

NATIONAL COUNCIL FOR PERSONS WITH DISABILITIES

DISABILITY MAINSTREAMING REPORTING TEMPLATE FOR THE FINANCIAL YEAR 2018/2019

NAME OF THE INSTITUTION.....REPORT FOR QUARTER.....

DISABILITY MAINSTREAMING OBJECTIVES	ACTIVITIES	PERFORMANCE INDICATOR/ TARGETS <i>(Tick and attach evidence where necessary)</i>		REMARKS
		YES	NO	
1. <i>Develop and submit disability mainstreaming Policy and its annual work plan</i>	➤ <i>Initiate the process</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	➤ <i>Hold workshop</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	➤ <i>Prepare draft</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	➤ <i>Finalize, approve and submit policy to NCPWD</i>	<input type="checkbox"/>	<input type="checkbox"/>	
2. <i>Reconstitute and operationalize disability mainstreaming committee</i>	➤ <i>Appointment/nomination of members</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	➤ <i>Hold meetings</i>	<input type="checkbox"/>	<input type="checkbox"/>	
3. <i>Train Disability mainstreaming Committee, Senior Management and sensitize all staff on disability</i>	➤ <i>Hold workshops/seminars, retreats for the</i>			
	• <i>DMC</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	• <i>Management</i>	<input type="checkbox"/>	<input type="checkbox"/>	
	• <i>All staff</i>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>4. Ensure 5% of the total staff establishment are persons with disabilities.</p>	<ul style="list-style-type: none"> ➤ <i>Develop and submit disaggregated data on employment of persons with disabilities using the format provided below.</i> ➤ <i>Inclusive advertisement</i> ➤ <i>Long listing of the applicants</i> ➤ <i>Inclusive short listing</i> ➤ <i>Interviews and appointed</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<ul style="list-style-type: none"> ➤ <i>Internship</i> ➤ <i>Attachment</i> ➤ <i>Apprentice</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>5. Carry out accessibility and usability audit and submit the report to NCPWD</p>	<ul style="list-style-type: none"> ➤ <i>Initiate the process</i> ➤ <i>Carry out audits</i> ➤ <i>Prepare report</i> ➤ <i>Submit to NCPWD</i> 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>6. Increase equal and easy access of products and services/programmes to PWDS</p>	<ul style="list-style-type: none"> ➤ <i>Facilitate PWDs AGPO (attach list of tenders awarded under 2% AGPO as a percentage to PWDs)</i> 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ➤ <i>Train staff in Kenya Sign language</i> 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ➤ <i>Adopt use of adaptive technologies</i> 	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. To monitor & evaluate all mainstreaming activities</p>	<ul style="list-style-type: none"> ➤ <i>DMC meetings</i> 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ➤ <i>Field visits for benchmarking</i> 	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> ➤ <i>Submission of Quarterly Reports</i> 	<input type="checkbox"/>	<input type="checkbox"/>

REPORTING TEMPLATE FOR EMPLOYMENT OF PERSONS WITH DISABILITIES

Disaggregated Data on Achievement of 5% employment reservation for PWDs		Quarter achievements												
		Actual achievements												
No.	Name	Sex		Category of disability	NCPWD Registration No.	Age category			Date of Employment			Cadre/Job Group	Qualification	
		M	F			<35	35-59	60+	dd	mm	yy			
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
											x	n	%	
% of PWD employees against total staff establishment($x/100*n$) Where x is the PWD employees, n is the total establishment														

(Please put a separate list of PWDs on internship, attachment or apprentice indicating their names, type of disability, age, contact, and PWD No., department and placement period)