BOMET MUNICIPAL MANAGER
05 MAR 2020
P. O. Box 19-20400, BOMET
KENYA

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF BOMET

BOMET MUNICIPALITY

TERMS OF REFERENCE(TORs) FOR BOMET MUNICIPALITY GENDER MAINSTREAMING COMMITTEE

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Purpose

Ensure gender mainstreaming, social inclusion and accessible citizen engagement across municipal planning, budgeting, service delivery and grievance mechanisms; ensure compliance with the Gender Engagement Framework and public disclosure requirements.

Membership

Chair: Board member appointed by the Board.

Members: 2–4 additional Board members (ensure gender balance).

Ex-officio: Municipal Manager (non-voting).

Technical Attendees: Head of Community Services / Social Development Officer; Communications Officer; representative of Citizen Fora; representative of accredited neighbourhood associations; Gender focal point from County (where applicable).

Quorum

Majority of appointed members with at least one member of each gender present.

Core responsibilities

- **Gender engagement framework:** Review, recommend and monitor implementation of the Board's Gender Engagement Framework; ensure the framework is adopted by the Board and publicly disclosed.
- **Citizen Fora & public disclosure:** Oversee scheduling and delivery of the **annual calendar of quarterly citizens' fora**, ensure minutes, attendance lists and outcomes are published and accessible.
- **Grievance handling & inclusion:** Maintain and review the grievance log; ensure accessible grievance channels for women, youth, persons with disabilities and informal sector groups; monitor timely resolution.
- **Inclusive budgeting & planning:** Review IDEP annual reviews, budgets and project designs for gender and social inclusion impacts; recommend gender-responsive budget lines and social mitigation measures.
- **Capacity building & outreach:** Design and approve training and awareness programmes for neighbourhood associations, market traders and citizen fora on participation, rights and gender mainstreaming.

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- **Monitoring & reporting:** Track gender-disaggregated KPIs across service delivery (water, sanitation, markets, solid waste, transport) and report progress to the Board and public.
- **Partnerships:** Facilitate partnerships with women's groups, youth networks, disability organizations and private sector actors for inclusive service delivery and livelihoods programmes.

Delegated authority

Approve community engagement plans, gender training programmes and minor budget reallocations within Board policy; refer major policy or budget changes to the Finance Committee and full Board.

Reporting & Frequency

Reports: Quarterly gender & inclusion report to the Board; publish summary of fora outcomes and grievance trends.

Meetings: Quarterly; additional meetings aligned with IDEP reviews, budget cycle and major consultations.

Records & Conduct

Committee secretary maintains minutes, action register and public disclosure files; members declare conflicts and recuse where necessary.

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