

**REPUBLIC OF KENYA**



**GOVERNMENT OF MAKUENI COUNTY**



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**PERFORMANCE CONTRACT BETWEEN THE GOVERNOR OF  
MAKUENI COUNTY**

**AND**

**THE EXECUTIVE COMMITTEE MEMBER FOR DEVOLUTION, COUNTY  
ADMINISTRATION, PARTICIPATORY DEVELOPMENT, PUBLIC SERVICE**

**CONTRACT PERIOD 1<sup>ST</sup> JULY 2018 TO 30<sup>TH</sup> JUNE 2019**

## **PERFORMANCE CONTRACT**

This Performance Contract (hereinafter referred to as “Contract”) is entered into between the County Government of MAKUENI (hereinafter referred to as (“CG”) represented by H.E. the Governor of P.O. Box 78 – 90300, MAKUENI (together with its assignees and successors) of the one part, and the County Executive Committee Member, County Department of Devolution, County Administration, Participatory Development and Public Service, (hereinafter referred to as the “the CECM), (together with its assignees and successors) of P.O. Box 78, 90300, MAKUENI on the other part.

### **WHEREAS;**

The County Government is committed to ensuring that public offices are well managed and they are cost effective in delivering quality service to the public in line with provisions of the Constitution of Kenya;

The County Government recognizes that Departments hold a vital key in the implementation of County priority programmes and projects, other national priorities including the “Big Four” initiatives in order to improve the quality of lives of the people of Makueni County and make the County competitive;

The purpose of this performance contract is to establish the basis for ensuring that efficient and effective services are delivered to the people of Makueni County in line with the provisions of the Constitution and by requiring Departments to adapt systems that enable innovativeness and adaptability of public services to the needs of users.

This Performance Contract therefore represents a basis for continuous performance improvement that meets the needs and expectations of the county residents.

**NOW THEREFORE**, the parties hereto agree as follows:

### **Part I: Statement of Responsibility by the Executive Committee Member**

It is my responsibility to provide the required leadership in designing suitable plans and strategies that will contribute to high and sustainable socio- economic development. It is my undertaking to ensure that the Department has a credible strategic plan and performance contract that will deliver the desired goals.

It is also my undertaking that I will perform my responsibilities diligently and to the best of my abilities to support the achievement of the agreed performance targets.

### **Part II: Vision, Mission and Strategic Objectives**

- (a) Vision**  
People centered and accountable Government
- (b) Mission**

To promote equity and socio-economic transformation through effective and efficient development, coordination, governance, participation and accountable leadership.

**(c) Core values**

Commitment to transparency, accountability, inclusiveness, responsiveness, safety and professionalism in service delivery

**(d) Strategic Objectives**

1. To coordinate manage and supervise devolved government functions and activities.
2. To provide and maintain infrastructure and facilities of public service at all levels.
3. To nurture and mentor strong careers, values and professionalism of the Public Service.
4. To enhance civic education and efficiently disseminate information.
5. To respond, mitigate and manage disasters and emergencies.
6. To ensure compliance to county laws, regulations and policies.
7. To enhance participatory development for inclusive and sustainable development.
8. To enhance non-state actors' engagement and coordination.

**Part III: Statement of Strategic Intent by the Executive Committee Member**

In carrying out my duties, I intend to put all my efforts towards contributing effectively and efficiently to the achievement of the county development agenda as espoused in the Kenya Vision 2030 and Makueni County Vision 2025 and the Makueni County CIDP 2018-2022, keeping in mind the specific priorities of my Department.

Bearing in mind the imperative of inclusivity, I will implement the following Strategic Intentions during the Financial Year

1. Ensuring that systems are established for equality for all users of public services;
2. Ensuring impartiality and fairness in the process of delivery of public services;
3. Ensuring promotion of National Cohesion and National Values;
4. Ensuring continuity of public services under all circumstances;
5. Establishing systems to enable innovativeness and adaptability of public services to the needs of users;
6. Ensuring professionalism and ethics in Public Service is achieved and maintained;
7. Establishing systems to ensure promotion and protection of rights of users of public services and public servants as enshrined in the Bill of Rights;
8. Institutionalizing a culture of accountability, integrity, transparency and promotion of values and principles of public service;
9. Ensuring a corruption free public service
10. Ensuring effective, efficient and responsible use of public resources; and
11. Ensuring responsiveness by public servants in delivery of public services.

**Part IV: Commitments and Obligations of the County Government**

1. Develop County Integrated Development Plan, which should be anchored on National and County policies, SPS and national plans such as Vision 2030 Medium Term Plan III;

2. Establish and operationalize service delivery, financial and related management systems for the county;
3. Establish a culture of service and accountability in the county public service, including working styles, attitudes and work ethics
4. Ensure that appropriate measures are instituted to mitigate against corrupt practices in the county public service.
5. Ensure timely approval of departmental requests.
6. Ensure timely availability/provision of necessary resources based on approved budget.

#### **Part V: Reporting Requirements**

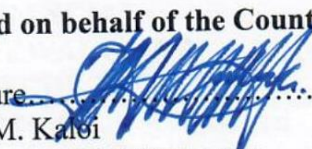
The County Executive Committee Member shall submit quarterly and annual performance reports in the prescribed format to the County Performance Management Coordination Committee for monitoring progress and evaluation of performance.

#### **Part VI: Duration of the contract**

The performance contract will run for a period of one financial year from 1<sup>st</sup> July 2018 to 30<sup>th</sup> June 2019.

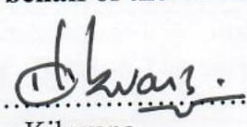
**Part VII: Signatories to the Performance Contract**

**For and on behalf of the County Department**

Signature  ..... Date 10/09/2018 .....


Julius M. Karoi  
CECM, DEPARTMENT OF DEVOLUTION, COUNTY ADMINISTRATION,  
PARTICIPATORY DEVELOPMENT AND PUBLIC SERVICE

**For and on behalf of the County Government**

Signature  ..... Date 10/9/2018 .....

H.E. Kivutha Kibwana  
GOVERNOR, MAKUENI COUNTY

**Witnessed by:**

Signature  ..... Date 10-9-2018 .....

.....  
H.E. Adelina Mwau,  
DEPUTY GOVERNOR, MAKUENI COUNTY

## PERFORMANCE CONTRACT MATRIX

	CRITERIA CATEGORY	UNIT OF MEASURE	WEIGHT	CURRENT STATUS FY 2017/18	TARGET FY 2018/19
A	<b>FINANCIAL STEWARDSHIP AND DISCIPLINE</b>				
	1.Absorption of Allocated Funds	%	4	96	100
	2.Development Index(DB/TB)x100	%	2	1.26	5.91
	3.A-in-A	Ksh	N/A	N/A	N/A
	4.Asset Management	%	2	<b>60</b>	100
	5.Pending bills	%	2	1	≤ 1
	<b>Weight Sub Total</b>		<b>10</b>	<b>10</b>	
B	<b>SERVICE DELIVERY</b>				
	1.Implementation of Citizens' Service Delivery Charter	%	2	0	100
	2.Customer Satisfaction	% implementation of the Report	2	100	100
	3.Application of service delivery Innovations	%	2	2	100
	4.Resolution of Public Complaints	%	2	2	100
	5.Automation	Report	2	1	1
	<b>Weight Sub Total</b>		<b>10</b>		
C	<b>INSTITUTIONAL TRANSFORMATION</b>				
	1.Development of County Planning Framework	NO.	2	N/A	2
	2.Youth Internship/industrial attachments/apprenticeships	No. Interns	2	<b>37</b>	<b>36</b>
		No. Attachees		<b>60</b>	<b>40</b>
	3.Access to Government Procurement Opportunities (AGPO)	Ksh.	2	<b>2,984,840.00</b>	<b>6,274565.20</b>
	4.Promotion of Local Content in procurement	%	1.5	N/A	<b>40</b>
	5.Competence Development	%	2	<b>110</b>	<b>100</b>
	6.Knowledge Management	%	2	<b>0</b>	<b>100</b>
	Work Environment	%	1	<b>0</b>	<b>100</b>
	7. Safety and Security Measures	%	1	<b>0</b>	<b>100</b>

	8.Cascading of Performance Contracts	%	1.5	99.5	100
	<b>Weight Sub Total</b>		<b>15</b>		

<b>D</b>	<b>CORE MANDATE</b>				
	County Department's priority projects/ programmes		<b>50</b>		
	1. Public Service administration, management and coordination of service delivery	%	<b>9</b>	<b>0</b>	<b>100</b>
	1. Management of Devolution Affairs and coordination	%	<b>5</b>		
	2.Strengthening Participatory Development	%	<b>8</b>	<b>100</b>	<b>100</b>
	3.Diaspora and volunteer engagements, Interns and Attachees recruitment, placement and management	NO.	<b>8</b>	<b>95 119</b>	<b>100 300</b>
	4.Fire Station and a Disaster Management System	%	<b>8</b>	<b>0</b>	<b>100</b>
	5.County Enforcement Services	%	<b>7</b>	<b>100</b>	<b>100</b>
	6. Support to community Radio &Publicity	%	<b>5</b>	<b>100</b>	<b>100</b>
	<b>Other operations</b>				
	7. Revenue Collection	Ksh.	N/A	<b>N/A</b>	<b>N/A</b>
	8.Ease of Doing Business	%	<b>2</b>	<b>0</b>	100
	9.Compliance With Statutory Obligations	%	<b>3</b>	<b>100</b>	100
	10.Project Completion Rate	%	<b>5</b>	<b>99.5</b>	100
	<b>Weight Sub Total</b>		<b>60</b>		
<b>E</b>	<b>CROSS-CUTTING ISSUES</b>				
	1.Prevention of Alcohol and Drug Abuse	%	<b>0.5</b>	<b>100</b>	100
	2.Prevention of HIV Infections	%	<b>0.5</b>	<b>100</b>	100
	3.Disability Mainstreaming	%	<b>0.5</b>	<b>100</b>	100
	4.Gender Mainstreaming	%	<b>0.5</b>	<b>0</b>	100
	5.Environmental Sustainability	%	<b>1</b>	<b>120</b>	100
	6.Corruption Prevention	%	<b>1</b>	<b>90</b>	100
	7.National Cohesion and Values	%	<b>1</b>	150	100
	<b>Weight Sub Total</b>		<b>5</b>		
	<b>OVERALL TOTAL WEIGHT</b>		<b>100</b>		

<b>PERFORMANCE CONTRACT EXPLANATORY NOTES</b>			
<b>A) FINANCIAL STEWARDSHIP AND DISCIPLINE</b>	Explanatory notes		
1. Absorption of Allocated Funds	The Department commits to comply with the set budgetary levels while implementing its program activities (100%)		
	Development Expenditure	Ksh. 15,686,413.00	
	Recurrent expenditure	Ksh. 249,782317.77	
	<b>Total</b>	Ksh. 265,468730.77	
2. Development Index	The department commits to attain a 5.91 Development index (100%)		
3. A-in-A	N/A The Department does not collect any funds.		
4. Asset Management	The department commits to: i) Form a departmental Asset Procurement and Disposal Committee to assess and recommend to Finance Department on requirements for new assets and or disposal of obsolete assets (50%) ii) Maintain the departmental Asset Register (25%)		
5. Pending Bills	The Department commits to maintain the level of pending bills at zero (100%)		
<b>B) SERVICE DELIVERY</b>			
<b>Indicators</b>			
1. Develop/Implementation of a Citizens' Service Delivery Charter	The Department commits to: i) Prepare 1 Process Map on all Services offered to citizens (40%) ii) Draft 1 Department's citizen service Delivery charter (40%) iii) Display 1 Departmental Citizens' Charter at the Department and Sub-County Administrators' offices, Ward level and Sub-Ward level (20%)		
2. Customer Satisfaction	The Department commits to conduct 1 Customer Satisfaction Survey (100%)		
3. Application of Service Delivery Innovations	The Department commits to reproduce 12 Monthly Reports on the key occurrences recorded in the Occurrence Books (100%)		
4. Resolution of Public Complaints	The Department commits to: i) Establish 1 Departmental Public Complaints Resolutions' Committee to prepare guidelines handle complaints (60%) ii) Disseminate and sensitize staff on guidelines to handle complaints (20%) iii) Establish six (6) Sub-county Public Complaints Resolutions Committees (20%)		
5. Automation	The Department commits to maintain/develop:		



	i) An Online Portal through which field staff will file their daily occurrences and from which the management will retreat and reproduce the information (100%)
<b>C) INSTITUTIONAL TRANSFORMATION:</b>	
1. Development of County Planning Framework	The department Commits to: i) Develop a departmental 5 year Strategic Plan (50%) ii) Prepare a departmental Annual Work plan (25%) iii) Cascade preparation of individual work plans to departmental staff (25%)
2. Youth Internships/ Industrial Attachments/ Apprenticeships	The department commits to: i) Avail 36 opportunities for Interns to the department (50%) ii) Avail 40 Attachees opportunities to the department (50%)
3. Access to Government Procurement Opportunities (AGPO)	The department in collaboration with other stakeholders commits to allocate 40% of tenders to the youth and women, which amounts to 40% of KSH. <b>15,686,413.00, equaling to Ksh. 6, 274565.20/- (100%)</b>
4. Promotion of Local Content	The Department Commits to: i) Sensitize the community and contractors on the need to promote local content (50%) ii) Ensure 40% of contracts are awarded to the local community (50%)
5. Competence Development	The department commits form and Committee that will: i) Identify departmental capabilities and gaps (20%) ii) Develop a report (20%) iii) Conduct a Staff Training Needs Assessment (20%) iv) Develop a Staff Capacity-Strengthening Plan (20%) v) Implement Staff Capacity-Strengthening Plan (20%)
6. Knowledge Management	The department commits to: i) Facilitate 12 (monthly) Directorates' meetings (40%) iii) Facilitate quarterly (4) departmental meetings (30) iv) Produce 'Back to office report's after training and seminar (30%)
7. Work Environment	The Department commits to: i) Deploy 50 Enforcement Officers to six Sub-Counties, purchase uniforms and equipment (Batons and Handcuffs) (25%) ii) Purchase 5 laptops, 1 printer, 5 cameras, 5 telephone handsets and 5 lines, for new administrators (1 Director, Administration and 4 Ward Administrators) (25%) iii) Purchase 36 motorbikes: 30 for Ward Development Officers and 6 for Enforcement Officers (20%) iv) Pay Ksh. 3,460,000.00 as rent for all rented administrators' offices (20%)

	v) Purchase assorted Personal Protective Equipment (PPEs) for fire fighters (10%)
8. Safety and Security Measures	The Department commits to: i) Ensure County Government Headquarters and 6 sub county offices are fire compliant (25%) ii) Sensitize Departmental staff on Emergency Response preparedness (25%) iii) Provide security to County and Sub-County Offices (25%) iv) Identify and clearly mark exit routes and points of assembly in case of fire in County and Sub-county offices (25%)
9. Preparation and Cascading of Performance Contracts	The department commits to : i) Cascade Performance Contract at all levels (40%) ii) Evaluate staff on Performance Management (60%)
<b>D). CORE MANDATE County Department's priority projects/ programmes</b>	
1. Public service administration, management and coordination of service delivery	The department commits to: i) Connect electricity to Mbooni and Kaiti Sub-county offices (20%) ii) Construct of 1 Sub-county office block Kibwezi West (20%) iii) Revise and present to the County Assembly for legislation the Administration Act 2014 (20%) iv) Prepare 1 list of appointees to the village councils (5%) v) Strengthen co-ordination and support for departments by facilitating: 24 HOD meetings at Sub-county level and 72 HOD meetings at the Ward level, 72 Community Barazas (1 in each Ward) (15%) vi) Develop 1 Devolution Policy and Bill (15%) vii) Facilitate 90 meetings for departmental staff: 12 for directors, 6 for all staff at the Headquarters and 72 at the Sub-Counties (1 in each sub-county per month) viii) Facilitate efficiency monitoring and evaluation visits to projects; 36 at headquarter level, 72 at Sub-County level, 360 at Ward level and 720 at Sub-Ward level (5%) ix) Facilitate 4 meetings between Sub-county Administrators and Management, 2 between Ward Administrators and Management and 2 between Sub-Ward Administrators and Management (10%)
2. Management of Devolution Affairs and coordination	The department commits to: i) Contextualise the National Devolution Policy (20%) ii) Conduct audit on implementation of devolved functions (20%) iii) Develop strategy for implementation (20%)

	<ul style="list-style-type: none"> <li>iv) Coordinate peer learning (20%)</li> <li>v) Coordinate Devolution Support Programmes (10%)</li> <li>vi) Support departments in Participatory Development (10%)</li> </ul>
3. Strengthening Participatory Development	<p>The department commits to:</p> <ul style="list-style-type: none"> <li>i) Establish, operationalize and coordinate village to county level development committee units (30%)</li> <li>ii) Conduct Participatory project management and sustainability programs by training 700 PMCs (10%)</li> <li>iii) Coordinate Non-State Actors/FBOs/CSOs (10%).</li> <li>iv) Hold 5000 Public Participation Forums (10%)</li> <li>v) Develop 2018-2020 Open Government Strategy (20%)</li> <li>vi) Conduct Civic and Development Education and Assessment to 40 Educators and 40,000 development committees (20%)</li> </ul>
4. Diaspora Affairs, Internship Mentorship and Volunteerism	<p>The Department Commits to:</p> <ul style="list-style-type: none"> <li>i) Open Diaspora 4 Chapters (Machakos, Kitui, Nakuru, Kisumu), and launch 1 Chapter in Nairobi Counties. (20%)</li> <li>ii) Publicize, Recruit, Manage and Mentor 100 interns and 300 attachés (10%)</li> <li>iii) Engage and support 15 VIOs (5%)</li> <li>iv) Commemorate the International volunteer day and week in line with the IVD's theme (10%)</li> <li>v) Contact 1 Survey and mapping of diaspora engaged, through creation and maintenance of a database. (15%)</li> <li>vi) Hold 4 workshop to roll out the Retiree Mapping Report (10%)</li> <li>vii) Facilitate 4 Mentorship Fora (10%)</li> <li>viii) Design and facilitate 1 study to map retirees (5%)</li> <li>ix) Establish 6 Sub-County Retirees Chapters (5%)</li> <li>x) Finalise 1 Policy and Bill on Volunteerisms (10%)</li> </ul>
5. Establishment of a Fire Station and a Disaster Management System	<p>The Department is committed to:</p> <ul style="list-style-type: none"> <li>i) Centralize the County fire management and cascade it to the Sub-County level (40%)</li> <li>ii) Identify suitable land/space for establishing the Fire Station (10%)</li> <li>iii) Establish 1 Disaster Response Centre (10%)</li> <li>iv) Establish 1 County and 6 Sub-County level Disaster Co-ordination Committees (20%)</li> <li>v) Finalise 1 Disaster Management Policy and 1 Bill (20%)</li> </ul>
6. County Enforcement Services	<p>The department commits to:</p> <ul style="list-style-type: none"> <li>i) Conduct 72 Enforcement and Compliance Assessment Operations (25%)</li> <li>ii) Enforce Sub-county Citizens Security (25%)</li> </ul>

	<ul style="list-style-type: none"> <li>iii) Enforcement all requests from other departments (25%)</li> <li>iv) Finalise 1 County Enforcement Policy and 1 Bill (25%)</li> </ul>
7. Support to community Radio for Publicity, Research and Advocacy	<p>The department commits to:</p> <ul style="list-style-type: none"> <li>i) Liaise with the Department of Education to conduct Civic Education Programs on Community Radio (30%)</li> <li>ii) Coordinate Government Programmes through the Community Radio (50%)</li> <li>iii) Maintenance of the Community Radio equipment/ Infrastructure (50%)</li> </ul>
<b>Other operations</b>	
8. Revenue Collection	N/A. The Department does not collect Revenue
9. Ease of Doing Business	<p>The department in collaboration with all the other devolved departments and stakeholders, commits to sensitize community on:</p> <ul style="list-style-type: none"> <li>i) Available government tenders and pre-qualification process/requirement</li> <li>ii) Enforce contracts (50%)</li> </ul>
10. Compliance with Statutory Obligations	<p>The department commits to:</p> <ul style="list-style-type: none"> <li>i) Carry out 1 study to assess and establish whether all functions of government have been devolved as required by law – e.g. Village councils, Performance Contracting etc. (50%)</li> <li>ii) Produce 1 Annual Report on Public Participation (50%)</li> </ul>
11. Project Completion Rate Relevance etc.	The Department commits to complete all projects within the financial year (100%).
<b>E. CROSS – CUTTING ISSUES</b>	
1. Prevention of Alcohol and Drug Abuse	<p>The department commits to:</p> <ul style="list-style-type: none"> <li>i) Include in the agenda of all staff and community meetings messages to sensitise them on the dangers of Alcohol and drugs and Substance Abuse (50%)</li> <li>ii) Identify and refer cases (if any) of drug, alcohol and substance abuse for counselling (50%)</li> </ul>
2. Prevention of HIV Infections	<p>The Department commits to:</p> <ul style="list-style-type: none"> <li>i) Access and share with staff Maisha 1 Guidelines (50%)</li> <li>ii) Identify and implement the following 4 interventions: Condom promotion, Promotion of wellness amongst staff and family members, Stigma and discrimination sensitization and Creating comprehensive HIV/AIDS knowledge (50%)</li> </ul>
3. Disability Mainstreaming	<p>The Department commits to:</p> <ul style="list-style-type: none"> <li>i) Include in the agenda of all staff and community meetings messages on the importance to include PWDs and PLWDs in PMCs (20%)</li> <li>ii) Sensitise PWDs and PLWDs on opportunities available for them from the County and National Government</li> </ul>

	<p>(20%)</p> <p>iii) Consider PWDs and PLWDs when placing interns and attachees (30%)</p> <p>iv) Ensure all the 6 Sub-County offices, 30 Ward offices and 60 Sub-Ward offices are friendly (accessible) to PWDs (30%)</p>
4. Gender Mainstreaming	<p>The department commits to:</p> <p>i) Include in the agenda of all staff and community meetings messages on the importance to mainstream gender in their work, dangers of GBVs, equity and Child Rights (40 %)</p> <p>ii) Ensure that Public Participation Policy address Gender mainstreaming (20%)</p> <p>iii) Ensure that all Departmental Committees comply with one-third gender rule (20%)</p> <p>iv) Ensure adherence on one-third gender rule in the election of PMCS and Development Committees (20%)</p>
5. Environmental Sustainability	<p>The Department commits to:</p> <p>i) Grow at least 20 trees and assorted flowers around the 6 Sub-County offices and in other public institutions (40%)</p> <p>ii) Sensitize the staff on waste generation reduction e.g. green office systems e.g. Envelop Recycling, Back to back printing, On-line/Soft copy sharing of reports and minutes (30%)</p> <p>iii) Include in the agenda of all staff and community meetings messages on the importance to promote environmental protection measure specific to their localities and conservation -water harvesting, green energy, and riparian management, etc (30%)</p>
6. Corruption Prevention	<p>The department commits to:</p> <p>i) Include in the agenda of all staff and community meetings messages on the importance of practicing good morals/values, transparency, accountability while supervising projects (50%)</p> <p>ii) Develop simple guidelines for preventing corruption in ward level projects (50%)</p>
7. National Cohesion and Values (Make it measurable)	<p>The Department commits to:</p> <p>i) Include in the agenda of all staff and community meetings messages on the importance on the values and principles of good governance (20%)</p> <p>ii) Promote use of National Languages (English, Swahili languages) (20%)</p> <p>iii) Encourage inter-county exchange programs, bench marking on best practices and collaborations (40%)</p> <p>iv) Participate and share messages of National Cohesion and Values etc in all National Holiday celebrations (20%)</p>

