

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



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

AND

**THE CHAIRMAN
MAKUENI COUNTY PUBLIC SERVICE BOARD**

FOR THE PERIOD FROM 1st JULY 2018 TO 30th JUNE 2019

PERFORMANCE CONTRACT

This Performance Contract (hereinafter referred to as the “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 **Chairman of the County Public Board Board** (together with his assignees and successors) of **P.O. BOX 49 – 90300 Makueni** of 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 ‘The Board’ 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 Chairman- County Public Service Board

The Mandate of the Board is as derived from Section 59 of the County Government Act No. 17 of 2012 as acting on behalf of the County in respect to;

- Establishing and abolishing offices in the County Public Service;
- Appointing persons to hold or act in offices of the County Public Service including in the Boards of cities and urban areas within the county and to confirm appointments;
- Exercising disciplinary control over, and removing, persons holding or acting in those offices as provided for under this Part;
- Preparing regular reports for submission to the County Assembly on the execution of the functions of the Board;
- Promoting the National and Public Service Values and Principles referred to in Articles 10 and 232 of the Constitution of Kenya 2010 in the County;
- Evaluating and reporting to the County Assembly on the extent to which the Values and Principles referred to in Articles 10 and 232 are complied with in the County public service;
- Facilitating the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the County;
- Advising the County Government on human resource management and development;

- Advising the County Government on implementation and monitoring of the national performance management system in the County and
- Making recommendations to the Salaries and Remuneration Commission, on behalf of the County Government, on the remuneration, pensions and gratuities for County public service employees.

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 Board has a credible strategic plan and performance contract that will deliver the desired goals.

I undertake to perform my responsibilities diligently and to the best of my abilities to support the achievement of the agreed performance targets.

Part II: Vision Statement, Mission Statement and Strategic Objectives

A. Vision

A public service that thrives and where performance excels.

B. Mission

To attract, retain and inspire a result-oriented County Public Service for effective service delivery.

C. Core Mandate

- Establishment and demolition of offices;
- Appointment of persons to fill vacant offices;
- Human Resource Management and development;
- Human Resource planning and budgeting and
- Promotion and ensuring that National Values and Principles of public service are adhered to.

D. Strategic Objectives

- To promote integrity, professionalism, fairness and equity, discipline, respect, teamwork, transparency, accountability, National Values and Principles in county Public Service as per the applicable constitutional, legislative and institutional framework;
- To ensure compliance with National Values and Principles in County Public Service;
- To ensure observance of democratic values in the County Public Service;
- To address human resource requirements of the county public service for the implementation of programmes and better service delivery;
- To build the Board's capacity to deliver on its mandate;
- To assess and to mitigate risks impinging on boards mandates and performance and
- To promote Constitutionalism and Good Governance in the Public Service.

Part III: Statement of Strategic Intent by the Chairman- County Public Service Board

In carrying out my duties, I intend to put all my efforts towards contributing effectively and efficiently to the achievements of the County Development Agenda as espoused in the Kenya Vision 2030 and the CIDP, keeping in mind the specific priorities of the Board.

Bearing in mind the imperative of inclusivity, I will implement the following strategic intentions during the financial year 2018/2019:

- i. Supervise administration and delivery of services in the Board;
- ii. Implement county legislation;
- iii. Implement within the county national legislation to the extent that legislation so requires;
- iv. Manage and coordinate the functions of the Board;
- v. Ensure that systems are established for equality for all users of public services;
- vi. Provide the county assembly with full and regular reports on matters relating to the Board;
- vii. Carry out functions incidental to any of the assigned functions and
- viii. Advise the Governor on matters within the area of jurisdiction.

Part IV: Commitments and Obligations of the Chairman - County Public Service Board

1. Develop and implement Annual Work Plans anchored on National and County Policies;
2. Establish a culture of efficient service delivery and accountability in the county public service, including working styles, attitudes and work ethics;
3. Ensure that public officers suspected of corrupt practices step down to allow room for investigations and
4. To expeditiously respond to all requests as stipulated the Board's Service delivery charter.

Part V: Commitments and Obligations by 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 VI: Reporting Requirements


I will submit quarterly and annual performance reports to the Board and then onward to the Performance Management Secretariat for monitoring progress, and annual reports for evaluation of performance.

Part VII: Duration of the Performance Contract

The Performance Contract will run for one financial year, from 1st July, 2018 to 30th June 2019.

Part VII: Signatories to the Performance Contract

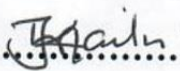
For and on behalf of the County Public Service Board

Signature:  Date: 10/09/2018

Benjamin M. Mutie

CHAIRMAN – MAKUENI COUNTY PUBLIC SERVICE BOARD.

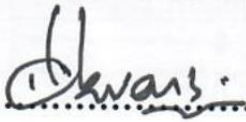
Witnessed by:

Signature:  Date: 10/9/2018

Jacqueline K. Mungumi

VICE CHAIR – MCPSB


For and on behalf of the Government of Makueni County

Signature:  Date: 10/9/2018

H.E Kivutha Kibwana

GOVERNOR – MAKUENI COUNTY:

Witnessed by:

Signature:  Date: 10-9-2018

H.E. Adeline Mwau

DEPUTY GOVERNOR - MAKUENI COUNTY

	CRITERIA CATEGORY	UNIT OF MEASURE	WEIGHT	CURRENT STATUS FY 2017/18	TARGET FY 2018/19
A	FINANCIAL STEWARDSHIP AND DISCIPLINE				
	Absorption of Allocated Funds	%	4	95	100
	Development Index	%	2	0	14
	A-in-A	Ksh	-	N/A	NA
	Asset Management	%	2	100	100
	Pending bills	%	2	0.7	≤ 1
	Weight Sub Total		10		
B	SERVICE DELIVERY				
	Review and Implementation Citizens' Service Delivery Charter	%	2	35	100
	Customer Satisfaction	Report	2	1	1
	Application of service delivery Innovations	%	2	0	100
	Resolution of Public Complaints	%	2	N/A	100
	Automation	Report	2	N/A	1
	Weight Sub Total		10		
C	INSTITUTIONAL TRANSFORMATION				
	Development of County Planning Framework	%	3	N/A	100
	Youth Internships/ Industrial Attachments/Apprenticeships	No	1	2	2
	Access to Government Procurement Opportunities (AGPO)	Ksh.	2	1,100,000	1,150,000
	Promotion of Local Content	Ksh.	1.5	N/A	20,000
	Competence Development	%	2	N/A	70
	Knowledge Management	%	2	N/A	60
	Work Environment	%	1	50	100
	Safety and Security Measures	%	1	33.3	100

	Cascading of Performance Contracts	%	1.5	90	100
	Weight Sub Total		15		
D	CORE MANDATE				
	County Department's priority projects/ programs ("Big Four" Initiatives, Vision 2030 Flagship Projects, programs / Projects aligned to SDGs and SPS)	NO			
	Construct Office block	%	10		100
	Review and approve County departmental organizational structures and Staff Establishments	%	10		100%
	Human Resource Management	%	20		100
	National Values and Principles of Public Service	%	10		
	Revenue Collection	Ksh.	N/A		
	Ease of doing business	%	N/A		100
	Compliance with Statutory Obligations	%	6		100
	Project Completion Rate	%	4		100
	Weight Sub Total		60		
E	CROSS-CUTTING ISSUES				
	Prevention of Alcohol and Drug Abuse	%	0.5		70
	Prevention of HIV Infections	%	1		70
	Environmental Sustainability	%	1		100
	Disability Mainstreaming	%	0.5		60
	Corruption Prevention	%	1		100
	National Cohesion and Values	%	1		60
	Weight Sub Total		5		
	OVERALL TOTAL WEIGHT		100		

**COUNTY PUBLIC SERVICE BOARD
PERFORMANCE CONTRACT EXPLANATORY NOTES**

Indicators	Explanatory notes
A FINANCE AND STEWARDSHIP	
Utilization of Allocated Funds	The Board commits to utilize the funds allocated fully as per the approved budget and in line with Government regulations – 100%
Development index	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Acquire land for construction of CPSB office block – 35% • Procure a consultant Develop office architectural/structural plan – 35% • Procure a contractor for construction – 30% <p>Total budget = KShs. 72,740,675.54 Development budget = KShs. 10,000,000</p> <p>Development Index = $10,000,000/72,740,675.54$ = 13.7%</p>
A in A	Not applicable
Asset management	<p>The Board commits to manage assets by</p> <ul style="list-style-type: none"> • Tagging new assets – ensure all assets are properly tagged – 25%. • Updating asset register - establish and keep a catalogue of the departments assets – 35% • Repair and maintenance - outline activities for restoring assets, equipment, tools etc to usable condition after damage, wear and tear to carry out actual repairs – 30% • Disposal of idle assets – Identify obsolete and idle assets for purposes of destruction, donation or other authorized methods of disposal, and in all cases in full conformity to the existing legal requirements – 10%
Pending bills	The Board commits to:

Indicators	Explanatory notes
	<ul style="list-style-type: none"> • Settle all pending bills of KShs. 477,450 for 2017/2018 FY before end of the second quarter. • Ensure pending bills for the current Financial year is maintained at < 1%
B. SERVICE DELIVERY	
Review and Implement Citizens' Service Delivery Charter	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Carry out process mapping -10% • Review citizen service charter – 10% - • Validate the charter - 10% • Produce and distribute the charter in both Kiswahili and English - 35% • Sensitize the Board and secretariat on the charter and its implementation – 35%
Customer Satisfaction Survey	<p>The Board commits to:</p> <p>Conduct customer satisfaction baseline survey</p> <ul style="list-style-type: none"> • Engage a consultant -15% • Conduct the survey and Prepare report - 40% • Disseminate the report – 15% • Develop action plan – 30%
Application of service delivery innovations	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Carry out a feasibility study on the online application portal -40% • Draw a plan on acquisition of the online application system – 60% <ul style="list-style-type: none"> -Specifications -User requirements -Budget
Resolution of Public Complaints	<p>The Board commits to establish complaints handling and management mechanisms by:</p> <ul style="list-style-type: none"> • Develop complaint handling procedure -35% • Conduct capacity building for the complaints handling officers and staff - 35%

Indicators	Explanatory notes
	<ul style="list-style-type: none"> • Sensitize the public service on the existence of complaint handling procedures - 15% • Resolve all complaints received - 15%
Automation	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Carry out baseline survey on level of automation and prepare a report - 40% • Develop action plan for implementation of baseline survey recommendations - 20% • Adopt e-Human Resource management -40%
INSTITUTIONAL TRANSFORMATION	
Development of County Planning Framework	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Develop annual work plans – 50% • Ensure development of individual work plans – 50%
Youth Internships/ Industrial Attachments/Apprenticeships	<p>The Board commits to progressively involve youth in internship, industrial attachment/or apprenticeship programs and target graduate youth for skills transfer by:</p> <ul style="list-style-type: none"> • Engaging 1 intern • Engaging 1 attachee
Access to Government Procurement Opportunities (AGPO)	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Award 30% of the tenders to PWD, youths and women – 100%
Promotion of Local Content	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Utilize 40% of our procurement budget on locally produced goods and services i.e. milk, sand, stones, honey, water – 100%
Competence Development	<p>The Board Commits to:</p> <ul style="list-style-type: none"> • Carry out competence assessment and develop a competence development Plan - 10% • Carry out staff training needs assessment – 10% • Execute interventions to address the identified skills gaps and training needs through recruitment, outsourcing, capacity building/training, coaching, mentoring etc – 10%

Indicators	Explanatory notes
	<ul style="list-style-type: none"> • The Board will provide documented evidence on employee performance appraisal using the prescribed format - 10% • Facilitate Board and staff training – 15% • Induct new staff – 5% • Approve and Authorize long term trainings – 5% • Compile quarterly and annual training reports – 5%
Knowledge Management	<p>The Board Commits to:</p> <ul style="list-style-type: none"> • Develop a mechanism of sharing experiences and lessons learnt for integration and continuous improvement – 10% • Capture, organize and process data and information in a consistent manner – 15% • Documentation of knowledge for future reference – 15% • Set appropriate channels of communication for storage and transfer of knowledge - 20%
Work Environment	<p>The Board Commits to:</p> <ul style="list-style-type: none"> • Carry out an internal work environment survey and prepare a report – 30% • Develop implementation work plan – 30% • Implement 30% of the report recommendations – 40%
Safety and Security Measures	<p>The Board Commits to:</p> <ul style="list-style-type: none"> • Carry out survey on safety measures – 20% • Establish safety and disaster preparedness mechanism to mitigate against: technological hazards, terrorism, fire and natural disasters – 40% • Implement the Information Security Management System (ISMS). Steps: (40%)
Cascading of Performance Contracts	<p>The Board Commits to: insomnia</p> <ul style="list-style-type: none"> • Cascade and Sensitize the staff on PC cascading process – 40% • Evaluate the performance of the board and the staff -60%
CORE MANDATE	
PUBLIC SERVICE	
Construct office block	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Acquire land for construction of CPSB office block – 35%

Indicators	Explanatory notes
	<ul style="list-style-type: none"> • Procure a consultant Develop office architectural/structural plan – 35% Procure a contractor for construction – 30%
Review and approve County departmental organizational structures and Staff Establishments	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Receive draft County departmental organizational structures and Staff Establishments from the executive – 50% • Advise the Executive on the implementation of proposed structures 30%. • Prepare and submit a report to the County Assembly 20%
Human Resource Management	<p>The Board commits to: -</p> <ul style="list-style-type: none"> • Conduct Human Resource Audit – 20% • Carry out IPPD and payroll Audit – 20% • Develop Human Resource Management and development plan – 20% • Approve all departmental requests within the stipulated timelines – 10% • Review Staff Performance Appraisal Systems (SPAS) forms – 30%
National Values and Principles	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Develop guidelines for mainstreaming national values and principles of public service – 30% • Identify and train 10 champions on values and principles of public service – 10% • Sensitize Chief Officers, County directors and Sub County Administrators on National Values and Principles of Public Service – 20% • Evaluate, prepare and submit a report on adherence to values and principles of public service to County Assembly – 40%
Revenue Collection	N/A
Ease of Doing Business	N/A
Compliance with statutory obligations	<p>The Board commits to conform and comply with laws and regulations governing its operations but not limited to: -</p> <ul style="list-style-type: none"> • Prepare procurement plans for 2018/2019 financial year – 30% • Ensure timely remittance of statutory deductions. These include: PAYE, NHIF, NSSF, Provident Funds and Gratuity – 20%

Indicators	Explanatory notes
	<ul style="list-style-type: none"> • Prepare and submit Report on activities mandated on the Board to the County Assembly – 50%
Project Completion rate	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Acquire land for construction of CPSB office block – 35% • Procure a consultant Develop office architectural/structural plan – 35% • Procure a contractor for construction – 30%
E. CROSS-CUTTING ISSUES	
Prevention of alcohol and drug abuse	<p>The Board commits to:</p> <ul style="list-style-type: none"> • Conduct Baseline Survey on alcohol and substance abuse for County staff- 30% • Develop Intervention Programmes - 40% <ul style="list-style-type: none"> i. Develop Workplace Policy on ASA -5% ii. Staff sensitization on alcohol and substance abuse -5% iii. Support mechanism for persons with Substance Use Disorders (Counseling, Treatment and Rehabilitation and Referral)-5%
Prevention of HIV Infections	<p>The Board commits to: -</p> <ul style="list-style-type: none"> • Conduct a baseline survey on county staff knowledge level on HIV and AIDS - 30% • Review the HIV and AIDS policy – 15% • Sensitize staff on HIV and AIDS stigmatization -10% • Provide counseling services in the work place - 15%
Disability mainstreaming	<p>The Board commits to: -</p> <ul style="list-style-type: none"> • Maintain disaggregated data by number, age, gender, placement and forms of disability for staff and individuals reached by the Board’s programmes -10% • Ensure that at least 5% of the new employees/interns/attachés/apprentices in the public service are persons with disabilities – 10% • Ensure improvements for ease of access in

Indicators	Explanatory notes
	public offices -40%;
Gender mainstreaming	<p>The Board commits to: -</p> <ul style="list-style-type: none"> • Conduct baseline survey to determine the level of gender mainstreaming to be undertaken by the Board to implement the recommendations – 30% • Develop and implement gender policy to guide on gender mainstreaming activities – 25% • Undertaking sensitization on gender mainstreaming to employees – 10% • Collection and analysis of gender disaggregated data to guide in planning and programming in the Board – 10% • Comply to the 1/3 gender representation of appointments, promotions and employment in the public service as per the constitution – 10%
Environmental sustainability	<p>The Board commits to: -</p> <ul style="list-style-type: none"> • Carry out feasibility study to ensure compliance with NEMA requirements in the site for construction of new office block – 100%
Corruption prevention	<p>The board commits to: -</p> <ul style="list-style-type: none"> • In liaison with the EACC, conduct a baseline survey to establish corruption perception index– 40% • Develop action plan – 40% • Implement 10% of recommendations emanating from the perception index report – 20%
National cohesion and values	<p>The Board commits to: -</p> <p>Implement measures to promote the realization of National Cohesion and Values viz: -</p> <ol style="list-style-type: none"> i. Implement actions to hold public officers to account for violating national values and principles of governance -20% ii. Strengthen the National values in the county through training and capacity building the public service to monitor, evaluate and report on national values and principles of governance -20%

Indicators	Explanatory notes
	<p>iii. Identify and implement five national values core to the Board's mandate – inclusiveness, national unity, human dignity, equity, social justice, , transparency and accountability - 10%</p> <p>iv. Embrace information communication technology and other innovative ways to enhance service delivery – 10%</p>