



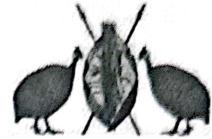
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COUNTY GOVERNMENT OF MIGORI

AWENDO MUNICIPALITY

**MINUTES OF THE HUMAN RESOURCE, ADMINISTRATION & GENDER
MAINSTREAMING COMMITTEE MEETING HELD ON 7th FEBRUARY 2024 AT THE
OFFICE OF THE MUNICIPAL MANAGER AWENDO.**

Present:

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|---------------------------------|-----------------------|
| 1. Ms. Ruth Odhiambo | Committee Chairperson |
| 2. Plan. Mandela Nelson Akong'o | Municipal Manager |
| 3. Mr. John Keno Chol | Member |
| 4. Mr. John Otieno Oswe | Member |
| 5. Hon. Florence Oile | Member |

Agenda:

1. Preliminaries
2. Staff recruitment FY 2024/2025
3. Gender Mainstreaming in FY 2024/2025 Development projects
4. AOB

Min 1 HR & G /07/02/2024: Preliminaries.

The chairperson called the meeting to order at 9.05 am by a prayer Mr. John Keno. The chairperson then tabled the agenda of the day which was adopted as presented by the meeting.

Min 2 HR & G /07/02/2024: Staff recruitment FY 2024/2025.

The Chairperson briefed the meeting of the current status of staff shortage in the critical areas of the municipality with the sections having limited vis a vis the transferred municipal functions. She noted that it is important that the next budget should have a provision for staff employment so as to enable the municipality to offer their functions effectively.

Discussions:

**Min 3 HR & G /07/02/2024- Review of Budget Estimates for the FY
2024/2025 on Human Resource Development**

The Municipal Manager, Plan. Mandela Nelson Akong'o, presented the proposed budget estimates for human resource development initiatives for FY 2024/2025. The focus was on staff training, capacity building, and recruitment efforts within the municipality.

Discussions:

1. Staff Training and Capacity Building:

Mr. John Keno Chol emphasized the need to allocate more funds for professional development programs, especially for staff in leadership roles. He suggested including specific training to address gender-sensitive human resource practices.

He further underscored the importance of filling vacant positions in Job Group K within various departments, including finance, Survey, and public health. He recommended a recruitment budget that prioritizes diversity, including the recruitment of women in senior roles.

2. Proposed Allocations for HR Development:

Plan. Mandela Nelson Akong'o outlined the proposed budget:

- **Staff Training and Development:** Ksh. 3,000,000
- **Recruitment of Staff in Job Group K (Senior Management):** Ksh. 4,200,000

3. Recruitment Strategy and Gender Balance:

The committee stressed the need for gender inclusivity in recruitment strategies, ensuring that women are adequately represented in leadership roles.

Resolutions:

1. Increase HR Development Budget:

The committee agreed to allocate Ksh. 3,500,000 for HR development to support comprehensive staff training programs, including leadership, environmental and social safeguards and gender-sensitive practices.

2. Recruitment of Staff in Job Group K:

The committee approved a budget of Ksh. 4,200,000 for the recruitment of staff in Job Group K across finance, survey, and public health departments, with a focus on achieving at least 40% female representation in these senior roles.

3. Gender-Inclusive Recruitment Strategy:

A recommendation was made to ensure that the recruitment strategy is gender-responsive, with a specific target for female representation in senior management roles.

**Min 3 HR & G /07/02/2024 Gender Mainstreaming in FY 2024/2025
Development projects**

The committee reviewed the planned development projects for FY 2024/2025, including road construction, market renovations, and other infrastructure projects. The focus was on ensuring that gender considerations are integrated into these initiatives to ensure equal access and benefits for both women and men.

Key Discussions:

- **Market Projects:**

It was emphasized that market renovation projects should be designed to meet the needs of women vendors, with provisions for secure spaces, child care facilities, and adequate lighting to enhance safety and accessibility.

- **Representation in Implementation Teams:**

The inclusion of women in the planning and implementation teams for these projects was recommended to ensure that women's specific needs are addressed. It was suggested that a percentage of project staff and contractors be women.

- **Monitoring and Evaluation:**

The need for a gender-responsive monitoring and evaluation framework was highlighted to assess the impact of development projects on both women and men and ensure that gender inequalities are not perpetuated.

Resolutions:

1. **Market Design Adjustments:**

Ensure that market renovations incorporate secure spaces for women vendors, child care facilities, and enhanced lighting for safety.

2. **Increased Women's Participation:**

Ensure women's representation in project teams, aiming for at least 30% female participation in both the planning and implementation stages by setting aside some works for women and youth as per the requirements of AGPO.

3. **Gender-Responsive Monitoring:**

Develop and implement gender-responsive monitoring tools to track the impact of development projects on women and men, ensuring equality in outcomes.

Meeting Adjourned:

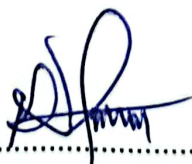
The meeting was adjourned at 12:00 PM.

Signed

Ms. Ruth Odhiambo
Committee Chairperson
Gender & HR Committee


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Plan. Mandela Nelson Akong'o
Municipal Manager/Board Secretary


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