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Ref:MSU/DRPC/LEoENDO/029(043)

Date: 5th November, 2025

Vincent M. Chanzu, Mr.
County Secretary and Head of County Public Service
County Government of Vihiga
P.O BOX 344-50300
MARAGOLI

Dear Mr. Chanzu,

RE: TRAINING PLAN FOR GENDER OFFICERS - KDSP II PROGRAMME

We acknowledge receipt of your letter referenced CGV/KDSP2/VOL1/GENDER/08/2025 dated 3rd November 2025, requesting Maseno University to prepare a comprehensive Training Plan for 15 Gender Officers from the ten County Departments and the Vihiga County Assembly Committee on Social Protection under the Second Kenya Devolution Support Programme (KDSP II) supported by the World Bank.

Maseno University is pleased to submit the complete training package, which has been developed in accordance with World Bank standards and best practices in gender mainstreaming capacity building. The training programme is designed to be delivered over a minimum of five (5) days as advised by the World Bank, with an additional six-month post-training support component to ensure sustainability and measurable impact.

TRAINING PACKAGE COMPONENTS

The submitted training package comprises the following documents:

1. Training Curriculum (Five-Day Programme)

A 40-contact-hour curriculum covering gender concepts, legal frameworks, analysis tools, gender-responsive budgeting, digital data systems, intersectional approaches (disability, youth, climate resilience), ethics and safeguarding, and monitoring and evaluation. The curriculum is heavily localized with Vihiga County-specific case studies, data, and policy challenges, and includes guest speakers from marginalized communities within Vihiga County.

2. Pre-Training Needs Assessment

A detailed questionnaire to establish baseline knowledge, skills, digital competencies, and departmental M&E systems. This includes comprehensive sections on digital literacy, experience with intersectional topics (disability, youth, climate), current monitoring systems, and learning preferences to enable proper tailoring of training delivery.

3. Post-Training Assessment Tool

An evaluation instrument designed to measure knowledge and skill acquisition across all training modules, enabling comparison with baseline data to demonstrate training effectiveness and impact.

4. Post-Training Support and Mentorship Plan

A structured six-month support programme including technical assistance, follow-up workshops, monthly learning forums, mentorship, site visits, and a digital resource repository. This plan includes an embedded monitoring framework with 30-60-90-180 day tracking to measure real implementation and outcomes in service delivery, budgeting, and governance.

5. Training Budget

A detailed budget in Kenya Shillings covering all training costs, including facilitation, venue, meals, training materials, digital tools and technology, guest speakers from marginalized communities, accessibility provisions (sign language interpretation, accessible venue), certificates, six-month post-training support, M&E, and administrative costs. The total budget is **KES 2,414,500** including a 10% contingency.

KEY FEATURES OF THE TRAINING PROGRAMME

Vihiga County Localization:

The curriculum integrates Vihiga County-specific case studies, including CIDP gender analysis, county budget audits, health service accessibility, education gender gaps, climate impacts on women farmers, and economic empowerment initiatives. Guest speakers include representatives from Vihiga Persons with Disabilities Network, County Youth Council, women farmers, and other marginalized groups.

Digital Tools and Innovation:

Hands-on training in DHIS2, KoBoToolbox for mobile data collection, digital documentation and reporting tools, data visualization, and cloud-based storage. Participants will receive digital templates, one-year cloud storage access, and mobile data bundles for practical sessions.

Intersectional and Contemporary Focus:

Dedicated modules on disability inclusion and gender intersections, youth engagement and gender dynamics, and climate resilience and gender. These modules provide advanced strategies and frameworks for addressing contemporary challenges in Vihiga County.

Ethics and Safeguarding:

Explicit sessions on ethical principles, power dynamics, safeguarding vulnerable populations, confidentiality, digital security, and self-care for gender officers involved in sensitive fieldwork.

Embedded Impact Monitoring:

An M&E framework with a 30-60-90-180 day tracking system to monitor implementation of departmental action plans and measure real changes in service delivery, gender-responsive budgeting, policy integration, and governance outcomes. This includes a digital monitoring dashboard accessible to all participating departments.

Accessibility and Inclusion:

Full-time sign language interpretation (5 days), accessible venue with ramps and toilets, large print materials, and provisions for personal assistance services as needed.

EXPECTED OUTCOMES

Upon completion of this training programme, the 15 Gender Officers will have:

- Mastered gender concepts, intersectional analysis, and Kenya's legal framework
- Acquired practical skills in gender-responsive budgeting using Vihiga County examples
- Demonstrated competency in digital tools for gender data collection and analysis
- Developed departmental action plans with embedded M&E frameworks
- Established ethical guidelines for working with vulnerable populations
- Built capacity to engage meaningfully with persons with disabilities, youth, and climate-affected communities

IMPLEMENTATION READINESS

Maseno University is fully prepared to commence the implementation of this training programme immediately upon your approval. Our facilitators, digital tools trainers, and support staff are ready to deliver this comprehensive capacity-building initiative. We have also identified and can mobilize guest speakers from within Vihiga County's marginalized communities.

We recommend that the Pre-Training Needs Assessment be administered to all 15 participants at least three weeks before the training commencement date to allow adequate time for data analysis and training customization.

NEXT STEPS

We kindly request the County Government of Vihiga to:

1. Review and approve the submitted training package
2. Confirm the list of 15 participating Gender Officers from the ten departments and the County Assembly
3. Provide preferred training venue and dates for the five-day programme
4. Approve the training budget for processing under KDSP II funding
5. Identify any specific accessibility requirements for participants

We remain committed to supporting Vihiga County in strengthening gender mainstreaming and enhancing the participation of women and marginalized groups in policy decisions. We look forward to a successful collaboration that will deliver measurable impact in county governance and service delivery.

Should you require any clarifications or wish to discuss any aspect of the training package, please do not hesitate to contact our office.

Sincerely,



Prof. Collins Ouma, PhD, FKNAS, FAAS
Director,
Research and Innovations