



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYANDARUA
DEPARTMENT OF LANDS, PHYSICAL PLANNING,
HOUSING AND URBAN DEVELOPMENT
ENGINEER MUNICIPALITY



TERMS OF REFERENCE (ToR)

Gender Mainstreaming Committee

1. Background

To ensure compliance with KUSP II and national gender policies, the Office of the Appointed Engineer hereby establishes a **Gender Mainstreaming Committee (GMC)** to institutionalize gender-responsive planning and service delivery.

2. Purpose

The purpose of the Gender Mainstreaming Committee is to:

- Ensure systematic integration of gender perspectives in municipal planning and infrastructure development.
- Promote equitable access to municipal services and opportunities for women, men, youth, PWDs, and vulnerable groups.
- Support compliance with KUSP II Gender and Social Inclusion requirements.
- Provide oversight and technical guidance on gender-responsive budgeting and implementation.

3. Objectives

The Committee shall:

1. Mainstream gender considerations into municipal policies, plans, and projects.
2. Ensure all KUSP II-funded projects incorporate gender analysis and mitigation measures.
3. Strengthen institutional capacity for gender-responsive urban development.
4. Monitor gender-related indicators and outcomes.
5. Promote stakeholder participation, especially women and marginalized groups.

4. Scope of Work

The Committee shall undertake the following functions:

4.1 Policy & Planning

- Review municipal plans to ensure gender responsiveness.
- Ensure gender analysis is integrated in feasibility studies and designs.
- Provide input during preparation of Annual Work Plans and Budgets (AWPB).

4.2 Project Design & Implementation

- Review project designs to ensure:
 - Safe access (lighting, walkways, sanitation facilities)
 - Accessibility for PWDs
 - Gender-sensitive procurement and labor practices
- Monitor compliance with KUSP II Environmental and Social Framework (ESF).

4.3 Budgeting

- Promote Gender Responsive Budgeting (GRB).
- Track allocation of funds for gender-related activities.
- Ensure budget lines address inclusion and safeguards.

4.4 Capacity Building

- Coordinate gender awareness training for municipal staff.
- Promote workplace gender equality within the Engineer's office.
- Facilitate community sensitization forums.

4.5 Monitoring & Reporting

- Develop gender performance indicators.
- Prepare quarterly and annual gender mainstreaming reports.
- Support reporting requirements under KUSP II.

4.6 Stakeholder Engagement

- Facilitate inclusive public participation.
- Engage women's groups, youth groups, PWD associations, and civil society.
- Support grievance redress mechanisms with gender-sensitive approaches.

5. Composition of the Committee

The Committee shall comprise:

- Members elected within the board

The Committee shall co-opt technical experts as necessary.

7. Meetings

- The Committee shall meet at least once per quarter.
- Quorum shall be 50% + 1 of members.
- Decisions shall be made by consensus or simple majority vote.

8. Deliverables

The Committee shall produce:

1. Quarterly Gender Compliance Reports.
2. Inputs into Annual Work Plans and Budgets.
3. Capacity Building Plans.

9. Duration

The Committee shall operate throughout the implementation period of KUSP II and within appointed time within the board.

10. Resources & Budget

- Budget to cover training, stakeholder engagement, monitoring, and reporting activities.

12. Review of ToR

This ToR shall be reviewed annually or as required to align with policy and program changes.