



KASAMA MUNICIPAL COUNCIL
GENDER/SOCIAL INCLUSION WORKPLACE POLICY
2019-2021

August 2018

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FOREWORD

Gender and social inequality are known constraints to economic growth, and research shows that the benefits from poverty reduction initiatives are unequally shared with women and marginalized populations.

Therefore, it is the mandate of Kasama Municipal Council's (KMC) to provide quality municipal services to the residents of Kasama and those visiting the town.

Recognizing that gender and social inequality can be significant constraints to economic growth and poverty reduction, KMC is committed to promoting gender equality and social inclusion throughout its work, including through its partnership with civil society and the private sector. KMC embraces strategic partnerships to support the empowerment of women, recognizing that shared values and the inclusion of all citizens strengthen KMC's goal to reducing poverty.

Social inclusion and gender mainstreaming will also be integrated into planning, budgeting and M&E systems so as to ensure sufficient detail to issues around gender and vulnerability in the design of the council operations and programmes, the allocation of adequate funding for related activities and the collection of disaggregated data for tracking progress.

These measures are being put in place to ensure that our services are accessible, affordable and sustainable to all of the district's residents and that we are meeting the needs of women, girls and other vulnerable groups, including those living in poverty, the elderly and people with disabilities.

The implementation of the Policy is the responsibility of every staff member within KMC and requires their commitment and participation.

Fredrick K. Chisanga
His Worship the Mayor

KASAMA MUNICIPAL COUNCIL

ACKNOWLEDGEMENT

I would like to thank the District HIV/AIDS/Gender and Socio-economic section in the Department of Development Planning and Information Systems at Kasama Municipal Council for facilitating, coordinating and developing of this Gender/Social Inclusion Policy. I am also very grateful to all heads of departments and indeed all staff at Kasama Municipal Council for their valuable input to the development of the document. We extend our gratitude to our cooperating partners and other organisations for their technical support rendered in the process of developing this policy.

Zakeyo Mbao
Town Clerk

KASAMA MUNICIPAL COUNCIL

WORKING DEFINITION

Access:

Having an opportunity to use a resource (material, financial and human).

Affirmative action

Special measures aimed at creating state of equality between females and males through implementation of deliberate strategies aimed at elevating the status of the disadvantaged.

Decent Work

Productive work in which rights are protected and it is work which generates an adequate income with adequate protection.

Discrimination

Any distinction, exclusion or restriction which has the effect of impairing the recognition, enjoyment by any person, of human rights, and fundamental freedoms in the political, economic, social, cultural, civil or any other field.

Empowerment

The process of gaining access to resources and developing ones capabilities with a view to participating actively in shaping one's own life and that of one's community in economic, socio-cultural, political and religious terms.

Extreme Poor;

Individual or households that are incapable of meeting basic needs, and have little immediate prospect of doing so

Gender

Refers to the roles, duties and responsibilities which are culturally or socially ascribed to women, men, girls and boys.

Gender disaggregated data

Is the collection and separation of data statistical information by sex to enable comparative analysis.

Gender-based violence

Means any physical, mental, emotional, social or economic abuse against a person because of that person's gender and includes sexual or psychological harm or suffering to the person, threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life.

Gender biased

Is when socio-cultural beliefs favour specifically men, women, boys and girls only.

Gender Blindness

is inability to perceive that there are different gender roles, need, responsibilities of men, women, boys and girls, and as a result failure to realise that policies, programmes and projects can have different impact on women, men, girls and boys.

Gender Gap

Refers to disparities between men and women in terms of their levels of participation, access to resources, rights, remuneration, benefits, etc.

Poverty disaggregated data

Is the collection and separation of data statistical information by level of poverty in order to allow for targeting of public services

Gender equality

Is the absence of discrimination on the basis of a person's sex in opportunities, in the allocation of resources and benefits or in access to services. This means ensuring that both women and men are considered to be equal before the law.

Gender equity

Refers to fairness and justice in the distribution of benefits and responsibilities between women and men. The concept recognizes that women and men have different needs and power and that these differences should be identified and addressed in a manner that rectifies the imbalance between the sexes.

Gender mainstreaming

Gender mainstreaming ensures women, men, girls and boys benefit equally from the development process by highlighting the impacts of policies, programmes and laws on the real situation of women, men, girls and boys.

Gender planning and Budgeting

Acknowledges the gender patterns in society and develops policies/programs and allocates money that will change these patterns in a way that moves towards a more gender equal society. It includes taking into consideration sex and gender perspectives.

Gender sensitive

Is taking into account the impact of policies, projects and programmes on men, women, boys and girls and trying to mitigate the negative consequences thereof.

Human rights;

Fundamental freedoms and rights that every person is entitled to in the Constitution of the Republic of Zambia and international human rights conventions and agreements to which Zambia is party.

Poverty;

The inability of an individual, family or community to attain a minimum standard of living. This is evidenced by inadequate access to basic needs and services, such as food, clothing, shelter, basic health care facilities and education

Pro-poor policies

Refer to policies that are put in place and implemented for the benefit of poor people.

Sex

Refers to the biological or physiological characteristics which define humans as female or male based on their reproductive make-up.

Sexual harassment

Means any persistent and unwelcome conduct of sexual nature, including unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal/physical conduct of a sexual nature in the workplace.

Social Assistance;

Provision of basic necessities to persons in difficult circumstances

Social inclusion

The process of improving the terms on which individuals and groups take part in society-improving the ability, opportunity, and dignity of those disadvantaged on the basis of their identity.

Social Protection;

Policies and practices that protect and promote the livelihoods and welfare of people suffering from critical levels of poverty and deprivation and/or are vulnerable to risks and shocks

Social inclusion

Means the provision of certain rights to all individuals and groups in society, such as employment, adequate housing, health care, education and training and ensuring that all members of society feel valued and important.

Vulnerability;

The state of being exposed to the possibility of being attacked or harmed, either physically or emotionally.

ACRONYMS AND ABBREVIATIONS

CBE	Community-Based Enterprise
CEDAW	Convention on the Elimination of all forms of Discrimination Against Women
KMC	Kasama Municipal Council
NGP	National Gender Policy
SADC	Southern African Development Community
SIGM	Social Inclusion and Gender Mainstreaming
UN	United Nations
GBV	Gender Based Violence

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INTRODUCTION

Kasama Municipal Council (KMC) is a corporate body established under the Local Government Act Cap 281 to operate as a local authority which is an agent of the central government.

Its functions are stipulated in Part VII, Section 61 of the Local Government Act Cap 281 of the Laws of Zambia.

The Management of the Council is anchored on the leadership of the Town Clerk, assisted by five (6) Heads of Departments namely; Administration, Finance, Planning, Public Health, Engineering and Housing and Social Services.

The Council has seventeen (17) wards which are smaller geographical demarcations in the two (2) larger constituencies that constitute the broader boundary jurisdiction of the greater district.

Overall, this representative system of government is characterised by the understanding that local communities within the jurisdiction of the Council must themselves, through their representative of the Council, participate in decision making on matters that affect their livelihoods.

This enhances the principle of self-governance through citizens' participation in the decision making process and lays the foundation for socially inclusive and gender-sensitive processes.

Against this background, KMC is cognizant of the need to take into consideration the gendered and socio-economic contexts that it functions in. Any gender and social inclusion mainstreaming KMC does needs to be responsive to KMC's departmental mandates, roles and responsibilities as well as the realities in the communities which KMC serves. When providing services to the communities, KMC understands the need to take into consideration the gendered and socio-economic contexts that they function in and that their services reach and impact different groups of people differently.

Kasama Municipal Council believes and is committed to ensuring the promotion of gender equality and social inclusion in its operations.

Therefore, this policy is aimed at creating an enabling environment for the effective participation of women and men at all levels in the institution and within the target communities as well as the meaningful inclusion of the poor, vulnerable and marginalised groups in the community.

SITUATION ANALYSIS

Current data shows that women have continued to lag behind their male counterparts in all spheres of national development. Various research documents including the SNDP acknowledges that discrimination against women in the country is embodied in traditional rules and practices resulting into lasting constraints on women's socio-economic and political empowerment and progress. At community and household levels, women are in most cases restricted from participating in important decisions such as resource planning and use, family planning and access to services such as health and education.

In Zambia, Kasama in particular the majority of the population continues to live in poverty but the existing gender inequalities between women and men compound the situation further due to the significant differences in opportunities available. Poverty continues to remain more of a rural phenomenon than an urban one. The 2010 Census of Population and Housing shows that the majority of Zambia's population, 65 percent, lived in rural areas. Urban poverty in 2010 was estimated at 28 percent compared to 78 percent in rural areas. Extreme poverty, which reflects a household's inability to meet its nutritional requirements, was estimated at 58 percent for rural areas and 13 percent for urban areas.

Poverty among women continues to be a hindrance to their participation in decision making because they are less educated and skilled and are therefore dependent. They are disproportionately affected by HIV and AIDs and continue to be victims of GBV while they remain the poorest of the poor with limited formal and informal power.

However, achieving gender equality requires women's active participation and involvement in decision making at all levels, starting in the home and extending to the highest levels of government. The fact that gender inequalities continue to exist in all sectors at all levels, has negative implications on national development.

Gender Based Violence (GBV) continues to be a huge problem in Zambia. The Zambia Demographic Health Survey (ZDHS) indicates that one in five women has reported having experienced sexual violence at some point in her life, and 46.8 percent of women have experienced physical violence at some point since 15 years of age.

VISION

A Kasama Municipal Council where there is gender equity and equality in effective service delivery for sustainable development”

RATIONALE

The reasons for the development of this policy are as follows;

- (i) The need to align the KMC Social Inclusion and Gender Policy to the current Government’s aspirations and priorities in ensuring equitable service delivery.
- (ii) The need to address persistence and emerging gender related issues at the local level such as the increased prevalence of gender based violence especially among women, gender inequality (unequal or unfair gender representation at the work place, social exclusion of employees based on their sex, culture, tribe, political affiliation, disability).
- (iii) The need to address unequal ease of access to resources and opportunities regardless of gender, including economic participation, decision making and the state of valuing different behaviours ,aspirations and needs.
- (iv) The need to enable fair and treatment of employees regardless of their gender, sex, race, disability, religion, nationality, sexual orientation or age by ensuring equal pay and equal opportunities.

POLICY OBJECTIVES

KMC will analyse and address social inclusion and gender issues in planning, budgeting, implementation, monitoring and evaluation of policies, programmes and projects in order to achieve the following objectives;

- 1) Participation of men and women and those from vulnerable groups such as the disabled and the elderly ensured in the decision making processes in the provision of all services both within the institution and at community level.
- 2) Gender mainstreaming and social inclusion enhanced in planning, operation, maintenance and implementation of all projects and activities carried out by KMC.
- 3) Enhanced, equitable provision of all services such to everyone in communities including the vulnerable, marginalised and poor people.
- 4) Equal representation of women and men promoted within KMC staffing, management and governance structures as well as in community structures related to KMC service delivery.
- 5) Institutional capacity and knowledge improved to enable gender and social inclusion mainstreaming within KMC.

GUIDING PRINCIPLES

The implementation of this policy shall be guided by the following principles;

DECISION MAKING

To increase the participation of women in decision making at all levels of development in the local Authority by Strengthening capacities of women and men to take up leadership roles ,Training women and girls in leadership roles, Developing mentorship programmes for girls and young women, Organising training for women and men to participate effectively in local governance issues, Advocating for increased participation of women in decision making by Undertaking sensitisation campaigns for women to participate in decision making.

Lobby for women's participation with selected stake holders through meetings, letters, press statements, focussed group discussions and role modelling, creating platforms for women's participation in decision making.

ENABLING ENVIRONMENT FOR GENDER MAINSTREAMING

To mainstream gender in all KMC policies, programmes and legislation in order to achieve gender equality programming by Facilitating Gender Responsive Planning, Budgeting and Implementation, Periodic reviews (and revisions) of implementation of gender equality plans and budgets.

- (a) **GENDER BASED VIOLENCE** :To reduce all forms of gender based violence (GBV) through Facilitating the implementation of policies, programmes and laws aimed at eradicating GBV, KMC shall increase access to institutional facilities for provision of services to GBV survivors i.e. (one-stop centres, safe houses, shelters), Raise awareness among male and female employees and service beneficiaries on the Anti- Gender Act and Promote employee participation in the fight against and prevention of GBV, Identifying and training female and male champions of change.
- (b) **EMPOWERMENT**: regardless of gender and social status, every policy beneficiary will have the power to decide, control, use and access social services in an equitable manner. Within KMC, every employee, regardless of gender and social status will enjoy a working environment free of gender-related obstacles and harassment and benefit from policies that strive for gender equality and equity.
- (c) **GENDER EQUITY**: All men and women regardless of sex will be fairly and justly treated to benefit from KMC services and take responsibility for exploiting the equal opportunities provided by KMC.
- (d) **GENDER EQUALITY**: Women and men within KMC and those receiving services from KMC have the same rights and opportunities across different sectors of society that include decision-making and economic participation. There are

different aspirations and positive contribution as well as needs are equally valued and considered.

- (e) **PRO-POOR POLICIES:** All the men and women who are vulnerable, marginalised and poor will benefit equitably from all services provided by KMC.
- (f) **SOCIAL INCLUSION:** Delivery of services will pay special attention to the poor and the vulnerable people taking interest in their needs, challenges and aiming to create a conducive environment for them to fully participate in and benefit from the services.
- (g) **AFFIRMATIVE ACTION:** KMC shall put in place measures that take into consideration the social status of the vulnerable groups it serves in the communities

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INSTITUTIONAL MANAGEMENT AND IMPLEMENTATION OF THE POLICY

The framework will assist in forging partnerships with stakeholders, including government line ministries, development partners, private sector, traditional leaders, faith based and religious bodies and civil society as well as building capacity and sharing best practices on gender mainstreaming. The following broad guidelines will help to create operational harmony and unity of purpose in the implementation of the Policy;

DEPARTMENT OF DEVELOPMENT PLANNING AND INFORMATION SYSTEMS DEPARTMENT;

The department will from time to time provide guidance in the implementation of the policy through decisions, policies, programmes and plans aimed at strengthening systems and advancing gender equity at KMC. The department shall develop and implement departmental sector-based Gender implementation /Action plans including budgets to mainstream the provision of the policy in all departmental Plans and other strategic plans.

OFFICE OF THE PRINCIPLE OFFICER

The office of the principle officer shall enforce the implementation of gender mainstreaming of KMC

POLICY ANALYSIS CO-ORDINATION

The District HIV/AIDS/Gender Coordination and Socio-economic planning sections shall coordinate the development and the review of the policy and to ensure that every department is responsible for integrating gender social inclusion in all their departmental plans. To ensure that this policy is embraced effectively by the institution as a whole, an inter-departmental SIGM Committee will be formulated and coordinate SIGM activities under the leadership and supervision of the District HIV/AIDS, Gender coordinating section in the Development Planning and Information Systems department.

KMC shall nominate at least one or two officers per department who shall seat on the Social Inclusion and Gender Mainstreaming committee. The committee will spearhead integration of Social Inclusion and Gender Mainstreaming into KMC's structures and service delivery.

POLICY STATEMENT

Kasama Municipal Council commits to taking steps to create and maintain a working environment in which the dignity of employees and customers is respected. Within KMC, a conducive environment will be created and maintained where employees feel that grievances based on gender or social exclusion are not ignored or trivialised.

In this vein, Councillors, management and employees are required to refrain from committing acts of discrimination based on sex, stereotypical notions of gender and social status and are expected to uphold KMC’s principles and objectives of this Policy.

At the same time, KMC recognises that the success of its service delivery is dependent on ensuring that all sections of society, including women and men and the voices of the poor and the marginalised are heard and that community involvement and consultation are prioritised.

STRATEGIES

KMC commits to the following strategies in order to highlight its commitment to gender and social inclusion mainstreaming:

Policy Objective	Strategies
<p>1. Participation of men and women and those from vulnerable groups such as the disabled and the elderly ensured in the decision making processes in the provision of all services both within the institution and at community level.</p>	<p>1.1 Obtain thorough understanding of gender and social inclusion-related context in target areas</p> <p>1.2 Engage communities in consultative planning and decision making processes</p>
<p>2. Gender mainstreaming and social inclusion enhanced in planning, operation, maintenance and implementation of all projects and activities carried out by the KMC with a focus on the affordability, access to and sustainability of services</p>	<p>2.1 Integrate Social Inclusion and Gender Mainstreaming into existing planning systems within KMC</p> <p>2.2 Integrate Social Inclusion and Gender Mainstreaming into existing budgeting system</p> <p>2.3 Integrate Social Inclusion and Gender Mainstreaming into existing M&E system</p> <p>2.4 Streamline Information, Education and Communication (IEC) materials to reflect gender and social inclusion issues</p>

<p>3. Enhanced, equitable provision of all services such as waste management to everyone in communities including the vulnerable, marginalised and poor people.</p>	<p>3.1 Collaborate with community-based structures such as Neighbourhood Committees, CATFs to expand provision of services across communities</p> <p>3.2 Work with Ward Development Committees for enhanced coordination of services</p> <p>3.3 Coordinate with relevant line ministries to tap into existing support systems for the poor and the vulnerable</p>
<p>4. Equal representation of women and men promoted within the KMC staffing, management and governance structures as well as in community structures related to KMC service delivery.</p>	<p>4.1 Integrate gender into the recruitment and staff management processes</p> <p>4.2 Promote gender equality with relevant community structures related to KMC service delivery</p>
<p>5. Institutional capacity and knowledge improved to enable gender and social inclusion mainstreaming within KMC.</p>	<p>5.1 Integrate SIGM into the job descriptions of key personnel</p> <p>5.2 Create awareness on SIGM within the institution</p> <p>5.3 Integrate SIGM into existing policies and guidelines</p>

COMMUNICATION

The Council will endeavour to highlight its commitment to gender and social inclusion in both internal and external communication, ensuring that all relevant communication documentation and materials reflect gender and social inclusion sensitivity, use gender

neutral language and to the extent possible, include information on its programmes/projects and activities on gender equality and social inclusion.

LEGAL FRAMEWORK

The contents and implementation of the SIGM Policy are governed and complemented by various statutory documents that include;

1. The Constitution of Zambia stipulates that the fundamental human rights of all citizens be upheld regardless of gender;
2. National Vision 2030 that addresses gender responsive, poverty alleviation and sustainable development for Zambia
3. The National Gender Policy and the National Gender Strategic Plan (2014-16); outline national commitments relating to gender and concrete ways in which to move the agenda forward;
4. The National Social Protection Policy, which is centred on reducing poverty, inequality and vulnerability
5. The Public Health Act which is responsible for health, sanitation, education, monitoring quality of drinking water, setting standards and general sanitation supervision throughout the country;
6. The Local Government Conditions of Service, which outlines those conditions that all local government entities are to abide by;
7. Persons with Disabilities Act, 2012 (No. 6 of 2012), which prohibits discrimination on grounds of disability, promotes the participation of persons with disabilities with equal opportunities in the civil, political, economic, social and cultural spheres and provides for mainstreaming of disability issues as an integral part of national policies and strategies of sustainable development;
8. SADC Protocol on Gender and Development which aims to provide for the empowerment of women, to eliminate discrimination and achieve gender equality by encouraging and harmonising the development and implementation of gender responsive legislation, policies and programmes and projects within the SADC region and;
9. The Convention on Elimination of All Forms of Violence against Women (CEDAW) which outlines various forms of violence against women and holds countries that have ratified the Convention accountable for its implementation.

RESOURCES MOBILIZATION AND FINANCING OF THE POLICY

Kasama Municipal Council will execute the strategic implementation plan devised after the formulation of the SIGM Policy with resources budgeted under gender mainstreaming and cross cutting issues as per the ministerial guidelines. The council shall ensure that all Social Inclusion and Gender Mainstreaming projects/programmes and activities are adequately

budgeted for. The council shall working closely with the line ministries and other stakeholders will embark on strategies to mobilise resources in order to realise the aspirations outlined in this policy.

MONITORING AND EVALUATION OF THE POLICY

The monitoring and evaluation framework aims at ensuring that the Municipality is fully equipped to systematically generate, capture and disseminate information and increase knowledge through increased investments in monitoring and evaluation of activities. This will enable lessons learned captured and disseminated widely across departments and other existing structures of the municipality.

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