

## DISABILITY MAINSTREAMING REPORTING TEMPLATE

DISABILITY MAINSTREAMING OBJECTIVES	ACTIVITIES	PERFORMANCE INDICATOR/TARGETS	OUTPUTS	REMARKS
<p><i>1. Develop and submit disability mainstreaming Policy and its annual work plan</i></p>	<ul style="list-style-type: none"> <li>➤ Initiate the process</li> <li>➤ Hold workshop</li> <li>➤ Prepare draft</li> <li>➤ Finalize and approve</li> </ul>	<ul style="list-style-type: none"> <li>➤ Policy in place</li> <li>➤ Annual workplan in place</li> <li>➤ Submitted</li> </ul>	<p>Policy, Workplan and report of submission</p>	
<p><i>2. Reconstitute and operationalize disability mainstreaming committee</i></p>	<ul style="list-style-type: none"> <li>➤ Appointment/nomination of members</li> <li>➤ Hold meetings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Committee in place</li> <li>➤ No. of meetings held</li> </ul>	<p>Appointment letters, memos and minutes</p>	
<p><i>3. Train Disability mainstreaming Committee, Senior Management and sensitize all staff on disability</i></p>	<ul style="list-style-type: none"> <li>➤ Hold workshops/seminars, retreats for the               <ul style="list-style-type: none"> <li>• DMC</li> <li>• Management</li> <li>• All staff</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ No. of workshops/seminars               <ul style="list-style-type: none"> <li>• DMC</li> <li>• Management</li> <li>• All staff</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Reports on workshops /Seminars</li> <li>➤ Attendance list</li> <li>➤ Photos</li> </ul>	

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<p><b>4. Ensure 5% of the total staff establishment are persons with disabilities.</b></p>	<ul style="list-style-type: none"> <li>➤ Develop and submit disaggregated data on employees with disabilities</li> <li>➤ Inclusive advertisement</li> <li>➤ Long listing of the applicants</li> <li>➤ Inclusive short listing and interviews</li> <li>➤ Appointed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Disaggregated data submitted</li> <li>➤ Advert emailed to the council the same day it appears in the Council</li> <li>➤ Column on persons with disabilities</li> <li>➤ No. of PWDs shortlisted and interviewed</li> <li>➤ No. of PWDs appointed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Disaggregated data sheets</li> <li>➤ Copy of advert</li> <li>➤ Shortlisted and interviewed lists</li> <li>➤ Copies of appointment letters for PWDs recruited and deployed</li> </ul>	
<p><b>5. Carry out accessibility and usability audit and submit the report to NCPWD</b></p>	<ul style="list-style-type: none"> <li>➤ Initiate the process</li> <li>➤ Carry out audits</li> <li>➤ Prepare report</li> <li>➤ Submit to NCPWD</li> </ul>	<ul style="list-style-type: none"> <li>➤ Concept note</li> <li>➤ List of audit team</li> <li>➤ Copy of audit report submitted to NCPWD</li> </ul>	<ul style="list-style-type: none"> <li>➤ Concept note</li> <li>➤ Audit report</li> </ul>	

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<p><b>6. Increase equal and easy access of products and services/programmes to PWDS</b></p>	<ul style="list-style-type: none"> <li>➤ Facilitate PWDs AGPO</li> <li>➤ Train staff in Kenya Sign language</li> <li>➤ Adopt use of adaptive technologies</li> </ul>	<ul style="list-style-type: none"> <li>➤ No. of PWDs accessing AGPO</li> <li>➤ Value of tenders awarded to PWDs</li> <li>➤ No. of staff trained on KSL, Braille and Jaws</li> <li>➤ Types and no.'s of adaptive technologies in place</li> </ul>	<ul style="list-style-type: none"> <li>➤ Copies of the certificates of AGPO for PWDs</li> <li>➤ Copies of LSOs/LPOs/ contracts awarded to PWDs</li> <li>➤ Copies of certificates trained in KSL, Braille and Jaws</li> <li>➤ Copies of service contracts and invoices</li> </ul>	
<p><b>7. To monitor &amp; evaluate all mainstreaming activities</b></p>	<ul style="list-style-type: none"> <li>➤ DMC meetings</li> <li>➤ Field visits</li> </ul>	<ul style="list-style-type: none"> <li>➤ No. of quarterly DM reports submitted to NCPWD</li> <li>➤ No. of DMC meetings</li> </ul>	<ul style="list-style-type: none"> <li>➤ Quarterly DM report</li> <li>➤ Copies of minutes of DMC meeting</li> <li>➤ Reports of field</li> </ul>	

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		➤ No. of DMC reports/ minutes	visits	
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