

## ***Annex F: Situation analysis report-Witvlei***

**Country: Namibia**

**Name of municipality: Witvlei Village Council**

### **Synopsis**

The centres of excellence for gender mainstreaming in local government seeks to ensure that councils are identified across the region, and worked with closely to ensure their process of getting gender on their councils agenda. This process will take place through various interventions that will include policy implementation, capacity building through on the job training, monitoring and evaluation. This process will also include us working closely with our local government associations, with whom we have close links. To ensure and assist councils with gender mainstreaming within their programmes.

The first stages of the COE deals with ***Meetings with Council and management team.***

During this stage key municipal councils need to be identified that have gender and GBV action plans that would like to work with GL around council level policies and action plans around gender - and a GL country facilitators will engage councils around hosting meetings with management teams of these councils to get buy in and support for the policy and action plan process.

In the second stage, ***Situational Analysis*** – During this stage country facilitators need to do situational analyses of the identified councils, i.e. they need to define and interpret the state of the council wrt to gender issues, e.g. where gender is on the council's agenda in terms of gender mainstreaming across departments and programmes, etc.

### **Why does this municipality have an interest in developing a gender policy?**

Witvlei is the only Village Council identified for a gender policy roll out and action Plan. At Village level politics is not an issue. Issues are about development, service delivery, unemployment, HIV and AIDS and violence. It will be easy for a gender policy formulation, as it will help address many of the issues the Village is confronted with. The Council has a GAP, GBV Action Plan in place. These Plans give us the courage that the Village is ready for such a policy. The Witvlei Village Council is made up of 5 Councillors. All attended the meeting. It is situated at the East of Windhoek, approximately 180km. The Council has a GAP and GBV Actions plans in place.

### ***Strengths***

The Council has very few positions in place. This is because its budget is very small for stretching out for gender related issues. But it does not say that they are not ready to embrace the Gender Policy. They have a Champion with whom I coordinate my workshops there.

### ***Challenges***

The Village Council is ready to take on any challenge but will need more assistance in terms of capacity and skills development for the implementation of such as policy like gender. Unemployment, housing and HIV and Aids are issues the Council has to deal with at the Village.

### **Results of gender score card**

<b>Area assessed</b>	<b>Score Council</b>	<b>Score GL</b>	<b>Agreed score</b>
Policy framework	<b>42</b>	<b>30</b>	
<b>Governance:</b> Representation Participation Public participation	<b>79</b>		
Gender specific programmes	<b>48</b>	<b>28</b>	
Mainstreaming gender into existing programmes	<b>51</b>	<b>30</b>	
Employment practises and environment	<b>47</b>	<b>40</b>	
Gender management system	<b>21</b>	<b>20</b>	
<b>Overall</b>			

## **SITUATION ANALYSIS**

### **Policy framework**

According to the Witvlei Village Strategic Plan 2008/12 on policies and processes, has put structures, systems for organisational guidelines and rules to govern the operations of the Council.

## **GOVERNANCE**

### **Representation**

Witvlei Village Council has been without a Chief Executive office for the past two years, making the Human Resource officer to act till now.

<b>REPRESENTATION OF WOMEN IN COUNCIL</b>		
<b>MEN</b>	<b>WOMEN</b>	<b>TOTAL</b>
2	3	5

### **Participation**

Out workshop results show that at this Village Council women are in the forefront on issues of violence and gender equality.

### **Public participation**

Here women are also more outspoken on issues such as unemployment, HIV and Aids, GBV, drugs and alcohol abuse and child abuse. In its Strategic Plan 2008/12, it is addressing gender balance, saying the Village is confronted by a high percentage of unemployment which majority are women. The Council is trying to remedy the situation there. Although the Strategic Plan only mentions women and not gender in the document, it is keen to look into the matter of equality using the country's affirmative Action and Labor policy.

## **PLANNING**

The Village Council uses the Strategic plan 2008/12 to plan yearly activities for the Village. But the findings revealed that women are not consulted on services that need to be delivered to them. These provision of type of housing infrastructure/shelter, water & sanitation, Waste management etc. The research has it that, there are strategic objectives but does not mention gender or women, but equality and equity in providing services to residence.

## **MAINSTREAMING GENDER INTO EXISTING PROGRAMMES**

### **The economy and job creation**

#### **Procurement**

The results also indicate that the council has a procurement policy in place. It is called the "Policy on sales/Lease of Land". It aims to provide for the sale/lease of land by the Village Council to the public in a standard and structured, organised and efficient manner. It is also promote and encourage ownership of land to all residents of Witvlei. The ownership of previously disadvantage groups are also addressed in the policy. It is not clear if previously disadvantage would mean women is not clearly stated. There is no sex disaggregated data on who lease or own land at the Village.

The policy explains, who the disadvantage groups are. " means an indigenous Namibians who was denied and deprived of opportunities and placed in an unfavourable positions a result of Government policies in existence prior to independence. Yes. Women fall in the groups of marginalise or disadvantaged. But the policy is silent on how this will be rectified to address the needs of women and men. It is a proven record in Namibia that land, is women's business. The production of food relies on the effective utilisation of land. And only when women are given land for crop production and for other service, countries wont have enough food to feed nations.

#### **Housing**

The Council has policy on housing at the Village. But few access these services. The Village has "Build Together Loan Projects. The programme is administered as per Build Together loan administration policy. Again we do not know who access these loan from the Village Council as sex disaggregated does not exist. The Council also does not have any procurement policy in place to address housing need at the Village. Women are not in the policy encourage to apply for these loans.

There is not enough information provided by the Council/staff on who can apply for the loan. Housing/shelter is one of thee services that will empower women economically and financial. The Council says in its documents, that it shall be reviewed annually to adapt measures ,procedures and guidelines in order to minimise risk and to maximise collection. There ar many categories of land available. Business, industrial, residential and erven intended for institutional purposes.

Are these the type of land services an ordinary woman can afford? Not at the place like Witvlei, a small Village with a high unemployment rate which majority of women are unemployed. It is not state in the policy if women have benefited from these categories of land use. The Council conduct regular auction for land at the Village.

But do women participate in this trade? There is no data to show in what category of land usage women are involved. Build together Loan is another housing scheme. This programme is administered as per build together loan administration policy. It give loan to residents at the Village to build their own houses. Sex disaggregated data is not here to show who benefits from this loans for housing.

### **Utilitie**

Credit Regulations and Debt Management Procedure are in place. The research results from the council also indicated that there is no clear sex disaggregated data that indicates the equitable, representation of women and their accessibility to these utilities and facilities. Water, sanitation, electricity, refuse removal and sewerage disposal are utilities where women are consulted on daily basis besides these issues having a gender dimension. Electricity and water supplies are often cut for non compliance to payments. In this case women are most affected. There is no sex disaggregated data as to how many women have benefited.

### **Transport**

The small Village is home to Council Vehicles Policy. In this policy women's voices are silent. It does not provide methods how women will make use of the policy in question. Sex disaggregated data on how many women and men are making use of these services is not known.

### **Health**

The Village Council has an HIV and AIDS draft policy. The only health facility at th Village is a Clinic. Referrals are done to bigger cities. The clinic sometimes faces challenges, such as lack of medicine. Since the Council hasa HIV AIDS policy, a budget allocation is given for awareness raising with some Non Governmental Organisations at the Village. For the smooth running of the project, the Council has appointed a HIV and AIDS and STD Committee, chaired by the chairperson of the management Committee. In planning, the Village Council of Witvlei commits itself to integrating an understanding of the HIV and AIDS epidemic in all planning processes. Budget allocation nd provision is make in the policy formulation address the spread of the disease.

It says this is subject to the need of the service, to make adequate provision in its annual budget for the effective implementation of all aspects of HIV and AIDS and STD programmes in workplace, including the cost of education and training, the securing of expert advice, the popularising of condoms of raising support services for employees living of affected by HIV and AIDS. But fall short of mentioning if women are the major beneficiaries as they carry the burden of infected or affected families in communities. No sex disaggregated data available. Further the Policy states that effective partnership with AIDS service Organisations and Community based Organisation to co-ordinate and to combine efforts in addressing all aspects of HIV and AIDS in the workplace.

### **Environmental health**

My research results, pointed out that women are not always consulted in terms of Waste Management and that women do not always benefit from developments within this sector.

And there were no further indications from the council in terms of how they would address this issue.

### **Social development**

The policy provides for the provision of appropriate facilities are in place to support social habitation of communities. The policy does not have a sex disaggregated data on men and women using these facilities. The fact that the number of women accessing these facilities are not here, it makes planning very difficult, in terms of budgeting. Important also ages of people using these facilities is not known. The Village has only one park, frequented by youth most times.

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### **GENDER SPECIFIC PROGRAMMES**

The council does participate in gender specific programmes and campaigns, however there needs to be more evidence to support and substantiate this, as there is no clear indication.

### **Educare**

As a small Village, there are budgetary constraints. Council finds it very difficult to do proper planning for these services for staff.

### **Gender based violence (GBV) flagship**

According to the workshop reports 2007/8/9/10 of workshops done at the Village Council, it is home to GAP, GBV Action Plan and COE stages 1-4 & 6, that allows them to plan for the 16 days and 365 days of GBV Campaigns.

### **Sexual Harassment Policy**

The Council make use of the country's Affirmative Action Law and Labor Law to discipline any staff when trespassing.

## EMPLOYMENT PRACTICES AND ENVIRONMENT

### Selection and recruitment

There is an Human Resource Development document in which selection and recruitment is one of the practices. The Council policy does not discriminate against any one wanted to be employed or in the existing staff.

<b>Council representationGender</b>	<b>Women</b>		<b>Men</b>	<b>TOTAL</b>
Female	3		2	5
Male				

The results reflected in the table above indicate, that the current high-level workforce profile is 63% male and 37% female. With results indicating that Whites and Black Africans as well as women are under-represented in the total staff component.

### Composition of Staff

<b>CATEGORY</b>	<b>No of women</b>	<b>%</b>	<b>No of men</b>	<b>%</b>
Top management	1		0	
Senior Management	2		0	
Professional				
Secretarial/ clerical			9	

The above results, give an indication in terms of the employment trend. Men are employed within senior management level, and the majority of women are located within the secretarial/ clerical division.

### Capacity building- training

The Council has done lots of training for its staff, on job as well as well out the country. Although the Council has prioritised training as a core value, it does not have data on how many men and women are trained or in what skills they are trained. Council says in one of its documents that " helping people acquire appropriate knowledge and skills. In the training scope it is not indicated if these staff trained are trained in related fields needed in the Council.

### **Career pathing**

The results indicated that there is a lack of a clear career pathing in terms of growth opportunities available for men and women within the Village council. The Council make use of Affirmative action Policy of government.

### **Working conditions and environment**

The Witvlei Village Councils has a Policy on job grading, evaluation and remuneration. The policy is meant to provide a basis for a rational wages./salary structure at workplace. The policy is also assisting the Council to provide a logical graded hierarchy of jobs on which to base the Council's salary structure. In its policy guidelines, the Council is making sure that employees' compensation is done in exchange for work done and should henceforth reflect the weight of the job including responsibility, accountability and the results achieved.

Job descriptions are also included. This it say is to promote effective communication of job duties and qualifications. Various Committees have been established. They are Wage structure and grading. This Committee will grade, re-grade review, realign , endorse and approve as handle all appeals by the employees. The policy is gender blind on issues address in the policy. Issues such as maternity leave, baby corners for breastfeeding mothers and conducive working relations just to mention a few.

## **GENDER MANAGEMENT SYSTEM**

### **Gender structures**

The score indication here illustrated that there is a gender structure within the Village Council, and there is a gender focal person that deals with issues related to gender and women. The Council has a small budget, there it has reallocate some of the gender issues to this focal person.

### **Budgets**

The Village Council has not specific budget to address gender equality, but there are deliberate efforts to redress the past injustices. HIV and AIDS programmes do have a budget. Sex disaggregated data is not seen done. It shows in our research that omwn are not consulted as the main beneficiaries in the roll our of ARV at the Clinic as the there is only a general registration book kept there.

### **Monitoring and evaluation**

Further findings indicated that there were monitoring and evaluation systems in place within the council. One such is in the Job grading, evaluation and Remuneration. The policy here does not say how monitoring will be done. It is more of evaluation on jobs for employees. Jobs are not evaluated but also re-evaluated especially if the job content has changed to such an extent that the position is now operating at either a senior or junior levels.



However is it not clear how these monitoring and evaluation tools can also be used to establish information, internally with regard to HR and sex disaggregated data.

**Political profile and champion**

The results indicated that the Village Council does give gender issues a high political profile, and that there is a gender champion within the council.