REPUBLIC OF KENYA

GOVERNMENT OF MAKUENI COUNTY

KENYA DEVOLUTION SUPPORT PROGRAMME(KDSP) II BASELINE SURVEY

NOVEMBER 2024

Submission Record (1 of 39)   ✕

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Type	Question	Response
abc	County	*Makueni*

📍	Please give your geolocation					
		Point	**latitude (x.y °):**	**longitude (x.y °):**	**altitude (m):**	**accuracy (m):**
		P₁	-1.7834989	37.6285156	0.0	2000.0

Key Result Area 1

abc	1. How does the County submit funding requests to COB?	The departments make a request to IFMiS Each department process their request from IB. Each department is allocated money based on available funds. Requests are prepared by the IB team led by the Co Finance. The reports prepared are forwarded to the CEC Finance for approval. Then forwarded to the Governor's office for approval, Each Form A prepared with its supporting the schedule is signed by the CEC finance, the singed schedule and work plan are forwarded to Controler of Budget, reviews and verifies the requests, once satisfied he issues a forwarding letter and together with supporting documents are physically delivered to the CoB.
123	1.1. How many days does it take for county user to raise an exchequer requisition and submit it to the county treasury?	3
123	1.2. How many days does it take for the county treasurer to consolidate approved exchequer requests from various county	4

	departments and submit to OCOB for approval?	
123	1.3. How many days does OCOB take to approve the consolidated request and issue a grant of credit?	*14*
123	1.4. How many days does it take CBK to effect the transfer of the funds from the CRF account to the County Operation Account?	*1*
1.0	1. What is the County's OSR potential FY 2023/24?	*1262.0*
1.0	2. What was the County's OSR projection for the FY 2023/24? (in Millions)	*1240.0*
1.0	3. What was total Own Source Revenue collected in the county for FY 2023/24? (in Millions)	*1045.0*
abc	3.1 How is the Own Source Revenue collected?	*Through the Revenue Management System (ZIZI), which manages the revenue collection. It's integrated with health facilities systems(Afya Makueni) and land information management systems(Ardhi Makueni). Payment is done through a Pay Bill number, collected into a local county collection account (KCB), and then swiped to CRF every Monday.*
123	4. How many OSR streams does the county have?	*32*
123	4.1. How many Own Source Revenue streams are mapped?	*32*
abc	4.2 Please provide the list of revenue streams with their respective amounts collected in the FY 2023/24.	*Provided*
abc	4.3 Which of the revenue	*32*

streams is automated?

●	5. Does the County have an updated taxpayer registers? (deleting and adding any new taxpayers)	Yes
abc	5.1. How is the updating of the taxpayer registers done?	A census of the business was conducted in 2023 to support comprehensive updating of the taxpayers' registers. In addition, continuous updating is done as a new business request are updated upon registration. Deactivate closed business in the system. Update ownership, change of category of business is updated.
●	6. Does the County have an updated cadasters?	Yes
abc	6.1. How is the updating of the cadasters done?	The updating is done on 2 levels. During registration or transfer of plots and during survey mapping and Planning of markets. This is done inthe ardhi Makueni. In the process of integrating with GIS.
●	7. Has the county signed Participation agreement for KDSP II?	Yes
abc	7.1. Has the county uploaded Participation agreement to the county website	Yes
●	8. Does the county have approved KDSP II Workplan FY 2024/25?	Yes
●	9. Does the county have 1st Quarter reports on the implementation of KDSP II?	Yes
abc	9.1. Remark on the 1st Quarter reports	Report include: inductions of the lead department and finance team in Mombasa. Meeting for Devolution Secretariets on sensitization of inspection for KDSP II. Meeting for preparation of work plan.

○ 10. Does the county have approved Cash plan for KDSP II for the FY 2024/25?

Yes

○ 11. Does the county have a line budget of KDSP II in the County Budget 2024/25?

Yes

○ 12. Does the county have approved KDSP II Budget for the FY2024/25?

Yes

○ 13. Does the county have a project management unit?

No

abc 13.1 If yes, describe the unit.

The county has County Service Delivery Unit whose Secretariat is the M&E unit. They monitor and evaluate county projects. They also give advisories to departments om project management. There is also a Participatory Development Technical Committee that facilitates one government approach to planning, Budgeting and service delivery. The committee comprises of planning, budgetting, M&E, E&S, participation, climate change mainstreaming and PWDs representatives.

○ 14. Does the County have gender officers?

Yes

○ 14.1. Have the gender officers been trained under KDSP II on gender related issues?

No

abc 14.2. If yes, were they trained under an approved training program?

Trained on social safe guards at KSG in 2021 under KDSP I. Training has been projected in the KDSP I workplan and a training plan developed.

○ 15. Has the county established County Program Implementation Units (CPIU) for KDSP II?

Yes

15.1 Has the CPIU been operational? (appointment letters of CPIU staff, Existence

abc	of annual workplan, budget, financial reports, Activity report, monitoring reports, Minutes of CPSC and CPTC and program communication action plan)	Yes it's operational
⊙	16. Has the county verified pending bills?	Yes
abc	16.1 How does the county verify pending bills ?	Through a Pending Bill Verification Committee, it's an ad hoc not gazetted. The CEC finance appoints the members of the committee. Each department submits all the Pending Bills to the finance department, and they are then verified by the committee.
1.0	17. What is the County's expected revenue for the FY 2024/25?	11197.0
1.0	17.1 What is the County's revenue for Quarter 1 of the FY 2024/25?	961.0
1.0	18. What is the amount of stock of commitments for Quarter 1 of the FY 2024/25 ? (in Millions)	2016.0
⊙	19. Has the county uploaded the pending bills on the county website?	No
⊙	20. Has the county developed pending bills action plan?	Yes
⊙	20.1 If yes, has the county implemented the pending bills action plan?	Yes
abc	21. What was the audit opinion of the FY 2022/23?	Qualified

Key Result Area 2

⦿	1. Has the county conducted payroll audit?	*Yes*
⧖	1.1 If yes, when was it conducted?	*September 30, 2023 2:49 PM*
⦿	1. 2. Does the county have an action plan for implementing audit recommendations?	*No*
⦿	2. Has the county conducted HR and skills audit?	*No*
📅	2.1. If yes, when was it done?	
⦿	2.2 Does the county have an Implementation plan for the recommendation of HR and skills audit?	
⦿	3. Has the county reviewed its organizational structure?	*Yes*
abc	3.1 When was the organizational structure reviewed?	*April 2024*
⦿	3.2. Was it approved by the County Public Service Board?	*Yes*
⦿	3.3 Has the approved organizational structure been implemented?	*No*
⦿	4. Does the county have an approved staff establishment?	*Yes*
⦿	5. Does the county have an Implementation plan for the approved staff establishment?	*Yes*
⦿	6. Does the county have an updated Human Resources records?	*Yes*

	7. Does the county use an automated Human Resource management system?	No
abc	7.1. If yes, which one?	
abc	7.2. If No, why?	The county has mapped all the modules to be automated, but due to resource constraints, it has not been implemented. However, the county uses the IPPD payroll management system.
	7.3. Has the county uploaded the HR records in its Human Resource management system?	No
	7.4. Has the county uploaded clean and updated payroll in the Human Resources management system?	Yes
	7.5. Does the Human Resource management system have Self-checks to ensure that the payroll data is consistent with the approved staff establishment and other HR records?	No
	8. Does the county operate with a fully automated payroll system for all the staff?	No
abc	8.1. If no, why?	Health contracted staff are paid through the facilities, casuals in the semi-autonomous agencies, and casuals in the cleaning market are not on the IPPD. The period for engagement is short for them on board to the IPPD. The wage bill is at optimum, and the county therefore engages the staff on a contract basis. The pay of contract and casuals is less compared to regular employment. The SAGAs (10) have their own payroll system.
	9. Has the county been signing performance contracts?	Yes

○ 9.1 Has the county cascaded the signing of PC from the Governor (Top Level) to the staff (Lower Level, CECMs and CCOs)? — Yes

abc 9.1.1. To what level level has the PC been cascaded? — To Directors level

○ 9.2 Has the county been undertaking PC Quarterly Monitoring and reporting? — Yes

○ 9.3 Has the County been undertaking annual performance evaluation of the PC — Yes

○ 9.4 Is the performance Contracting automated or manual? — Manual

○ 9.5. Has the county been undertaking Annual Performance Appraisal? — Yes

○ 9.6. Is the Annual Performance Appraisal Automated or manual? — Manual

○ 10. Are performance Indicators and Targets (Institutional & Individual) Aligned to County Priorities? Provide PC , CIDP and ADP for assessment on alignment — Yes

○ 11. Are the Summit resolutions submitted to county assembly for adoption? — No

Key Result Area 3

○ 1. Has the county operationalized Project management committee to the lowest level of administration? — Yes

●	2. Has the county established Public participation unit/departments?	*Yes*
●	3. Has the County established a Feedback mechanism for public participation & citizen engagement?	*Yes*
abc	3.1. If yes, how does the county receive feedback?	*Hold physical comminty feedback forums at the sub-wards (Budget) Participatory Development Review Websit-Email and contact for feedback. Project management and tracking feedback system. Under FLLoCA digitization of participatory process for devolved services delivery. County Assembly invitation for petitions. County Assembly oversight visits, suggestion boxes at the Ward level, and different service delivery. Social Media. Meet the people development tours.*
●	4. Does the county hold public participation & citizen engagement forums ?	*Yes*
●	5. Has the county been conducting project stocktaking?	*Yes*
abc	5.1 If , yes. How has the county been undertaking project stocktaking?	*Through the Project Management Tracking Tool(PMTS) periodic activities by the M&E unit in collaboration with the Ward Head Department officers.*
●	6. Does the county have a project management system?	*Yes*
●	6.1. If yes, Does the Project management system have a feedback mechanism ?	*Yes*
●	6.2. Are all the projects updated in Projects management System?	*Not all*
	7. Has the county assembly established a fiscal	

○   bureau/budget office?

Yes

abc   7.1 What is the approved staff establishment of the Budget office?

13

123   7.2. What is the current staffing levels of the Budget office?

4

◉   8. Does the county assembly have a mechanism to track implementation of their resolutions?

Yes

◉   9. Does the county have a designated Occupational Health and Safety Officer?

Yes

abc   10. List the training programs on occupational health and safety provided to the county employees?

Training on fire drills, prevention of work related hazards

abc   10.1. How often are the sessions conducted?

Twice a year

◉   11. Does the county have a grievance redress mechanism for the public?

Yes

abc   11.1 Describe the grievance redress mechanism?

.It's three Tier GRM- committee-focal person on GRM. Ward level -one of the responsibilities of the PMC is Grievance Redness, they respond, document and escalate to the ward level where necessary. Grievance are escalated to the Sub-county if not resolved to the county level (CO level). At the office of County Secretary, community can bring petition and complaints related to public service.

☰   12. Does the county conduct risk assessment screening of development projects on

- Climate Change
- Environment
- Social

● 12.1 Does the county undertake monitoring and evaluation of the implementation of the Environmental, Social management Plan?

Yes

start	
end	
today	
username	
device ID	collect:c5MD2Z5jbx4cDXBT
phone number	
audit	
__version__	v9WnxQGaXnpLunTGyaU3ce
_id	413560157
instanceID	uuid:35a8c0e8-aae7-4d31-8c5e-6790a1383987
Submitted by	githinjimargaret

⊒> M&E Baseline Survey 2024

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GOVERNMENT OF MAKUENI COUNTY
CHIEF OFFICER

2 8 NOV 2024

DEPT. OF DEVOLUTION, PUBLIC PARTICIPATION
COUNTY ADMINISTRATION & SPECIAL PROGRAMMES