

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



EMALI-SULTAN HAMUD MUNICIPALITY

P.O. BOX 78-90300

MAKUENI

Web: [www.makueni.go.ke](http://www.makueni.go.ke)

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## **REPORT ON THE PROCESS OF ESTABLISHMENT OF THE CITIZEN FORA**

### **BACKGROUND**

The Board of the Municipality ensures the development of mechanisms for the participation of residents in the management and administration of the Municipality. The engagement between citizens and the Boards and Committees is guided by Regulation 31.

Pursuant to Part IV 31(1) and 32 (1) of UACA Regulations 2022 on governance and management of Urban Areas and Cities, the Municipal Manager shall constitute and convene the first assembly of Citizen Fora.

The Emali Sultan Hamud Municipality rolled out advertisement for applications for citizen fora representatives across the Municipality in October 2023. Guided by the UACA regulations, the representation categories were well captured and included:

- (a) Accredited neighborhood associations within the Municipality;
- (b) Registered associations of the informal sector including market committees and public transport associations in the area;
- (c) The association representing the private sector in the area;
- (d) Professional associations in the area;
- (e) The association of business community in the area;
- (f) Faith Based Organizations;
- (g) The marginalized groups comprising of the PLWD, Youth, Women, and OVCs.

### **SELECTION OF THE CITIZEN FORA REPRESENTATIVES**

The municipal Manager tasked a team of 5 committee members to review and vet all applications submitted by interested candidates for the citizen fora. From the total of 51 Members selected, men

form majority of applicants out of which 36 number was selected, women are 15. The youth are 5 while a total of 4 people living with disability were selected.

Below is a list of the selected representatives for the Citizen Fora:

**CITIZEN FORA SELECTED REPRESENTATIVES.**

S/NO	APPLICANT	CONTACTS	CATEGORY	WARD
1	FRANCIS MUTETI NZYUKO	0722217932	NEIGHBORHOOD ASSOCIATION	EMALI/MULALA
2	FRANCISCA NDUKU WILLIE	0728133822	NEIGHBORHOOD ASSOCIATION	EMALI/MULALA
3	PETER NZAU NGEKA	0726455366	INFORMAL SECTOR	EMALI/MULALA
4	WINFRED MASAI	0729862545	PRIVATE SECTOR	EMALI/MULALA
5	RICHARD WAMBUA KIVUKA	0714660422	BUSINESS COMMUNITY	EMALI/MULALA
6	SWALEH JUMA MWAMOPHE	0720220232	FBO	EMALI/MULALA
7	MARY NDUKU KIILU	0712041688	FBO	EMALI/MULALA
8	JOSHUA MASILA	0798525186	MARGINALISED GROUP/YOUTH	EMALI/MULALA
9	CATHERINE SYOMBUA MUTISO	0713209767	MARGINALISED GROUP/PWD	EMALI MULALA
10	ROSELYN KATUNGE	0720095565	NEIGHBORHOOD ASSOCIATION	KASIKEU
11	MARYSELIS NDAMBUKI KIOKO	0722268217	NEIGHBORHOOD ASSOCIATION	KASIKEU
12	JOSEPH M. NDAMBUKI	0725727510	INFORMAL SECTOR	KASIKEU
13	ORALBERT MUTUKU MANASE	0720877416	PRIVATE SECTOR	KASIKEU

14	MICHAEL WAEMA KASUKI	0721640455	BUSINESS COMMUNITY	KASIKEU
15	ROSE MUMBUA KAUSYA	0797511197	BUSINESS COMMUNITY	KASIKEU
16	FRANCIS NZELU	0728416001	PROFESSIONAL ASSOCIATION	KASIKEU
17	ZUENA MUSA	0720178863	FBO	KASIKEU
18	PAUL MATHENGE WAMBUA	0721954748	FBO	KASIKEU
19	MARTIN SAWATI KILAI	0726691347	MARGINALISED GROUP/PWD	KASIKEU
20	AGNES MUMBUA KAMUYA	0714395242	MARGINALISED GROUP/OVC	KASIKEU
21	DANIEL MUOKI KIMAILI	0704092766	NEIGHBORHOOD ASSOCIATION	MBITINI
22	MARY KATIWA KIVUVA	0712945890	NEIGHBORHOOD ASSOCIATION	MBITINI
23	PAUL MALONZA MWANGANGI	0728754304	INFORMAL SECTOR	MBITINI
24	KEREN MWIKALI MUTHENYA	0726394089	INFORMAL SECTOR	MBITINI
25	JAMES MUSYOKI WAMBUA	0727247616	BUSINESS COMMUNITY	MBITINI
26	GEORGE MWETEELI NYAMBU	0726859734	BUSINESS COMMUNITY	MBITINI
27	PATRICK KAYEKI NDUNDA	0724995114	PROFESSIONAL ASSOCIATION	MBITINI
28	ANNA MAWEU	0728378636	FBO	MBITINI
29	WILSON MULINGE MUSYOKI	0790553193	MARGINALISED GROUP/YOUTH	MBITINI

30	JOSEPH NGUMBAU NZIOKA	0725401408	BUSINESS COMMUNITY	NGUU/MASUMBA
31	BENSON MWANZUI KAMWATHI	0728029239	MARGINALISED GROUP/PWD	NZAKIKA
32	MARY MUSEMBI	0726884879	BUSINESS COMMUNITY	MBITINI
33	PATRICK MWENDWA MUTWIWA	0726622282	INFORMAL SECTOR	EMALI/MULALA
34	CHARLES KIMANTHI	0713235113	YOUTH	EMALI/ MULALA
35	SHADRACK KYALO	0728460220	INFORMAL SECTOR	KASIKEU
36	MOHAMED ABDI	0757330644	YOUTH	KASIKEU
37	CHRISTINE NDANU	0769743496	YOUTH	KASIKEU
38	JACKSON MUTINDA NYAMAI	0722699541	PRIVATE SECTOR	MBITINI
39	TITUS MUTUNGI KAVYU	0725415533	PRIVATE SECTOR	MBITINI
40	JUSTUS KIOKO MAINGA	0729657012	PROFESSIONAL	MBITINI
41	JOSEPHAT KASOLO MUINDI	0727228369	FBO	MBITINI
42	ELIZABETH WAMBUA	0725987829	OVC	MBITINI
43	ONESMUS KIMULI	0794198842	NEIGGBOOHOD ASSOCIATION	NZAKIKA
44	MORRIS N WAMBUA	0722734162	PRIVATE SECTOR	NZAKIKA
45	SIMON NZWILI	0713309710	PROFESSIONAL	NZAKIKA
46	PETER TAMA NGELI	0714556454	FBO	NZAKIKA
47	JOHN MUSYIMI	0723293399	NEIGHORHOOD ASSOCIATION	NGUU/MASUMBA

48	BENJAMIN MUTUA	0799810611	FBO	NGUU/MASUMBA
49	JOSHUA KULA KIMETU	0769382373	MARGINALISED GROUPS	NGUU/MASUMBA
50	PATRICK MUNYAO KITAVI	0725074218	PROFESSIONAL	NGUU/MASUMBA
51	MIRIAM NDINDA MUTUA		INFORMAL SECTOR	NGUU/MASUMBA

### **CONVENING OF THE FIRST CITIZEN FOR A INAGURAL MEETING**

The first meeting of the Citizen Fora was convened on **30<sup>th</sup> April, 2024** by the Municipal Manager after a 21-day public notice. During the meeting, the citizen fora representatives were sensitized on the functions of the Municipality, the need for establishing citizen fora and the functions / roles of the citizen fora to the municipality. The meeting culminated to elections of an executive committee comprising of a chairperson, secretary, and treasurer. These elected individuals jointly form the executive committee of the Citizen Fora. The executive committee holds office for a term of three years, renewable once. In the event of a vacancy, the entities fill the vacancy upon a 21-day notice, and the executive committee holds office for the remainder of the term. The executive committee is responsible for convening subsequent meetings, custodian of all documents, and serves as the point of contact with the Boards and Committees.

### **MEETINGS OF SUBSEQUENT CITIZEN FORA**

Meetings are held once annually with a 30-day written notice. Quorum is two-thirds of the entities. Decisions are made by simple majority, with the chairperson having a casting vote in case of a tie. Notwithstanding, the Chairperson may convene a special meeting upon request by the Board, Committees or the Citizen Fora.

**CITIZEN FORA EXECUTIVE COMMITTEE MEMBERS**

<b>S/NO</b>	<b>NAME</b>	<b>DESINATION</b>	<b>WARD</b>	<b>CONTACT</b>	<b>ID NO.</b>
1.	Joshua Masila	Chairperson	Emai/mulala	0798525186	32006537
2.	Maryselis Ndambuki Kioko	Treasurer	Kasikeu	0722268217	14426340
3.	Mary Kivuva	Secretary	Mbitini	0712945890	10205620
4.	Patrick Munyao Kitavi	Vice Chairperson	Nguu/Masumba	0725074218	10174204
5.	Peter Tama Ngeli	Vice secretary	Nzaui/kilili/Kalamba	0714556454	11270425

Annexes

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17<sup>th</sup> October 2023

**CALL FOR THE ESTABLISHMENT OF EMALI-SULTAN HAMUD MUNICIPALITY CITIZEN FORA**

Pursuant to the Urban Areas and Cities Act 2011 (Amended 2019) and the Emali-Sultan Hamud Municipal Charter 2022, notice is hereby given of the establishment of the Emali-Sultan Hamud Citizen Fora.

The Citizen Fora shall be the framework for the participation of the residents in the management and administration of the municipality.

Eligible organizations within the municipality are invited to nominate members for consideration as per the sectors described below.

SECTOR	ELIGIBILITY CRITERIA	WARD	NO. OF NOMINEES REQUIRED PER SECTOR	CATEGORIES
Neighborhood Association	<ul style="list-style-type: none"><li>Duly registered and issued with a Valid Certificate</li><li>Constitution enacted by the Members</li><li>Be domiciled within the Jurisdiction of the Municipality</li></ul>	Kasikeu Mbitini Emali/ Mulala Nzaui/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Environmental, Lands, Cultural, Sports, Civil Society Organizations(CSOs), SACCOS ,Community Based Organizations(CBOs) etc
Informal Sector	<ul style="list-style-type: none"><li>Duly registered by the County Department of Trade and issued with a Valid Certificate</li></ul>	Kasikeu Mbitini Emali/ Mulala Nzaui/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Jua Kali,Boda Boda,Taxis,Matatu Owners Association etc

	<ul style="list-style-type: none"> <li>Operating within the Jurisdiction of the Municipality</li> </ul>			
REQUIREMENTS	<ol style="list-style-type: none"> <li>Each organization to nominate at least 3 members for consideration in line with 2/3 gender rule</li> <li>Evidence of registration and duly signed minutes of the last meeting of the executive committee of the organization Registered officials of the association</li> <li>Registered officials and list of members of the association</li> </ol>			

The following are the minimum qualification requirements expected from the nominee: -

- (i) Recommendation letter from the National Government Administration and County Government Administration;
- (ii) Must be ordinary residents or have a permanent dwelling in the municipality;
- (iii) Carries on business in the municipality or has lived in the municipality for at least five years.

Please note that for the purpose of bullet (ii) and (iii) above, Emali Sultan Hamud municipality boundary covers entire Mbitini and Kasikeu and Emali/Mulala wards and a section of Nguu/Masumba and Nzaui Kilili Kalamba wards. Further, proof of requirements in (ii) and (iii) is mandatory for appointment and therefore your nomination letter must have documentary evidence for the same.

Your application letter must be accompanied by copies of the following documents:

1. Application letter
2. Copy of the national identity card
3. A nomination letter from the respective association
4. Copies of academic and professional certificates
5. Signed minutes as evidence of an accountable process of nomination

Your application and relevant documents should be hand delivered in a sealed envelope clearly marked "Citizen Fora" at the Municipality Headquarters-Eden Mall, 2<sup>nd</sup> floor, by close of business, 31<sup>st</sup> October 2023 addressed to the undersigned.

Only successful nominees shall be contacted.

  
  
**Phillip Ngila**  
**Municipal Manager**



	<ul style="list-style-type: none"> <li>• Be domiciled within the Jurisdiction of the Municipality</li> </ul>			
Private Sector	<ul style="list-style-type: none"> <li>• Duly registered with relevant Government Entity</li> <li>• Operating within the Jurisdiction of the Municipality</li> </ul>	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Kenya Private Sector Alliance (KEPSA) , Non-Government Organizations operating within the Municipality ,Non-State Actors e.g. KNUT etc
Professional Associations	<ul style="list-style-type: none"> <li>• Duly registered with relevant Government Entity</li> <li>• Operating within the Jurisdiction of the Municipality</li> </ul>	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Kenya Institute of Planners(KIP), Architectural Association of Kenya(AAK), ICPAK, Institute of Surveyors of Kenya(ISK) etc
Business Community	<ul style="list-style-type: none"> <li>• Duly registered with relevant Government Entity</li> <li>• Operating within the Jurisdiction of the Municipality</li> </ul>	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Chamber of Commerce (Property Owners, Real Estate Agents, Hawkers Associations) etc
Faith Based Organizations	<ul style="list-style-type: none"> <li>• Duly registered with relevant Government Entity</li> <li>• Operating within the Jurisdiction of the Municipality</li> </ul>	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Christians, Muslims and any other religious organization
Marginalized Groups(OVCs)	<ul style="list-style-type: none"> <li>• Duly registered with relevant Government Entity and provide proof of Valid Registration Certificate</li> </ul>	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	PWDs, Youth, Orphans & Vulnerable Groups

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Date: 12<sup>th</sup> April 2024.

REF: GMC/EMASUL/1204/2024(VOL 1)

To:

Joshua Mutunga Masila,

**RE: INVITATION TO THE EMALI SULTAN HAMUD MUNICIPALITY CITIZEN FORA INAUGURAL MEETING.**

The above matter refers.

Following your application and successful selection into the Emali Sultan Hamud Municipality Citizen Fora, you are hereby invited to the inaugural meeting on Tuesday 30<sup>th</sup> April 2024 from 10.00 AM at EDEN Mall conference hall, first floor.

The agenda shall be:

- Introductions
- Presentation on functions of the Municipality
- Presentation on the establishment and functions of Citizen Fora.
- Election of executive committee members
- Preparation of annual calendar
- Adjournment

Sincerely yours,

**Philip Ngila**  
**Municipal Manager**

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Date: 26<sup>th</sup> April 2024

GMC/EMASUL/2604/2024/VOL1

To:

Emali –Sultan Hamud Municipal Board

**RE: INVITATION TO THE EMALI - SULTAN HAMUD MUNICIPALITY CITIZEN FORA INAUGURAL ASSEMBLY.**

Pursuant to Part IV 31(1) and 32 (1) of UACA Regulations 2022 on governance and management of Urban Areas and Cities, the Municipal Manager shall constitute and convene the first assembly of Citizen Fora.

This is therefore to extend invitation to you for the said meeting scheduled for 30th April 2024, at Eden Mall, 1st floor, Emali Town. The agenda for the meeting is outlined as follows:

1. Introductions
2. Presentation on the functions of the Municipality
3. Presentation on the establishment and functions of citizen fora
4. Election of executive committee members
5. Adjournment

Your presence will be highly valued.

Sincerely yours

**Philip Ngila**  
**Municipal Manager**



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ATTENDANCE LIST

Web: [www.makueni.go.ke](http://www.makueni.go.ke)

Email: [email:sultan.municipality@makueni.go.ke](mailto:email:sultan.municipality@makueni.go.ke)

ACTIVITY..... HAUGUERE CITIZEN FORA ASSEMBLY

VENUE..... EDEN HALL CONFERENCE ROOM

DATE: 30/04/2024

No	Name	Ward	Category	Id. no	Telephone	Gender		Age			PWD	Signature
						Male (M)	Female (F)	Below 35	35-60	Over 60		
1.	SJOSEPH KIPKEMBAKI	Wakony	Urban	12312642	0725727510	✓		✓				<i>[Signature]</i>
2.	MICHAEL KASUYA	KANUKU	DIST 5	1342203	07216445	✓			✓			<i>[Signature]</i>
3.	PATRICK MUTHIRA	EMAU/MAUKU	RODIA	28164821	072662282	✓				✓		<i>[Signature]</i>
4.	DEANED (KING)	KASOKU		1025150	0720571416	✓		✓				<i>[Signature]</i>
5.	PROFESSOR WANGISE	KASOKU		12463749	0719751191		✓	✓				<i>[Signature]</i>
6.	JOSE NARANDE KUNGU	KASOKU		12768674	072222829	✓		✓				<i>[Signature]</i>
7.	SASPAT MUNDI (SOP)	MICHINI		4591801	0711592588	✓		✓			✓	<i>[Signature]</i>
8.	BENSON KAMUUCHU	KIKI/ILAKOHA		27468926	0723416001	✓		✓				<i>[Signature]</i>
9.	FRANCIS NZEYU	KASOKU		10818296	0722217932	✓		✓			✓	<i>[Signature]</i>
10.	FRANCIS MUTHAI	EMAU/MAUKU		20111944	072813282		✓	✓				<i>[Signature]</i>
11.	FRANCIS NDIKU	MULALA		22316532	0713209767		✓	✓				<i>[Signature]</i>
12.	GILWIRA MUKISO	EMAU/MAUKU		21422220	0713209767	✓		✓				<i>[Signature]</i>
13.	SIMON DWIGI	ZAKIKA		27523636	0727934551	✓		✓				<i>[Signature]</i>
14.	ALEX NZARUKU	KIBOZI/MAUKU		137932089	0714659782	✓		✓				<i>[Signature]</i>
	WILLY NDUNDA	AGU/MAUKU				✓		✓				<i>[Signature]</i>

No	Name	Ward	Category	Id. no	Telephone	Gender		Age		PWD	Signature
						Male (M)	Female (F)	Below 35	35-60		
15.	Onesmus Kimuli	Nzakika		0916550	079419882	✓		✓			
16.	Peter Tama begi	Dzakika		1121025	071455684	✓		✓			
17.	Mais Uambua	Makika		1782035	072273419	✓		✓			
18.	Mary Kathoo Kiwa	Mishini		10205620	071294580	✓	✓	✓			
19.	Mary Kamboe Nussini	Mishini		02213190	072585479	✓	✓	✓			
20.	Reolod Kumbua	Fenzi Mvoto		02214003	071666102	✓		✓			
21.	Fahric M Kitavi	Ryuli Mvumbwa		10174204	072507428	✓		✓			
22.	John Musigini	Ryuli Mvumbwa		10819175	072329339	✓		✓			
23.	Kiliya M Bisi	Mbitini		03406919	071041204	✓		✓			
24.	Christos Ndlovu	Kariken		08977642	0769743496	✓	✓	✓			
25.	Ndambuki Kupo	Kariken		14426340	0722268217	✓		✓			
26.	Peta Nogoka	Mbitini		13793062	072645366	✓		✓			
27.	Bergamin Ngura	Ryuli Mvumbwa		12745274	0799810611	✓		✓			
28.	Yvonne Nkize	Mulala		05566780	0729666945	✓	✓	✓			
29.	Swalehesuma	Emaci/m		2153825	071202032	✓		✓			
30.	ELIZABETH KOPAKA	MBITINI		2269204	072978722	✓	✓	✓			
31.	Phabert Muthyu	Email		02477020	0705417239	✓		✓			
32.	Takson Ngama	Mbitini		13226125	072269992	✓		✓			
33.	Toshua M Mash	Emaci		02206537	0798525186	✓		✓			
34.	KEWENI MURUGU	UKUKUENI		0464334	0702022133	✓	✓	✓			
35.	ZUEN + N. MUSA	UKUKUENI		2166813	0722178663	✓	✓	✓			
36.											
37.											
38.											
39.											

Model 34

*(Handwritten signatures and initials)*



*Fig 1: Municipal Manager doing a presentation during the inaugural citizen fora meeting*



*Fig 2: Board Member and Chairperson for the Environment and Social Services Committee giving his remarks during the inaugural citizen fora meeting*



*Fig 3: The executive committee members elected during the inaugural citizen fora meeting*

Reported prepared by:

Charity Musyoki

Municipal Social Development Officer.