



Rift Valley Institute Gender Equality Plan

1. Purpose

The purpose of RVI's Gender Equality Plan is to promote equal opportunities, eliminate discrimination, and create an inclusive workplace where all employees, regardless of gender, can participate, contribute, and advance equally.

2. Vision

RVI's vision is to build a workplace culture that values diversity, equity, inclusion, and equal participation in recruitment, professional development, decision making and leadership roles. RVI also promotes gender equity through our work, including by strengthening the role women in research work through capacity development and mentoring programmes, ensuring research is gendered, and elevating the voice of women researchers.

3. Scope

The Gender Equality Plan applies to:

- All employees
- Trustees
- Consultants and contractors
- Interns and Volunteers

Its core principles are anchored in all other relevant organizational policies and organizational culture including:

- RVI Staff Handbook
- RVI Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy
- RVI Code of Conduct
- RVI Reward Policy
- RVI Non-Discrimination Policy
- RVI Safeguarding and Associated Policy

4. Strategic Objectives

Objective 1: Gender-Balanced Recruitment and Hiring

Goal: Ensure fair and unbiased recruitment processes.

Actions:

- Use gender-neutral language in job descriptions and advertisements.
- Shortlist qualified candidates of all genders.
- Ensure diverse recruitment panels.
- Monitor recruitment outcomes by gender.

Indicator:

- Gender disaggregated data of applicants, shortlisted candidates, and job offers made.

Objective 2: Equal Career Development and Leadership positions

Goal: Increase equitable representation at all levels of leadership

Actions:

- Provide equal access to leadership positions, including Board roles, senior management and in training and development
- Support women's participation in leadership development programmes.
- Ensure equitable promotion processes.
- Establish transparent promotion criteria.

Indicator:

- Percentage of women and men in leadership positions.

Objective 3: Parity in Pay and Benefits

Goal: Eliminate gender-based pay disparities.

Actions:

- Ensure pay reviews include gender pay gap assessments.
- Standardize salary scales and grading systems.
- Ensure gender neutral compensation and benefits policies.

Indicator:

- Pay and Benefit gap analysis

Objective 4: Safe and Inclusive Work Environment

Goal: Foster a workplace free from discrimination, harassment, and gender-based violence.

Actions:

- Maintain and communicate anti-harassment policies.
- Provide confidential reporting mechanisms.
- Ensure staff training during onboarding and regular training on safeguarding policy, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy
- Ensure prompt investigation of complaints and accountability of offenders while supporting to affected individuals
- Ensure staff take mandatory Safeguarding Training and sign the organizational code of conduct

Indicator:

- Number of staff trained.
- Resolution rate of reported cases.

Objective 5: Support staff wellbeing through Work-Life Balance and Care Responsibilities

Goal: Support employees with family and caregiving responsibilities.

Actions:

- Promote flexible work arrangements.
- Provide parental leave without discrimination and ensure maternity leave is gender sensitive.
- Schedule meetings during core working hours.

Indicator:

- Uptake of flexible work arrangements and parental leave by gender.

5. Governance and Accountability Responsibility

- Executive Leadership: Overall accountability
- Human Resources: Implementation, monitoring, coordination and reporting
- Managers: Integration into departmental plans

6. Monitoring and Reporting

RVI will:

- Ensure physical work places offer safe and dignified environment that meet the needs of women and men
- Ensure an inclusive and equitable workplace culture that provides flexible and work environment for women in their care roles
- Ensure recruitment, promotion and staff development provide equal opportunities to men and women
- Ensure consultations and participation in planning, review and decision-making processes and surveys are gender sensitive.
- Collect up-to-date disaggregated data is available on staff recruitment, pay gap analysis, promotion, learning, mentoring and development
- Ensure strong safeguards against discrimination and harassment

Approved by Executive Management Team

24 June 2026