



Municipality of Naivasha

P.O. Box 126 -20117

NAIVASHA

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

11th July 2024

**TOURISM, ENVIRONMENT, SOCIAL SERVICES, GENDER AND INCLUSIVITY
COMMITTEE**

1. Minutes of the Committee Meeting

Date : Q.1, 11th July 2024

Time: 10:00 AM

Venue: 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.

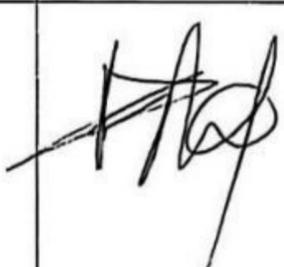
MIN 05/05/2024: Any Other Business

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



NAKURU COUNTY
COUNTY OF UNLIMITED OPPORTUNITIES

Municipality of Naivasha

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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.

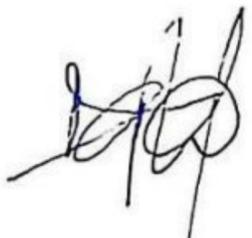
MIN 03/11/2024: Operationalization of Gender Compliance Clauses

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.

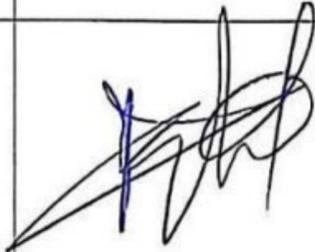
The Committee welcomed the proposal and agreed that it would improve monitoring and reporting.

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>		14/05/2025
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.