of data on SGBV trends and patterns through (County) coordinated information management systems and assessments;

**1.5.6** Work with other sectors to integrate prevention and response to SGBV in their programming and mitigate related risks;

**1.5.7** Advocate with relevant Donors, UN and Government structures on critical gaps and issues related to SGBV response.

## 2. Structure and membership of the SGBV Working Group

The setting up of the SGBV WG has to be facilitated to ensure *a holistic, multi-sectoral and sustainable approach to the prevention of and response to GBV.*

**2.1 Coordination:** SGBV WG will be established preferably under the relevant County Government Department in charge of Gender Affairs that shall facilitate identifiable and equipped operational office space with designated staff.

**2.2 Membership:** membership of the GBV WG will be open to both gender - the SGBV WG will comprise (as much as possible) representatives from all SGBV stakeholders within the county including but not limited to; national government sectors of Health, Education, Labor, Children's Department, Social Services, Judiciary, Office of the Deputy Public Prosecutor, Probation, Police Service, Prisons, County Government, Civil Society Organizations (international and National NGOs, community based organizations, Faith Based Organizations, Private Sector Organizations- including cooperatives/farmers groups, professional/students organizations, security committees, elders/traditional institutions, UN and other international humanitarian and development agencies etc.

**2.3 Focal Points:** there shall preferably be Focal points representing the different sectors such as along thematic groups- health, education, outreach to men, prevention of rape/defilement, research/advocacy etc. Participating organizations/stakeholders will identify and nominate focal points.



### 3. Scope of work for SGBV WG

**3.1** Collaboratively develop an annual SGBV coordination work plan in close coordination with the County /national government, focal point leads and general membership. Preferably set up a (voluntary) technical Task Force to spearhead the annual action plan.

**3.2** Prepare a consolidated prioritized sheet on GBV interventions;

**3.3** Coordinate the preparation of GBV related briefs on issues or positions related to key operational constrains to SGBV response, persistent violations of human rights, insecurity, impunity, etc. for presentation and discussion;

**3.4** Assemble best practice guides, training manuals and other resource allocations commensurate with the scope of SGBV concerns;

**3.5** Facilitate linkages between county national and international stakeholders around SGBV issues and advocate for respecting and adopting the agreed SGBV guiding principles.

**3.6** Ensure prevention and response gaps are identified and realistic priorities are set within the coordination structure;

**3.7** Facilitate collaborative problem solving and strategic decision making on way forward;

**3.8** Facilitate technical assistance and guidance as needed;

**3.9** Facilitate provision of resources to undertake critical studies or assessments needed to develop appropriate strategies and to inform the piloting and development of response models;

**3.10** Prepare an annual report including major achievements, lessons learned, challenges and recommendations for the following year.

## 4. Main responsibilities of the Lead Agency SGBV Working Group Coordination

- 4.1 Ensure the coordination secretariat of the SGBV WG is set up and functioning;
- 4.2 Do invitations, chair and Keep minutes from all meetings and shared with the SGBV WG membership in a timely manner as well as follow up on action points;
- 4.3 Provide strategic and technical support to members and facilitate the development of common tools;
- 4.4 Support field-based coordination and activities and improve coordination and linkages between the different relevant working groups;
- 4.5 Ensure close and effective collaboration with leadership of other working groups by promoting partnerships among key actors;
- 4.6 Facilitate linkage with Government counterparts at national and County levels.
- 4.7 Encourage SGBV WG members to report on their achievements and challenges;
- 4.8 Ensure key initiatives from SGBV WG are highlighted and shared through Briefing Notes and other updates;
- 4.9 Identify the capacity building needs of organizations involved in SGBV Prevention and response;
- 4.10 Support by helping to organize trainings, sharing technical documents and working together with technical and financial resource partners to find solutions to technical issues
- 4.11 Lead at supporting resource mobilization for the activities of the SGBV WG and implementation of annual work plans

## 5. Responsibilities of SGBV Working Group Members

- 5.1 Coordinate planning with all members to avoid duplication and address gaps including geographical and programmatic gaps.
- 5.2 Regularly attend meetings and report information about activities and challenges encountered.
- 5.3 Maintain updated mapping of SGBV-related services within the county and beyond;
- 5.4 Actively contribute to the revision of the SGBV strategy, action plan and SOPs;
- 5.5 Regularly share promising programming models, studies, information, education material and lessons learnt within the context.
- 5.6 Contribute to resource mobilization efforts including availing resources from individual organizations/individuals
- 5.7 Ensure that adequate monitoring mechanisms are in place including within Working Group members organizations to review outcome of programmatic interventions and progress against agreed action plans.

## 6. Principles

**6.1 Confidentiality:** ensuring that survivors, witnesses, and information sources are protected. No identifying information will be revealed in data resources, and during coordination or other public meetings. No reference is made to (specific) SGBV cases);

**6.2 Impartiality:** non-discrimination on the basis of nationality, race, religious belief, political views, sexual orientation, social or other status;

**6.3 Safety and security:** all actors will prioritize the safety of the survivor, family, witnesses and service providers at all times;

**6.4 Participatory approach:** ensuring, to the extent possible, consultation with all members of the community (women, girls and boys, men including youth and older people) throughout the programming cycle;

**6.5 Respect:** actions and responses of all actors will be guided by respect for the choices, wishes, rights and the dignity of the survivors.

## 7. References

- 7.1 County Gender Responsive Budgeting Guidelines
- 7.2 Model Sexual and Gender Based Violence Policy
- 7.3 Model Sexual and Gender Based Violence Legislations
- 7.4 National Monitoring and Evaluation Framework towards the Prevention Response to Sexual and Gender Based Violence (SGBV) in Kenya
- 7.5 Sexual and Gender Based Violence Information System

## APPENDIX

### Validation Events

Initial validation of the guidelines was by members of the National GBV Working Group in Nairobi on 3rd of August 2017. Subsequent to that the guidelines were reviewed and subjected to further validation by respective county Technical Working Group stakeholders in Bungoma on 6th and 7th November 2017 and Wajir on 9th and 10th November 2017. The county stakeholders appreciated the role the guidelines would play, including standardizing their activities to ensure quality delivery and effectiveness. They welcomed the fact that the guidelines would emphasize local/county contexts of SGBV issues and program governance arrangements. Further, they appreciated that though the guidelines are standard, the county contexts will guide individual county adaptation to make them more relevant. The stakeholders sought to have continuous support from both the State Department of Gender Affairs and NGEC through the National GBV Working Group members for skills development in the county implementation (of guidelines) process.

Below are illustrations from the validation events.



*Mr. Hussein S. Gedi; Wajir CEC for Education, Gender, Sports, Culture and Social Services (seated centre) with the GTWG during the Guidelines Validation workshop on 8th November, 2017 at Wajir Palace Hotel*



*Wajir GWTG presenting Action Plan*



*Bungoma Gender Technical Working Group (GTWG) with the Governor Wycliffe Wangamati (middle in blue suit) during the validation Workshop on 8th November, 2017 at Bungoma Tourist Hotel*



*Below: HE Wangamati, Bungoma County Governor giving his commitment to implement guidelines to the validation workshop*



The National Gender and Equality Commission (NGEC) is a Constitutional Commission established pursuant to Articles 59 (4) and (5) of the Constitution and operationalized through the National Gender and Equality Commission Act, 2011 with overall mandate to promote gender equality and freedom from discrimination as per Article 27 of the Constitution by auditing, facilitating, monitoring and advising on the integration of these principles in all national and county policies, laws and administrative regulations. NGEC's target groups include women, youth, persons with disabilities (PWDs), children, the elderly, and minorities and marginalized groups. Additional specific functions of the Commission are presented in NGEC Act of Parliament (section 8a-p) of 2011. Additional information about NGEC can be obtained from [www.ngeckeny.org](http://www.ngeckeny.org)

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