



Municipality of Naivasha
P.O. Box 2870-20100
NAKURU
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Contact: (051)2216379/80

MINUTES OF THE SPECIAL BOARD MEETING HELD AT ASTORIAN HOTEL

Date of Meeting: 03 rd June 2024	Time: 10:00am	File Ref:	Action
Attendance	<ol style="list-style-type: none"> 1. Peter K Gitau- Board Chairperson 2. Lucy Gikara- Board Vice Chairperson 3. Daniel M. Ndiritu- Municipal Manager 4. Jonathan Warothe- Board Member 5. Joseph Mukui- Board Member 6. Rose Njeri- Board Member 7. Richard Langat- Board Member 8. Michael Ibabu- Physical Planner 9. Thomas Munene- Environmentalist 10. Peter Karanja- Head of Accounting Unit 11. Mary Njoki – Municipal Environmental Officer 12. Wesley Langat – Municipal Social Safeguard Officer 13. Marion Nashilu – Municipal HR 		
Absent with Apologies	<ol style="list-style-type: none"> 1. Nancy Waweru- Board Member 2. David Kuria – CO HUD 3. John Kihagi – CECM 		
Agenda	<ol style="list-style-type: none"> 1. Preliminaries 2. Conflict of interest 3. Confirmation & Adoption of Agenda 4. IDEP 2024-2028 5. Lake Naivasha rising water levels 6. Opening of Special Purpose Account 7. Audit Committee 8. Gender Committee 9. Annual Investment Plan 10. Approval of Solid Waste Management Plan/Strategy 		
MIN 01/06/2024	<p>Preliminaries</p> <p>The Board Chairperson called the meeting to order at 11:00am. An opening prayer was made by Rose Njeri. He thanked the members for their untiring support and commitment.</p>		

MIN 02/06/2024	Conflict On Interest No conflict of interest was registered	
MIN 03/06/2024	Confirmation & Adoption of Agenda The agenda was proposed for adoption by Madam. Gikara and seconded by Mr. Warothe.	
MIN 04/02/2024	Naivasha Municipality Integrated Development Plan (IDEP) The municipal manager presented the draft Naivasha Municipality IDEP for the period 2024-2028 which had been drafted by board members with the technical staff in a one-week workshop at Panari. Board members gave comments including; 1. Addition of foreward , preface and executive summary chapters. 2. Create a popular version of the IDEP with an overview that is in fewer pages highlighting major items for easier perusal such that during public participation it would be easier to share the content. The draft IDEP was adopted by the board proposed by Mr Mukui seconded by Mr Warothe	Chairperson, Board members Secretariat
MIN 05/06/2024	Lake Naivasha rising water levels The chairperson gave a situation analysis on the Lake Naivasha noting that in the recent past Lake Naivasha water levels had risen and various residences of Kihoto witnessed flooding. The Board noted that the lake had been expanding beyond the normal levels and therefore resolved that the manager to get all approved development plans within the area.	Chairman- Mr Gitau
MIN 06/06/2024	Opening of Special Purpose Account The Kenya Urban Support Program funding was expected and so the need for a special purpose account was needed to be opened. The board resolved to open an account with Sidian Bank proposed by Mr. Warothe and seconded by Madam Rose	Municipal Manager
MIN 07/06/2024	Formation of Audit Committee Madam Rose was voted anonymously as the chair of the Audit Committee with the other members of the committee being Mr Mukui , Mr Langat and Madam Lucy	Chairman- Mr Gitau
MIN 08/06/2024	Formation of Gender Committee and Adoption of Gender Inclusion and Participation Framework Inclusion of Gender and Inclusivity Functions under the Tourism, Environment and Social Services Committee Discussion: The Chairperson introduced the agenda item, noting the importance of strengthening gender inclusivity and equality within municipal programs and activities. Members	Chairman- Mr Gitau

discussed the most appropriate institutional arrangement for addressing gender and inclusivity matters within the Municipal Board committee structure.

After deliberations, members agreed that gender and inclusivity issues should be integrated within the mandate of the Tourism, Environment and Social Services Committee to ensure a more coordinated and cross-sectoral approach to social development, community welfare, and inclusive service delivery.

Resolution:

It was resolved that the Tourism, Environment and Social Services Committee be expanded to include Gender and Inclusivity functions, and the committee shall henceforth be referred to as the:

Tourism, Environment, Social Services, Gender and Inclusivity Committee.

The Committee shall be responsible for:

- Promoting gender inclusivity and equality in municipal policies, programs, and projects.
- Advising the Municipal Board on matters relating to gender, social protection, and inclusive community development.
- Monitoring and evaluating the implementation of gender-sensitive and socially inclusive initiatives within the municipality.

The framework was thus adopted and it would aim to institutionalize gender mainstreaming across all municipal operations and development programs. Key focus areas include:

- Promotion of gender balance in leadership and decision-making structures.
- Economic empowerment opportunities for women, youth and marginalized groups.
- Development of inclusive public infrastructure and service
- Strengthening prevention and response mechanisms for Gender Based Violence (GBV)
- Integration of gender considerations into municipal planning and budgeting.

Appointment of Members to the Tourism, Environment, Social Services, Gender and Inclusivity Committee

Discussion:

The Chairperson invited nominations for members to serve in the Tourism, Environment, Social Services, Gender and Inclusivity Committee. The following individuals were proposed and unanimously approved by the Board.


Resolution:

The Board resolved to appoint the following members to serve in the Tourism, Environment, Social Services, Gender and Inclusivity Committee:

1. Richard Langat – Chairperson
2. Rose Njeri – Board Member
3. Joseph Mukui – Board Member
4. Lucy Gikaara – Board Member
5. D. M. Ndiritu – Municipal Manager/Secretary

	<p>6. Mary Njoki – Municipal Environmental Officer</p> <p>7. Wesley Langat – Municipal Social Safeguard Officer</p> <p>8. Marion Nashilu – Municipal HR</p> <p>The Committee will oversee matters relating to tourism, environmental management, social services, gender equality, and inclusivity within the Municipality.</p>	
<p>MIN 09/06/2024</p>	<p>Annual Investment Plan</p> <p>The Municipal Manager presented previous investment plans developed during KUSP</p> <p>1. The board resolved to prepare an investment plan for the financial year 2024/2025. The board members would give proposals of projects to be included in the investment plan on an online platform before 30th June 2024.</p>	<p>Municipal Manager</p>
<p>MIN 10/06/2024</p>	<p>Approval of Solid Waste Management Plan/Strategy</p> <p>Discussion:</p> <p>The Municipal Manager presented the Solid Waste Management Plan/Strategy to the Board, emphasizing its necessity for improving sanitation and environmental standards within the Municipality. The technical team, including the Municipal Environmental Officer and the Environmentalist, provided insights into the strategy's focus on sustainable waste collection, disposal, and resource recovery.</p> <p>The Board noted that this strategy is a critical component of the broader Naivasha Municipality Integrated Development Plan (IDEP) 2024-2028 and is essential for achieving the municipality's long-term environmental goals.</p> <p>Resolution:</p> <p>After a comprehensive review and deliberation, the Board unanimously approved the Solid Waste Management Plan/Strategy for immediate implementation. The Tourism, Environment, Social Services, Gender and Inclusivity Committee was tasked with overseeing the execution of the plan to ensure it meets the required service delivery standards.</p>	<p>Chairman – Mr. Gitau</p>
<p>MIN 11/06/2024</p>	<p>A.O.B</p> <p>1. The manager proposed a site visit to proposed road projects on 25th June 2024.</p> <p>2. The chairperson would share a resort city concept</p>	<p>Municipal Manager Chairman- Mr Gitau</p>
<p>MIN 12/06/2024</p>	<p>ADJOURNMENT</p> <p>There being no other business the chairman thanked all members for their input and asked Mr. Munene to close with a word of prayer</p>	<p>Chairman- Mr Gitau</p>

Secretary: L. M. NAIRITH

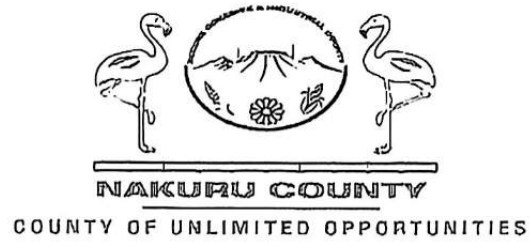
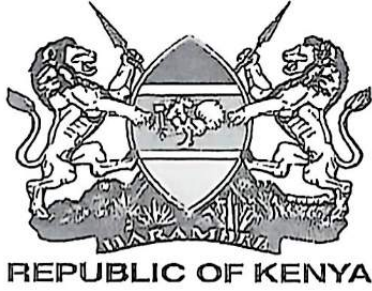
Sign: 

Date: 11.6.24

Chairperson: PETER . K. GITAU.

Signature 

Date: 11.6.2024



MUNICIPALITY OF NAIVASHA

GENDER INCLUSION AND PARTICIPATION FRAMEWORK

Promoting Inclusive Governance and Gender-Responsive Urban Development

Prepared by

Naivasha Municipality

In collaboration with

County Government of Nakuru

@2024

Municipality of Naivasha

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Foreword

Inclusive governance is fundamental to sustainable urban development. Naivasha Municipality recognizes that gender equality and equitable participation of all citizens are critical to achieving social justice, economic growth, and improved service delivery.

This Gender Inclusion and Participation Framework establishes a comprehensive policy framework for mainstreaming gender considerations into municipal governance, planning, budgeting, and service delivery.

The framework further operationalizes the provisions of the Nakuru County Public Participation Act, 2016, ensuring that public participation processes are inclusive, transparent, and responsive to the needs of all residents.

Acronyms

GBV – Gender Based Violence

PWD – Persons With Disabilities

CIDP – County Integrated Development Plan

ISUDP – Integrated Strategic Urban Development Plan

AGPO – Access to Government Procurement Opportunities

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1. Introduction

Gender equality and inclusive participation are central to sustainable urban governance. Naivasha Municipality recognizes that inclusive decision-making and gender-responsive policies enhance social equity and improve development outcomes.

This framework provides a structured approach to integrating gender perspectives into municipal governance and development programs.

2. Policy and Legal Framework

The framework is guided by national legislation and policy frameworks including:

- Constitution of Kenya (2010)
- Urban Areas and Cities Act
- Public Finance Management Act
- Physical and Land Use Planning Act (2019)
- National Gender and Equality Commission Act

The framework also aligns with international commitments including the Sustainable Development Goals.

3. Vision, Mission and Objectives

Vision

A municipality where all genders participate equitably in governance, economic development, and social progress.

Mission

To mainstream gender equality into municipal governance, planning, and service delivery.

Objectives

- Promote equitable representation in governance structures
 - Strengthen women's economic empowerment
 - Improve gender-responsive public services
 - Prevent gender-based violence
 - Strengthen institutional capacity for gender mainstreaming
-

4. Rationale for Gender Mainstreaming

Gender disparities continue to affect access to economic opportunities, leadership positions, and social services.

Addressing these disparities will:

- Improve social equity
 - Increase economic productivity
 - Strengthen community cohesion
-

5. Strategic Pillars

- Pillar 1: Gender Responsive Governance

Promote equitable participation of women and marginalized groups in decision-making.

- Pillar 2: Economic Empowerment

Support entrepreneurship, employment, and financial inclusion.

- Pillar 3: Inclusive Urban Services

Ensure infrastructure meets the needs of all genders.

- Pillar 4: Social Protection

Address gender-based violence and promote safe public spaces.

- Pillar 5: Institutional Capacity

Strengthen municipal systems for gender mainstreaming.

6. Public Participation and Gender Inclusion

The municipality will implement gender-responsive public participation in accordance with the Nakuru County Public Participation Act, 2016.

Participation mechanisms will include:

- Community forums
 - Ward meetings
 - Stakeholder workshops
 - Digital engagement platforms
 - Special efforts will ensure participation of:
 - Women
 - Youth
 - Persons with disabilities
 - Marginalized groups
-

7. Institutional Framework

Municipal Gender Desk

Responsible for:

- Coordinating gender mainstreaming
 - Monitoring gender programs
 - Supporting gender-responsive budgeting
 - Municipal Board
 - Provides oversight and policy guidance.
 - Municipal Departments
 - Responsible for integrating gender considerations into departmental programs.
-

8. Gender Action Plan Matrix

Strategic Area	Activity	Responsible Department	Timeline	Indicators
Governance	Establish Municipal Gender Desk	Administration	Year 1	Desk operational
Economic Empowerment	Women entrepreneurship training	Trade Department	Annual	No. of women trained
Urban Services	Install lighting in public spaces	Engineering	Year 2	No. of streets lit
Social Protection	GBV awareness campaigns	Social Services	Annual	Campaigns conducted
Public Participation	Inclusive public forums	Municipal Management	Continuous	Participation rate

9. Public Participation Implementation Framework

Indicator	Baseline	Target
Women in municipal leadership	30%	50%

Women participating in public forums	40%	60%
Women-owned businesses accessing procurement	20%	40%
Gender-responsive infrastructure projects	5	20

10. Gender Indicators Dashboard

Phase	Activities	Timeline
Phase 1	Policy adoption and institutional setup	Year 1
Phase 2	Capacity building and pilot programs	Year 2
Phase 3	Full implementation	Year 3-5

11. Implementation Timeline

Phase	Activities	Timeline
Phase 1	Policy adoption and institutional setup	Year 1
Phase 2	Capacity building and pilot programs	Year 2
Phase 3	Full implementation	Year 3-5

12. Monitoring and Evaluation

Monitoring will include:

- Quarterly progress reviews
- Annual gender mainstreaming reports
- Municipal Board oversight reviews

13. Municipal Gender Reporting Templates

Template 1: Gender Activity Report

Project	Activity	Beneficiaries	Gender Distribution
Entrepreneurship Training	Skills workshop	50	35F / 15M

Template 2: Public Participation Gender Register

Meeting	Total Participants	Women	Men	Youth	PWD

Template 3: Gender Budget Tracking

Department	Budget Allocation	Gender Program Allocation

14. Financing and Resource Mobilization

Funding sources will include:

- Municipal budget allocations
 - County government funding
 - Development partner support
 - Public-private partnerships
 - Gender-responsive budgeting will be promoted.
-

15. Conclusion

The Gender Inclusion and Participation Framework demonstrates Naivasha Municipality's commitment to equitable governance and inclusive urban development.

16. Approval and Adoption

Municipal Board Approval



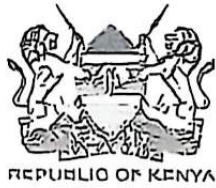
D.M Ndiritu

Municipal Manager

Naivasha Municipality

MUNICIPAL MANAGER
NAIVASHA MUNICIPALITY
11 JUN 2024
Sign: PO BOX 126 - 2011 / NAIVASHA





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CGN/NMB/1/27VOL.1 /13/2024

11th June 2024

TOURISM, ENVIRONMENT, SOCIAL SERVICES, GENDER AND INCLUSIVITY COMMITTEE

1. Minutes of the Committee Meeting

Date: Q.1, 11th June 2024

Time: 10:00 AM

Vonue: Municipal Boardroom

Members Present

1. Richard langat - Chairperson
2. Rose Njeri – Board Member
3. Joseph Mukui – Board Member
4. Richard Langat – Board Member
5. Lucy Gikaara – Board Member
6. D. M. Ndiritu - Municipal Manager and secretary to Board
7. Wosley Langat -Municipal Social Safe Guard Officer
8. Marion Nashilu -Municipal HR
9. Mary Njoki - Municipal Environmental officer

Agenda

1. Preliminaries
2. Adoption of the Gender Inclusion and Participation Framework
3. Application of the Framework to Contractors

4. Monitoring, Audit and Evaluation Framework
5. Any Other Business (AOB)
6. Adjournment

MIN 01/05/2024: Preliminaries

The meeting was called to order at 10:00 AM by the Chairperson, Mr. Richard who welcomed members and appreciated their commitment to strengthening gender equality, inclusivity, accountability and governance within Naivasha Municipality.

MIN 02/05/2024: Adoption of the Gender Inclusion and Participation Framework

The Gender Inclusion and Participation Framework was presented for review and adoption. The framework aims to institutionalize gender mainstreaming across all municipal operations and development programs.

Key focus areas include:

1. Promotion of gender balance in leadership and decision-making structures
2. Economic empowerment opportunities for women, youth and marginalized groups
3. Development of inclusive public infrastructure and services
4. Strengthening prevention and response mechanisms for Gender-Based Violence (GBV)
5. Integration of gender considerations into municipal planning and budgeting

Resolution:

The Committee unanimously adopted the Gender Inclusion and Participation Framework as the guiding framework for gender mainstreaming and inclusive governance within Naivasha Municipality.

MIN 03/05/2024: Application of the Framework to Contractors

The Committee discussed the need to ensure that all municipal contractors comply with gender inclusion and participation principles in procurement, employment, and project implementation.

Resolution:

All municipal contracts shall include mandatory gender inclusion and participation compliance clauses and contractors shall commit to adherence to the framework.

MIN 04/05/2024: Monitoring, Audit and Evaluation Framework

The Committee agreed to establish a monitoring and reporting framework to track implementation of gender inclusion initiatives across municipal departments and projects.

Resolution:

The Audit, Risk Management, Gender and Inclusivity Committee shall oversee compliance monitoring and prepare annual Gender Inclusion and Participation reports.



MIN 05/05/2024: Any Other Business

Members recommended capacity building programs for municipal staff and contractors to strengthen awareness on gender inclusion and participation.

MIN 06/05/2024: Adjournment

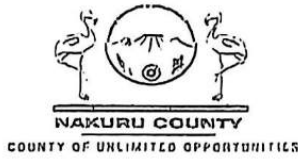
There being no other business, the Chairperson thanked members for their participation and the meeting was adjourned.

Minutes confirmed by:

<u>Name</u>	<u>Signature</u>	<u>Date</u>
D.M Ndiritu Municipal Manager <u>Naivasha Municipality</u>		12/12/2024
Richard Langat Committee Chairperson <u>Naivasha Municipal Board</u>		12.11.24



REPUBLIC OF KENYA



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Ref: CGN/NMB/1/27VOL.1/22/2024

MINUTES OF THE TOURISM, ENVIRONMENT, SOCIAL SERVICES, GENDER AND INCLUSIVITY COMMITTEE MEETING HELD ON 12TH NOVEMBER 2024 AT 10:00 AM IN THE MUNICIPAL BOARDROOM

Minutes of the Committee Meeting

Date: Q.2, 12th November 2024

Time: 10:00 AM

Venue: Municipal Boardroom, Naivasha Municipality

Members Present:

1. Richard Langat – Chairperson
2. Rose Njeri – Board Member
3. Joseph Mukui – Board Member
4. Lucy Gikaara – Board Member
5. D. M. Ndiritu – Municipal Manager/Secretary
6. Wesley Langat – Municipal Social Safeguard Officer
7. Marion Nashilu – Municipal HR
8. Mary Njoki – Municipal Environmental Officer

Agenda:

- 1) Preliminaries
- 2) Confirmation of Previous Minutes
- 3) Operationalization of Gender Compliance Clauses in Procurement
- 4) AOB & Adjournment

MIN 01/11/2024: Preliminaries

The Chairperson called the meeting to order at 10:00 AM. He noted that following the adoption of the Gender Inclusion Framework in Q1, the focus must shift to active enforcement.

MIN 02/11/2024: Confirmation of Previous Minutes

Minutes of the meeting held on 11th June 2024 were reviewed and confirmed as a true record of the proceedings.

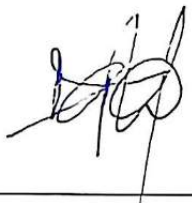

MIN 03/11/2024: Operationalization of Gender Compliance Clauses

Following the Q1 resolution to include mandatory gender clauses in contracts, the Committee reviewed draft templates for upcoming tenders.

Resolution: The Municipal Manager was tasked to ensure all new procurement advertisements for Q3 projects explicitly state gender and social safeguard requirements.

MIN 05/11/2024: Adjournment The meeting was adjourned at 12:30 PM.

Minutes confirmed by:

<u>Name</u>	<u>Signature</u>	<u>Date</u>
D.M Ndiritu Municipal Manager <u>Naivasha Municipality</u>		24/1/2025
Richard Langat Committee Chairperson <u>Naivasha Municipal Board</u>		24.1.25



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24th January 2025

TOURISM, ENVIRONMENT, SOCIAL SERVICES, GENDER AND INCLUSIVITY COMMITTEE

Minutes of the Committee Meeting

Date: Q.3, 24th January 2025

Time: 10:00 AM

Venue: Municipal Boardroom, Naivasha Municipality

Members Present

1. Richard langat - Chairperson
2. Rose Njeri – Board Member
3. Joseph Mukui – Board Member
4. Richard Langat – Board Member
5. Lucy Gikaara – Board Member
6. D. M. Ndiritu - Municipal Manager and secretary to Board
7. Wesley Langat -Municipal Social Safe Guard Officer
8. Marion Nashilu -Municipal HR
9. Mary Njoki - Municipal Environmental officer

Agenda

1. Preliminaries
2. Confirmation of Previous Minutes
3. Review of Gender Inclusion and Participation Implementation Progress

4. Compliance with Gender and Social Safeguards in Municipal Projects
5. Strengthening Grievance Redress Mechanism (GRM)
6. Capacity Building for Municipal Staff and Contractors
7. Any Other Business (AOB)
8. Adjournment

MIN 01/01/2025: Preliminaries

The meeting was called to order at 10:05 AM by the Chairperson, Mr Richard Langat who welcomed members and appreciated their continued commitment towards strengthening governance, accountability, gender equality and inclusivity within Naivasha Municipality.

The Chairperson emphasized the importance of ensuring that municipal programs and development projects are implemented in a manner that promotes equity, transparency, and effective risk management.

Members introduced themselves and the agenda was adopted without amendments.

MIN 02/01/2025: Confirmation of Previous Minutes

The minutes of the previous committee meeting were reviewed by members.

Members confirmed that the minutes accurately captured the deliberations and resolutions of the previous sitting.

Resolution

The minutes of the previous meeting were confirmed as a true and accurate record and were adopted.

MIN 03/01/2025: Review of Gender Inclusion and Participation

Implementation Progress

The Committee reviewed progress made in implementing the Gender Inclusion and Participation Framework adopted earlier.

Key updates highlighted included:

1. Increased awareness of gender inclusion principles among municipal departments.
2. Integration of gender considerations in several municipal development initiatives.
3. Participation of women and youth groups in selected municipal projects.
4. Initial steps towards gender-responsive planning and budgeting.

Members noted that while progress had been made, further efforts were required to ensure full institutionalization of gender mainstreaming across all municipal operations.

Resolution

The Committee resolved that:

- Municipal departments should integrate gender indicators into project planning and reporting.
- Quarterly reports on gender inclusion activities be submitted to the Committee.

MIN 04/01/2025: Compliance with Gender and Social Safeguards in Municipal Projects

The Committee discussed compliance with gender inclusion and social safeguard standards by contractors implementing municipal projects.

Members noted the importance of ensuring that contractors:

- Promote gender equality in employment opportunities
- Provide safe working environments
- Prevent gender-based violence and harassment
- Comply with labor and social safeguard requirements

Resolution

The Committee resolved that:

- All municipal procurement documents shall include mandatory gender and social safeguard compliance provisions.

- Contractors shall submit periodic compliance reports during project implementation.

MIN 05/01/2025: Strengthening Grievance Redress Mechanism (GRM)

The Committee discussed the need to strengthen the Municipal Grievance Redress Mechanism to enhance transparency and accountability.

Members emphasized the importance of providing accessible channels for residents and stakeholders to raise complaints or concerns related to municipal services and projects.

Resolution

The Committee resolved that:

1. A Municipal Grievance Register be maintained.
2. Complaints be documented, investigated and resolved within reasonable timelines.
3. Periodic GRM reports be submitted to the Committee for review.

MIN 06/01/2025: Capacity Building for Municipal Staff and Contractors

Members discussed the need for capacity building initiatives to strengthen institutional knowledge on:

- Gender mainstreaming
- Social safeguards
- Risk management
- Governance and accountability

Resolution

The Committee recommended that the Municipality organize training programs and awareness workshops for staff and contractors to enhance compliance with gender inclusion and risk management frameworks.

MIN 07/01/2025: Any Other Business (AOB)

Members proposed the development of a Gender Inclusion Monitoring Dashboard to track key indicators related to participation, employment opportunities and inclusivity within municipal programs.

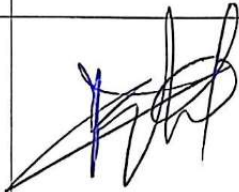

The Committee welcomed the proposal and agreed that it would improve monitoring and reporting.

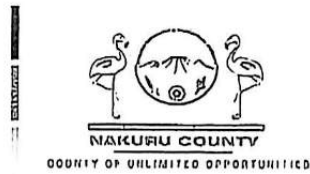
MIN 09/01/2025: Adjournment

There being no other business, the Chairperson thanked members for their active participation and commitment to strengthening inclusive governance in the Municipality.

The meeting was adjourned at 12:15 PM.

Minutes Confirmed By

<u>Name</u>	<u>Signature</u>	<u>Date</u>
D.M Ndiritu Municipal Manager <u>Naivasha Municipality</u>		14/05/25
Richard Langat Committee Chairperson <u>Naivasha Municipal Board</u>		14.5.25



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**MINUTES OF THE TOURISM, ENVIRONMENT, SOCIAL SERVICES, GENDER AND INCLUSIVITY
COMMITTEE MEETING HELD ON 14TH MAY 2025 AT 10:00 AM IN THE MUNICIPAL
BOARDROOM**

Minutes of the Committee Meeting

Date: Q.4, 14th MAY 2025

Time: 10:00 AM

Venue: Municipal Boardroom, Naivasha Municipality

Members Present:

1. Richard Langat – Chairperson
2. Rose Njeri – Board Member
3. Joseph Mukui – Board Member
4. Lucy Gikaara – Board Member
5. D. M. Ndiritu – Municipal Manager/Secretary
6. Mary Njoki – Municipal Environmental Officer
7. Wesley Langat – Municipal Social Safeguard Officer
8. Marion Nashilu – Municipal HR

Agenda:

- 1) Preliminaries
- 2) Confirmation of Previous Minutes
- 3) Progress of the Gender Inclusion Monitoring Dashboard
- 4) Review of Contractor Compliance
- 5) AOB & Adjournment

MIN 01/05/2025: Preliminaries

The meeting commenced at 10:15 AM. The Chairperson highlighted that this final quarter of the cycle would focus on evaluating the impact of the framework adopted a year prior.

MIN 02/05/2025: Confirmation of Previous Minutes The minutes dated 24th January 2025 were confirmed and adopted.

MIN 03/05/2025: Launch of the Gender Inclusion Monitoring Dashboard

The Committee reviewed the prototype of the Monitoring Dashboard proposed in January.

Resolution: The Dashboard is to be fully integrated into the Municipal website to track real-time indicators of youth and women participation in projects once it is fully developed .

MIN 04/05/2025: Review of Contractor Compliance Reports The Committee evaluated the performance of contractors engaged in municipal projects during the 2024/2025 fiscal year. Special focus was placed on two major projects:

1. **Construction of Sewerline Bypass (0.62km):** The Committee noted that the contractor fully complied with all gender and social safeguard provisions.
2. **Mama Ngina Street Upgrades (0.15km):** This project, comprising paved parking, Non-Motorized Transport (NMT) facilities, drainage, and beautification, was reviewed for inclusivity.

Observations & Resolution:

1. Members observed that the MaMa Ngina Street project successfully integrated NMT features, which directly supports the goal of developing inclusive public infrastructure.
2. The Committee formally recorded that both contractors demonstrated full compliance with the mandatory gender inclusion and participation clauses established in earlier sittings.



Resolution: A certificate of compliance for gender and social safeguards shall be issued to these contractors as a best-practice benchmark for future municipal works.

Project Component	Target Group Participation	Accessibility Feature	Status
Sewerline Bypass (0.62km)	30% Women/Youth Labor	Safety Signage & GBV Training	100% Compliant
MaMa Ngina Street (0.15km)	Inclusive Beautification Teams	NMT (Non-Motorized Transport)	100% Complia

MIN 05/05/2025: Adjournment

The Chairperson thanked the members for a successful year of institutionalizing inclusivity. The meeting closed at 1:00 PM.

Minutes confirmed by:

<u>Name</u>	<u>Signature</u>	<u>Date</u>
D.M Ndiritu Municipal Manager <u>Naivasha Municipality</u>		16/11/2025
Richard Langat Committee Chairperson <u>Naivasha Municipal Board</u>		16.11.25

Structured template for the Gender Inclusion Monitoring Dashboard.

This template is designed to track progress against the key focus areas of the Gender Inclusion and Participation Framework.

Gender Inclusion Monitoring Dashboard: Municipality of Naivasha

Section 1: Leadership & Institutional Governance

Goal: Promotion of gender balance in leadership and decision-making structures.

Key Performance Indicator (KPI)	Current Status (%)	Target (%)	Status
Women in Senior Management Roles	--	33%	[On Track/Needs Focus]
Youth Representation in Board Committees	--	20%	[On Track/Needs Focus]
Departments with active Gender Action Plans	--	100%	[On Track/Needs Focus]

Section 2: Economic Empowerment & Procurement

Goal: Economic empowerment for women, youth, and marginalized groups.

Indicator	Current Quarter Data	Annual Target
Contractor Compliance: Percentage of contractors meeting gender clauses	--	100%
Procurement Spend: Value of contracts awarded to AGPO-registered groups	Ksh --	[Set Value]
Employment: Total number of women/youth employed in municipal projects	--	[Set Count]

Section 3: Social Safeguards & Grievance Redress

Goal: Strengthening prevention/response for GBV and maintaining the Grievance Redress Mechanism.

Indicator	Total Count	Resolution Rate
GBV Reports: Cases reported within municipal projects	0	0%

Indicator	Total Count	Resolution Rate
Grievance Register: Total complaints documented	--	--%
Capacity Building: Staff/Contractors trained on social safeguards	--	Target: 100%

Section 4: Infrastructure & Services

Goal: Development of inclusive public infrastructure and services.

Gender-Responsive Budgeting: Percentage of projects undergoing gender-impact assessment during planning.

Infrastructure Accessibility: Number of public facilities (e.g., markets, parks) upgraded for universal accessibility and safety.

Dashboard Visual Summary

Implementation Note: Per the resolution in the Q3 minutes (January 2025), all municipal departments are required to submit quarterly data to the Gender and Inclusivity Committee to update this dashboard.