



STANDARD OPERATING PROCEDURE

CHIEF DIRECTORATE: STRATEGY & SYSTEMS

DIRECTORATE: STRATEGIC MANAGEMENT & PLANNING

SOP Title

GENDER MAINSTREAMING

SOP Number:

SOP 01/2025

PURPOSE:

To detail the process followed for Gender Mainstreaming and frameworks of the Department.

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SCOPE:

This SOP is to provide GEYODI mainstream support to Departmental staff and municipalities through conducting awareness campaigns as well as inputting to new and reviewed policies.

This SOP is to provide support to municipalities by conducting monitoring session to ensure that Gender Structures are established and functional

RESPONSIBILITY:

- Deputy Director responsible for Strategic Management and Planning
- Director Strategic Management and Planning responsible for review of all reports and recommendation of deviation memoranda.
- SMS responsible for performance reporting, narrative reports and POE
- Chief Directors responsible for submission of quality checked performance reports, narrative reports and POE by the due dates

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PROCEDURE:

No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
1.	Conduct GEYODI awareness campaigns	Source dates from the DCSs and municipalities for conducting the sessions.	Assistant Director	Within a week	Emails	Within a Quarter
		Draft the memo and invitation letters for the awareness sessions.	Assistant Director	Within a day	Memo Invitation letters	
		Request approval of the memo and invitation letters by HOD.	Chief Director	Seven working days.	Approved Memo and Invitation letters	
		Issue the approved invitation letters the DSCs and the Municipalities for the attention of the Municipal Managers and District Directors.	Admin Officer	Within a day	Emails	
		Prepare the presentations for the awareness sessions.	Assistant Directors	Two days	Presentations	
		Arrange the logistics for the awareness sessions	Admin Officer	Within seven days	Approved Memo Accommodation Vouchers Catering order Agenda Attendance registers	
		Conduct awareness sessions as per approved dates.	Assistant Directors Deputy Director	Within a day	Attendance registers	
		Draft a report for the awareness campaign.	Assistant Director Deputy Director	Within a week	Draft report Attendance register	

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		Request approval of the awareness session report.	Director Strategic Management and Planning	Three days	Approved report.
		Facilitate the implementations of the recommendations.	Director Strategic Management and Planning	Within a quarter	Approved reports.
		Monitor the implementation of the recommendations	Assistant Director Deputy Director	Within a quarter	Approved report
2.	FUNCTIONAL GENDER FORUM IN THE DEPARTMENT	Ensure approval of Terms of Reference (TOR) for Gender Forum	Assistant Director	Within a week	Approved TOR
		Source data from Human Resources Administration on young employees.	Assistant Director	Within a week	Emails
		Conduct awareness on election of Gender Forum in the department	Assistant Director	Within a week	Emails Did You Know
		Draft the memo and invitation letters for the sessions.	Assistant Director	Within a day	Memo Invitation letters
		Request approval of the memo and invitation letters by HOD.	Chief Director	Seven working days.	Chief Director recommended memo and Invitation letters
		HOD approves memoranda, invitation letters.	Head of Department	Within a week	Approved Memo and Invitation letters
		Prepare the election of Gender Structure	Assistant Director	Within 3 days	Election ballot system report
		Issue the approved invitation letters to the female employees, OTP, SALGA and ECAC	Admin Officer	Within a day	Emails
		Prepare the presentation for the election sessions.	Assistant Director	Two days	Presentations
		Arrange the logistics for the election.	Admin Officer	Within seven days	Approved Memo Accommodation Vouchers

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					Catering order Agenda Attendance registers	
		Conduct election as per approved dates.	Assistant Director Deputy Director	Within a day	Attendance registers	
		Draft memo and appointment letters of the Executive Committee and Conveners on the conducted election.	Assistant Director Deputy Director	Within a week	Draft memo. Attendance register.	
		Request approval of the memo and signing of the appointment letters of the Executive Committee and Conveners on the conducted election.	Director: Strategic Management and Planning	Three days	Approved memo	
		Facilitate the induction session.	Assistant Director Deputy Director	Within a month	Attendance register. Approved reports.	
		Review of the TOR	Gender Forum Assistant Director	Within quarter	Reviewed TOR	
		Submit reviewed TOR for approval	Assistant Director Deputy Director Director Chief Director	Within the quarter	Approved TOR	
		Draft Gender Forum Action Plan	Gender Forum Assistant Director Deputy Director	Within quarter	Gender Action Plan	
		Facilitate quarterly meetings with for Gender Forum in the implementation of the Action Plan	Assistant Director Deputy Director Director Chief Director	Within quarter	Attendance register Minutes	
		Implementation of the Gender Forum Action Plan	Gender Forum Assistant Director	Within quarter	Gender Forum Action Plan	

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	Report on Gender Forum Action Plan implementation.	YDF Assistant Director Deputy Director	Within quarter	Gender Forum Action Plan Implementation Report	
	Facilitate feedback on the Gender Forum Action Plan implementation report	Assistant Director Deputy Director	Within quarter	Feedback report	
	Arrange the logistics for the sessions	Admin Officer	Within seven days	Approved Memo Accommodation Vouchers Catering order Agenda Attendance registers	
	Conduct sessions as per approved dates.	Assistant Director Deputy Director	Within a day	Attendance registers	
	Draft a report on the conducted sessions	Assistant Director Deputy Director	Within a week	Draft report Attendance register	
	Request approval of the report on the conducted monitoring and support session	Director: Strategic Management and Planning	Three days	Approved report.	
	Facilitate the implementations of the recommendations.	Director: Strategic Management and Planning	Within a quarter	Approved reports.	

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MONITORING OF GENDER INTERNAL PROGRAMMES	Monitor implementation of gender, responsive, planning, budgeting, Monitoring Evaluation and Auditing Framework (GRPBMEA)	Assistant Director Deputy Director	Three weeks	Approved report		
	2. MAINSTREAMING GENDER IN MUNICIPALITIES	Source dates from municipalities for conducting the monitoring and support sessions.	Assistant Director	Within a week	Emails	
		Draft the memo and invitation letters for the sessions.	Assistant Director	Within a day	Memo Invitation letters	
		Request approval of the memo and invitation letters by HOD.	Chief Director	Seven working days.	Chief Director recommended memo and Invitation letters	
		HOD approves memoranda, invitation letters and feedback letters.	Head of Department	Seven days	Approved Memo and Invitation letters	
		Issue the approved invitation letters to the municipalities for the attention of the Municipal Managers.	Admin Officer	Within a day	Emails	
		Prepare the presentation for the sessions.	Assistant Director	Two days	Presentations	
		Arrange the logistics for the sessions	Admin Officer	Within seven days	Approved Memo Accommodation Vouchers Catering order Agenda Attendance registers	

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	Conduct sessions as per approved dates.	Assistant Director Deputy Director	Within a day	Attendance registers
	Draft a report on the conducted sessions	Assistant Director Deputy Director	Within a week	Draft report Attendance register
	Request approval of the report on the conducted monitoring and support session	Director: Strategic Management and Planning	Three days	Approved report.
	Facilitate the implementations of the recommendations.	Director: Strategic Management and Planning	Within a quarter	Approved reports.
MONITORING OF MUNICIPALITY PROGRAMMES	Monitor implementation of IDPs to check if they are GEYODI inclusive	Assistant Director Deputy Director	Within a week	Approved report

REVIEW AND REVISION:

The SOP will be reviewed as and when there are changes to the Government systems and related legislation

CONTINGENCIES:

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Task Name	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Control Description	Consulted party
Non implementation of the recommendations	Non-compliance to the GEYODI Framework	M	M	Provision support and constant monitoring the implementation of the recommendations	District Directors Head of Department Municipal Manager

REFERENCES:

TYPE OF REFERENCE	REFERENCE
POLICY	<ul style="list-style-type: none"> THE GENDER RESPONSIVE PLANNING BUDGETING MONITORING EVALUATION AND AUDITING FRAMEWORK (GRPBMEAF)
NSP	<ul style="list-style-type: none"> NATIONAL STRATEGIC PLAN GBVF 2020 – 2030
POLICY	NATIONAL YOUTH POLICY 2020 – 2030
POLICY	WHITE PAPER ON PEOPLE LIVING WITH DISABILITIES

DEFINITIONS

<p><u>Acronyms:</u></p> <p>GEYODI</p>

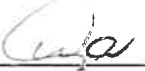

ATTACHMENTS: <Attach any documents used in support of the SOP, e.g. flowcharts & work instructions>


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HISTORY OF CHANGE: <State in sufficient detail what changes were made what parts of the SOP were effected & when the changes become effective>

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CERTIFICATION OF DUE PROCESS:		
Prepared by: <u>N. Nkonya</u>	 Signature	<u>24/04/2026</u> Date
Name		
Certified by: <u>W.V. GALLI</u>	 Signature	<u>24/04/2026</u> Date
Name		

Approval of SOP:		<u>HOD</u> Delegated Authority	<u>20/05/2026</u> Date
Approval date	Commencement date	Review date	

REVISION HISTORY				
Revision Ref No.	Approved/ Rescinded	Date	Authority	Resolution Number or Minutes Reference