



KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)

Gender Mainstreaming Policy

Revised November 2021

Foreword

Gender Mainstreaming is a globally accepted approach to achieving gender equality at the workplace. It makes women as well as men concerns and experiences integral to the design, implementation, monitoring and evaluation of all policies and programmes in the Service and it is a key driver of achieving sustainable economic development.

It is critical that a gender perspective approach is incorporated and institutionalized in the operations of KEPHIS. The KEPHIS Board of Directors has taken cognizance that gender mainstreaming needs to be complemented with inputs designed to address specific gaps faced in the promotion of gender equality.

The Policy seeks to narrow the gender gaps within KEPHIS and support greater equality between men and women. This is through ensuring equal opportunities for both gender. This Policy is guided by five principles namely; gender equality and equity, the diversity of the people of Kenya, the inextricability of private and public life, impartiality and rule of law, inclusiveness, non-discrimination and protection of marginalised groups.

It is further grounded on the objectives of provision of equal opportunities to all employees, ensuring gender responsive work environment promoting gender sensitive organizational culture, enhancing capacity on gender among employees and providing a framework for addressing gender issues.

The Policy is aligned with relevant international, national and regional legal frameworks on gender equality and in particular the National Gender and Development Policy, 2019 and the Constitution of Kenya, 2010. It is envisioned that the guidelines provided in this policy will facilitate the Service in promoting best practices in line with Government legislative requirements on gender mainstreaming and equality.

Hon. Peter Weru Kinyua

Board Chairman

Acknowledgment

The review of the KEPHIS Gender mainstreaming Policy has come at a time when the Service is in the process of implementing the PC. KEPHIS wishes to acknowledge the support of the Gender Mainstreaming Committee for their efforts, dedication and teamwork in realizing this policy. The Managing Director also wishes to thank the KEPHIS Board for continued support to the gender agenda at KEPHIS, culminating in the review of this policy. Finally, special gratitude goes to National Gender and Equality Commission, for the indispensable role they played in providing technical support to the KEPHIS gender mainstreaming committee in reviewing this policy.



Prof. Theophilus M. Mutui, PHD

Managing Director

ACRONYMS/ABBREVIATIONS

CEDAW- Convention on the Elimination of all Forms of Discrimination Against Women

CSR-Corporate Sustainable Responsibility

HIV-Human Immunodeficiency Virus

ILO-International Labor Organization

KEPHIS-Kenya Plant Health Inspectorate Service

NGEC-National Gender and Equality Commission

PWDs-Persons with Disabilities

SDG-Sustainable Development Goals

SWOT-Strength, Weakness, Opportunities and Threats

DEFINITION OF TERMS

Affirmative action: A policy or program of taking steps to increase the representation of a designated group(s) seeking to redress discrimination or bias through active measures in education and employment.

Empowerment: Measures designed to increase the degree of autonomy and self-determination in people and in communities in order to enable them to represent their interests in a responsible and self-determined way, acting on their own authority.

Gender Based Violence: Any harmful act that results or is likely to result in physical, social or psychological/emotional harm or suffering to women, girls, men and boys on basis of gender.

Discrimination: Unequal or preferential treatment of individuals or groups on the basis of their gender that results in reduced access to or control of resources and opportunities.

Gender equality: Equal treatment of women and men, girls and boys to ensure that they enjoy the benefits of development including equal access to and control of resources.

Gender equity: The practice of fairness and justice in the distribution of benefits, access to and control of resources, responsibilities, power, opportunities and services.

Gender mainstreaming: Is a strategy of making women and men's concerns and experiences an integral dimension in the design, implementation, monitoring and evaluation of policies, programs, actions and projects at all levels in the social, economic and political spheres.

Gender responsive: An action taken to correct gender imbalance.

Gender: Is used to describe characteristics of women and men which are socially constructed.

Governance: The processes of interaction and decision-making among actors involved in a collective problem that lead to the creation, reinforcement, or reproduction of social norms and institutions.

Marginalized group: A group of people that does not enjoy the same privileges as that of the rest.

Minority group: Culturally, ethnically or racially distinct group that co-exist with but is subordinate to a more dominant group.

Sexual harassment: Unwelcome acts of sexual nature that causes discomfort to the targeted person. It includes words, persistent request for sexual favour or dates, gestures, touching, uninvited sexual overtures, coerces sexual intercourse and rape.

Working Environment: The conditions in which an individual works, including but not limited to such things as amenities, physical environment, stress and noise levels, degree of safety or danger and the like.

CHAPTER 1: BACKGROUND, NORMATIVE AND LEGAL FRAMEWORK

1.1 Introduction to KEPHIS

Kenya Plant Health Inspectorate Service (KEPHIS) is a regulatory body that was established under the State Corporations Act (CAP 446) pursuant to Legal Notice No. 305 of 18th October 1996. Currently, KEPHIS operates under the KEPHIS Act No.54 of 2012 that was assented to on 31st December 2012 by H.E. the President of Kenya. Under the first schedule of the KEPHIS Act, KEPHIS is mandated to implement the Agriculture Produce (Export) Act (CAP 319), Plant Protection Act (CAP 324) and the Seeds and Plant Varieties Act (CAP 326). The role of the Service is to undertake regulatory function in the agricultural sector relating to plant protection and seeds and plant varieties that assures the quality of agricultural inputs and produce, thereby promoting sustainable agriculture and economic growth.

Vision

Healthy plants, safe trade and sustainable agro-environment for a prosperous Kenya.

Mission

To provide a science based regulatory service by assuring plant health, quality of agricultural inputs and produce for food security, globally competitive agriculture and sustainable development.

Core values

- ✓ Customer Focus
- ✓ Professionalism and Integrity
- ✓ Teamwork
- ✓ Results Oriented
- ✓ Innovation and Creativity
- ✓ Corporate Social Sustainability

1.2 Introduction to gender mainstreaming

Gender mainstreaming is the public policy concept of assessing the different implications for people of different genders of any planned policy action, including legislation and programs, in all areas and levels. Mainstreaming essentially offers a pluralistic approach that values the diversity among people of different genders. Gender mainstreaming has been embraced across the globe as a way of realizing gender equality. It means to purposefully consider the perspective of both male and female people during the design, implementation, monitoring, and evaluation elements of policies, regulatory measures, and spending programs. Consequently, there is a view of increasing equality between men and women, helping to reduce discrimination.

Gender Mainstreaming is a globally accepted strategy for promoting gender equality. Mainstreaming is not an end in itself but a strategy, an approach, a means to achieve the goal of gender equality.

1.3 Rationale

Studies have shown that Gender Inequality is a drawback to socio-economic development. Despite the progress, significant gender inequalities persist, hampering global progress in all development settings. These persistent gender inequalities as well as emerging challenges have distinct impacts on women and men and have the potential to erode gender equality gains. Sustainable and effective development can only be achieved if the interests and needs of all groups in society are considered and the potential of all groups is realized. The Kenya Vision 2030 and the Sustainable Development Goals underscore that gender equality is integral to the achievement of sustainable development. Further the National Policy on Gender and Development, 2019 provides a guide which Ministries Departments and Agencies (MDAs) can domesticate. Additionally, it is a requirement under the PC guidelines 2021-2022 for all MDAs to develop institutional Gender Mainstreaming Policy.

To achieve its gender equality commitments, KEPHIS needs a policy that specifically outlines strategic and priority actions that the organization will take to promote gender equality. Promoting gender equality is in line with KEPHIS strategic plan 2017-2022, aimed at facilitating efficient and effective delivery of its mandate. It is therefore important to mainstream gender by incorporating a gender perspective in the implementation of all programmes and plans in KEPHIS.

The Gender mainstreaming policy helps to translate the commitment to gender equality into substantive and actionable guidelines including tracking progress over time. This policy will ensure that the needs of both men and women are taken into consideration and are addressed at all stages in all operations within the Service. Promoting gender equality will foster a more creative and effective organization which is linked to increased innovation and productivity.

1.4 Scope

This Gender Mainstreaming Policy shall apply to all Staff including casuals, interns and students on attachment in all stations and regional offices. The policy shall also apply to the external customers and stakeholders such as contractors, farmers, regulatory agencies, suppliers, research organizations within KEPHIS and while dealing with KEPHIS. These policy provisions shall apply to all activities, services and programmes at all levels in KEPHIS.

1.5 Legal and policy frameworks

1.5.1 Introduction

A number of international and regional resolutions, conventions, agreements and guidelines refer in both general and detailed terms to the need for gender equality, gender mainstreaming, the inclusion of women and men in decision making, the elimination of violence against women and the protection of women's human rights.

These laws, instruments and norms have established specific responsibilities to implementation.

1.5.2 International Legal Instruments

1.5.2.1 Universal Declaration of Human Rights, 1948

The Universal Declaration of Human Rights articulates the entitlement of each individual to enjoy their rights and freedoms without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status. The declaration states that everyone has the right to life, liberty and security of person. All are equal before the law and are entitled without any discrimination to equal protection of the law.

1.5.2.2 Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) 1979

CEDAW seeks to end discrimination against women. It defines discrimination as any distinction, exclusion or restriction made on the basis of sex. It has the effect of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field. The Convention holds States Parties responsible for adopting appropriate legislation and other measures to prohibit discrimination against women and establish legal protection of the equal rights of women. It specifically requires States to ensure the right of women to participate in the formulation of government policy and the implementation thereof and to hold public office and perform all public functions at all levels of government and to ensure their right

to the same employment opportunities, promotion, job security, equal remuneration and equality before the law.

1.5.2.3 Beijing Declaration and Platform for Action, 1995

The Beijing Declaration and Platform for Action is a visionary agenda for the empowerment of women. It contains 12 areas of critical concern including training, violence, economy, power and decision making, institutional mechanisms, human rights, and actions to be taken in relation to the advancement and empowerment of women. The declaration requires striving for gender balance in government bodies and public administrative entities. It still remains the most comprehensive global policy framework and blue print for action and is a current source of guidance and inspiration to realize gender equality and the human rights of women and girls everywhere.

1.5.2.4 Convention on the Rights of Persons with Disabilities

The Convention on the Rights of Persons with Disabilities is an international human rights treaty of the United Nations intended to protect the rights and dignity of persons with disabilities. Parties to the Convention are required to promote, protect, and ensure the full enjoyment of human equality by persons with disabilities and ensure that persons with disabilities enjoy full equality under the law.

1.5.2.5 Sustainable development goals on gender equality

One of the Sustainable Development Goals set out in the United Nations' 2030 agenda, seeks to achieve gender equality since Women still do not enjoy the same conditions in the workplace as men. The SDG requires governments to ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in economic and public life. Additionally, it requires development, adoption and strengthening of policies that promote gender equality and the empowerment of all women at all levels.

1.5.2.6 Discrimination (Employment and Occupation) Convention, 1958 (No. 111)

It is one of the eight fundamentals ILO Convention on anti-discrimination. It stipulates equality of opportunity and treatment in respect of employment and occupation, with a view to eliminating any discrimination in respect thereof.

1.5.3 Regional Framework

1.5.3.1 African Charter on Human and Peoples' Rights (Banjul), 1981

This charter stipulates that freedom, equality, justice and dignity are essential objectives for the achievement of the legitimate aspirations. It also seeks to end all forms of discrimination, particularly those based on race, ethnic group, color, sex, language, religion or political opinions. It provides every individual the right of access to public property and services in strict equality of all persons before the law. It also obligates the State to eliminate every discrimination against women and also ensure the protection of the rights of the woman and the child as stipulated in international declarations and conventions. It posits every individual the duty to respect and consider his fellow beings without discrimination, and to maintain relations aimed at promoting, safeguarding and reinforcing mutual respect and tolerance.

1.5.3.2 The African Agenda 2063

The Africa Agenda 2063 of the Africa we want aspires that by 2063, Africa will have undergone a deepening of the culture of good governance, democratic values, gender equality, respect for human rights, justice and the rule of law. In addition, it seeks to have a people-driven development especially relying on women and youth. Specifically, goal number 17 seeks to ensure full gender equality in all spheres of life. It also seeks to strengthen the role of Africa's women through ensuring gender equality and parity in all spheres of life; eliminating all forms of discrimination and violence against women and girls; creating opportunities for Africa's youth for self-realization, and access to jobs. It pursues promotion of policies and programmes that will improve gender equality and

Women's empowerment including in economic, social, participation, training, and governance while promoting gender responsive budgeting.

1.5.3.3 Solemn Declaration on Gender Equality in Africa

The declaration reaffirms commitment to the principle of gender equality as enshrined in Article the Constitutive Act of the African Union and accelerate efforts to promote gender equality at all levels. It recognizes that major challenges and obstacles to gender equality still remain and require concerted and collective efforts on gender and development.

1.5.3.4 Protocol to the African Charter on Human and Peoples' Rights on the Rights of Women in Africa

The Protocol seeks to ensure the full participation of African women as equal partners in Africa's development and to take concrete steps to give greater attention to the human rights of women in order to eliminate all forms of discrimination and of gender-based violence against women; It calls for integration of a gender perspective in policy decisions, development plans, programmes and activities in all spheres of life.

1.5.4 National Frameworks on Gender Equality and non-Discrimination

1.5.4.1 Constitution of Kenya 2010

The Constitution of Kenya creates a platform for gender equality and non-discrimination. Specifically, Article 10 highlights the national values and principles of governance such as equality, equity, inclusiveness and non-discrimination that provide an anchorage for gender equality. Article 27 provides that every person is equal before the law and has the right to equal protection and benefit. It also provides that women and men have the right to equal treatment including the right to equal opportunities in political, social, economic and cultural spheres. The Constitution outlaws discrimination on any basis including, pregnancy, race, sex, marital status, health, ethnicity or social origin, colour, age, disability, religion, conscience, belief, culture, dress, language or birth. To realize these ideals, the Constitution requires the government to take legislative and other measures including affirmative action to redress disadvantages suffered by individuals and groups

because of past discrimination require that not more than two thirds of the members of elective or appointive bodies are of the same gender.

1.5.4.2 Employment Act, 2007

The Act seeks to promote equality of opportunity in employment in order to eliminate discrimination in employment in policy or practice, either directly or indirectly, against an employee or prospective employee on grounds of race, colour, sex, language, religion, political or other opinion, nationality, ethnic or social origin, disability, pregnancy, mental status or HIV status. This may be in respect of recruitment, training, promotion, terms and conditions of employment, termination of employment or other matters arising out of the employment. It clarifies that it is not discrimination to take affirmative action measures consistent with the promotion of equality or the elimination of discrimination in the workplace.

1.5.4.3 Occupational Safety and Health Act, 2007

The Act requires that an occupier shall not dismiss, injure or discriminate against or disadvantage an employee in respect of the employee's employment, or alter the employee's position to the detriment of the employee by reason only that the employee makes a complaint about a matter which the employee considers is not safe.

1.5.4.4 National Cohesion and Integration Act, 2008

The Act requires that all public establishments shall seek to represent the diversity of the people of Kenya in the employment of staff. It requires that no public establishment shall have more than one third of its staff from the same ethnic community and prohibits discrimination against another.

1.5.4.5 Persons With Disability Act, 2003

The Act stipulates that the Government shall create conditions for equality of persons with disabilities with the other persons.

1.5.4.6 Public Service Commission Act 2017

The Act provides that, while selecting candidates for appointment or promotions, the appointing authority shall have regard to constitutional principles that no applicant or candidate is discriminated on any ground and no one gender constitutes more than two thirds of those appointed.

1.5.4.7 Public procurement and disposal Act, 2015

The Act stipulates that candidates shall participate in procurement proceedings without discrimination as per preferences and reservations referred to in subsection (2) that there shall be no discrimination with respect to the targeted groups and that for the purpose of protecting and ensuring the advancement of persons, categories of persons or groups previously disadvantaged by unfair competition or discrimination, reservations, preferences and shall apply to women, persons with disability and the youth.

1.5.4.8 National Gender and Equality Commission Act, 2011

The Act seeks to promote gender equality and non-discrimination for all persons in Kenya with a focus on special interest groups namely women, youth, PWDs, minorities and marginalized, children and older members of society in laws, policies and practice in accordance to the constitution of Kenya 2010.

1.5.4.9 Kenya Vision 2030

The Vision 2030 under social strategy on Gender, Youth and vulnerable groups, seeks to ensure gender equity in power and resource distribution, improved livelihoods for all vulnerable groups and responsible, globally competitive and prosperous youths.

CHAPTER 2: SITUATIONAL ANALYSIS

2.1 Introduction

This chapter presents KEPHIS workforce composition, achievements, challenges/gaps and analysis of internal and external environments. The analysis led to identification of key strengths, weaknesses, opportunities and threats (SWOT).

2.2 Workforce composition

KEPHIS has a staff establishment of 360 as at November 2021. The Service has eight regional offices in Kenya. This include Headquarters, JKIA, Muguga, (Nairobi) Naivasha, Nakuru, Kitale, Kisumu, Nyeri, Embu and Mombasa. The workforce composition is made up of 360 staff (November, 2021) whereby 226 are men and 134 are women. The Service has 8 staff who are PWDs.

Gender Disaggregated Data (Per Department)

Directorate/Department	Total	Male	Female	PWD
Laboratories	47	31	16	1
Audit	4	4	0	0
Finance	20	14	6	0
HR & Administration	67	20	47	3
ICT	9	6	3	0
Legal Office	1	0	1	0
Phytosanitary	96	55	41	0
Planning	3	1	2	0
PR & Communication	2	0	2	0
Procurement	10	7	3	0
Projects	2	1	1	0

Quality Assurance	33	27	6	2
Seed &PVPO	11	8	3	2
Trade	2	0	2	0
Transport	53	52	1	0
Grand Total	360	226	134	8

2.3 Key Achievements

The achievements in Gender Mainstreaming include but are not limited to:

- i. Established a working Committee
- ii. Training of committees, senior management
- iii. Sensitization of staff
- iv. Infrastructure
- v. Work environment
- vi. Staff have become gender sensitive
- vii. Composition of committee, distribution of staff within departments

2.4 Gaps/ Challenges

A range of gender-related challenges and problems have been identified in each thematic area and key issues identified

Despite the achievements in Gender Mainstreaming, KEPHIS has encountered a number of challenges not limited to:

- i. Training of Board members
- ii. Inadequate budgetary allocation
- iii. Non-conformity of gender sensitive Infrastructure
- iv. Lack of one third gender representation in the departments

2.5 SWOT Analysis

Strengths	Opportunities
i) Institutionalized gender mainstreaming committee ii) Good will from KEPHIS Management iii) Available facilities for prayers and lactation rooms/station for breastfeeding mothers iv) Trained gender mainstreaming committee and sub committees v) Gender sensitive staff	i) Gender mainstreaming indicators contained in the PC ii) Establishment of gender reporting channels iii) Sensitization of staff, senior management and the Board iv) Existence of the Public procurement Act 2015 on allocation of 30% procurement budgets to the reserve groups
Weaknesses	Threats
i) Lack of gender sensitive infrastructure	i) Insufficient budgetary allocation ii) Lack of academic qualifications for the jobs among the PWDs

CHAPTER 3: POLICY GOALS, GUIDING PRINCIPLES AND OBJECTIVES

3.1 The policy Goal

The goal of this policy is to promote equity and equality in KEPHIS through elimination of all forms of discrimination in all spheres of organizational development.

3.2 Guiding Principles

The policy principles will serve as an outline for implementation and application of the policy. The policy shall be aligned to the following principles

- i. Gender equality and gender equity.
- ii. The diversity of the people of Kenya.
- iii. The inextricability of private and public life.
- iv. Impartiality and the rule of law.
- v. Inclusiveness, non-discrimination and protection of marginalised groups.

3.3 Policy Objectives

- i. To ensure provision of equal opportunities to men and women at the workplace;
- ii. To ensure a gender responsive Work environment.
- iii. To promote a gender sensitive Organizational culture.
- iv. To enhance Capacity on gender among KEPHIS staff.
- v. To provide a framework for addressing gender issues at the workplace.

CHAPTER 4: GENDER POLICY FRAMEWORK

4.1 Introduction

This chapter provides an overview of the priority areas which impact on the progress towards gender equality.

4.2 Priority Area - Equal Opportunities

Objective

To promote fairness and equal distribution of opportunities within KEPHIS.

Actions

- i. Provide equal training opportunities among KEPHIS staff for both local and international opportunities.
- ii. Apply Affirmative action measures to ensure employment of PWDs, youth, women, minority and marginalized groups and communities.
- iii. Provide equal opportunities for promotion of staff.
- iv. Provide equal opportunities for career development.

4.3 Priority Area-Conducive Work Environment

Objective

To promote a gender responsive work environment.

Actions

- i. Provide disability friendly facilities.
- ii. Provide lactation stations for nursing mothers at the workplace.
- iii. Provide flexi working hours for employees based on their needs.
- iv. Provide suitable signage's at the workplace.
- v. Prevent all forms of gender-based violence in the workplace.
- vi. Provide equitable working conditions for staff in terms of leave, working hours, facilities, retirement and other benefits.

- vii. Respond to all forms of gender-based violence in the workplace including verbal, physical or sexual harassment.

4.4 Priority Area- Organizational culture

Objectives

To promote a gender sensitive culture in the organization

Actions

- i. Ensure a gender-sensitive approach in applying organizational policies and practices.
- ii. Inculcate a culture that respects diversity.
- iii. Foster a participative culture that values the contribution of each staff member regardless of gender.
- iv. Promote gender-sensitive language.
- v. Showcasing good practices in the organizational service delivery.
- vi. Rewarding, sensitizing, create awareness and training gender champions to promote gender-sensitive culture.
- vii. Carry out gender assessment in programmes, activities and service deliver.

4.5 Priority Area -Capacity Building

Objective

To enhance capacity of staff to implement gender responsive activities.

Actions.

- i. Conduct training needs assessment for all on gender.
- ii. Create awareness to all staff on gender.
- iii. Conduct training to the GM Committee/ senior management and the Board.
- iv. Conduct continuous sensitization of staff on gender.

4.6 Priority Area - A framework for addressing gender

Objective

To promote integration of gender perspective in all KEPHIS policies, plans, programs, activities and processes.

Actions

- i. Constitute a gender mainstreaming committee to coordinate implementation of gender mainstreaming in all operations of the organization.
- ii. Establish, operationalize and maintain regional gender mainstreaming sub-committees to advocate for gender equity and equality in all KEPHIS stations.
- iii. Develop and implement gender-related policies such as gender based violence and sexual harassment.
- iv. Engender all institutional policies.

CHAPTER 5: IMPLEMENTATION FRAMEWORK

ROLES & RESPONSIBILITIES

The Board of Directors

- i. To approve this policy.
- ii. Ensure implementation of this policy.
- iii. Provide adequate resources for gender mainstreaming.
- iv. Adhere to the policy.

The Managing Director

- i. Adhere to the policy.
- ii. Approve gender mainstreaming work-plan.
- iii. Provide adequate resources for gender mainstreaming activities.
- iv. Appoint gender mainstreaming committee members.
- v. Institute mechanisms to monitor implementation of the policy.

Management

- i. Disseminate the policy to all members of staff within their respective departments/stations.
- ii. Implement the policy within their respective departments/stations.
- iii. Monitor implementation of the policy.
- iv. Adhere to the policy though provision of equal opportunities on recruitment, training, promotion and distribution of work/responsibilities.
- v. Mobilize resources to support gender activities within the institutions.

The Gender Mainstreaming Committee

- i. Prepare annual work plans and budgets to support gender mainstreaming actions.
- ii. Establish linkages with gender stakeholders.

- iii. Spearhead development and review of gender mainstreaming and related policies at work place.
- iv. Monitor, evaluate and facilitate effective interpretation and implementation of the policies.
- v. Conduct institutional gender analysis and provide information on gender mainstreaming.
- vi. Mainstream best practices on gender issues in the institution.
- vii. Initiate policies and programs that promote gender equity and equality.
- viii. Promote communication and rapid response to emerging gender issues at the institution.
- ix. Participate in community outreach activities on gender e.g. CSR.
- x. Dissemination of gender policy through sensitization programs at all levels of the institution and stake holders.
- xi. Sensitizing staff on gender issues.
- xii. Collect, utilize and share disaggregated data accordingly.
- xiii. Ensure submission of quarterly reports internally and externally.
- xiv. Undertake audits on gender-based issues.

Gender Mainstreaming Committee sub committee

- i. Sensitizing staff on gender matters at the regional offices.
- ii. Implementation of the policy at the regional offices.
- iii. Undertake audits on gender-based issues at the regional offices.

Staff

- i. Familiarize self with the provisions of this Policy.
- ii. Comply with the provisions of the Gender mainstreaming and related policies.
- iii. Participate in surveys, reporting cases on gender violations.

CHAPTER 6: MONITORING, EVALUATION & REVIEW

6.1 Introduction

Monitoring will be cardinal to the effective and efficient implementation of the KEPHIS Gender Mainstreaming Policy. This entails the

- i. Collection of data and information
- ii. Analysis and use of the data and information

Activities in this area will include identification of gender responsive indicators and targets, training of implementing staff on monitoring and evaluation concepts and procedures, conducting the monitoring and evaluation, and using the findings for planning interventions.

6.2 Monitoring

Monitoring shall be conducted at various levels within all KEPHIS stations. Appropriate, timely and sufficient information about the activities carried out under each objective shall be submitted to the Gender Mainstreaming committee on quarterly basis. This shall help determine the progress made during implementation as well as capture any underlying challenges and how to address them. The outcome will inform the necessary reforms.

6.3 Evaluation

Gender Mainstreaming committee shall annually assess outcomes of gender-based activities and processes. The evaluation will seek to attain the achievement of the objectives and impact at the organizational level and confirm that the activities have been carried out effectively. Findings shall be used for improvement and planning. Impact assessment will be an integral part of the design, review and implementation of this policy.

6.4 Policy Review

This Policy will be reviewed after every three years or as need arises.

REFERENCES

- The Constitution of Kenya, 2010
- The National Policy on Gender and Development, 2019
- The Employment Act, 2007
- The Occupational Safety and Health Act, 2007
- The National Cohesion and Integration Act, 2008
- The Persons with Disability Act, 2003
- The Public Service Commission Act 2017
- The Public procurement and disposal Act, 2015
- The National Gender and Equality Commission Act, 2011
- KEPHIS Strategic Plan 2017-2022
- KEPHIS Human Resource Policy and Procedures Manual 2021