SADC PROTOCOL@WORK SUMMITS AND AWARDS 2024

INSTITUTIONAL COE Template

ZIMBABWE ,

MUTASA RURAL DISTRICT COUNCIL,

11 NOVEMBER 2024

PRESENTED BY SPIWE CHIKUKWA



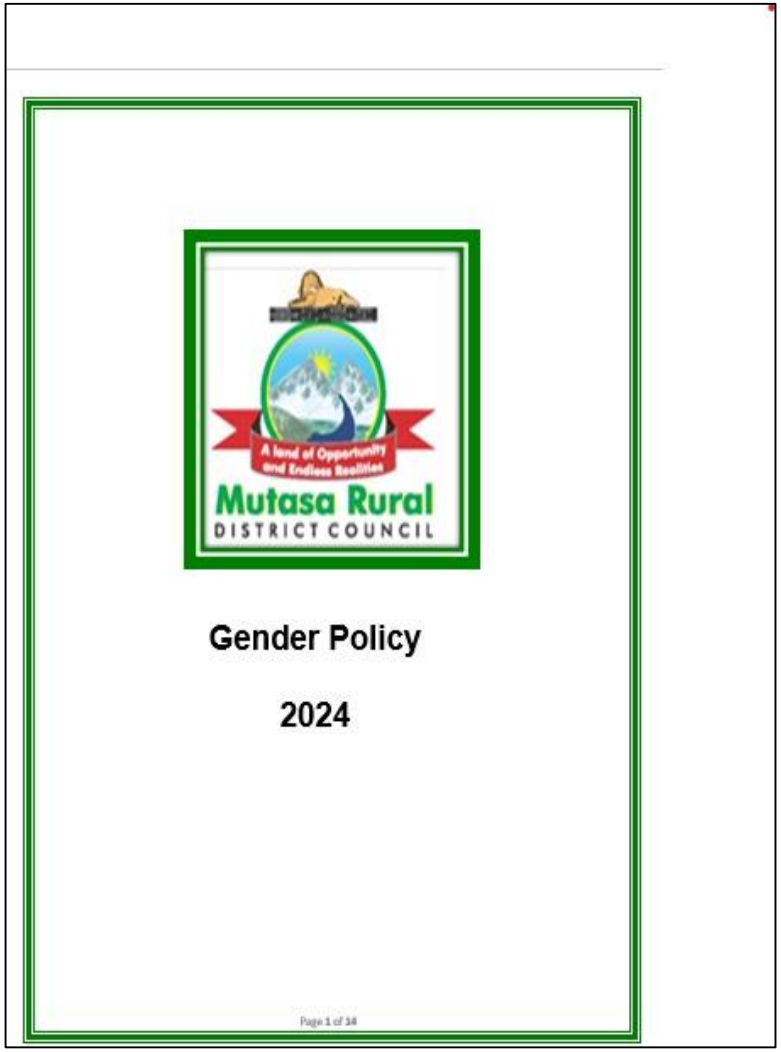
- Mutasa Rural District Council was previously known as Chitepo District Council. It is one of the seven (7) Rural Local Authorities in Manicaland Province of Zimbabwe. Mutasa RDC is divided into thirty-one (31) Wards with an estimated population of 197,808 i.e., 93,945 males and 103,863 females, and 52,370 households as of the last census held in 2022.
- Our Head Offices are situated at Mutasa District Service Centre which is fifty-eight (58) kilometres north of the City of Mutare. The district stretches up to the Honde Valley which is about 100 km North East of Mutare. It borders with Nyanga District in the north, Mozambique in the east, City of Mutare and Mutare District in the south and Makoni District in the west.

OVERVIEW

COUNTRY				
COUNCIL	MUTASA RURAL DISTRICT COUNCIL			
GENDER CHAMPION	RUFARO MUDONHI			
GENDER FOCAL PERSON	SPIWE CHIKUKWA			
IS THE COUNCIL A HUB OR SPOKE COUNCIL?				
Latest score (year)				
	Women	**Men**	**Total**	**% Women**
Council	**14**	**26**	**40**	**35**
Management	**5**	**14**	**19**	**26.32**
Council staff overall	**25**	**63**	**88**	**28.41**
Population served	**197,808**			
Key characteristics	**The population of 197,808 comprises of 103,863 females and 93,945 males. There are 52,370 households in the Mutasa District.**			

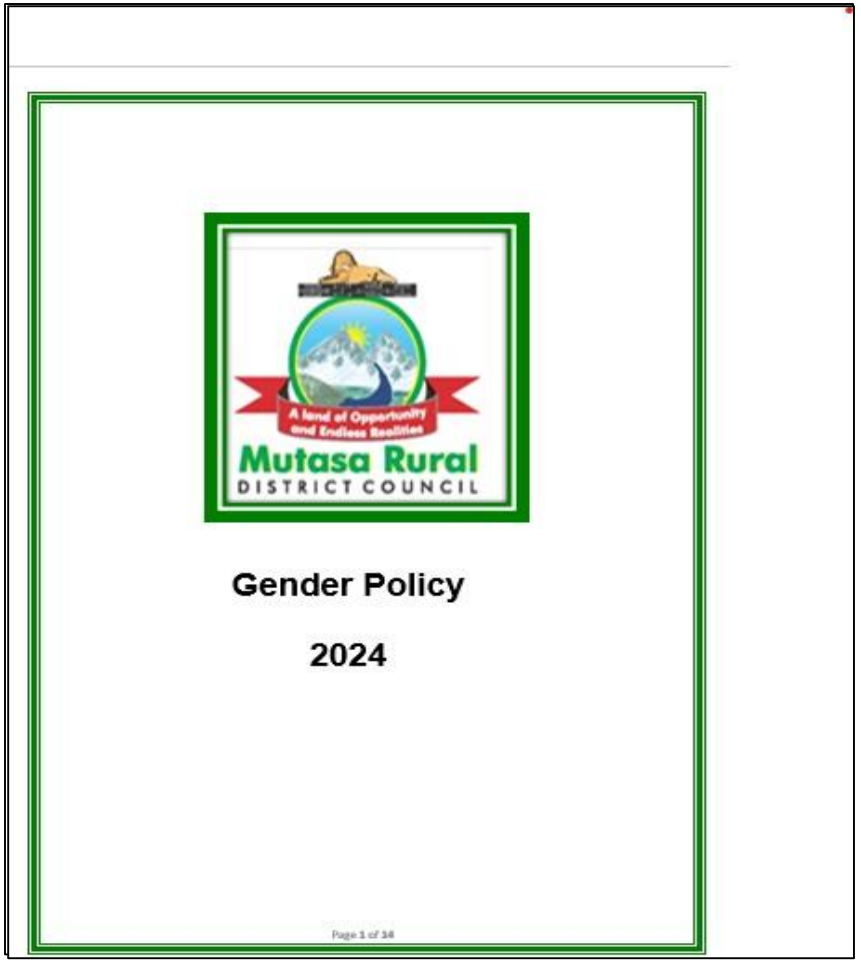
I. GENDER POLICY, ACTION PLAN, HUB AND SPOKE

- Mutasa RDC has a policy which partly incorporates the Post 2015 SADC Gender Protocol, SDGs.
- The policy is not well known by the new Councillors
- The policy was recently reviewed and the reviews were not communicated to all employees.
- Management are aware of the changes



I. GENDER POLICY, ACTION PLAN, HUB AND SPOKE

- How has the council coordinated and contributed to the **hub and spoke** activities e.g. provincial strategy meetings?
- NONE
- How often are hub and spoke activities conducted by the council?
- **Twice**



II. GOVERNANCE

Detail

- What is the proportion of women's representation in Council as Councillors? (how many are elected and How many from quota)
  - **Fourteen (14) Female Councillors 35%**
  - **Five (5) elected Councillors 12.5%**
  - **Nine (9) Women's Quota Councillors 22.5%**
- How many committees does the Council have?
  - **Eight (8) Committees**
- How many committees are chaired by women?
  - **One (1) committee (Gender Committee) 12.5%**
- How many committees are chaired by PWD?
  - **One (1) committee (Environment Committee) 12.5%**
- In what way do women/ youth/ PWD participate in council consultations and decision-making?
  - **Council Meetings**
  - **WADCO meeting**
  - **Budget Consultation Meetings**
  - **Miners meetings**

Evidence



III. WORK PLACE POLICY AND PRACTICE

How gender sensitive is the workplace? Provide examples.

- What proportion of the workforce is women?
  - **Twenty-five (25) = 28.41%**
    - **Full time = 16, Fixed term =3 Casuals=6**

- How is the Council supporting women in the workplace so they are better placed to work?
  - To date Council has sponsored the acquisition of higher qualifications for eight (8) female employees. Six (6) employees were regraded and place at higher post supervisory (5) and middle management(1) positions after the acquisition of the additional qualifications

- What is the proportion of youth and PWDs employed by the councils?
  - **Four (4) PWDs 5.68%**
  - **Nine (9) Youths 10.23%**
- Does the council have a sexual harassment policy?
  - **Mutasa RDC has a Sexual Harassment Policy**

- How are sexual harassment cases dealt with?
  - If one is being sexually harassed (or suspect another person is being harassed), reports are to be made to the Senior HR and Admin Officer. In serious cases like sexual assault, one should call the police and inform HR that if one has plans to press charges.
  - If one wants to report sexual harassment within Mutasa RDC, there are two options:

    a. Ask for an urgent meeting with SHRAO or one's supervisor. Once in the meeting, one should explain the situation in as much detail as possible. If one has any hard evidence (e.g.emails), should be produced during the meeting

    b. Send one's complaint via email. if addressed to one's supervisor, please cc SHRAO to the email and attach any evidence or information that can be used for investigations SHRAO and supervisor will discuss the issue and contact the personas soon as possible

FEMALE EMPLOYEES BASED AT HEAD OFFICE



IV. LOCAL ECONOMIC DEVELOPMENT

- The Council has a local economic development plan or projects that target women, PWD, and youth entrepreneurs. **Yes**
- Market places designed and % of stands allocated to women, men, PWD and youth on an equal opportunity basis.
  - ❖ Women 379 72.61%
  - ❖ Men 143 27.39%
  - ❖ PWDs 55 10.54%
  - ❖ Youths 201 38.51%
- Existence of entrepreneurship finance schemes linked to Council that benefit women, men, people living with disability, and youth. **NONE**
- What arrangements have been made by the Council with external sources of finance to promote access to finance for local entrepreneurs, especially women, PWD and the youth?
- **Mutasa RDC partnered with Ministry of Women Affairs and the International Labour Organisation (ILO) to construct a Fruit and Vegetable Processing Plant.**
- **Mutasa RDC has MOUs with development partners who are giving women, PWDs and Youths funds for projects e.g. PLAN International**
- **Council sent women to India for training in modern bamboo crafting methods. These women now weaving quality products. Council showcases at its stands during exhibitions such as ZAS, ZITF, Sanganayi and MASS**

- Does the Council allocate tenders to women-owned businesses? **No women-owed businesses have tendered**
- What is the proportion of tenders allocated to women? **0%**
- What proportion of the council budget is allocated to LED activities? **10%**



11/7/24, 12:53 PM Banana processing plant transforms Hauna | The ManicaPost

The Manica Post

ELECTION 2023 TOP STORIES BUSINESS CRIME & COURTS ENTERTAINMENT HEALTH SPORTS

/ AGRICULTURE / BUSINESS

Banana processing plant transforms Hauna

13 SEP, 2024 – 00:09

0 COMMENTS 1 IMAGES

Hauna Banana Processing Plant is expected to start operating in November. • Picture: Tinai Nyadzayo

Lovemore Kadzura

Post Reporter

https://www.manicapost.co.zw/banana-processing-plant-transforms-hauna/ 1/3

V. INFRASTRUCTURE AND SOCIAL DEVELOPMENT

Land and housing

- Sex disaggregated data of land allocations for council & community beneficiaries.
- Sex disaggregated data for housing allocations

Water and sanitation

- Are there water committees? **YES**
- Types of water and sanitation projects.
  - ❖ **Piped Water Schemes**
  - ❖ **PWD friendly toilets which have rails and**
  - ❖ **ramps**
  - ❖ **Girl child friendly toilets with bathrooms (**
  - ❖ **both water reticulated and with water**
  - ❖ **reticulation)**
- How gender-responsive are these. **They are gender sensitive as most of the members 75% are women.**

Housing Allocations	Number	Proportion (%)
Women	35	42.17
Men	48	57.83
Total	83	100

Water Committees	Number	Chairpersons of Water Committees	Vice Chairpersons of water committees
Women	5588	2809	2779
Men	1902	936	966
Total	7490	3745	3745

VI. SEXUAL AND REPRODUCTIVE HEALTH, HIV AND AIDS

- How does the council promote SRHR?
  - ❖ **Council employees receive free treatment at all Council Clinic**
  - ❖ **The Council has adopted and implemented policies, programmes, services to enhance gender and youth sensitive, appropriate and affordable quality health care, including sexual and reproductive health and rights.**

- Do women, men, people living with disability, and youth have equal access to treatment.

Every one is treated the same at the Council's health facilities

The disadvantaged persons receive free health treatment.

Traditional Leaders (who are also members of the HCC) give

the persons letter supporting the needy's cause.

- How has the Council ensured that health/SRHR facilities are more accessible to these groups? **It is an instruction All newly constructed facilities should have ramps and rails.**

- How does the Council encourage or support Comprehensive Sexual Education (CSE) in schools?
  - ❖ **All council schools have clubs that promote Sexual education.**
  - ❖ **The Gota/Nhanga meeting being held in schools with latest being held at Pafiwa Mutasa High Schools on 19 June 2024**

A student from Mundenda Primary School during Gota/Nhanga Programme at Pafiwa Mutasa High School



VII. GENDER BASED VIOLENCE

List key actions Council has taken towards:

- Prevention – being a member of the committee that manages the Hauna Safe Shelter.

  - Has policies that specifies that Mutasa RDC has Zero tolerance to any forms of abuse.

- Public awareness

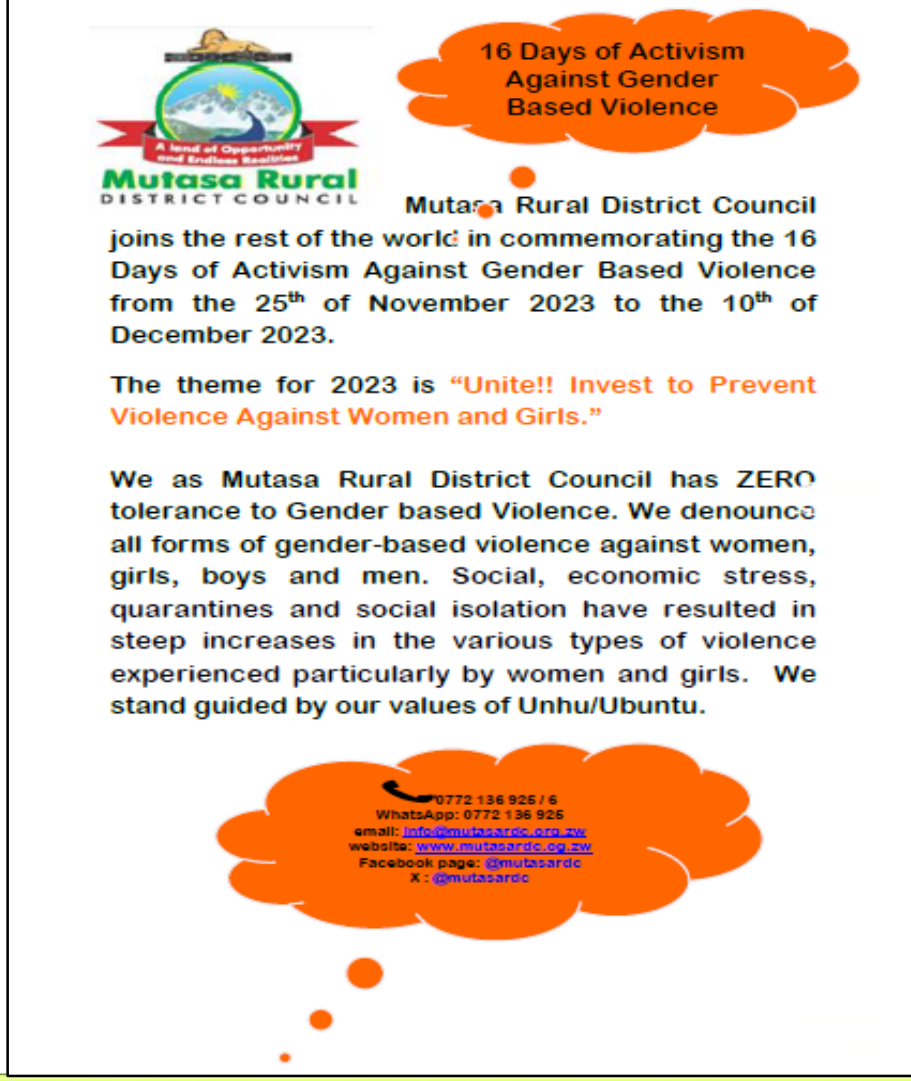
  – fliers during campaigns e.g. the sixteen days of activism against gender based violence. All employees received training were each given copies of the policies and signed acknowledgement forms.

- Response and coordination

  - **Council provides transport and is a member of the committee that deals with such cases.**

- Support and empowerment

  - The Local Authority has a. employee who is a Practicing Social Worker and Probation Officer who if the Head of Community Services Dept. He also provides Counselling and other services



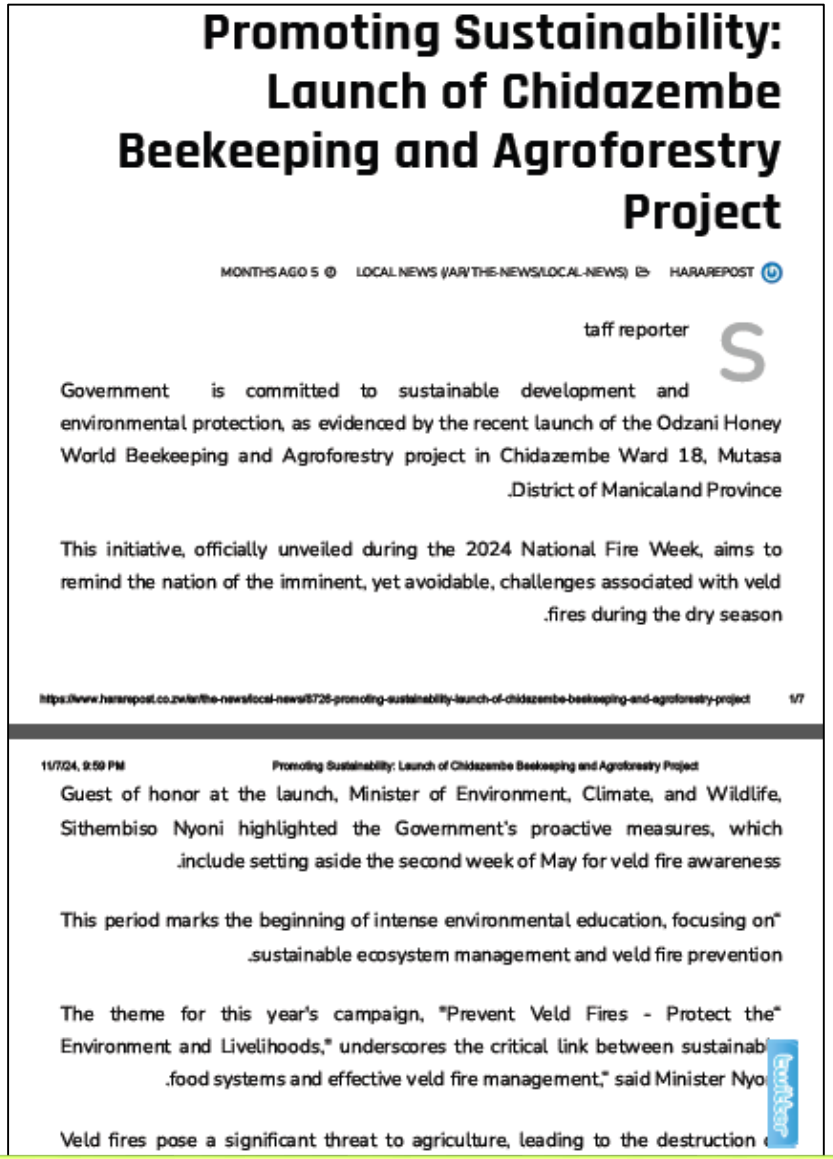
VIII. CLIMATE JUSTICE

- Does Council have a climate change policy? **NO. Policy is at draft stage to be adopted by Council before year end.**
- Examples of women, PWD, and youth are equally involved in projects that prevent climate change such as waste management, sustainable energy and recycling and benefit from economic opportunities arising from this.

- Beekeeping projects – women and Youths are mainly running the beekeeping projects in the district. These projects encourage them to look after forests as they are a vital components.

- Recycling projects

- How has the Council adapted or mitigated against climate change?
  - **All Council Clinics have solar lighting.**
  - **Allocation of land to three (3) independent hydro power generators. (28MW being channelled in the National grid. Surrounding communities electrified, meaning less usage of firewood**



Promoting Sustainability: Launch of Chidazembe Beekeeping and Agroforestry Project

MONTHS AGO 5 LOCAL NEWS (/AR/THE-NEWS/LOCAL-NEWS) HARAREPOST

taff reporter S

Government is committed to sustainable development and environmental protection, as evidenced by the recent launch of the Odzani Honey World Beekeeping and Agroforestry project in Chidazembe Ward 18, Mutasa .District of Manicaland Province

This initiative, officially unveiled during the 2024 National Fire Week, aims to remind the nation of the imminent, yet avoidable, challenges associated with veld .fires during the dry season

https://www.hararepost.co.zw/ar/the-news/local-news/8726-promoting-sustainability-launch-of-chidazembe-beekeeping-and-agroforestry-project 1/7

11/7/24, 9:59 PM Promoting Sustainability: Launch of Chidazembe Beekeeping and Agroforestry Project

Guest of honor at the launch, Minister of Environment, Climate, and Wildlife, Sithembiso Nyoni highlighted the Government's proactive measures, which .include setting aside the second week of May for veld fire awareness

This period marks the beginning of intense environmental education, focusing on" .sustainable ecosystem management and veld fire prevention

The theme for this year's campaign, "Prevent Veld Fires - Protect the" Environment and Livelihoods," underscores the critical link between sustainab .food systems and effective veld fire management," said Minister Nyo

Veld fires pose a significant threat to agriculture, leading to the destruction

IX. GENDER MANAGEMENT SYSTEM

- What Gender structures exist in council- e.g. Gender focal persons, gender committee, gender champion?

  - Council has a Gender Committee, An Overall Gender focal Person, Six departmental gender focal persons and a gender focal person responsible for Management and Councillors. Gender issues are dealt with at departmental level

- Is the Council Gender Action Plan aligned to the Council's strategic plan? **. If yes, please explain the process by which this happened or will happen.**

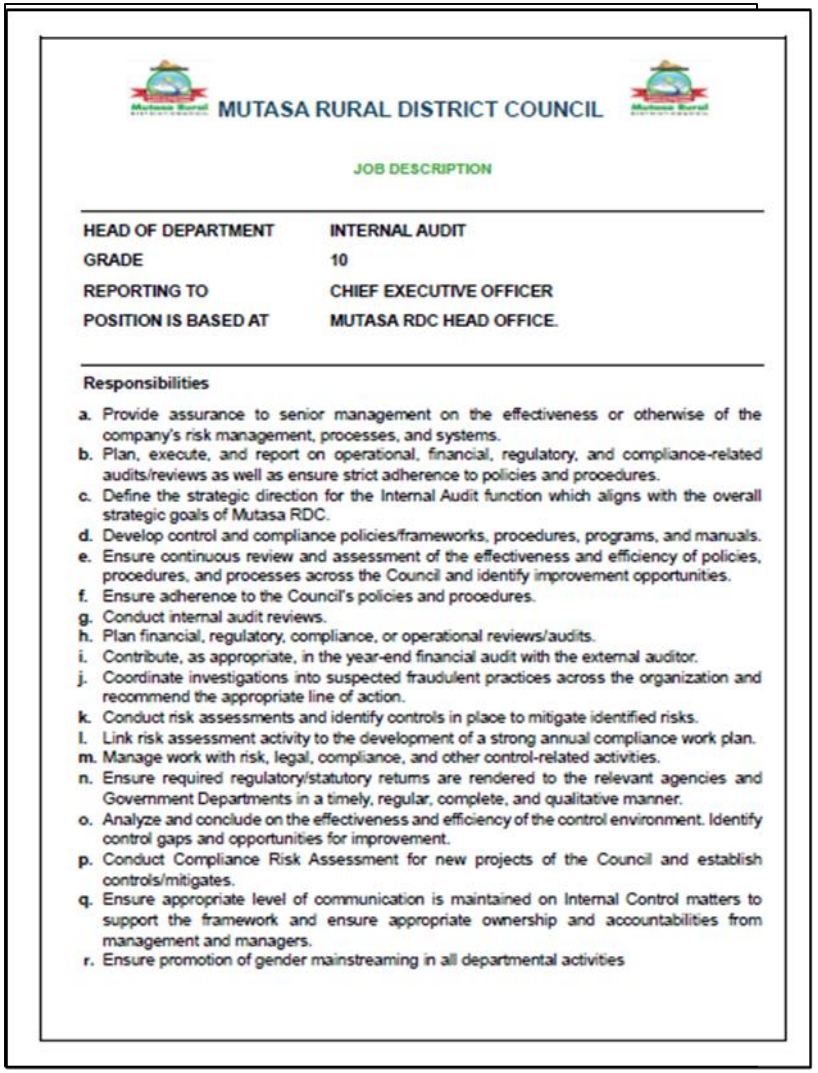
  - All departments come up with gender actions plans which are also considered as council crafts it Strategic plan

- Gender is written into the job descriptions of key functionaries.

  -Yes, for all Senior management. For the CEO it is one of the parameters he is assessed by the Ministry quarterly.

- How does the council monitor and evaluate gender?

  - The Internal Auditor who is the gender focal person does M and E functions and these form part of the department's Annual Plan. Issues noted are discussed at management and committee levels. The reports generated are circulated to all departments for attention and actioning.



MUTASA RURAL DISTRICT COUNCIL

JOB DESCRIPTION

HEAD OF DEPARTMENT	INTERNAL AUDIT
GRADE	10
REPORTING TO	CHIEF EXECUTIVE OFFICER
POSITION IS BASED AT	MUTASA RDC HEAD OFFICE.

Responsibilities

a. Provide assurance to senior management on the effectiveness or otherwise of the company's risk management, processes, and systems.
b. Plan, execute, and report on operational, financial, regulatory, and compliance-related audits/reviews as well as ensure strict adherence to policies and procedures.
c. Define the strategic direction for the Internal Audit function which aligns with the overall strategic goals of Mutasa RDC.
d. Develop control and compliance policies/frameworks, procedures, programs, and manuals.
e. Ensure continuous review and assessment of the effectiveness and efficiency of policies, procedures, and processes across the Council and identify improvement opportunities.
f. Ensure adherence to the Council's policies and procedures.
g. Conduct internal audit reviews.
h. Plan financial, regulatory, compliance, or operational reviews/audits.
i. Contribute, as appropriate, in the year-end financial audit with the external auditor.
j. Coordinate investigations into suspected fraudulent practices across the organization and recommend the appropriate line of action.
k. Conduct risk assessments and identify controls in place to mitigate identified risks.
l. Link risk assessment activity to the development of a strong annual compliance work plan.
m. Manage work with risk, legal, compliance, and other control-related activities.
n. Ensure required regulatory/statutory returns are rendered to the relevant agencies and Government Departments in a timely, regular, complete, and qualitative manner.
o. Analyze and conclude on the effectiveness and efficiency of the control environment. Identify control gaps and opportunities for improvement.
p. Conduct Compliance Risk Assessment for new projects of the Council and establish controls/mitigates.
q. Ensure appropriate level of communication is maintained on Internal Control matters to support the framework and ensure appropriate ownership and accountabilities from management and managers.
r. Ensure promotion of gender mainstreaming in all departmental activities

X. GENDER RESPONSIVE BUDGETING

- Did the Council submit an entry in the GRB category?
  YES
- Has the Council drawn up a Gender Responsive Budget statement as per Ministry Guidelines?
  Yes
- What are the key highlights?

-It budgeted for the completion of four (4) clinics which are under construction.

- **Council budgeted for the maintenance of roads leading to its clinics for ease of access**
- **Council budgeted for water reticulation in its urban settlements**
- **Council budgeted for street lighting in the following areas Mutasa District Service Centre, Hauna Growth Point, and Penhalonga – Tsvingwe.**

- Muparutsa Clinic under construction



CHALLENGES

- What have been the main challenges? How have these been overcome?

- **Lack of buy-in at governance levels**
- **Lack of buy –in at management levels**
- **In adequate funding**
- **Limited literature in local languages on the matter**
- **Financial constraints**
- **Culture and traditions**

LESSON LEARNED AND INNOVATION

- What lessons have been learned in the COE, hub and spoke process?
- **There is need for LAs to consider gender related issues and programmes at planning level.**
- **There is need for information dissemination so as promote awareness and buy in organisation wide and throughout the district.**

  - how promote gender mainstream
- **It should be mandatory for all departments to be Gender Responsive at all planning levels. This would help in ensuring that there is gender mainstreaming and that gender issues are considered at before any project is activated**
- How are these being applied?

  Regular and periodic monitoring and evaluation is being done to ensure that the all Council projects are gender responsive.

SUSTAINABILITY AND REPLICATION

- How can the COE, hub and spoke work be sustained within your organisation?
- **Further advocacy,**
- **Trainings of Councillors and employees,**
- **Road shows**
- **Use of media**
- **Use of Social media for advocacy**