

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



**DEPARTMENT OF DEVOLUTION, COUNTY ADMINISTRATION, PARTICIPATORY
DEVELOPMENT, PUBLIC SERVICE AND YOUTH**

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

AND

**THE COUNTY EXECUTIVE COMMITTEE MEMBER
DEPARTMENT OF DEVOLUTION, COUNTY ADMINISTRATION, PARTICIPATORY
DEVELOPMENT, PUBLIC SERVICE AND YOUTH**

FOR THE PERIOD JULY 1, 2019, UP TO 30TH JUNE 2020

PERFORMANCE CONTRACTING

This Performance Contract (hereinafter referred to as the “Contract”) is entered into between, Government of Makueni County (hereinafter referred to as “CG”) of P.O BOX 78 represented by H.E. the Governor of P.O. Box 78- 90300 M a k u e n i (together with its assignees and successors) of the one part and the County Department of Devolution, County Administration, Participatory Development, Public Service and Youth represented by the County Executive Committee Member(hereinafter referred to as the ‘CECM”) (Together with its assignees and successors) of P.O BOX 78 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 Departments hold a vital key in the implementation of County priority programs 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.

Therefore, the parties hereto agree as follows:

Part I: Statement of Responsibility of the ECM

The Mandate of the Department is to;

1. Coordinate County Government functions from county up to the sub-ward level.
2. Promote citizen participation and engagement in development and administration processes.
3. To promote youth development and empowerment
4. Provide security to government and enforce laws
5. To promote citizen action and engagement in development processes.
6. Strengthen engagement of the Diaspora in development affairs of the county
7. Provide firefighting services and management of disasters
8. Non-State Actor engagement for effective devolution and Participatory Development

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) 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 & development education, access to information 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 towards transformational devolution.
9. To promote youth development and empowerment

Part III: Statement of Strategic Intent by the CECM

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 CIDP, keeping in mind the specific priorities of the Department.

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

1. Coordination of Government functions
2. Effective citizen engagement
3. Strengthening volunteerism, internship and diaspora engagement
4. County Enterprise Risk Management
5. Youth empowerment

Part IV: Commitments and Obligations of the County Government

1. Support the implementation of County Integrated Development Plan.
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

I will submit Quarterly performance reports as per schedule below

Quarter 1	Mid - year	Quarter 3	Annual
5/10/2019	15/01/2020	5/04/2020	15/07/2020

Part VI: Duration of the Performance Contract

The Performance Contract will run for a period of one financial year from 1st July 2019 to 30th June 2020

Part VI: Signatories to the Performance Contract

For Department of Devolution, County Administration, Participatory Development, Public Service and Youth

Signature..... Maundu Date..... 12/9/2019
Rosemary Maundu
County Executive Committee Member
Department of Devolution, County Administration, Participatory Development, Public Service and Youth

Witness by:

Signature..... Justin Date..... 12/07/2019
Julius Musyoka Justin
Chief Officer
Department of Devolution, County Administration, Participatory Development, Public Service and Youth

For and on behalf of the Government of Makueni County;

Signature..... Kibwana Date..... 12/7/2019
H.E. Kivutha Kibwana,
Governor
Government of Makueni County

Witnessed by:

Signature..... Adelina Mwaui Date..... 12-7-2019
H.E. Adelina Mwaui,
Deputy Governor
Government of Makueni County

PERFORMANCE CONTRACT MATRIX

	CRITERIA CATEGORY	UNIT OF MEASURE	WEIGHT	CURRENT STATUS FY 2018/19	TARGET FY 2019/2020
A	FINANCE & STEWARDSHIP				
1.	Absorption of allocated funds	%	4	91.62	100
2.	Development Index	%	3	3.91	21.8
3.	A-in-A	Kes	N/A	N/A	N/A
4.	Asset management	%	1	100	100
5.	Pending bills	%	2	0	≤1
	Weight Sub Total		10		
B	SERVICE DELIVERY:				
1.	Implementation of Departmental Citizens' Service Delivery Charter	%	2	50	100
2.	Customer satisfaction	Report	2	1	4
3.	Application of Service Delivery Innovations	%	2	1	100
4.	Resolution of public complaints	%	2	50	100
5.	Automation	Report	2	2	2
	Weight Sub Total		10		
C	INSTITUTIONAL TRANSFORMATION				
1.	Development of County Planning Framework	%	2	50	100
2.	Youth Internships/Industrial Attachments/ Apprenticeships	NO	1	623	260
		Report	1	N/A	1
3.	Access to Government Procurement Opportunities (AGPO)	Kes	2	4,500,000	21,002,356.98
4.	Promotion of local content in procurement	Kes	1.5	6,000,000	28,003,142.64
5.	Competence Development	%	2	100	100
6.	Knowledge Management	%	2	100	100
7.	Work Environment	%	1	50	100
8.	Safety and Security measures	%	1	100	100
9.	Cascading of Performance Contracts	%	1.5	100	100
	Weight Sub Total		15		
D	CORE MANDATE				
	FLAGSHIP PROJECTS				

	CRITERIA CATEGORY	UNIT OF MEASURE	WEIGHT	CURRENT STATUS FY 2018/19	TARGET FY 2019/2020
1.	Makueni Youth Empowerment Program	%	8	85	100
2.	Public Service administration, management and coordination of Government	%	8	100	100
3.	Public Participation Management & Coordination	%	6	100	100
	OTHER PROJECTS				
1.	Equipping and Branding the County Fire Station	%	5	N/A	100
2.	Civic and Development Education Program	%	4	100	100
3.	Participatory Project Management & Sustainability Program	%	4	100	100
4.	Emergency Services and Special Programmes	%	5	100	100
5.	Strengthening & Management of Devolution Affairs	%	3	100	100
6.	County Enforcement Services	%	3	100	100
7.	Diaspora Engagement	%	3	100	100
8.	Volunteerism	%	2	100	100
9.	Revenue Collection	Kes	N/A	N/A	N/A
10.	Ease of Doing Business	%	3	100	100
11.	Compliance with Statutory obligations	%	3	100	100
12.	Project completion rate	%	4	80	100
	Weight Sub Total		60		
E	CROSS-CUTTING ISSUES:				
1.	Prevention of Alcohol and Substance Abuse	%	0.5	80	100
2.	Prevention of HIV Infections	%	0.5	100	100
3.	Disability Mainstreaming	%	0.5	100	100
4.	Gender Mainstreaming	%	0.5	100	100
5.	Environmental Sustainability	%	1	100	100
6.	Corruption prevention	%	1	100	100
7.	National Cohesion and Values	%	1	100	100
	Weight Sub Total		5		
	OVERALL TOTAL WEIGHT		100		

EXPLANATORY NOTES

PERFORMACE CONTRACT TARGETS	
FINANCIAL STEWARDSHIP AND DISCIPLINE	
1. Absorption of Allocated Funds	The department commits to absorb all allocated and availed funds 100%
2. Development Index	The department commits to achieve a development index of 21.8%
3. A-in-A	The Department does not receive donor aid
4. Asset Management	The Department commits to: i) Keep and update the assets register 40% ii) prepare a proposal on guidelines on use, maintenance and management of motorbikes to the fleet unit. 30% iii) Develop and maintain a resource inventory for the firefighting unit 30%
5. Pending Bills	The Department commits to keep all pending bills at less than one percent.
A) SERVICE DELIVERY	
Indicators	
1. Implementation of Departmental Citizens' Service Delivery Charter	The Department commits to: i) Implement the service delivery charter 50% ii) Carry internal audit of charter implementation and compliance 50%
2. Customer Satisfaction	The Department commits to: i) Develop a customer satisfaction register on emergencies 25% ii) Implementation of the customer satisfaction survey report recommendations on internship 25% iii) Undertake one new customer satisfaction survey for interns of the FY 2019/20 25% iv) Install suggestion boxes in all administration offices 25%
3. Application of Service Delivery Innovations	The department commits to: i) share official and scanned communication through internet platforms (Email, WhatsApp) - 40% ii) Produce 12 monthly reports on the key occurrences recorded in the occurrence books -30%. iii) Update the Bulk SMS system with the new data on elected development committees for improved mobilization and information dissemination-30%
4. Resolution of Public Complaints	The department commits to: i) Finalize the county Grievance Redress Mechanism (GRM) Guidelines - 40% ii) Finalize the Initiation the County Grievance Redress Mechanism (GRM)e-application - 35%

	iii) Respond to all reported public complaints in our occurrence books - 25%
5. Automation	The department commits to i) Automate the Public Participation link to the County Website to increase dissemination of general community information - 100%
INSTITUTIONAL TRANSFORMATION	
1. Development of County Planning Framework	The department commits to: i) Finalize the department's 5-year strategic plan and implement it. 20% ii) Prepare and implement an annual work-plan based on the departmental mandate and strategic plan. 20% iii) Formulate the County People's Government 2019-22 Costed Action Agenda 20% iv) Review and evaluate 2018/19 Annual Public Participation (APP) program and prepare an APP report- 20% v) Prepare and implement 2019/2020 Annual Public Participation Plan – 20%
2. Youth Internships/ Industrial Attachments/ Apprenticeships	The department commits to; i) Recruit and manage at least 60 interns and 200 attachees for career development and training 50% ii) Conduct a study on the benefits and consequences of engaging interns in the government 50%
3. Access to Government Procurement Opportunities (AGPO)	The department commits to allocate 30% of tenders amounting to Kes 21,002,356.98 to the youth, women and PLWDs 100%
4. Promotion of Local Content	The department commits to ensure that local contractors are awarded 40% of contracts amounting to Kes 28,003,142.64 – 100%
5. Competence Development	The department commits to: i) Receive and prepare an action plan on the recommendations from the Staff Training Needs Assessment report carried out by the office of the CS 50% ii) Train 12 selected officers on Conflict Management and Resolutions (20%) iii) Send 5 officers to participate in the Annual All fire and Emergency Medical Services (EMS) Symposium and Competition 2019 - 30%

6. Knowledge Management	The department commits to: i) Facilitate 12 (monthly) Department meetings-50% ii) Develop Concept on the establishment of Integrated Community Resource Centers (ICRCs)-20% iii) Initiate a departmental Documentation Centre -20% iv) Maintain an updated disaster and firefighting report file/register- 10%
7. Work Environment	The department commits to: i) Construct staff toilets in sub-county offices in Makindu (Kibwezi West) and Kambu (Kibwezi East) 50% ii) Sensitize the 5 officers on use and maintenance of self-Contained Breathing Apparatus (SCBAs) and Personal Protective Equipment (PPEs).50%
8. Safety and Security Measures	The department commits to: i) Inspect the 6 sub county offices and HQ to advise them on fire compliance - 30% ii) Develop a schedule to conduct Fire safety drills, and emergency preparedness sensitization in each of the 6 sub-counties and the County - 30% iii) Map businesses dealing with highly flammable goods for records and future enforcement on fire compliance - 20% iv) Identify and clearly mark exit routes and points of assembly in case of fire in County and Sub-county offices - 20%
9. Cascading of Performance Contracts	The department commits to: i) Cascade Performance Contract to all Officers in the department by ensuring; 40% - CO to sign with ECM - Directors to sign with CO - Lower Cadre staff to sign with supervisors ii) Evaluate all its staff on performance management 60%
D). CORE MANDATE	
FLAGSHIP PROJECTS	
1. Makueni Youth Empowerment Program	The department commits to: i) Finalize the draft Youth Policy and present to the County Assembly- 10% ii) Establish a database for youth in all sectors to guide in building youth structures per sector for proper targeting - 20% - Prepare a concept paper - Survey and analyze - Report on the findings - Prepare the database - Present the report to cabinet iii) Operationalize Youth Economic Empowerment Strategies by

	<p>training 500 youth in Beauty and personal care, Automotive engineering, Domestic services, Building and Construction and ICT. 20%</p> <p>iv) Train 890 motor bike riders on class FG Licenses and Road Safety training 10%</p> <p>v) Work with World Food Programme (WFP) and departments of Agriculture and Trade to empower 60 youth groups across the county on poultry, agriculture and beekeeping to motivate, strengthen and support youth to appreciate, identify and engage in agribusiness. 15%</p> <p>vi) Support 30 youth to participate in the International Youth Week (IYW) in Nairobi 10%</p> <p>vii) Mentor 300 youth on career Choice, Drug and substance abuse and Sexual Reproductive Health. 10%</p> <p>viii) Collaborate with the Department of Education to develop a curriculum for value building and short courses for youth. 5%</p>
<p>2. Public Service administration, management and coordination of Government</p>	<p>The department commits to:</p> <p>i) Connect electricity to Mbooni and Kaiti Sub-county offices 15%</p> <p>ii) Formulate or develop guidelines on coordination of government functions and implement them. 25%</p> <p>iii) Hold 12 meetings for directorate staff at the Headquarters to review performance and progress. 25%</p> <p>iv) Supervision visits to projects 10%</p> <p>v) Conduct quarterly strategic meetings with all administrators to review and give policy directions on government operations. 10%</p> <p>vi) Establish 60 village councils and induct them on their mandate 15%</p>
<p>3. Public Participation Management & Coordination</p>	<p>The Department commits to;</p> <p>i) Coordinate & Manage Public Participation forums at the Area, Cluster, Sub ward, Ward, County and thematic areas for the FY 2019/20- (30%) by:</p> <ul style="list-style-type: none"> - Prepare a program and decision-making tools for PP Undertaking - Train on Public Participation undertaking - Hold PP forums as per PP plan - Prepare PP outputs and reports - Facilitating Child Participation forums <p>ii) Initiate Community Feedback programs (20%)</p> <ul style="list-style-type: none"> - Community feedback on C-APR - Community Feedback on budget 2019/20 <p>iii) Operationalize the 2019-22 Elect Development Committees (20%) by:</p>

	<ul style="list-style-type: none"> - Prepare Course content for the Induction Course - Prepare Certificates of Elect Development Committees - Execute Induction/Trainings for DCs - Facilitate the 2019/20 DC Committees meetings and forums in accordance to the Annual Public Participation plan (APPP 2019-20) - Formulate guidelines for Community Sector Working Groups <p>iv) Initiate Community Capacity Building for Participatory Development (10%)</p> <p>v) Operationalize the participatory development units (20%)</p>
Other Projects	
1. Equipping and Branding the County Fire Station	<p>The Department commits to;</p> <ul style="list-style-type: none"> i) Brand the county fire station 10% ii) Prepare a fire risk profile 40% iii) Come up with mitigation mechanisms on the risks 50%
2. Civic & Development Education Program	<p>The Department commits to:</p> <ul style="list-style-type: none"> i) Finalize the Civic Education Facilitators Manual to be used in field -informal civic education Encounters (30%) ii) Organize and hold forums for Non-state Actors/FBO and Civic Society groups to: (30%) iii) Carry out a survey to establish to determine civic education gaps 20% iv) Renovate and Equip 2 Integrated Community Resource Centers at Wote/Nziu Ward and Kitise/Kithuki Ward - 20%
3. Participatory Project Management & Sustainability Program	<p>The Department commits to:</p> <ul style="list-style-type: none"> i) Finalize and train PMCs on the Community Based Monitoring and Evaluation system (CBMES) Framework & CBME tools -15% ii) Finalize and Disseminate the Project Management Committee Guidelines-10% iii) Finalize and Disseminate Project Sustainability Guidelines-5% iv) Undertake Project profiling and Preparation of Ward Development Work Books -10% v) Train PMCs and PSCs on project management and sustainability respectively (20 Wards) -30% vi) Finalize the Handbook on Participatory Development Officers and induction (10%) vii) Train staff on Participatory research methods (PRA, PLA) for needs identification and prioritization (10%) viii) Develop guidelines for Community action planning (10%)
4. Emergency Services and Special Programmes	<p>The department commits to:</p>

	<ul style="list-style-type: none"> i) Establish and train County Disaster Management Committees - 30% ii) Establish and train Sub County Disaster Management Committees - 30% iii) Develop a county hazard profile to emergencies and disasters like floods based on their past occurrence - 40%
5. Strengthening and Management of Devolution Affairs	<p>The Department commits to:</p> <ul style="list-style-type: none"> i) Finalize the County Devolution Policy-30% ii) Finalize the Community Resource Volunteers (CRV) Guidelines for improved devolution of self-Governance – 20% iii) Plan and Participate in the annual devolution Conference- 50%
6. County Enforcement Services	<p>The Department commits to:</p> <ul style="list-style-type: none"> i) Conduct security audit for Government installations and prepare and action plan 70% ii) Prepare and implement a program on 120 Enforcement and Compliance Operations 10% iii) Implement Enforcement and Compliance Operations 10% iv) Prepare compliance reports 10%
7. Diaspora Engagement	<p>The Department commits to:</p> <ul style="list-style-type: none"> i) Open two diaspora chapters in Machakos and Kitui 30 % ii) Support two diaspora chapters in the activities (Mombasa and Nairobi) 40% iii) Organize for two diaspora fora in Nairobi and Mombasa 30%
8. Volunteerism	<p>The department commits to:</p> <ul style="list-style-type: none"> i) Prepare a program for county volunteer week for Makueni County 5% ii) Implement the program of the County Volunteer week. 10% iii) Prepare a report on County Volunteer week 5% iv) Hold the international Volunteer Day in line with the County theme 10% v) Support 5 volunteer Groups in addressing drug and substance abuse and youth mentorships 20% vi) Participate in at least 10 Volunteer forums 10% vii) Mainstream climate change adaptation mechanisms in to our volunteerism Program 20% viii) Roll-up a volunteer program for fire fighters and emergency responders 20%
Other operations	
1. Revenue Collection	The department does not collect revenue.

2. Ease of Doing Business	<p>The department commits to</p> <ul style="list-style-type: none"> i) Boost investor confidence by establishing fire station at the HQ. 40% ii) Sensitize the community on County mandate during International day celebrations and outreach forums (barazas) 25% iii) sensitize community on available government tenders and pre-qualification process/requirement 10% iv) Sensitize 1,000 youth on AGPO - 10% v) Assist 60 youth to register business entities- 10% vi) Publish departmental tenders on the County website - 5%
3. Compliance with Statutory Obligations	<p>The department commits to comply with all statutory obligations mainly;</p> <ul style="list-style-type: none"> i) Conduct EIA of all construction projects 50% ii) Enforce all county laws 50%
4. Project completion Rate	<p>The department commits to complete all our projects and programs. 100%</p>
CROSS-CUTTING ISSUES	
1. Prevention of Alcohol and Drug Abuse	<p>The department commits to:</p> <ul style="list-style-type: none"> i) Include in the agenda and sensitize of all staff and community meetings messages to sensitize them on the dangers of Alcohol and drugs and Substance Abuse 60% ii) Sensitize 300 youth on drug and substance abuse 20% iii) Recommend cases of drug and substance abuse to the relevant department -20%
2. Prevention of HIV Infections	<p>The Department commits to:</p> <ul style="list-style-type: none"> i) Sensitize staff and communities on HIV testing, counseling and management - 40% ii) Sensitize 300 youth on HIV/AIDs - 60%
3. Environmental Sustainability	<p>The Department commits to:</p> <ul style="list-style-type: none"> i) 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 - 50% ii) Encourage transmission of reports online and back to back printing (both side) 50%
4. Disability Mainstreaming	<p>The Department commits to:</p> <ul style="list-style-type: none"> i) Include in the agenda of all staff and community meetings messages on the importance of including PWDs and PLWDs in PMCs. 20% ii) Sensitize PWDs and PLWDs on opportunities available for them from the County and National Government 20% iii) Ensure all the administrators' offices built by the department are PLWD compliant - 30%

	iv) Encourage that PWDs are recruited into county internship and attachment. 30%
5. Gender mainstreaming	The Department commits to: i) Ensure gender inclusivity and equity in the internship and attachment recruitment process 25% ii) Ensure adherence of one third rule in election of PMCS and other committees 25% iii) Include in the agenda of all staff meetings on the dangers of gender and based violence (GBVS), importance of observing and mainstreaming gender rights in work, equity and child rights 25% iv) Ensure that all departmental committees comply with one-third gender rule 25%
6. Corruption Prevention	The Department commits to: 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 40% ii) conduct community education on corruption prevention 40% iii) Enforce the guidelines on elections of PMCs 20%
7. National Cohesion and Values	The Department commits to: i) Include in the agenda of all staff and community meetings messages on the importance on the values and principles of good governance 10% ii) Promote use of National Languages (Kiswahili and English) while executing its duties. 20% iii) Encourage inter-county exchange programs, bench marking on best practices and collaborations 20% iv) partner with Volunteer Involving Organizations countrywide to enhance coexistence 10% v) National cohesion and values be part of the agenda during the departmental meetings 10% vi) Encourage national partnerships, inter-county exchange programmes and collaborations 20% vii) facilitate public participation in a manner that promotes equity in the distribution of resources -10%