



**CON**

**CEPT NOTE**

**THE DEVELOP AND ROLL OUT OF THE GUIDELINES AND CHECKLISTS FOR GENDER MAINSTREAMING AND GENDER RESPONSIVE PLANNING AND BUDGETING AND AN IMPLEMENTATION STRATEGY, ACTION PLAN AND MONITORING AND EVALUATION FRAMEWORK FOR THE ZPS GENDER EQUALITY WORKPLACE POLICY.**



5<sup>TH</sup> April, 2024

## **1. Introduction**

The Zambia Police Service has developed Gender Equality Workplace Policy 2023 including, the Strategic Plan 2023-2027 which envisages to enhance the welfare and full participation of both men and women. In the Republican Constitution, principles of Gender Equality are emphasized as a basic requirement for the equal enjoyment of rights and freedoms. The successful mainstreaming of gender can contribute to the efficiency and quality of planning and policy formulation processes and gender equality in the ZPS. Moreover, the ZPS seeks to ensure that gender analysis and mainstreaming is embedded within administrative policies, planning and budgeting processes and in the core work of all its Directorates.

The ZPS Gender office intends to facilitate institutional changes to ensure the empowerment of both women and men through equal participation in decision-making and in development practices which affect their lives. The process of assessing the implications for women and men of any planned action, including ZPS administrative policies or programmes, in all areas and at all levels is strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programmes.

### **2.0 Objective of the workshop**

The development of the guidelines and checklists for gender mainstreaming, implementation strategy and monitoring and evaluation framework has been necessitated by the development of ZPS Gender Equality Workplace Policy, possible review of the ZPS Act, institutional gender audit, Service Standing Order and Service Instructions as means of integrating gender analysis into any stage of policy and programme development processes. It is proposed that any action must be applied in consultation with other existing Police administrative guidelines and/or government Circulars among others through the gender mainstreaming lens.

The development of these tools will only serve their purpose if they are widely disseminated and their application is well understood by the users. It is important to note that the steps to mainstream gender are only meant to provide guidance on how to integrate gender issues at different stages of policy and programme development.

The aim of developing these tools is to serve as a resource material for all staff members to apply the principles of gender mainstreaming in their daily work and present the elements of gender mainstreaming in a simple and understandable manner within the Zambia Police Service context.

### **3.0 Dates and proposed participants**

The 5-day workshop to develop and roll out the guidelines and checklists for gender mainstreaming, develop an implementation strategy/action plan and monitoring and evaluation framework for the ZPS gender equality workplace policy will bring together

participants of the Technical Working Group (TWG), Human Resources Personnel, ZPS Gender officers amongst others.

The workshop is expected to take place for 5 days at a venue to be advised from Monday 13<sup>th</sup> to Friday 17<sup>th</sup> May 2024.

At the end of the workshop, it is expected that the following outputs will be achieved:

- a. Gender guidelines/checklists
- b. An implementation plan for the ZPS Gender Equality Workplace Policy
- c. Monitoring and Evaluation Framework

**Workshop to develop Gender Guidelines/Checklists,  
Implementation Plan and a Monitoring and Evaluation Framework**

**13<sup>th</sup> – 17<sup>th</sup> May 2024**

<b>Sunday 12 May 2024</b>	Arrivals and check in	
<b>Monday 13 May 2024</b>	<b>Day 1</b>	
08:30 - 08:45	Registration	Chanda Mpandamwike, Gender officer
08:45 – 09:00	Welcome Remarks	ZPS Gender Unit
09:00 – 09:15	Official Remarks from UNDP Representative	Mr. Gregory Saili, Assistant Resident Representative
09:15 – 09:30	Official Remarks from the Zambia Police Service	Mr. Mubita Nawa, Deputy Commissioner of Police- Director Administration
09:30 – 09:45	Overview of the workshop	Mr. Lloyd Mushauko, Head of Gender Unit - ZPS
09:45 – 10:00	Key Highlights of the ZPS Gender Equality Workplace Policy	Mr. Lloyd Mushauko, Head of Gender Unit - ZPS
10:00 – 10:30	<b>Group Photo and Health Break</b>	
10:30 – 11:00	The importance of Gender Mainstreaming in the Public Sector	Gender Division
11:00 – 12:00	Development of the ZPS gender guidelines/checklists	Lead Facilitator
12:00 – 13:00	Development of the ZPS gender guidelines/checklists	Lead Facilitator
13:00 – 14:00	<b>Lunch Break</b>	
14:00 – 14:30	Development of the ZPS gender guidelines/checklists	All
14:30 – 15:30	Plenary discussion	Lead Facilitator
15:30 – 16:45	Development of the ZPS gender guidelines/checklists	ZPS Gender Unit
16:45 – 17:00	Closing	ZPS
<b>Tuesday 14 May 2024</b>	<b>Day 2</b>	
08:45 - 09:00	Recap of Day 2	ZPS
09:45 – 10:00	Development of the ZPS gender guidelines/checklists	Lead Facilitator
10:00 – 10:30	Development of the ZPS gender guidelines/checklists	Lead Facilitator
10:30 – 11:00	<b>Health Break</b>	
11:00 – 12:00	Development of the ZPS gender guidelines/checklists	Lead Facilitator
12:00 – 13:00	Development of the ZPS gender guidelines/checklists	Lead Facilitator
13:00 – 14:00	<b>Lunch Break</b>	
14:00 – 14:30	Development of the ZPS gender guidelines/checklists	All
14:30 – 15:30	Plenary discussion	Lead Facilitator
15:30 – 16:45	Development of the ZPS gender guidelines/checklists	ZPS Gender Unit
16:45 – 17:00	Closing	ZPS
<b>Wednesday 15 May 2024</b>	<b>Day 3</b>	
08:45 - 09:00	Recap of Day 2	Chanda Mpandamwike, Gender Officer
09:00 – 10:00	Consolidation of final checklists and guidelines	Lead Facilitator
10:00 – 10:30	The importance of having an Implementation plan for ZPS gender Equality workplace Policy.	ZPS Gender Unit
10:30 – 10:45	<b>Health Break</b>	
10:45 – 11:20	Developing the ZPS implementation plan	Lead Facilitator
11:20 – 13:00	Developing the ZPS implementation plan – Group work	Lead Facilitator
13:00 - 14:00	<b>Lunch Break</b>	
14:00 -15:30	Group Presentations and Plenary Discussion	Lead Facilitator
15:30 –15:45	<b>Health Break</b>	
15:45 –16:45	Consolidation of implementation plan	ZPS Gender Unit
16:45 –17:00	Closing	ZPS
<b>Thursday 16 May 2024</b>	<b>Day 4</b>	
08:45 - 09:00	Recap of day 3	Chanda Mpandamwike, Gender officer
09:00 –09:30	Monitoring and Evaluation for Gender Mainstreaming	Gender Division
09:30 – 10:30	Developing the ZPS Monitoring and Evaluation Framework	Gender Division
10:30 – 10:45	<b>Health Break</b>	
10:45 – 11:30	Developing the ZPS Monitoring and Evaluation Framework	Lead Facilitator
11:30 – 13:00	Developing the ZPS Monitoring and Evaluation Framework	Lead Facilitator

13:00 - 14:00	<b>Lunch Break</b>	
14:00 -15:30	Group Presentations and Plenary Discussion	Lead Facilitator
15:30 –15:45	<b>Health Break</b>	
15:45 – 16:30	Consolidation of the M & E Framework for ZPS	ZPS Gender Unit
16:30 – 17:00	Closing	ZPS
<b>Friday 17 May 2024</b>	<b>Day 5</b>	
08:45 – 09:00	Recap of Day 1 - 3	
09:00 – 10:00	Review of gender checklists/guidelines developed	Lead Facilitator
10:00 – 10:30	Review of gender checklists/guidelines developed	Lead Facilitator
10:30 – 10:45	<b>Health Break</b>	
10:45 – 12:00	Review of implementation plan developed	Lead Facilitator
12:00 – 13:00	Review of implementation plan developed	Lead Facilitator
13:00 – 14:00	<b>Lunch Break</b>	
14:00 -15:30	Review of the M&E framework developed	Lead Facilitator
15:30 – 15:45	Closing Remarks	ZPS

## List of participants

S/N	Name	Rank	Section	Sex
1	Mr. Mubita Nawa	DCP	Admin	M
2	Ms. Timba Ngulube	SACP	TRD	F
3	Dr. Lloyd Zimba	SACP	Admin	M
4	Mr. Robert Makwelele	SACP	Projects	M
5	Ms. Serah Muyoba	ACP	Integrity	F
6	Ms. Bili	ACP	HRM	F
7	Ms. Misozi Banda	PA	Accounts	F
8	Ms. Zulu	Civilian	Personnel	F
9	Mr. Christopher Kashita	S/SPT	Staff Records	M
10	Mr. Leo Silowa	S/SPT	UN/AU Desk	M
11	Mr. Lloyd Mushauko	S/SPT	Gender office	M
12	Mr. Gideon Lungu	S/SPT	Research	M
13	Mr. Wakunguma	S/SPT	OPS	M
14	Mr. Pierre Sefuka	S/SPT	Research	M
15	Ms. Gillette Sela	SPT	Gender office	F
16	Ms. Doreen M. Malambo	SPT	UN/AU Desk	F
17	Mr. Siloka	SPT	Traffic	M
18	Ms. Cecilia Kwimba	A/SPT	Training school	F
19	Ms. Chanda Mpandamwike	SGT	Gender office	F
20	Ms. Carol Chibinga	Director	Gender Division	F
<b>SUPPORT STAFF</b>				
1	Director Driver	1		
2	Deputies Drivers	4		
3	ADC	1		
4	TPT driver	1		
Total		7		