



REPUBLIC OF KENYA

**COUNTY GOVERNMENT OF TANA RIVER
PERFORMANCE CONTRACT**

BETWEEN

**THE COUNTY CHIEF OFFICER, DEPARTMENT OF PUBLIC
SERVICE MANAGEMENT, ADMINISTRATION, ICT,
PROTOCOL, CUSTOMER CARE & PUBLIC COMMUNICATION**

AND

THE DEPUTY DIRECTOR, DIRECTORATE OF ICT

FOR THE PERIOD

1ST JULY 2025 TO 30TH JUNE 2026



PREAMBLE

This Performance Contract (hereinafter referred to as "Contract") is entered into between the the County Department of Public Service Management, Administration, ICT, Protocol, Customer Care & Public Communication (hereinafter referred to as the "Department") represented by The County Chief Officer of P.O. Box 29 – 70101, HOLA (together with its assignees and successors) of the one part, and the Deputy Director for the Directorate of ICT (hereinafter referred to as the "Director"), (together with its assignees and successors) of P.O. Box 29 - 70101, HOLA of the other part.

WHEREAS:

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

The County Government recognizes that the Directorate hold a key role in the implementation of the County priorities in order to improve the quality of life of the citizens and contribute to making Kenya globally 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 Tana River County in line with the provisions of the Constitution. The Directorate is required to adopt systems that enable innovativeness and adaptability of public services to the needs of users through digitalization of services.

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 by the Director

The Mandate of the Directorate of ICT as per the Executive Order No. 1 of 2022 is to:

1. Provide technical advice to Information Communication Technology users;
2. Develop and upgrade software and hardware specifications;
3. Design and implement office automation solutions;

4. Coordinate development of visuals, audio visuals, web-based advertisements and other broadcast materials;
5. Implement policies and strategies on ICT;
6. Prepare proposals on hardware/software; and
7. Coordinate training for ICT end-users

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

PART II: Vision Statement, Mission Statement and Strategic Objectives

Vision Statement

vibrant, productive and responsive Department delivering quality services.

Mission Statement

to provide and coordinate public service functions for effective and efficient service delivery.

Strategic Objectives

1. To improve County ICT services.
2. To improve the usage of ICT infrastructure in the County.
3. To Develop ICT strategies and branding initiatives.
4. To foster positive relationship with citizen by building trust and transparency for improved service delivery using ICT.

Part III: Statement of Strategic Intent by the Director

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 III, keeping in mind the specific priorities of the Directorate.

Bearing in mind the imperative of inclusivity, I will implement the following Strategic Intent during the contract period:

- a) Establish an ICT ticketing system to track, manage and resolve user requests, issues and incidents;
- b) Establish a digital asset management system;
- c) Ensure compliance to public procurement laws by ensuring all tenders are uploaded to PPRA portal as required; and
- d) Digitalize Government services.

Part IV: Commitments and Obligations of the County Government of Tana River

- a) Acknowledgement of receipt of correspondences and approval of requests are made within the timelines stipulated in the Citizens' Service Delivery Charter.
- b) Release of budgetary allocation within three (3) days after exchequer receipt.

Part V: Reporting Requirements

The Directorate shall prepare and submit quarterly and annual reports in the prescribed format to the designated agencies as specified in **Section 2.9.3** of the County Performance Contracting guidelines for the purpose of monitoring progress and annual performance evaluation.

Part VI: Duration of the Performance Contract

The Performance Contract will run for one financial year from 1st July, 2025 to 30th June, 2026.

Part VII: Signatories to the Performance contract

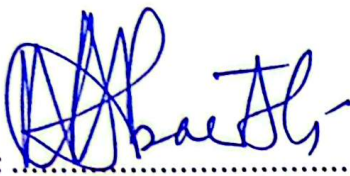
For and on behalf of the County Department

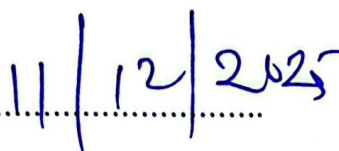
Signature: 

Date: 

**MUSSEIN BAKERO
DEPUTY DIRECTOR ICT**

For and on behalf of the County Government

Signature: 

Date: 

**LI ABAE MLUWA
COUNTY CHIEF OFFICER
ANA RIVER COUNTY**

Annex I: Performance Contract Matrix for the Department of Public Service Management, Administration, ICT, Protocol, Customer Care & Public Communication

S/No.	Performance Criteria and Indicators	Unit of Measure	Weight (%)	Baseline/Status FY 2024/2025	Annual Target FY 2025/2026
A	Financial Stewardship				
	A1. Absorption of Allocated Funds (GoK)	%	3	92.31	100
	A2. Absorption of Externally Mobilized Resources	%	2	100	100
	A3. Absorption of Development Funds	%	2	2	100
	A4. Appropriation-in-Aid	Ksh.	1	432,000	390,000,000
	A5. Pending Bills Ratio	%	2	0.61	≤ 1
	Weight Sub-total		10		
B	Service Delivery				
	B1. Implementation of Citizens' Service Delivery Charter	%	3	75	100
	B2. Digitization of Government Services	%	3	100	100
	B3. Resolution of Public Complaints	%	2	100	100
	Weight Sub-total		8		
C	Institutional Transformation				
	C1. Development of County Planning Framework	%	3	70	100
	C2. Competence Development	%	3	100	100
	C3. Knowledge Management	%	2	100	100

No.	Performance Criteria and Indicators	Unit of Measure	Weight (%)	Baseline/Status FY 2024/2025	Annual Target FY 2025/2026
	C4. Cascading of Performance Contracts	%	2	100	100
	Weight Sub-total		10		
D	Core Mandate				
	D1. Policy Development	%	5	100	100
	D2. Staff Medical Insurance Scheme Implemented	%	5	100	100
	D3. Payroll Cleansing Undertaken	%	3	100	100
	D4. Employee Performance Management Implemented	%	5	100	100
	D5. Human Resource Management Strengthened	%	5	N/A	100
	D6. Recommendations of Human Resource Audit Implemented	%	5	N/A	100
	D7. Technical ICT Support Provided	%	5	N/A	100
	D8. Cohesion and Peace Building Undertaken	%	5	100	100
	D9. National Celebrations Held	%	3	N/A	100
	D10. Inter-County Dialogue on Border Conflicts Undertaken	%	3	N/A	100
	D11. Recruitment and Deployment of Village Administrators Undertaken	No.	3	N/A	45
	D12. Customer Satisfaction	Report	2	1	1
	D13. Ease of Doing Business	%	2	N/A	100
	D14. Disaster Management	%	2	100	100
	D15. Youth Empowerment Initiatives	%	2	100	100
	D16. Project Completion Rate	%	2	100	100

S/No.	Performance Criteria and Indicators	Unit of Measure	Weight (%)	Baseline/Status FY 2024/2025	Annual Target FY 2025/2026
	D17. Productivity Improvement	%	3	N/A	100
	Weight Sub-total		60		
	Governor's Directives				
E	E1. Governor's Directives Implemented	%	2	N/A	100
	Weight Subtotal		2		
	Affirmative Action in Government Procurement				
	F1. Access to Government Procurement Opportunities	Ksh.	2	11,918,352	7,245,000
	F2. Promotion of Local Content in Procurement	Ksh.	2	177,252,324	9,660,000
	Weight Subtotal		4		
G	Cross Cutting Issues				
	G1. Youth Internships/Industrial Attachments/Apprenticeships	No.	1.5	84	87
	G2. Work Environment	%	1.5	91.68	100
	G3. Compliance with Statutory Obligations	%	1	100	100
	G4. Asset Management	%	2	100	100
	Weight Sub-total		6		
	Overall Total Weight		100		

ANNEX II: EXPLANATORY NOTES FOR THE PERFORMANCE TARGETS

A. FINANCIAL STEWARDSHIP

A1. Absorption of Allocated Funds (GoK)

The Director commits to absorb 100% of the budget of the FY 2025/26 of Ksh. 8,700,000 comprising Recurrent Budget of Kshs. 8,700,000 to programmes, projects and activities for which the funds were appropriated and planned for.

A2. Absorption of Externally Mobilized Resources

N/A.

A3. Absorption of Development Funds

N/A.

A4. Appropriation-in-Aid

N/A.

A5. Pending Bills Ratio

The Director commits to ensure that there will be no pending bills and if any, it will not exceed 0% of the actual budgetary allocation for the contract period, translating to Ksh. 87,000.

B. SERVICE DELIVERY

B1. Implementation of Citizens Service Delivery

The Director shall clearly communicate the service delivery standards to progressively improve customer experience (access, cost and turn-around-time for the services). During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Display the Citizens' Service Delivery Charter prominently at key entry/service delivery points in both English and	10%	Displayed Citizens' Service Delivery Charter in English and Kiswahili.

	Kiswahili using the prescribed format. For the purpose of visibility and legibility by the customers, the size of the Charter will at the minimum, be three feet in width and four feet in height, i.e. (3'x4'), with clearly visible font size of the contents.		
ii.	Cascade the Citizens' Service Delivery Charter to all Directorates, Sub-County and Ward Offices by factoring realistic service turn-around timelines.	10%	Citizens' Service Delivery Charter cascaded to Directorates, Sub-County and Ward Offices.
iii.	Customize the Citizens' Service Delivery Charter to unique needs and convenient access of the customers, providing audio recordings and uploading the Charter on the County website.	20%	Citizens' Service Delivery Charter and audio recording of the Charter uploaded on the County website.
iv.	Sensitize all staff on the contents of the Citizens' Service Delivery Charter.	10%	Report on staff sensitization Citizens' Service Delivery Charter.
v.	Ensure conformity with commitments and standards in the Citizens' Service Delivery Charter by establishing compliance to the commitments stipulated in the Charter through undertaking quarterly monitoring, analysing and compiling compliance quarterly reports.	50%	Quarterly compliance reports.
	TOTAL	100%	

B2. Digitization of Government Services

The Director commits to accelerating the adoption of ICT solutions to provide easy and convenience and efficiency in service delivery by undertaking the following:

S/NO.	SUB-INDICATOR	SCORE	OUTPUTS
i.	Customer-facing and back-office services identified and prioritized for Business Process Re-engineering (BPR).	10%	Report on services identified and prioritized for BPR.

ii.	Business processes for at least 25% of the prioritized services re-engineered.	45%	Business processes of the prioritized services re-engineered.
iii.	At least 25% of the re-engineered services digitalized.	25%	Re-engineered services digitalized.
iv.	Digitalized customer facing services on-boarded onto county online platforms where applicable.	20%	Digitalized customer facing services on-boarded.
	TOTAL	100%	

. Resolution of Public Complaints

During the FY 2025/2026, the Director commits to register and promptly resolve public complaints referred to the Directorate directly or channelled through other sources by undertaking the following:

NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Resolution of all complaints received.	60%	Complaints resolved.
i.	Requests on access to information received processed.	20%	Requests on access to information received processed.
i.	Quarterly reports on resolution of complaints and processing of requests on access to information submitted to the Office of the County Secretary, for onward submission to the Commission on Administrative Justice (CAJ).	20%	Quarterly reports on resolution of public complaints and submittal letters.
	TOTAL	100%	

INSTITUTIONAL TRANSFORMATION

. Development of County Planning Framework

During the FY 2025/2026, the Director commits to develop the following planning frameworks to improve efficiency in the departmental operations:

NO.	SUB-INDICATOR	TARGETS	OUTPUTS
i.	Departmental procurement plan.	40%	Procurement plan in place.
ii.	Participation in the development of the 2026/2027 ADP.	30%	Report on participation of the development of FY 2026/2027 ADP.

iii.	Participate to develop a draft Departmental Strategic Plan for 2026-2027.	30%	Draft Departmental Strategic Plan for 2026-2027.
	TOTAL	100%	

C2. Competence Development

The Director is committed to the systematic enhancement of skills and proficiencies in order to address career progression of individual employees and improve institutional performance. In this regard, the Director commits to the following:

S/NO.	SUB-INDICATOR	SCORE	OUTPUTS
i.	Interventions to address the identified skills gaps and training needs implemented through, recruitment, outsourcing, capacity building/training, coaching and mentoring.	60%	A report on the interventions undertaken.
ii.	Coordination of Employee Performance Management as follows; a) Individual employees' annual performance targets for the FY 2025/2026 set using the prescribed format by 31 st July, 2025 (10%); b) Staff Performance Appraisal for all employees undertaken an appraisal report for the FY 2025/2026 compiled by 31 st August, 2025 (15%); and c) An action plan developed and the recommendations emanating from the staff appraisal reports implemented (15%).	40%	Employees' Appraisal Report and Action Plan.
	TOTAL	100%	

C3. Knowledge Management

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	SCORE	OUTPUTS
i.	Participation in the development of a County Policy on Knowledge Management to be spearheaded by the Office of the Governor.	40%	A report on participation in the development of a County Policy on Knowledge Management.

ii.	Participation in a baseline survey on the level of Knowledge Management awareness and capacity needs assessment to be spearheaded by the Office of the Governor.	40%	A report on participation in a baseline survey on the level of Knowledge Management awareness and capacity needs assessment.
iii.	Participation in the development of Knowledge Management action plans with appropriate monitoring and reporting framework spearheaded by the Office of the Governor.	20%	A report on participation in the development of Knowledge Management action plans with appropriate monitoring and reporting framework.
	TOTAL	100%	

1. Cascading of Performance Contracts

During the contract period, the Director commits to cascade the first level Performance Contract as follows:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	County Directors to sign Staff Performance Appraisal for all other officers in all cadres.	100%	SPAS in place.
	TOTAL	100%	

2. CORE MANDATE

1. Policy Development

During the FY 2025/2026, the Director commits to development of the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
	Participate in the development of Tana River County Access to Information Act.	100%	Tana River County Access to Information Act in place.
	TOTAL	100	

2. Staff Medical Insurance Scheme Implemented

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
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i.	Medical Insurance Scheme for all County staff implemented.	100%	All County Staff on medical cover.
	TOTAL	100	

D3. Payroll Cleansing Undertaken

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Quarterly payroll cleansing coordinated and uploaded on Human Resource Information System-Kenya (HRIS-Ke).	50%	Report on Quarterly payroll cleansing and upload on HRIS-Ke.
ii.	Payroll Audit recommendations implemented.	50%	A report on implementation of the Payroll Audit recommendations.
	TOTAL	100	

D4. Employee Performance Management Implemented

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Coordination and implementation of County Departments Performance Contracts: a) Drafting of Departmental Performance Contracts for the FY 2025/2026 (10%); b) Vetting of Departmental Performance Contracts for the FY 2025/2026 (20%); c) Signing of Departmental Performance Contracts for the FY 2025/2026 (10%); d) Monitoring implementation of the Departmental Performance Contracts for the FY 2025/2026 (10%); and e) Annual performance evaluation for the Departmental Performance Contracts for the FY 2025/2026 (20%).	70%	Reports on Drafting, Vetting, Signing, Monitoring and Annual Performance Evaluation of Departmental Performance Contracts for the FY 2025/2026.
ii.	Performance rewards and sanctions deployed based on the Annual Performance Evaluation report.	30%	A report on deployment of performance rewards and sanctions.
	TOTAL	100	

D5. Human Resource Management Strengthened

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	County Departments' focal persons trained on Performance Management.	40%	A Report on training on Performance Management for County Departments' focal persons.
ii.	Compliance with County Human Resource Policies and Procedure Manual ensured.	20%	A report on compliance with the County Human Resource Policies and Procedure Manual.
iii.	Capacity building programs for County staff undertaken.	40%	A report on capacity building undertaken for the County Staff.
	TOTAL	100	

D6. Recommendations of Human Resource Audit Implemented

During the FY 2024/2025, the Department conducted a Human Resource Audit in order to eliminate ghost workers and streamline the payroll in the County. During the FY 2025/2026, the Director commits to Implement the following recommendations derived from the Audit.

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Promotion and re-designation of County staff in collaboration with the County Public Service Board.	60%	A report on promotion and re-designation of County staff.
ii.	Decentralization of Human Resource Service to the Sub- County level.	20%	A report on decentralization of Human Resource Service to the Sub- County level.
iii.	Quarterly monitoring of County Staff at the work place to curb absenteeism.	20%	A report on quarterly monitoring of County Staff at the work place.
	TOTAL	100	

D7. Technical ICT Support Provided

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	ICT support requests from the County Departments resolved.	40%	Reports of ICT support requests resolved.
ii.	ICT preventive maintenance conducted.	30%	Report on ICT maintenance schedules.
iii.	Technical support in the roll-out of County digitization provided.	30%	A report on technical support on digitization.

	TOTAL	100	
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D8. Cohesion and Peace Building Undertaken.

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Public Barazas on cohesion and peace building in the communities held.	50%	A report on public Barazas on cohesion and peace building in the communities.
ii.	Community awareness/sensitization on Government programmes and projects conducted.	50%	A report on community awareness/sensitization on Government programmes and projects.
	TOTAL	100	

D9. National Celebrations Held

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	National celebrations (Madaraka, Mashujaa and Jamhuri Days) organized and held.	100%	A report on National celebrations held.
	TOTAL	100	

D10. Inter-County Dialogue on Border Conflicts Undertaken

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Inter-County dialogue meetings conducted in liaison with multi-agencies.	60%	A report on the Inter-County dialogue meetings.
ii.	Security and incidents monitoring undertaken.	40%	Reports on security and incidents monitoring.
	TOTAL	100	

D11. Recruitment and Deployment of Village Administrators Undertaken

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
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i.	Village units established.	70%	Report on establishment of village units.
ii.	Recruitment and deployment of Village Administrators (Three (3) per ward) through the County Public Service Board.	30%	45 Village Administrators recruited and deployed.
	TOTAL	100	

D12. Customer satisfaction

During the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	County-wide customer satisfaction survey undertaken.	100%	Report on County-wide customer satisfaction survey.
	TOTAL	100	

D13. Ease of Doing Business

In the FY 2025/2026, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Supplies contracts enforced.	50%	Report on enforcement of supplies contracts.
ii.	Submission of Contractors/Suppliers documentation to the Department of Finance and Economic Planning within the stipulated timelines.	50%	Report on submission of Contractors/Suppliers documentation.
	TOTAL	100	

D14. Disaster Management

The Director is committed to the mainstreaming of disaster risk management in its policies, programmes, projects and activities to effectively manage loss of livelihood and lives in the event of a disaster. In this regard, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Participation in the disaster risk assessment and update of the risk profiles to be spearheaded by the Directorate of Special Programmes in the Office of the Governor.	40%	Report on participation in the disaster risk assessment.

ii.	Participation in the development of a disaster response plan to be spearheaded by the Directorate of Special Programmes in the Office of the Governor	10%	Report on participation in the development of a disaster response plan
iii.	Interventions in the disaster response plan implemented	50%	Report on implementation of the disaster response plan
	TOTAL	100	

D15. Youth Empowerment Initiatives

During the FY 2025/2026, Director commits to promote youth empowerment through the following initiatives:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Effective civic participation, community engagement and representation supported.	25%	Report on effective civic participation, community engagement and representation.
ii.	Youth unemployment, underemployment, and inactivity addressed through the Economic Stimulus Program.	50%	Report on youth unemployment, underemployment and inactivity addressed through the Economic Stimulus Program.
iii.	Creativity, talent identification and innovative development undertaken in collaboration with the Department of Education, Vocational Training, Youth, Sports, Gender and Social Services.	25%	Report on youth creativity, talent identification and innovative development.
	TOTAL	100	

D16. Project Completion Rate

During the contract period, the Director commits to undertake the following projects:

S/NO..	Project Name	Project Description	Location	Total Estimated Cost (Kshs. M)	Current Status (%)	Allocation for FY 2025/26 (Kshs. M)	Expected Deliverables (Output) FY 2025/26

1.	Proposed construction of Sub-County Office and ICT Centre	Construction of Sub-County Office and ICT Centre	Hirimani Ward	20	0	20	Sub-county office and ICT Centre constructed at 100%
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17. Productivity Improvement

The Director is committed to the measurement of the efficiency and effectiveness of resources (labour, capital, technology and systems) utilization in converting inputs into quality outputs. In this regard, the Director commits to participate in establishing of a County-wide baseline Productivity Index (100%).

2. GOVERNOR'S DIRECTIVES

2.1. Governor's Directives Implemented

The Director commits to implement the Directive on National Tree Growing Restoration Campaign, in line with the Governor's commitment on Implementation of Specific National Government Policies on Natural Resource Protection and Conservation in Tana River County and any other Directive that may be communicated, as follows:

S/No	Directive Name	Directive Description	Date Issued	Directive Timelines	Estimated Cost (Kshs.)	Allocation for Current FY (Kshs.)	Expected Deliverables
1.	National Tree Growing Restoration Campaign	To grow 15 billion trees for restoration of 10.6 million hectares by 2032. This initiative is expected to increase the forest and tree cover from 12% to	21st December, 2022	30 th June, 2026	360,000.00	360,000.00	i) Minimum allocated trees grown – 3,600 seedlings (70%); and ii) Key stakeholders mobilized to grow trees, in liaison with the Department of Environment and Climate

		30% by 2032.					Change (30%).
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F. AFFIRMATIVE ACTION IN GOVERNMENT PROCUREMENT

F1. Access to Government Procurement Opportunities

The Director is committed to the empowerment of Youth, Women and Persons with Disabilities (PWDs). In this regard, the Director commits to allocate and award a minimum of 30% of the procurement budget of Kshs. 24,150,000 translating to Kshs 7,245,000 and a further 2% of the budget translating to Kshs. 144,900.

In addition, the Board commits to facilitate achievement of the target by undertaking the following:

- i. Build the capacity of the three (3) target groups through training on Government Procurement procedures, requirement for accessing Government procurement opportunities on the specific opportunities available;
- ii. Pre-qualify the registered groups as affirmative action; and
- iii. Submit to PPRA a summary of the procurement opportunities allocated to the target group in the format provided on the PPRA website (quarterly, bi-annually).

F2. Promotion of Local Content in Procurement

The Director is committed to the promotion of consumption of locally produced goods and services that will contribute to, among others, employment creation and growth of local industries. In this regard, the Director commits to allocate and award a minimum of 40% of the total procurement budget of Kshs. 24,150,000 translating to Kshs. 9,660,000. In addition, the Director commits to prepare and submit quarterly progress report on the implementation of this performance indicator to the Department of Tourism, Culture, Heritage, Coordination of Wildlife Conservation, Trade and Industrialization.

G. CROSS-CUTTING ISSUES

G1. Youth Internships and/or Industrial Attachment

The Director is committed to the progressive engagement of the Youth in Internship and/or Industrial Attachment Programmes for skills transfer. In this regard, the Director commits to engage a total of 100 Youths on Industrial Attachment.

G2. Work Environment

The Director is committed to the improvement of physical work areas and facilities as well as the immediate surrounding of the work place, including social, psychological, environmental as well as ergonomic factors. In this regard, the Director commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Standard tool for undertaking work environment surveys developed and availed to the County Departments by 31 st October, 2025.	30%	Standard Survey Tool for undertaking work environment surveys developed and availed to the County Departments.
ii.	An internal work environment survey carried out and a work plan for implementation of the recommendations prepared by the end of the second quarter.	30%	Survey Report.
iii.	The survey recommendations implemented as per the work plan.	40%	Report on implementation of the recommendations.
	TOTAL	100	

G3. Compliance with Statutory Obligations

The Director is committed to the compliance with laws and regulations governing the Department's operations, but not limited to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Public Procurement and Asset Disposal Act, 2015 a) Development and adherence to the procurement plan (10%); b) Submission of the plan to Public Procurement Regulatory Authority (PPRA) through the Department of Finance and Economic Planning by 31 st August, 2025 (5%); and c) Submission of bi-annual procurement plan implementation reports to the Authority through the Department of Finance and Economic Planning in the format provided in the PPRA website – www.tenders.go.ke . (5%).	20%	Report on adherence to the Procurement Plan, submittal letters to the Department of Finance and Economic Planning.
ii.	Remittance of Statutory Deductions (80%) - these will include, but not limited to, repayment of Higher Education Loans Board (HELB) dues by beneficiary employees, statutory taxes, Social Health Insurance	80%	Report on remittance of statutory deductions.

	Fund (SHIF), National Social Security Fund (NSSF), Provident Funds, Gratuity, Pay As You Earn (PAYE) and Savings and Credit Cooperatives (SADIRECTOR) and Bank remittances.		
	TOTAL	100	

G4. Asset Management

The Director is committed to ensure that adequate asset management structures and systems are in place for prudent management of public assets for optimum economic and social benefits to the public. The Director therefore commits to the following:

S/NO.	SUB-INDICATOR	TARGET	OUTPUTS
i.	Inventory of Assets established/updated.	30%	Inventory of Assets Register.
ii.	Assets Ownership documents acquired.	30%	Report on Assets ownership documents.
iii.	Idle Assets identified and submitted to the Department of Finance and Economic Planning for disposal.	40%	Report on idle Assets identified and submittal letter to the Department of Finance and Economic Planning.
	TOTAL	100	

In addition, the Director will submit quarterly and annual reports to the Department of Finance and Economic Planning for onward submission to The National Treasury using the prescribed format by email nalm@treasury.go.ke