



**DEPARTMENT OF DEVOLUTION, PUBLIC PARTICIPATION, COUNTY  
ADMINISTRATION AND SPECIAL PROGRAMMES**

**MINUTES OF KDSP II COUNTY PROGRAM IMPLEMENTATION UNIT  
MEETING HELD ON 28<sup>TH</sup> OCTOBER, 2024 AT CS BOARDROOM FROM  
12:00NOON**

**MEMBERS PRESENT**

1. Zipporah Wambua – County Program Coordinator/CPIU Chair
2. Ruth Mwangeli – Program M&E Officer
3. Bernard Wambua – KRA 3 Focal Person
4. Victor Maingi – Knowledge Management Specialist

**ABSENT WITH APOLOGY**

1. Mathias Mbweli – KRA 1 Focal Person
2. Jennifer Kaleli – KRA 2 Focal Person

**AGENDA**

1. Preliminaries
2. Review preparedness on KDSP II Annual Performance Assessment
3. Way Forward
4. Any other business and meeting adjournment

**MIN 1/28/10/2024: PRELIMINARIES**

Meeting was called to order by the committee Chairperson and opening prayer said by Ruth Mwangeli.

**MIN 2/28/10/2024: 1.REVIEW PREPAREDNESS ON KDSP II ANNUAL PERFORMANCE ASSESSMENT**

The members were informed by the Chairperson that Annual Performance Assessment for the Counties is tentatively scheduled for November,2024 and the assessment will be undertaken by an independent agency engaged by State Department of Devolution. Further members were informed that the assessment will precede release of institutional grant where each county will get Ksh. 37.5M for year 1. Based on KDSP II program appraisal document, members did self-assessment of their preparedness and assigned responsibilities as tabulated below;

<b>DLI Description</b>	<b>Conditions</b>	<b>Indicators</b>	<b>Scoring</b>	<b>Means of Verification/Verification Procedures</b>	<b>Requirements</b>	<b>Responsible</b>
Participating Counties with Core Governance and Institutional Arrangements in Place to Manage Public Resources	Minimum Conditions for Year 1					
	Signing of Participation agreements	County Governor has signed a Participation Agreement with the Principal Secretary, State Department for Devolution	Binary (Y/N)	Signed participation agreement between Principal Secretary, State Department for Devolution and the County Governor: The countersigned participation agreement must bear the county seal, and a copy must have been uploaded in the external county website. The countersigned participation agreement must bear the county seal, and a copy must have been uploaded in the external county website	The countersigned participation agreement must bear the county seal, and a copy must have been uploaded in the external county website	County Program Coordinator.
	Establishment of Program management structures (County Program Steering Committee (CPSC); County Program Technical Committee (CPTC) and County Program Implementation Unit (CPIU)	County Program Steering Committee established and operational	Binary (Y/N)	County Program Steering Committee (CPSC):	3 appointment letters forwarded to H.E Governor awaiting approvals	CECM Devolution
				Appointment/Notification letters of members of County Program Steering Committee with the following composition: Governor (Chair); Relevant CECs responsible for achieving Program Results; Chair County Public Service Boards; Speaker County Assembly; County Secretary; County Program Coordinator (Secretary to the Committee). The indicator is considered not met if the composition of the Committee is not aligned with the above described composition.		
			Signed minutes/reports for the CPSC committee meetings- Signed by the Chair and Secretary.	<ul style="list-style-type: none"> <li>Inaugural Meeting.</li> <li>Consideration of the</li> </ul>	<ul style="list-style-type: none"> <li>County Program Coordi</li> </ul>	

DLI Description	Conditions	Indicators	Scoring	Means of Verification/Verification Procedures	Requirements	Responsible
					Workplans.cash flow&budget <ul style="list-style-type: none"> <li>CPSC kusyombunguo meeting</li> </ul>	nator to liaise with CECM to obtain meeting notices & attendances lists)  <ul style="list-style-type: none"> <li>BEN – to prepare minutes</li> </ul>
		County Program Technical Committee established and operational		County Program Technical Committee (CPTC)		
				Appointment/Notification letters of members of (County Program Technical Committee with the following composition: (i) County Secretary – Chair; (ii) Chief Officer, Department responsible for Devolution; (iii) Chief Officer, Finance; (iv) Chief Officer, Department responsible for County Public Service; (v) Chief Officer, Department responsible for public participation and citizen engagement; (vi) Chief Officer, Department responsible for Economic Planning; (vii) Chief Officer, Department responsible for Environment; (viii) Chief Officer, Department responsible for Social	Appointment/Notification letters of members of (County Program Technical Committee	CO Devolution to follow up with CS on signing of CPTC appointment letters.

DLI Description	Conditions	Indicators	Scoring	Means of Verification/Verification Procedures	Requirements	Responsible
				Services; (ix) Chief Officer, Department responsible for Public Investments; (x) CEO, County Public Service Board; (xi) Clerk, County Assembly; (x) County Program Coordinator - Secretary. The indicator is considered not met if the described composition of the Committee is not aligned with the above composition.		
				Signed minutes/reports for CPTC Committee meetings: Signed by the Chair and Secretary.	Signed minutes/reports – meetings; <ul style="list-style-type: none"> <li>• Devolution board</li> <li>• CS Boardroom</li> <li>• Kusyombunguo</li> </ul>	BEN – MAP&Kusyombunguo  Zippy – CS Boardroom
		County Program Implementation Unit established and operational		County Program Implementation Unit (CPIU)		
				Appointment letters of County Program Implementation Unit (CPIU) for the following positions: (i) County Program Coordinator (Director level); (ii) Technical focal persons on the three Program KRAs; (iii) Focal persons from the SPMU (on procurement and FM); (iv) Environmental safeguards specialist and social safeguards specialist (these will be existing KDSP, Kenya Urban Support Program		Confirm qualifications and experience stipulated under POM for every CPIU member.

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				<p>(KUSP), and Financing Locally-Led Climate Actions (FLLoCA) specialists who will be co-shared across World Bank-funded programs in the county); (v) M&amp;E specialist; (vi) GRM specialist; (vii) Social risk management specialist. The indicator is considered not met if the composition of the CPIU is not aligned with the above composition. These positions are the minimum required and a county can have more functions included in the CPIU.</p>		
				Signed minutes/reports of the CPIU Meetings-Signed the Chair and Secretary.	Signed minutes/reports of the CPIU Meetings <ul style="list-style-type: none"> <li>• Kilimani Breeze</li> <li>• Virtual meeting</li> <li>• Kusyombunguo hotel</li> </ul>	Ruth – Kilimani breeze  BEN-Kusyombunguo Hotel
	Annual work plans and budgets prepared and approved	Approved annual work plans, budgets and cash flow plans prepared	Binary (Y/N)	County Annual budget approved by the County assembly that includes a budget allocation for KDSP II (allocation can be at vote, sub-vote, program or activity level).	<ul style="list-style-type: none"> <li>• Co Devolution to request for minutes from County Assembly approving budget</li> <li>• Evidence of approved budget FY 2024/25</li> </ul>	Co Devolution  Mathias Mbweli
				County has opened as Special Purpose Account with the Central Bank of Kenya with the Chief Officer responsible for Devolution as one of the signatories (Please see letter from the State	<ul style="list-style-type: none"> <li>• Evidence of opened as Special Purpose Account with the Central Bank of Kenya with the Chief</li> </ul>	Co Devolution

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				Department for Devolution Ref: MDP/DD/ADM/II/19VOL.I (76)	<p>Officer responsible for Devolution as one of the signatories</p> <ul style="list-style-type: none"> <li>letter from the State Department for Devolution Ref: MDP/DD/ADM/II/19VOL.I (76)</li> </ul>	
				Signed CPSC Meeting minute /Report approving, work plan, budget and cash flow plan	Meeting minutes, meeting notice, attendance list	County Program Coordinator
	Transparency and Disclosure on use of county funds	County has published on its website key budget and expenditure data as stipulated in the Participation Agreement		Approved work plan, budget and cash flow plan (signed by CPSC Chair and Secretary)	Approved work plan, budget and cash flow plan (signed by CPSC Chair and Secretary)	County Program Coordinator
				County external website has all the following documents: i) Annual Development Plan for FY24/25 (ii) County Fiscal Strategy Paper for FY24/25; (iii) Approved Program-based budget for FY24/25; (iv) County Finance Act for FY24/25; (v) County Budget Review and Outlook Paper for FY24/25; (vi) Quarterly budget implementation reports (Q1 to Q4); (vii) County Integrated Development Plan	<ul style="list-style-type: none"> <li>County external website with i) Annual Development Plan for FY24/25 (ii) County Fiscal Strategy Paper for FY24/25; (iii) Approved Program-based budget for FY24/25; (iv) County Finance Act for FY24/25; (v) County Budget Review and Outlook Paper for FY24/25; (vi) Quarterly budget implementation</li> </ul>	Mathias Mbweli  CO Devolution

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					reports (Q1 to Q4); (vii) County Integrated Development Plan <ul style="list-style-type: none"> <li>• CPIU to align the workplan/budget/cash flow in line with templates provided in the POM</li> </ul>	

**MIN 3/28/10/2024 WAY FORWARD**

Members deliberated and agreed on the following;

1. Proposed for a working session from 5<sup>th</sup> to 8<sup>th</sup> for the CPIU to align submitted workplan into template provided for in the POM document and finalize tasks assigned in **Minute 2/28/2024**. The critical participants to be Program Coordinator, SPMU (Accountant & Procurement Officer), KRA focal persons, Knowledge Management and M&E officer. Members tasked County Program Coordinator to liaise with Chief Officer on facilitation of the working session.
2. There is need to undertake a mock assessment before the IVA one.

**MIN 4/28/10/2024 ANY OTHER BUSINESS AND MEETING ADJOURNMENT**

There being no other business the meeting ended with a word of prayer from Victor Maingi

**Minutes Prepared by:** Bernard Wambua- KRA 3 Focal Person

Signature ..... Date .....

**Confirmed by:** Zipporah Wambua- CPIU Chair

Signature ..... Date .....