



## **DISABILITY MAINSTREAMING PERFORMANCE CONTRACT TARGET FOR THE FINANCIAL YEAR 2020/2021**

### **Activity 1: Develop and submit disability mainstreaming Policy and its annual work plan**

- a) Develop and operationalize Institutional Disability Mainstreaming Work Place Policy
- b) If the Policy is already in place; Develop and disseminate Disability Mainstreaming Policy Implementation Plan
- c) If the Disability Mainstreaming Policy Implementation Plan is already in Place; Report on the Implementation Progress sighting Achievements and challenges
- d) Annual Work should include the PC Target Activities, Disability Mainstreaming Policy Implementation Plan and other relevant Legislative and Policy guidelines and regulations

### **Activity 2: Reconstitute and operationalize disability mainstreaming committee**

- a) Disability Mainstreaming Committees are supposed to be retained for at least 3 Years for the purposes of continuity as Disability is very dynamic and it takes time to internalize and understand the Disability and Disability Mainstreaming Concept.
- b) Reconstitute the Committee where the committee doesn't meet the provision in the guidelines especially on Representation of Key Departments and PWDs Representation is lacking.
- c) The Appointing Authority should be Head of the Institution and the Letter of Appointment as a Member of the Disability Mainstreaming Committee should have clear Mandate.
- d) Where Committee is being reconstituted, some Members from the previous Committee ought to be retained for the purposes of transfer of knowledge, experiences and continuity of performance

### **Activity 3: Train Disability mainstreaming Committee, Senior Management and sensitize all staff on disability**

- a) Annually the Disability Mainstreaming Committee is supposed to be trained so as to be appraised with the Target and address different Disability related concerns with the Institution
- b) Top Management and General Staff Sensitization is also a continuous activity for the purposes of enabling every Staff to understand Disability and Disability Rights

**Activity 4. Ensure 5% of the total staff establishment is persons with disabilities.**

- a) Establish the current status of employees with Disabilities as a Percentage
- b) Project the growth you expect to achieve Quarterly and at the end of the Financial Year.
- c) Quarterly projections can be achieved by having Interns, Attachés and Casuals with Disabilities where applicable as deliberate efforts are put in place to employ PWDs in the Institution
- d) Always forward the needs, vacancies and other available opportunities to us.
- e) Provide an affirmative Plan that shall enable the Institution to Achieve the Minimum Requirement of 5% Employment for PWDs

**Activity 5: Carry out accessibility and usability audit and submit the report to NCPWD**

- a) Accessibility and Usability Audits carried out by the National Council for Persons with Disabilities and the Report shared, cascaded and adopted by Management and or the Board
- b) Where Accessibility and Usability Audits has been done by NCPWD and the Report Submitted to the Institution; Develop an Implementation Plan of the Recommendations in form of Quick Wins, Short Term and Long Term Plans.
- c) Where Audits and Implementation Plan is already in place, Tracking of the Implementation Plans Quarterly with a view of Planning for another Audit in the 2<sup>nd</sup> or 3<sup>rd</sup> Year after the first Audit.
- d) Involve NCPWD Bi-Annual on Tracking the Implementation and continuous Assessments.

**Activity 6: Increase equal and easy access of products and services/programmes to PWDS**

- a) Put in Place a Disclosure Mechanism that shall ensure that Persons with Disabilities Working, Visiting or Participating in the Institutional programmes and activities are well

captured, kept and secured with confidentiality clause where required as enshrined in various legal and policy provisions.

- b) Access to information by providing Sign Language Interpreters, Braille Material and Adoptive Technology in line with Rights for Persons with Disabilities
- c) Adherence to AGPO Regulations on Tenders Reserved to Persons with Disabilities. A list of Tenders Awarded to PWDs required Quarterly indicating what Percent out of the 30% was awarded to PWDs
- d) Accessible Website for PWDs as a Principle of Leaving no one behind in our Communication and Access to Information as enshrined in the Constitution of Kenya 2010 and other Legal provisions both Internationally, Regionally, Nationally and in various Institutions.
- e) Deliberate inclusion of PWDs in Programmes, Activities and Public Participation for the purposes of inclusion and Involvement
- f) Share any information target PWDs to NCPWD

#### **Activity 7: Submission of Quarterly Reports**

- a) Submit Quarterly reports using the prescribed format downloaded from [www.ncpwd.go.ke](http://www.ncpwd.go.ke) or on the online reporting template/platform to be availed soon
- b) Reports are to be submitted between 15 Day of the month after the end of the Quarter but not later than 30<sup>th</sup> Day of the Month after the end of the Quarter

**For further inquiries email [dmd@ncpwd.go.ke](mailto:dmd@ncpwd.go.ke)**