



## COUNTY GOVERNMENT OF BUNGOMA



### DEPARTMENT OF PUBLIC SERVICE MANAGEMENT ADMINISTRATION & ICT OFFICE OF THE COUNTY CHIEF OFFICER

**Telephone:** 0725393939  
**E-mail:** [chiefofficerpsm@bungoma.go.ke](mailto:chiefofficerpsm@bungoma.go.ke)

Municipal Building  
P. O Box 437 - 50200

**BUNGOMA**

**Date:** 15/10/2024

**Our Ref:** CG/BGM/KDSP II/QR/2024/VOL.I/001

County Chief Officer  
Public service Management Administration and ICT  
County Government of Bungoma  
P.O. Box 437 – 50200  
**BUNGOMA**

### **RE: QUARTERLY REPORT**

The above subject matter refers.

Attached please find a copy of KDSP II 1<sup>st</sup> quarter report.

Regards

Cyrus Wanyonyi

**COUNTY PROGRAM COORDINATOR**

**CC:** CECM - PUBLIC SERVICE MANAGEMENT, ADMINISTRATION & ICT

15 OCT 2024

RECEIVED  
BUNGOMA COUNTY

SECOND KENYA DEVOLUTION SUPPORT PROGRAM (KDSP II)  
FIRST QUARTER REPORT 24/25

KRA	DLIs	Output/Deliverable	Activity Description	Description of Sub-Activities	Performance Indicators	Target	Actual	Remarks
KRA 1	ESTABLISHMENT BY THE COUNTY OF CORE GOVERNANCE ARRANGEMENTS TO MANAGE PUBLIC RESOURCES							
	DL12	Core program governance arrangement put in place	Nomination and appointment of Program governance teams	2 committees established	no of committees established	2	2	appointment letters CPIU, CPTC members
				one implementation units formed	no of units formed	1	1	appointment letters CPIU staff
			participation agreement signed	participation agreement signed between H.E the Governor and principal secretary, state department of devolution	no of agreements signed	1	1	copy of participation agreement attached
			workplan, budget and Cashflow plan prepared	programme workplan developed and approved	no of workplan	1	1	copy of approved workplan attached
				programme budget developed and compiled	no of budget	1	1	copy of approved budget attached
				cash plan developed	no of cash plan	1	1	copy of cash plan attached
COUNTIES THAT HAVE INCREASED OWN SOURCE REVENUE BY 5 PERCENT ABOVE THE PREVAILING INFLATION RATE								
	DL13	Increased own source revenue from 1.024 billion to 1.4 billion	Development of action plan on county revenue enhancement	Appointment of 1 technical working committee on revenue enhancement	No. of Technical committees	1	0	
				terms of reference (TOR) developed	ToR Report	1	0	
				prospective Consultants invited to bids	Copy of advert	1	0	
				Tender Opening	Copy of minutes and attendance list	1	0	
				Tender Evaluation	Evaluation report and attendance list	1	0	
				Tender award by accounting officer	Copy of notification	1	0	
				Contract signing between successful Consultant and accounting officer	copy of signed contract agreement	1	0	
				Stakeholder consultation on proposed action plan by Consultant	no of stakeholder report	1	0	
				joint Consultant and technical team meetings	no of report	1	0	
				Validation of draft action plan by Consultant	no of report	1	0	
				Final report submitted	final report	1	0	
				Approval of action plan by cabinet	copy of approval letter	1	0	
			GIS Mapping of revenue streams	technical working committee appointed	no of committees	1	0	
				Development of terms of reference	copy of TOR	1	0	
				Request for bids (Restricted Tendering)	copy of advert	1	0	
				Tender Opening	minutes and attendance	1	0	
				Tender Evaluation	report	1	0	
				Tender award by accounting officer	notification of award	1	0	
				Contract signing between accounting officer and Consultant	copy of signed contract	1	0	
				Field Data collection by Consultant	copy of field data collection and daily attendance lists	1	0	
				Data entry and analysis	copy of database	1	0	

			uploading of monthly revenue collections per stream	Monthly county revenue collections reports developed and uploaded on county website	no of reports uploaded	12	3	copy of revenue collection data
			Develoment of County Resource Mobilization strategy paper and OSR	county own source revenue policy developed	no of policies developed	1	0	
	DLI 4	Reduced pending bills to a	Development and implementation of	action plan developed	no of action plan	1	0	
			Confirmation of status of pending bills	stock of pending bills for 2024/25 verified and confirmed	number of pending bill report	1	0	
				Uploading of data on county website	Quarterly reports	1	0	
KRA 2	COUNTIES THAT HAVE INTERGRATED THEIR HUMAN RESOURCE STAFF ESTABLISHMENT AND PAYROLL AND UPLOADED CLEANED PAYROL IN THE UHR MIS							
	DLI 5	Approved organisational structure	Establish organisational structure	organisational structure for bungoma county public service developed	no of technical report	1	0	
				Uploading to the website	url link to page	1	0	
		Approved staff establishment	Development of Staff Establishment for the county government of	county staff establishment developed	no of techical reports	1	0	
		HR Head count and Skills Audit undertaken	Carry out comprehensive HR Headcount & Skills audit	HR headcount carried out	headcount report	1	0	
				skills audit undertaken	skills audit report	1	0	
			Action for implementation of HR audit recommdation	Quarterly meetings by key stakeholders to deliberate on progress of implementation	number of meeting	1	0	
	ENHANCING ACCOUNTABILITY FOR RESULTS THROUGH AN INTERGRATED PERFORMANCE MANAGEMENT FRAME WORK IN							
	DLI 6	Effective service delivery	Performance management	Appointment of county performance management	no of committees established	1	1	
				Issuance of a Circular informing Departments on Performance contracting Circle	no of circulars	1	0	
				Source Performance management experts from the state department of public service management to vet departmental performance contracts	Invitation letters	1	0	
				Performance management secretariate meetings comprising of 15 members to prepare and implement performance management@ kshs 2,500 per person per day to cater for lunch, teas	number of meetings	4	0	
				Vetting of departmental performance Contracts for CECM& H.E. The Governor b) CECM & Chief Officers c) Chief	copy of vetted performance contracts	1	0	
				Signing of performance Contracting attended by H. Governor, DG,10 CECM, 1 CS,1 COS, 16CO, 32 Directors	no of person	58	58	done
				Undertake a Sensitisation Workshops for 80 directors&performance management champions on Cascading of Performance management to all staff by signing of the Performance Appraisals	workshop report	1	0	
KRA 3	ESTABLISHMENT OF PUBLIC INVESTMENT DASHBOARD WITH CITIZEN FEEDBACK MECHANISM IN BUNGOMA COUNTY							
		Community led project	Development of community led project	Technical working committee of 5 persons appointed	no of committes	1	0	

	management committee inaugurated	management committee guidelines	Engagement 50 with stakeholders on the proposed community led project management committee guidelines	Minutes and attendance list	1	0	
			Sensitisation of 21 members of sectorial committee on public service management	report	1	0	
	Project management dashboard	Design and installation of project management dashboard	A Technical working committee of 7 persons established	no of technical committee	1	0	
			terms of reference prepared	TOR Report	1	0	
			advertisement	Tender advert	1	0	
			tender opening	Minutes and attendance list	1	0	
			tender evaluation by 7 member evaluation committee underaken	Evaluation report and attendance list	1	0	
			Tender award by accounting officer	notification of award	1	0	
			Contract signing between accounting officer and Consultant	copy of signed contract agreement	1	0	
			Development and testing of dashboard	operational manual	1	0	
		Uploading of project data in the Investment dashboard	Designing & testing data collection tools by 5 technical working team	report	1	0	
GENDER MAINSTREAMING							
GRIEVANCE AND REDRESS MECHANISM							
	GRM Formalized grievance and redress framework in place	Development and implementation of Grievance redress mechanism	establishment of techncial working committee	no of committees established	1	0	
			Preparation of terms of reference	ToR Report	1	0	
			Invitation of bids from prospective Consultants	Tender advert	1	0	
			Carry out tender opening	minutes and attendance list	1	0	
			Undertake tender evaluation by 7 member evaluation committee	Evaluation report and attendance list	1	0	
			Tender award by accounting officer	notification of award	1	0	
			Contract signing between accounting officer and Consultant	copy of signed contract agreement	1	0	
			Organise 1 day stakeholder engagement Workshops of 40 participants by Consultant	report	1	0	
		Drafting of GRM framework by 7 technical working committteeby Consultant	report	1	1		
ENVIRONMENT AND CLIMATE CHANGE RESILEINCE SAFEGUARD							
	M&E Monitoring and Evaluation of the implementation of programme done	Quarterly, mid-year and annual M&E exercise	Development of M&E framework by 10 technical committee	report	1	0	
			Field data collection by 10 techncial staff	report and attendance list	1	0	
			Data analysis by 5 techncial staff	report	1	0	
			Report writing and presentation by 10 technical team members	report	4	0	
			Desimination M&E Report to 100 participants	report and attendance list	1	0	
COUNTY PROGRAMME MANAGEMENT /CO-ORDINATION							
		Preparation of program procurement plan	programme procurement plan developed	no of procurement plan	1	1	copy of approved procurement plan
		County Programme Committee meeting	County steering committee meetings held	no of meetings	4	2	copy of minutes attached
			County program technical committee meetings held	no of meetings	6	2	copy of minutes attached
			County program implemetation unit meetings held	no of meetings	12	2	copy of minutes attached

		Staff engagement in program activities away from the county	Workshopss and other activities	workshop report	1	0	
			Preparation of end of program report.	minutes and attendance list	1	0	
		Capacity building of program management committees	2 days training Workshops for 18 CPTC and CSPC members plus 3 focal persons program management	report and attendance list	1	0	
			Training of 10 CPIU members on program management	report and attendance list	1	0	
		Assesment missions support	County level assesment missions by 10 persons	report and attendance list	1	0	
			10 persons Joint national/county/world bank support missions	minutes and attendance list	1	0	